

**SAVITRIBAI PHULE PUNE UNIVERSITY
(SPPU)
(Formerly University of Pune)**



CREDIT SYSTEM (CS)
For
SEMESTER PATTERN
Post Graduate Programs

Handbook

(Updated Version)

Prepared by
Professor Vilas Kharat Dr. V. B. Gaikwad

MESSAGE FROM HON. VICE CHANCELLOR, SPPU

The world of today is full of competition in each and every field. In order to cop-up with the needs of the time it has become necessary to prepare ourselves in tune with the norms and practices accepted and implemented across the globe. As such, one of the important aspects is to add a value to a postgraduate degree by imparting a knowledge based and hands-on experience training to the students. This very aspect demands the choice based credit system for the PG programs. The Credit System (CS) not only nurtures a student to put his best efforts for touching the heights of excellent education based knowledge but also allows carrying the credits earned from one University to the other in India and abroad as well. In fact, there are as many aspects that are of great importance in the CS but CONTINUOUS ASSESSMENT is the backbone and so it has to be handled with care so as to visualize a student with potential for excellence. Our University has jumped into this well of 21st century education with a firm footing of CS from the academic year 2013-14 for the PG programs conducted at affiliated colleges also. I am confident that the teachers involved in the implementation part would shoulder the responsibility & add values to it.

This handbook of CS is prepared to facilitate the aims and objectives of the system and the teachers as well as students would testimony the lucidity and essence of it.

Dr. W. N. Gade

PREAMBLE

In pursuance of the decision to implement Credit System at the Post Graduate level and ensure continuous assessment, the SPPU has decided to incorporate the Credit System (CS) under Semester Pattern in all its affiliated colleges and recognized institutions where postgraduate programs are conducted.

The Hon. Vice-Chancellor and the authorities of University of Pune, namely, the members of the Management Council, the

Deans of Faculties, the Members of the Academic Council, and the chairmen of the board of studies are the pillars in shaping the system for the cause of the benefit to the students.

Of course, all the teachers are committed to handle the credit system for the better and result oriented output in the enhancement of knowledge level of each and every student.

Down the line of every $2/3$ years, the University is keen to inculcate the system and observe the overall development of its students.

CONTENTS

- 1. General administration*
- 2. Conduct of the Credit System*
- 3. Examination Rules*
- 4. Assessment and Grade point average*
- 5. Modus Operandi of Evaluation under
Credit System- 2 years programs*
- 6. Modus Operandi of Evaluation under
Credit System- 3 years programs*

1. General administration

1.1 These rules and regulations shall be applicable for the conduct of CS for the Departments on the Campus of SPPU (implemented in AY 2001-02) as well as for the affiliated colleges and institutes (implemented in AY 2013-14).

1.2 As per the UGC directives, 10 point scale is applicable from the academic year AY 2015-16 (not applicable to the students admitted before the AY 2015-16).

1.3 CS Coordination Committee.

1. *Director, BCUD – Chairman*
2. *Deans of faculties - Members*
3. *HODs from Campus(02) - Members*
4. *Professors from Campus(02) - Members*

This Committee shall take all decisions arising pertain to these rules and the implementation of CS.

2. Conduct of the Credit System

2.1 The Post-Graduate Degree will be awarded to those students who earn the minimum number of credits as follows:

Name of the Faculty	Total credits	Average credits per semester
<i>Science, Engineering, Pharmacy, Management, Technology</i>	100	25
<i>Arts & Fine Arts, Social Sciences, Commerce, Law, Education*, Physical Education*</i>	64	16

(* - will be as per the directives of Education Council)

- In a case, where the PG program duration is of one year, such a program shall consist of minimum 40 credits.
- Except the credits for practical courses, wherever applicable, a student can register for less number of courses in a semester subject to the condition that such a student will have to complete the degree in a maximum of four (five) years for 2 years (3 years) program. This facility will be available subject to the availability of concerned courses in a given semester and with a maximum variation of 25 % credits (in case of fresh credits) per semester.

2.2 The proportion of Laboratory courses shall be around 40 % of the total credits of a PG program. Project work, if included, shall consist of NOT more than 10 % of the total number credits for PG programs in Science, Engineering, Technology, Management, Pharmacy and 05 % of the total number of credits for other PG programs.

2.3 One credit will be equivalent to 15 clock hours of teacher-student classroom contact in a semester. There will be no mid-way change allowed from Credit System to Non-credit (external) System or vice versa.

2.4 A post graduate teacher in a subject shall be affiliated to only ONE post graduate center at any given time and for only one subject.

2.5 For the routine conduct of the CS in a PG Department on the campus of SPPU, HoD will be the Chairperson and the teachers (employees of SPPU) in the Department will be the members.

While for a PG Department in colleges/institutes, Dean of the concerned faculty shall be the Chairperson and the constitution of faculty wise committee shall be as follows:

1. *Dean of the Faculty – Chairman*
2. *Two HoD's of the Post Graduate centers from the respective faculty nominated by the Hon. Vice Chancellor*
3. *One HoD/Professor/Subject expert from the Post Graduate Department of the University Campus nominated by the Hon. Vice Chancellor*
4. *Director, BCUD - Coordinator*

2.6 Among the minimum number of credits to be earned by a student to complete a Post Graduate Degree program (100/64 credits), the student will have to earn minimum 75% credits from the parent Department (subject) and the remaining up to 25 % credits could be earned from the parent Department (subject) or any subject/s of any faculty conducted at other PG Department/ PG Center. In any case, a student will have to earn compulsory credits from the parent Department (subject) over and above.

3. Examination Rules

3.1 Assessment shall consist of CA-Continuous assessment and ESE(ETE)-End of Semester(Term) Examination with an equal weightage of 50%.

3.2 The concerned teacher is responsible for conduct and evaluation towards CA and shall announce at the beginning of the course about the mechanisms under which CA would take place. However, the ESE (ETE) shall cover the entire syllabus prescribed for that course.

3.3 The CA towards 50% marks will be a continuous activity and at least two written tests (for 60-80% marks out of CA marks) must be conducted in addition to at least two following mechanisms (for 20-40% marks out of CA marks) for a full course of 4/5 credits.

Journal/Lecture/Library notes, Short Quizzes, Seminar presentation, Assignments, Extension Work, An Open Book Test (book to be decided by the concerned teacher), Mini Research Project by an individual student or a group of students

A teacher may devise a mechanism other than written test in addition to above in order to flourish the course contents.

a) It is mandatory for a teacher to hand over the assessed answer sheets to the respective students well before the commencement of the ESE (ETE).

b) It is also mandatory to declare the score gained by all the students in a course towards CA on the notice board duly signed by the concerned teacher of the course and the HoD/Principal/Director.

- 3.4 ESE (ETE) for the remaining 50% marks will be conducted by SPPU.
- 3.5 A student has to obtain 40 % marks taken together of CA and ESE (ETE) with a minimum of 30% in each of these separately.
- 3.6 A student will have to obtain a minimum aggregate of 40% marks in each course to be counted for the minimum number of credits required for the completion of the program.
- 3.7 If a student misses an internal assessment examination he/she will have a second chance with the endorsement of the HoD/Principal/Director in consultation with the concerned teacher. Such a second chance shall not be the right of the student.
- 3.8 a) If a student is declared as “PASS” in a course (Grade other than F), then the student cannot choose/reappear that course unless appearing under “CLASS/GRADE IMPROVEMENT” for ESE (ETE) only.
- CA is not available for a course in which the student has been declared as “PASS”.
- b) If a student is declared as “FAIL” (Grade F) in a course, then the student is allowed to choose such a course, with CA and ESE (ETE) both, only in a semester in which the course is conducted, irrespective of the previous score in CA.

Otherwise, the student may appear only for ESE (ETE) in that course in any of the following/forthcoming semester, provided that the student has scored at least 15% of the total 100% (or 30% of the 50% of the total marks) in CA.

Explanation:

X = 100%

CA score	ESE/ ETE Score	CA+ ESE/ETE	Result
≥15% of X	≥15% of X	≥40% of X	PASS/Earned Credits with Grade
≥15% of X	≥15% of X	<40% of X	FAIL/No Credits Earned

Y = Course,

Odd-Sem = First Half/Semester of an Academic Year

Even-Sem = Second Half/Semester of an Academic Year

Semester in which Y is conducted	Status of the Y for a student	Future scope for improvement in Y
Odd-Sem	PASS	Under CLASS IMPROVEMENT only
	FAIL	The student can appear for ESE (ETE) in any subsequent semester, provided the student has scored ≥ 15% of X. OR The student can choose/register Y with CA and ESE (ETE) both in an Odd-Sem.
Even-Sem	PASS	Under CLASS IMPROVEMENT only
	FAIL	The student can appear for ESE (ETE) in any subsequent semester, provided the student has scored ≥ 15% of X. OR The student can choose/register Y with CA and ESE (ETE) both in an Even-Sem.

c) In case of 3.8(b), the maximum duration available to register/reappear for a course will be as follows.

2 years PG Program – Up to 4 (four) years
(i.e. if a student is registered/admitted for first semester in 2013-14, then the student is allowed to register/reappear up to second semester in 2016-17)

3 years PG Program – Up to 5 (five) years
(i.e. if a student is registered/admitted for first semester in 2013-14, then the student is allowed to register/reappear up to second semester in 2017-18)

d) In the case of 3.8(b), the number of attempts (excluding registered for first time) available to register/reappear for the course would be 3(three) only, subject to 3.8(c).

e) In an exceptional case, if there are sufficient number of students who wish to register for a course for CA and ESE (ETE) both in which they are failed, then such a course can be conducted in the immediate following semester only, in addition to the courses conducted in that semester. However, there cannot be more than two such courses at a time in that semester.

3.9 The student will be finally declared as failed if the minimum numbers of credits are not earned within a total period of Four and Five years respectively for 2 years PG Program and 3 years PG Program. After that, such a student will have

to seek fresh admission as per the admission rules prevailing at that time.

- 3.10 A student cannot register for the third/fourth semester, if she/he fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters.
- 3.11 There shall be a revaluation of the answer scripts of ESE (ETE) as per Ordinance No.134 A & B, but not of CA.
- 3.12 While marks will be given for all examinations, they will be converted into grades. The Semester End Grade sheets will be generated by using marks and grades and the final grade sheets and transcripts shall have grade points average and total percentage of marks (up to two decimal points). The final grade sheet will also indicate the PG Department/Center to which the candidate is registered.

4. Assessment and Grade Point Average

- 4.1 The system of evaluation will be as follows: Each CA and ESE (ETE) will be evaluated in terms of marks. The marks for CA and ESE (ETE) will be added to convert into a grade and later a grade point average. There is no grade independently for CA or ESE (ETE).
- 4.2 Result of a student will be declared for each semester after the ESE (ETE) only.
- 4.3 The student will get a Grade Sheet with total grades earned and a Grade Point Average, after earning the minimum number of credits towards the completion of a PG program (subject to 3.9).

4.4 Marks/Grade/Grade Point w.e.f. AY 2015-16 (10 Point Scale):

Marks	Grade	Grade Point
80-100	O: Outstanding	10
70-79	A+: Excellent	9
60-69	A: Very Good	8
55-59	B+: Good	7
50-54	B: Above Average	6
45-49	C: Average	5
40-44	P: Pass	4
0-39	F: Fail	0
-	Ab: Absent	0

Following will be applicable for all those who are admitted before the AY 2015-16 till they complete the PG program (subject to 3.9).

Marks	Grade	Grade Point
100 to 75	O: Outstanding	06
74 to 65	A: Very Good	05
64 to 55	B: Good	04
54 to 50	C: Average	03
49 to 45	D: Satisfactory	02
44 to 40	E: Pass	01
39 to 0	F: Fail	00

4.5 Final Grade w.e.f. the AY 2015-16 (10 Point Scale):

Grade Point Average	Grade
09.00 – 10.00	O
08.50 – 08.99	A+
07.50 – 08.49	A
06.50 – 07.49	B+
05.50 – 06.49	B
04.25 – 05.49	C
04.00 – 04.24	P
00.00 – 03.99	F

Remark: B+ is equivalent to 55% marks and B is equivalent to 50% marks.

Following will be applicable for all those who are admitted before the AY 2015-16 till they complete the PG program (subject to 3.9).

Grade Point Average	Grade
05.00-6.00	O
04.50-04.99	A
03.50-04.49	B
02.50-03.49	C
01.50-02.49	D
00.50-01.49	E
00.00-00.49	F

4.7 'B' Grade is equivalent to atleast 55% of the marks as per circular No.UGC- 1298/[4619]UNI-4. (Not applicable for 10 point scale)

4.8 A seven point grade system [guided by the Government of Maharashtra Resolution No. NGV-1298/[4619]/UNI.4 and the University regulations] will be followed uniformly for Science, Arts, Mental, Moral and Social Sciences. The corresponding grade table is detailed above.(not applicable for 10 point scale)

4.9 If the GPA is higher than the indicated upper limit in the three decimal digit, then higher final

grade will be awarded (e.g. a student getting GPA of 4.492 may be awarded 'A' grade). (Not applicable for 10 point scale)

- 4.10 There will be only final compilation and moderation at GPA (Final) level done at the Department. While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation, subject to the applicable rules at that point of time.
- 4.11 For grade improvement, 2 year program student will have to reappear for ESE (ETE) only in the courses comprising a minimum of 30 credits in case of Science, Engineering, Technology, Management and Pharmacy; 20 credits for other faculties and 12 credits in case of one year degree program. These courses will be from the parent Department only in which the student has earned the credits. A student can opt for the Grade Improvement Program only after the declaration of earning minimum number of credits and completion of the PG Program (subject to 3.9) within the period of two years from the completion of program.
- 4.12 The formula for GPA will be based on Weighted Average. The final GPA will not be printed unless a student passes courses for the minimum 100 credits, 80 credits or 64 credits as the case may be.

4.13 The description for the grades is as follows:

O: Outstanding: Excellent analysis of the topic, (80% and above)

Accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, Neat and systematic organization of content, elegant and lucid style;

A+ : Excellent : Excellent analysis of the topic (70 to 79%) Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

A: Very Good: Good analysis and treatment of the topic (60 to 69%) Almost accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Fair and systematic organization of content, effective and clear expression;

B+: Good: Good analysis and treatment of the topic (55 to 59%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

B: Above Average: Some important points covered (50 to 54%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, good language or expression;

C: Average: Some points discussed (45 to 49%)

Basic knowledge of the primary material, some organization, acceptable language or expression;

P: Pass: Any two of the above (40 to 44%)

F: Fail: None of the above (0 to 39%)

4.14 One credit is equivalent to 20-25 marks for evaluation purpose.

4.15 There will be an evaluation of each course by students at the end of every semester. (Sample format enclosed for course evaluation by students)

Relevant circulars from which these rules are compiled and modified

- 187/2001 (12-7-2001) for both M. A. and M. Sc.
- 168/2002 (14-6-2002) & CBH/5422 of 29-8-2002 in continuation of 168/2002 for Social sciences and Humanities
- 125/2004 (22-3-2004) addition to 168 of 2002
- 296/ 2006 (5-8-2006) for all departments
- UGC D.O. No. F. 1-1/2014(Secy) Dated 12th Nov. 2014

5. Modus Operandi of Evaluation under Credit System-2 years programs

- 5.1 Each regular student will normally appear for all the 25% credits in a semester out of the minimum number of credits required to obtain a degree.
- 5.2 A student who wishes to register to the third /fourth semester should have gained at least 50% credits out of the total number of credits offered at the first and second semester of the first year.
- 5.3 Evaluation of each credit will be in two parts, namely CA and ESE (ETE).
- 5.4 A course may be of 1 or 2 or 3 or 4 or 5 credits.
- 5.5 The evaluation of a course means the evaluation of total number of credits of that course. As such, all the credits taken together of a particular course will be evaluated in two parts CA and ESE (ETE).
- 5.6 Weightage for CA would be 50% and for ESE (ETE) would be 50%.
- 5.7 A course will be evaluated in the form of 50 marks for CA and 50 marks for ESE (ETE).
- 5.8 A student will gain all the credits of a course after having obtained minimum 40 marks from CA (minimum 15 out of 50) and ESE (ETE) (minimum 15 out of 50) taken together and will get the

respective grade and grade points in the respective course. Otherwise, a student will get grade F (Fail) in that respective course and will not gain any credits or grade points towards that course.

5.9 CA: The teacher would evaluate a student towards a course through interaction throughout the semester which would include one or more (but not less than 4 including compulsory written test/s) of the following mechanisms with their maximum weightage out of 50 marks and this essentially enables the teacher to get positive feedback about a student's overall understanding/ability and in nutshell enhances the teaching-learning process.

- a. Written test – Max 2 with not more than 15 marks for each
- b. Assignment – Max 2 with not more than 5 marks for each
- c. Seminar presentation – 5 marks (not for all the students)
- d. Group discussion – 5 marks (not for all the students)
- e. Extension work – 5 marks (not for all the students)
- f. An open book test – 10 marks (to be conducted in a classroom for not more than 3 questions)
- g. Report/Note on research paper/s or study tours – 5 marks (not for all the students and to be presented in the respective class)

- A teacher may propose any other mean towards CA (other than written test) that may suit for a particular course and implement only after the approval of the Departmental Committee constituted and approved by the HoD/Principal/Director.

5.10 If a student could not attend the CA written test due to some unavoidable reasons then the teacher may consider a request for retest in writing with furnishing the reason of absence.

5.11 If a student failed to gain the credits of any course (declared F grade in that course) then the student can reattempt the course with CA (if the course is conducted in that semester) and ESE (ETE) both or with ESE (ETE) only (if one has scored 15 in CA) in the subsequent ESEs (ETEs) (max. two such attempts) within a period of 4 years (5 for 3 years programs) from the date of admission for the first semester (subject to 3.9).

5.12 In case a student failed to earn the minimum number of credits required for obtaining a degree within the stipulated period of 4 years (5 years for 3 years programs) then such a student will be declared **INCOMPLETE EXIT** and in such a case the student can seek a fresh admission as per the admission rules prevailing at that time.

5.13 The policies and procedures determined by the SPPU from time to time will be followed for the

conduct of examinations and declaration of the result of a candidate.

5.14 ESE (ETE): Each credit will be evaluated for a maximum period of 45 minutes. The following would be an outline for setting the question paper for ESE(ETE).

Credits	Duration	Questions to be attempted	Number of Subquestions	Marks for subquestions
1	45 min	1 out of 2	3 (for 2 questions)	4+3+3 or 5+3+2 or 4+4+2
2	90 min	3 out of 5	3 (for 3 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5
3	150 min	4 out of 6	2 (for 4 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5
4/5	180 min	5 out of 8	3 (for 6 questions)	4+3+3 or 5+3+2 or 4+4+2
			2 (for 2 questions)	5+5

Note: A question paper for PG program course of 3/4/5 credits under any Faculty other than Science, Engineering, Technology, Management and Pharmacy may contain a question of 10 marks(1 out of 2) without a subquestion.

5.15 PRACTICAL EXAMINATION:

- a. The duration for the conduct of ESE (ETE) of a practical course would be same as stipulated in 5.13.
- b. The outline of the distribution of maximum marks for various aspects/mechanisms towards CA is as follows:
 - *Journal – 10 marks*
 - *Viva-voce at the time of submission of each practical – 20 marks*
 - *Group discussion of 5/6 students for testing the understanding level of a student – 10 marks*
 - *Attendance – 5 marks*
 - *Additional practical work of interdisciplinary approach – 5 marks*
- c. At least three experiments should be asked for the full course of 4/5 credits and at least two for 2/3 credits.
- d. Certified Journal would be compulsory to appear for the ESE (ETE) practical course.
- e. There shall be two experts from the parent Department and two examiners (one of which will be external) per batch.

5.16 If a student failed to obtain a grade other than F in a course then such a course will not be taken into account for calculating GPA and overall grade. In fact, all the courses in which a student has passed will be taken into account for calculating the GPA and overall grade.

6 Modus Operandi of Evaluation under Credit System-3years programs

MCA/MSc(IMCA)/3-year Programs:

- 6.0** All the points other than 5.1 and 5.2 above are applicable to these programs also.
- 6.1** Each regular student will normally appear for all the 25 credits in a semester. (For the program of 150 credits in Six semesters)
- 6.2** A student who wishes to register to the third semester/fourth semester should have gained at least 25 credits. (In case 50 credits offered per year)
- 6.3** A student will be considered to have “Completed” the Internship/Industrial Training upon the submission of certificate of completion, duly signed and sealed, from the Organization where the candidate worked during the Internship period. In case a student failed to submit the required certificate of completion duly signed by mentor/Organization then the student will be considered to have “Not Completed” the required internship/industrial training at the time of the declaration of the result. And hence such student will have to undergo the complete training.



शैक्षणिक विभाग,
गणेशखिंड, पुणे ४११ ००७
दूरध्वनी क्र.: ०२०-२५६०९२५७/५८
ई-मेल : boards@pun.unipune.ac.in
संकेतस्थळ : www.unipune.ac.in
संदर्भ क्र.: CBS/787

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)
Savitribai Phule Pune University
(Formerly University of Pune)

Academic Section
Ganeshkhind, Pune-411 007
Phone: 020-25601257/58
E-mail: boards@pun.unipune.ac.in
Website: www.unipune.ac.in
दिनांक: 26/07/2018

परिपत्रक क्र. १२/२०१८

विषय:— सावित्रीबाई फुले पुणे विद्यापीठातील विभागांकरिता पसंतीनुसार श्रेयांक पध्दतीनुसार [(Choice Based Credit System (CBCS)] शिकवण्यात येणा-या सुधारीत पदव्युत्तर पदवी अभ्यासक्रमांचा आराखडा व अभ्यासक्रमान्वित...

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार वर्ष संबंधितास या परिपत्रकाद्वारे कळविण्यात येते की, सावित्रीबाई फुले पुणे विद्यापीठातील विभागांकरिता पसंतीनुसार श्रेयांक पध्दतीनुसार [(Choice Based Credit System (CBCS)] शिकवण्यात येणा-या खालील सुधारीत पदव्युत्तर पदवी व पदविका अभ्यासक्रमांच्या आराखड्यास व अभ्यासक्रमांस शैक्षणिक वर्ष २०१८-१९ पासून मान्यता देण्यात येत आहे.

सुधारीत अभ्यासक्रम आराखडा यादी (Revised Syllabus Structure)

अ) विज्ञान व तंत्रज्ञान विद्याशाखा: (विज्ञान विषय: ८० श्रेयांक)

1. Department of Health Science (ISHS):
 - i. M.Sc. Health Science
 - ii. Master of Public Health
2. M.Tech. (Energy)
3. M.Sc. (Scientific Computing) (IDSC)
4. Integrated M.Sc. Biotechnology (IBB) (200 Credits)
5. Department of Atmospheric and Space Science:
 - i. M.Sc. (Atmospheric Science)
 - ii. M. Tech. (Atmospheric Science)
6. M.Sc. (Bioinformatics)
7. M.Sc. (Zoology)
8. M.Sc. (Botany)
9. M.Sc. (Physics)
10. M.Sc. (Chemistry) (5-Specializations)
 - i. M.Sc. Physical Chemistry

- ii. M.Sc. Analytical Chemistry
- iii. M.Sc. Biochemistry
- iv. M.Sc. Inorganic Chemistry
- v. M.Sc. Organic Chemistry
- vi. M.Sc. Medicinal Chemistry
- 11. M.A./M.Sc. (Media and Communication)
- 12. Department of Computer Science:
 - i. Master of Computer Application (MCA)
 - ii. M.Sc. (Computer Science)
- 13. M.Sc. (Electronics)
- 14. M.Sc. (Environmental Science)
- 15. Department of Geography:
 - i. M.A./M.Sc. (Geography)
 - ii. M.Sc. (Geoinformatics)
 - iii. P.G.B.Sc. (Applied) GIS Remote Sensing
- 16. M.Sc. (Geology)
- 17. M.Sc. (Instrumentation)
- 18. Department of Mathematics:
 - i. M.A./M.Sc. (Mathematics)
 - ii. M.Sc. (Industrial Mathematics with Computer Application)
- 19. M.Sc. (Microbiology)
- 20. M.A./M.Sc. (Statistics)
- 21. M.Sc. Virology
- 22. M.Tech. (Modeling & Simulation) (100 Credits)
- 23. M.Tech. (Technology Department) :
 - 1. Ph.D. Electronics and Electrical Technology (120 C & 3 years)
 - 2. Ph.D. (CI) (120 C & 3 years)
 - 3. Integrated M. Tech. Ph.D. Chemical and Biotechnology (200 C) (4 Years)
 - 4. Integrated M. Tech. Ph.D. Civil & Environmental Technology (200 C) (4 Years)
 - 5. Integrated M.Tech-Ph. D. (CI) (200C & 4 Years)
 - 6. Integrated M.Tech- Ph.D. Electronics and Electrical Technology (200 C & 4 years)
 - 7. Integrated M. Tech-Ph.D. Mechanical & Material Technology (200 C & 4 years)
 - 8. Ph.D. Mechanical & Material Technology (120 C & 3 Years)
 - 9. Ph.D. Chemical and Biotechnology (120 C & 3 Years)
 - 10. Ph.D. Civil & Environmental Technology (120 C & 3 Years)
 - 11. M. Tech. Computer & Information Technology (100 C & 2 Years)
 - 12. M. Tech. Electronics & Electrical Technology (100 C & 2 Years)
 - 13. M. Tech. Chemical and Biotechnology (100 C & 2 Years)
 - 14. M. Tech. Civil & Environmental Technology (100 C & 2 Years)
 - 15. M. Tech. Mechanical & Material Technology (100 C & 2 Years)

ब) मानवविज्ञान विद्याशाखा: (६४ श्रेयांक)

1. M.A./M.Sc. Anthropology
2. M.A. Economics
3. M.A. History
4. M.A. Philosophy
5. M.A. Politics
6. M.A. Psychology
7. M.A. Sociology
8. M.A./M.Sc. Defence & Strategic Studies
9. M.A. Gender, Culture and Development Studies
10. Sanskrit & Prakrit Language Department:
 - i. M.A. Sanskrit
 - ii. M.A. Prakrit
11. Centre for Advance Studies in Sanskrit:
 - i. M.A. in Sanskrit Linguistics
 - ii. M.A. in Indian Logic and Epistemology
 - iii. M.A. in Translation Theory and Application
12. Department of Foreign Languages:
 - i. M.A. (French)
 - ii. M.A. (German)
 - iii. M.A. (Russian)
 - iv. M.A. (Spanish)
13. M.A. English
14. Department of Hindi:
 - i. M.A (Sahitya)
 - ii. M.A. (Prayojanmulak Hindi)
15. M.A. Marathi
16. Department of Pali:
 - i. M.A. (Pali)
 - ii. M.A. (Buddhist Literature)

क) वाणिज्य व व्यवस्थापन विद्याशाखा:

1. Department of Commerce :
 - i. M.Com. (Regular) (96 Credits)
 - ii. M.Com. (E-Commerce) (112 Credits)
2. Department of Management:
 - i. MBA General (100 Credits)
 - ii. MBA Executive (100 Credits)
 - iii. MBA Pharma-Biotech (100 Credits)

ड) आंतरविद्याशाखीय अभ्यास विद्याशाखा: (६४ श्रेयांक)

1. Physical Education- M.P.Ed. (80 Credits)
2. Master of Journalism and Mass Communication (MJMC)
3. Library and Information Science MLISc
4. Department of Education

- i. M.Ed. (80 Credits)
- ii. M.A. Education
- iii. B.Sc. B.Ed. (4 Years Integrated) (196 Credits)
- 5. Centre for Performing Arts:
 - i. M.A. (Music)
 - ii. B.A. (Music)

सुधारीत अभ्यासक्रम यादी (Revised Detailed Syllabus)

अ) विज्ञान व तंत्रज्ञान विद्याशाखा: (विज्ञान विषय: ८० श्रेयांक)

1. M.Sc. Scientific Computing
2. Department of Atmospheric and Space Science:
 - i. M.Sc. (Atmospheric Science)
 - ii. M. Tech. (Atmospheric Science)
3. Integrated M.Sc. Biotechnology (IBB) (200 Credits)
4. M.Sc. Biotechnology (96 Credits)
5. M.Sc. Bioinformatics
6. M.Sc. Zoology
7. M.Sc. Botany
8. M.Sc. Electronic Science
9. Department of Geography:
 - i. M.A./M.Sc. Geography
 - ii. M.Sc. Geoinformatics
 - iii. P.G.B.Sc. (Applied) in GIS and Remote Sensing.
10. M.Sc. Instrumentation Science
11. Department of Mathematics:
 - i. M.Sc. Mathematics
 - ii. Industrial Mathematics Computer Application (IMCA)
12. M.Tech. (Modeling & Simulation) (100 Credits)
13. M.A./M.Sc. Statistics
14. M.Sc. (Chemistry) (5-Specializations)
 - i. M.Sc. Physical Chemistry
 - ii. M.Sc. Analytical Chemistry
 - iii. M.Sc. Biochemistry
 - iv. M.Sc. Inorganic Chemistry
 - v. M.Sc. Organic Chemistry
 - vi. M.Sc. Medicinal Chemistry
15. M.Sc. in Media and Communication Studies
16. Department of Health Science:
 - i. M.Sc. Health Science
 - ii. Master of Public Health (ISHS)
17. M.Tech. (Energy)
18. Department of Environmental Science:
 - i. M.Sc. (Environmental Science).
 - ii. M.Sc. (Urban Water & Sanitation)
 - iii. B.Sc. (Blended Mode)
19. M.Sc. Microbiology

20. Department of Computer Science:
 - i. Master of Computer Application (MCA)
 - ii. M.Sc. (Computer Science)
21. M.Sc. (Physics)
22. Department of Technology:
 - i. M. Tech. Computer & Information Technology (100 C & 2 Years)
 - ii. M. Tech. Electronics & Electrical Technology (100 C & 2 Years)
 - iii. M. Tech. Chemical and Biotechnology (100 C & 2 Years)
 - iv. M. Tech. Civil & Environmental Technology (100 C & 2 Years)
 - v. M. Tech. Mechanical & Material Technology (100 C & 2 Years)

ब) मानवविज्ञान विद्याशाखा: (६४ श्रेयांक)

1. M.A. History
2. M.A. Politics
3. M.A. Psychology
4. L.L.M. (One Year) (24 Credits)
5. Department of Pali:
 - i. M.A. Pali,
 - ii. M.A. Buddhist Literature
 - iii. P.G. Diploma in Socially Engaged Buddhism
 - iv. P.G. Certificate Course in Mahayana Buddhist Psychology & Ethics
 - v. P.G. Diploma in Buddhist Psychology & Psychotherapy
 - vi. P.G. Diploma Course in Pali
 - vii. P.G. Diploma Course in Buddhist Studies
 - viii. Diploma in Professional Skills in Clinical & Counseling Psychology
6. M.A. Marathi
7. Department of Hindi:
 - i. M.A. (Sahitya).
 - ii. M.A. (Prayojanmulak Hindi)
8. M.A. Gender, Culture and Development Studies
9. Centre for Performing Arts:
 - i. M.A. (Music)
 - ii. B.A. (Music)
10. M.A. Philosophy
11. M.A. Sociology
12. Department of Foreign Languages:
 - i. M.A. (French)
 - ii. M.A. (German)
 - iii. M.A. (Russian)
 - iv. M.A. (Spanish)
13. M.A. Economics
14. Department of Sanskrit & Prakrit Language:
 - i. M.A. Sanskrit
 - ii. M.A. Prakrit
15. M.A. English
16. M.A./M.Sc. Anthropology

क) वाणिज्य व व्यवस्थापन विद्याशाखाः

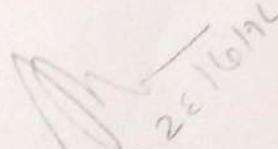
1. Department of Commerce :
 - i. M.Com. (Regular) (96 Credits)
 - ii. M.Com. (E-Commerce) (112 Credits)
2. Department of Management
 - i. MBA General (100 Credits)
 - ii. MBA Pharma-Biotech (100 Credits)
 - iii. MBA Executive (100 Credits)

ड) आंतरविद्याशाखीय अभ्यास विद्याशाखा : (६४ श्रेयांक)

1. Department of Education:
 - i. M.Ed. (80 Credits)
 - ii. M.A. Education
 - iii. B.Sc. B.Ed. (4 Years Integrated) (196 Credits)
2. Centre for Performing Arts:
 - i. M.A. (Music)
 - ii. B.A. (Music)
3. Library and Information Science
4. Department of Communication and Journalism
 - i. Master of Journalism and Mass Communication
 - ii. Diploma in Mass Media.
 - iii. Vruttapatravidya Padvika
 - iv. Certificate Course in Photo Journalism

विज्ञान विषयाची पदवी प्राप्त करण्यासाठी एकूण ८० श्रेयांक (80 Credits) व सामाजिक शास्त्राची (मानव विज्ञान विद्याशाखा व आंतरविद्याशाखीय अभ्यास विद्याशाखा) पदवी प्राप्त करण्यासाठी पूर्वीप्रमाणेच एकूण ६४ श्रेयांक (64 Credits) असतील.

मा. विभागप्रमुख, विद्यापीठातील सर्व विभाग यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधित प्राध्यापक व विद्यार्थ्यांच्या निदर्शनास आणून द्यावा.


उपकुलसचिव
(शैक्षणिक विभाग)

प्रत माहीतीसाठी व पुढील योग्य त्या कार्यवाहीसाठी:—

१. मा. अधिष्ठाता, सर्व विद्याशाखा
२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
३. मा. विभागप्रमुख, विद्यापीठातील सर्व विभाग
४. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
५. मा. उपकुलसचिव, नियोजन विकासा विभाग
६. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
७. मा. उपकुलसचिव, भूभा व दफ्तर विभाग
८. सहाय्यक कुलसचिव, परीक्षा समन्वय विभाग
९. सहाय्यक कुलसचिव, परीक्षा-एस. अँड टी. विभाग
१०. सहाय्यक कुलसचिव, गोपनीय कक्ष
११. वरिष्ठ कायदा अधिकारी
१२. मा. संचालक, आंतरराष्ट्रीय केंद्र
१३. जनसंपर्क अधिकारी
१४. कक्षाधिकारी, बहिःस्थ विभाग
१५. मा. अधिकारी, सिस्टीम ऑनॅलिस्ट डेटा प्रोसेसिंग युनिट
१६. सहाय्यक कुलसचिव, मा. प्र-कुलगुरु कार्यालय
१७. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.



शैक्षणिक विभाग

गणेशखिंड, पुणे-४११ ००७

दूरध्वनी क्र. : ०२०-२५६०१२५७/५६/५९

ई-मेल : boards@pun.unipune.ac.in

संकेतस्थळ : www.unipune.ac.in

संदर्भ क्र. : C85/694

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

Savitribai Phule Pune University

(Formerly University of Pune)

Academic Section

Ganeshkhind, Pune - 411 007

Phone : 020-2560125/7/58/59

E-mail : boards@pun.unipune.ac.in

Website : www.unipune.ac.in

दिनांक : 22/7/2019

परिपत्रक क्र. १७९/२०१९

विषय: विद्यापीठातील सर्व विद्याशाखांने प्रथम वर्ष पदवी अभ्यासक्रम सत्र पध्दत (Semester-wise) व पसंती श्रेयांक पध्दतीनुसार (Choice Based Credit System) शैक्षणिक वर्ष २०१९-२० पासून सुधारित करण्याबाबत...

सर्व संबंधितांना याद्वारे कळविण्यात येत की, विद्यापीठातील सर्व विद्याशाखांने प्रथम वर्ष पदवी अभ्यासक्रम सत्र पध्दत (Semester-wise) व पसंती श्रेयांक पध्दतीनुसार (Choice Based Credit System) शैक्षणिक वर्ष २०१९-२० पासून सुधारित करण्यास विद्यापीठ अधिकार मंडळाने मान्यता दिलेली आहे.

सदरचे अभ्यासक्रम सावित्रीबाई फुले पुणे विद्यापीठाच्या www.unipune.ac.in या संकेत स्थळावर Syllabi → Revised Syllabus from the Academic Year 2019 (New Syllabus) या शीर्षकाखाली विद्याशाखेनुसार उपलब्ध आहेत.

मा. प्राचार्य, सर्व संलग्नित महाविद्यालये व मा. संचालक, सर्व मान्यताप्राप्त संस्था यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांना निर्दर्शनास आणून देवा.

अध्यक्ष/सचिव
(शैक्षणिक विभाग)

प्रत माहीतीसाठी व पुढील योग्य त्या कार्यवाहीसाठी—

१. मा. अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा
२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
३. मा. प्राचार्य, सर्व संलग्नित महाविद्यालये
४. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
५. मा. उपकुलसचिव, नियोजन व विकास विभाग
६. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
७. मा. उपकुलसचिव, सभा व दफ्तर विभाग
८. सहाय्यक कुलसचिव, परीक्षा समन्वय कक्ष
९. सहाय्यक कुलसचिव, परीक्षा-एरा ऑण्ड जे. विभाग
१०. सहाय्यक कुलसचिव, गोपनीय कक्ष
११. वरिष्ठ कायदा अधिकारी
१२. मा. संचालक, आंतरराष्ट्रीय केंद्र
१३. जनसंपर्क अधिकारी
१४. कक्षाधिकारी (बहिःस्थ)
१५. मा. अधिकारी, सिस्टीम ऑनॅलिस्ट हेन्डा प्रोसेसिंग युनिट
१६. सहाय्यक कुलसचिव, मा. प्र-कुलगुरू कार्यालय
१७. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.



सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

Academic Section

Ganeshkhind, Pune - 411 007

Phone : 020-25601257/58/59

E-mail : boards@pun.unipune.ac.in

Website : www.unipune.ac.in

विभाग

पुणे-४११ ००७

फोन क्र. : ०२०-२५६०१२५७/५८/५९

E-mail : boards@pun.unipune.ac.in

वेबसाइट : www.unipune.ac.in

Savitribai Phule Pune University
(Formerly University of Pune)

दिनांक : २८/१२/२०१९

परिपत्रक क्र. ३२६/२०१९

विषय: २०१९ पॅटर्नच्या श्रेयांक पध्दतीतील पदव्युत्तर पदवी
अभ्यासक्रमांमधील अनिवार्य १० क्रेडिटसबाबत...

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार सर्व संबंधितांस या
परिपत्रकाद्वारे कळविण्यात येते की, श्रेयांक पध्दतीतील पदव्युत्तर पदवी
अभ्यासक्रमांमध्ये खालील नमूद केलेल्या अनिवार्य १० क्रेडिटसचे अभ्यासक्रम
शैक्षणिक वर्ष २०१९-२० पासून पुढे चालू ठेवण्यास मान्यता देण्यात येत आहे.

		Human Rights	Introduction to Cyber Security/ Information Security	Skill Development	Total Credits
1 st Year	1 st Semester	1 Credit	1 Credit	---	2 Credits
	2 nd Semester	1 Credit	1 Credit	---	2 Credits
2 nd Year	3 rd Semester	---	1 Credit	2 Credits	3 Credits
	4 th Semester	---	1 Credit	2 Credits	3 Credits
Total Credits		2 Credits	4 Credits	4 Credits	10 Credits

मा. विभागप्रमुख, सर्व विभाग व मा. प्राचार्य/संचालक, सर्व संलग्नित
महाविद्यालये/सर्व मान्यताप्राप्त संस्था यांना विनंती की, सदर परिपत्रकाचा आशय
सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

उपकुलसचिव

(शैक्षणिक विभाग)

प्रत माहीतीसाठी व पुढील योग्य त्या कार्यवाहीसाठी:-

१. मा. अधिष्ठाता, सर्व विद्याशाखा
२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
३. मा. प्राचार्य, संबंधित सर्व कला, विज्ञान व वाणिज्य महाविद्यालये
४. मा. विभाग प्रमुख, सर्व विभाग
५. मा. संचालक, सर्व मान्यताप्राप्त संस्था
६. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
७. मा. उपकुलसचिव, नियोजन व विकास विभाग
८. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
९. मा. उपकुलसचिव, सभा व दफ्तर विभाग
१०. सहाय्यक कुलसचिव, परीक्षा समन्वय कक्ष
११. सहाय्यक कुलसचिव, परीक्षा-एस. अँड टी. विभाग
१२. सहाय्यक कुलसचिव, गोपनीय कक्ष
१३. वरिष्ठ कायदा अधिकारी
१४. मा. संचालक, आंतरराष्ट्रीय केंद्र
१५. जनसंपर्क अधिकारी
१६. कक्षाधिकारी (बहिःस्थ)
१७. मा. अधिकारी, सिस्टीम ऑनॅलिस्ट डेटा प्रोसेसिंग युनिट
१८. सहाय्यक कुलसचिव, मा. प्र-कुलगुरू कार्यालय
१९. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.

मा. अधिष्ठाता महोदय समक्ष, दि. ४/९/२०२१.



सावित्रीबाई फुले पुणे विद्यापीठ

गणेशखिंड, पुणे - ४११००७

Savitribai Phule Pune University

Ganeshkhind, Pune - 411007



स्वातंत्र्याचा अमृत महोत्सव

दूरध्वनी क्रमांक : ०२०- २५६२११५६/५७/७९

Telephone : 020-25621156/57/79

ईमेल/ Email : boards@pun.unipune.ac.in

शैक्षणिक विभाग (मान्यता कक्ष)

Academic Section (Approval Cell)

वेबसाइट/ Website: www.unipune.ac.in

सुधारित परिपत्रक क्र. २९८/२०२३

विषय :- विज्ञान व तंत्रज्ञान विद्याशाखेंतर्गत विद्यापीठातील शैक्षणिक विभाग व संलग्न महाविद्यालयांकरिता पदव्युत्तर पदवीच्या मूल्यांकन पध्दतीच्या नियमांबाबत

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार सर्व संबंधितांस या परिपत्रकाद्वारे कळविण्यात येते की, विज्ञान व तंत्रज्ञान विद्याशाखेंतर्गत विद्यापीठातील शैक्षणिक विभाग व संलग्न महाविद्यालयांकरिता राष्ट्रीय शैक्षणिक धोरण, २०२० प्रमाणे लागू केलेल्या पदव्युत्तर पदवी अभ्यासक्रम मूल्यांकन पध्दतीच्या नियमांस शैक्षणिक वर्ष २०२३-२४ पासून मान्यता देण्यात येत आहे.

मा. विभागप्रमुख/मा. प्राचार्य, विद्यापीठातील सर्व शैक्षणिक विभाग/सर्व संलग्न महाविद्यालये यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

गणेशखिंड, पुणे - ४११००७)
जावक क्र. सीबीएस/ १२८९)
दिनांक : ०४/१२/२०२३)

(*Ramji Rasave*)
(डॉ. मुंजाजी रासवे)
उपकुलसचिव

टिप : दि. १९/१०/२०२३ रोजीचे परिपत्रक क्र. २४२/२०२३ रद्द समजण्यात यावे.

प्रत माहितीसाठी व पुढील योग्य त्या कार्यवाहीसाठी:-

१. मा. अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा, प्रस्तुत विद्यापीठ
२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ, प्रस्तुत विद्यापीठ
३. मा. विभागप्रमुख, सर्व शैक्षणिक विभाग, प्रस्तुत विद्यापीठ
४. मा. प्राचार्य, सर्व संबंधित संलग्न महाविद्यालये

संदर्भ : व्ही.सी. टिपणी क्र. ४७०२, दि. १८ ऑक्टोबर, २०२३

Savitribai Phule Pune University

RULES AND REGULATIONS

for

Implementation of National Education Policy -2020 to

Post Graduate in Science Programme

For Campus Departments and Affiliated Colleges

Under Faculty of Science and Technology

Effective from June 2023



Prof. (Dr.) S. D. Dhole
Director, IQAC, SPPU, Pune
UG/PG Rule & Regulation committee,
SPPU, Pune



Prof. (Dr.) M.G. Chaskar
Dean,
Faculty of Science & Technology
SPPU, Pune

1. Introduction:

Education plays enormously significant role in building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match with international educational pattern. However, our present education system is churning out youth who have to compete locally, regionally, nationally as well as globally. The present alarming situation necessitates transformation and/or redesigning of system, not only by introducing innovations but developing “learner-centric approach.”

The Government of India announced the National Education Policy-2020 in July 2020. National Education Policy, 2020 (NEP) envisions a massive transformation in education through— “an education system rooted in Indian ethos that contributes directly to transforming India, that is Bharat, sustainably into an equitable and vibrant knowledge society, by providing high quality education to all, thereby making India a global knowledge superpower.” The NEP 2020 is founded on the five guiding pillars of Access, Equity, Quality, Affordability and Accountability. It will prepare our youth to meet the diverse national and global challenges of the present and the future. A substantial part of the policy document is devoted to higher education, with emphasis on multidisciplinary approach, faculty and institutional autonomy, governance reforms, enhancing access through credit mobility, open and digital learning environment, and skills development.

The NEP provides flexibility to students in terms of choice of subjects to study and academic pathways. The NEP 2020 also states that there will be multiple entry and exit points in the academic programmes offered at Higher Education Institutions (HEIs) with the aim of removing rigid boundaries and create new possibilities for students to choose and learn the subject(s) of their choice. This will also pave the way for students to have seamless mobility within or across the HEIs through formal system of credit recognition and transfer.

1.1 Preface

In a bid to fine tune our scientific education system to the global standards & practices, the NEP – 2020 has been implemented with effect from June 2023 for all the Post Graduate Programmes (PG) of affiliated colleges under the Faculty of Science, Savitribai Phule Pune University, Pune, starting with First Year. With the advent of frontier science, technology and ever-changing expectations from the Industry and Society, it has become imperative to relook at the structure and subject contents of various PG courses to make it contemporary and relevant.

As per the decision by the authorities of Savitribai Phule Pune University, the faculty of Science has prepared the Credit Framework. The revised credit structure is of 88 credits and each semester is of 22 credits. The new credit structure includes research component of almost 14 credit including research methodology course in the first semester. Assessments in credit system consist of A) In-semester continuous assessment and B) End-semester assessment for the Theory head and Term Work/ Practical / Oral / Presentation at the end of the semester for Practical, Oral, Seminar and Project Head.

The faculty of Science has shouldered the idea of incorporating latest advances in Science and technology and equips the subject/syllabus contents with latest and relevant topics and know-hows. Accordingly, the new structure and syllabi are being introduced, to be implemented from the academic year 2023-24 from First Year and it will continue for

subsequent years. The rules governing the programmes shall be as given below with suffix R, followed by the rule number.

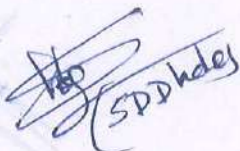
- R.1. All PG programmes, under Faculty of Science shall be offered with the given credit structure under the NEP-2020.
- R.2. All the M.Sc programmes running under the Faculty of Science will be of two years (four semester) duration.
- R.3. The M.Sc. degree will be awarded to students who complete a total of 88 credits in a minimum of two years by completing on an average 22 credits per semester.
- R.4. Each theory credit is equivalent to 15 clock hours of teaching and Each practical credit is equivalent to 30 clock hours of teaching in a semester
- R.5. Final CGPA will be calculated on the basis of 88 credits.
- R.6. There is 15 weeks teaching during each semester.
- R.7. Except practical credits wherever applicable, students may be allowed to complete less courses per semester on a condition they complete the two-year degree course in a maximum of four years and a three-year degree course in a maximum of five years. This facility will be available subject to the availability of concerned courses in a given semester and with a maximum variation of 25 per cent credits (in case of fresh credits) per semester.
- R.8. The credit framework includes major core and major elective course. Major core are the courses which are common to all and college has to provide option for the major elective.

1.2 Advantages of the NEP – 2020 :

1. Shift in focus from the teacher-centric to student-centric education.
2. Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
3. NEP allows student to complete on On Job Training as part of curriculum.
4. Research is a major component in the NEP, student has to complete 10 credit in the research component.
5. NEP has given option to choose elective in each semester.
6. NEP allows to take exit after one year with PG diploma degree.
7. Students who will complete the four year of under graduate programme can join to the second year of post-graduation.
8. NEP introduces a concept of Major subject is the subject of main focus of the degree and degree will be awarded in that subject.
9. Students are allowed to take admission in the same major for post graduation in which he/ she completed under graduation.

1.3 Implementation of PG course structure:

1. For the purpose of computation of work-load the following mechanism may be adopted as per UGC guidelines:
 - i) 1 Credit = 1 Theory period of one hour duration per week
 - iii) 1 Credit = 1 Practical period of two hour duration per week
2. Each theory Lecture time is of 1 hour = 60 min
3. Exam pattern: University assessment 70 % and continuous internal assessment 30%.


(SPD/Deey)


Dr. Chaskar M. G.

2. PG Programme Structure:

2.1 Each M.Sc. programme is of 2 years duration. The minimum total no. of credits requirement for each programme is 88. In the structure, the credits are distributed over 4 semesters. The open elective included in each semester, gives the student a wide choice of subjects from other programmes. The Credit structure for M.Sc. programme is given below in Table 1.

Table 1 :Credit Framework for Post Graduate (PG)

Level	Semester	Credits Related to Major		Research Methodology (RM)	Internship On Job Training (OJT)	Research Project (RP)	Total
		Major Core	Major Elective				
6.0	I	10(T) + 4(P)	2 (T) + 2 (T/P)	4	0	0	22
	II	10(T) + 4(P)	2 (T) + 2 (T/P)	0	4 (OJT)	0	22
Exit option: Award PG Diploma on completion of 44 Credits after Three Year UG Degree OR continue with PG second year							
6.5	III	10 (T) + 4 (P)	2 (T) + 2 (T/P)	0	0	4	22
	IV	8 (T) + 4 (P)	2 (T) + 2 (T/P)	0	0	6	22
Total		54	16	4	4	10	88
2 Years-4 Sem. Award PG Degree on completion 88 credits after Three Year UG Degree or 1 Year-2 Sem PG Degree (44 credits) after Four Year UG Degree							

Abbreviation: T – Theory, P – Practical

Table 2: Structure for Postgraduate Science Programme

Sr. No.	Course Code	Course Category	Theory/ practical	Credit
Semester – 1				
1	SUBJECTCODE-501-MJ	Major Core	Theory	4
2	SUBJECTCODE-502-MJ	Major Core	Theory	4
3	SUBJECTCODE-503-MJ	Major Core	Theory	2
4	SUBJECTCODE-504-MJP	Major Core	Practical	4
5	SUBJECTCODE-510-MJ	Major Elective	Theory	2
6	SUBJECTCODE-511-MJP	Major Elective	Practical	2
7	SUBJECTCODE-541-RM	Research Methodology	Theory / Practical	4
Semester – 2				
1	SUBJECTCODE-551-MJ	Major Core	Theory	4
2	SUBJECTCODE-552-MJ	Major Core	Theory	4
3	SUBJECTCODE-553-MJ	Major Core	Theory	2
4	SUBJECTCODE-554-MJP	Major Core	Practical	4
5	SUBJECTCODE-560-MJ	Major Elective	Theory	2

6	SUBJECTCODE-561-MJP	Major Elective	Theory / Practical	2
7	SUBJECTCODE-581-OJT	On Job Training	Practical	4
Semester – 3				
1	SUBJECTCODE-601-MJ	Major Core	Theory	4
2	SUBJECTCODE-602-MJ	Major Core	Theory	4
3	SUBJECTCODE-603-MJ	Major Core	Theory	2
4	SUBJECTCODE-604-MJP	Major Core	Practical	4
5	SUBJECTCODE-610-MJ	Major Elective	Theory	2
6	SUBJECTCODE-611-MJP	Major Elective	Theory / Practical	2
7	SUBJECTCODE-631-RP	Research Project	Theory	4
Semester – 4				
1	SUBJECTCODE-651-MJ	Major Core	Theory	4
2	SUBJECTCODE-652-MJ	Major Core	Theory	4
4	SUBJECTCODE-654-MJP	Major Core	Practical	4
5	SUBJECTCODE-660-MJ	Major Elective	Theory	2
6	SUBJECTCODE-661-MJP	Major Elective	Theory / Practical	2
7	SUBJECTCODE-681-RP	Research Project	Theory	6

Note: i) Each credit will be equivalent to 15 clock hours of teaching

iii) Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (theory) or two hours of practical work/field work per week.

iv) Refer detailed rules and regulations in the government resolution reference number NEP-2022/Pr.Kr.09/Vi.Shi.3 Shi.ka.na. dated 16 May 2023.

v) Major subject is the subject of main focus of the degree and degree will be awarded in that subject.

vi) Major core are the courses which includes the main content of the major subject while major elective are the course which will be chosen as the students choice

vii) Use major's subject code at the place of 'SUBJECTCODE' in code shown above.
The details of the subject code and abbreviation are given in the annexure – 1

3. Eligibility for Admission:

- o Eligibility to take admission for first year of M.Sc. program in the major subject is that the student has completed three-year bachelor degree in the same major.


(SDD Indey)


Dr. Chaskan M. G.

- Eligibility to take direct admission to second year M.Sc. program in the major subject is that the student has completed four year honour degree in the same major.
- Admissions will be given as per the selection procedure / policies adopted by the respective college keeping in accordance with conditions laid down by the Savitribai Phule Pune University of Pune.
- Reservation and relaxation will be as per the Government rules.

3.2 Medium of Instruction: English

3.3 Award of Credits:

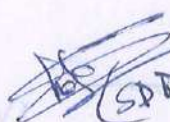
- Each course having 4 credits shall be evaluated out of 100 marks and student should secure at least 40 marks (40%) to earn full credits of that course.
- Each course having 2 credits shall be evaluated out of 50 marks and student should secure at least 20 marks (40%) to earn full credits of that course.
- GPA shall be calculated based on the marks obtained in the respective subject provided that student should have obtained credits for that course. Structure of marks scheme for NEP credit system program is given in Table 3.

[Signature]
(SD) Dhale

[Signature]
Dr. Chaskar M.G.

Table 3: Structure of Examination Mark Scheme for Postgraduate Science Programme under NEP-2020. The below example considers Physics as a Major subject

Semester	Course Name	Course Title	Credit	Maximum Internal Marks	Maximum External Marks
I	PHY-501-MJ		4	30	70
	PHY-502-MJ		4	30	70
	PHY-503-MJ		2	15	35
	PHY-504-MJP		4	30	70
	PHY-510-MJ		2	15	35
	PHY-511-MJP		2	15	35
	PHY-541-RM		4	30	70
II	PHY-551-MJ		4	30	70
	PHY-552-MJ		4	30	70
	PHY-553-MJ		2	15	35
	PHY-554-MJP		4	30	70
	PHY-560-MJ		2	15	35
	PHY-561-MJP		2	15	35
	PHY-581-RM		4	30	70
III	PHY-601-MJ		4	30	70
	PHY-602-MJ		4	30	70
	PHY-603-MJ		2	15	35
	PHY-604-MJP		4	30	70
	PHY-610-MJ		2	15	35
	PHY-611-MJP		2	15	35
	PHY-631-RP		4	30	70
IV	PHY-651-MJ		4	30	70
	PHY-652-MJ		4	30	70
	PHY-653-MJ		2	15	35
	PHY-654-MJP		4	30	70
	PHY-660-MJ		2	15	35
	PHY-661-MJP		2	15	35
	PHY-681-RM		4	30	70


Dr. Chaskar


Dr. Chaskar Mr. G.

4. Evaluation Pattern:

Examination Rules

- 4.1 A student cannot appear for semester end examination unless he/she has maintained 75% attendance during the teaching period of that course. If a student fails to maintain attendance up to 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be allowed to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
- 4.2 Each course carrying 100 marks shall be evaluated with Continuous Assessment (CA) and University Evaluation (UE) mechanism.
- 4.3 Continuous assessment shall be of 30 marks (30%) while University Evaluation shall be of 70 marks (70%). To pass in a course, a student has to secure minimum 40 marks (40%) provided that he should secure minimum 28 marks (40%) in University Evaluation (UE) and 12 marks (40%) in continuous assessment.
- 4.4 Each credit will have an internal (continuous) assessment of 30% of marks and a teacher must select a variety of procedures for examination such as:
 - a) Written Test and/or Mid Term Test (not more than one for each course)
 - b) Term Paper;
 - c) Viva-voce,
 - d) Projects / Surveys / Field visits,
 - e) Tutorials,
 - f) Group Discussion
 - g) Journal/Lecture/Library notes;
 - h) Seminar presentation;
 - i) Short Quizzes;
 - j) Assignments;
 - k) Extension Work;
 - l) Research Project by individual students or group of students; or
 - m) An Open Book Test (with the concerned teacher deciding what books are to be allowed for this purpose.)etc (on approval of the head of the centre)
- 4.5 If a student misses an internal assessment examination, he/she will have a second chance with the permission of the teacher concerned. Such a second chance shall not be the right of the student; it will be the discretion of the teacher concerned to give or not to give second chance to a student to appear for internal assessment.
- 4.6 The research project course will be evaluated on the basis of viva voce conducted at the end of semester. A separate mechanism will be declared to evaluate the research project which will include the weightage to publication in journal or presentation in conference.
- 4.7 Students who have failed semester-end exam may reappear for the semester-end exam in the subsequent period. The student will be finally declared as failed if he/she does not pass in all credits within a total period of four years in case of two year courses and five years in case of three year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.


Dr. P. Phale


Dr. Chutkan m-e,

- 4.8 Internal marks will not change. A student cannot repeat internal assessment. In case he/she wants to reappear for the internal assessment he/she can do so only by registering for the said courses during the semesters in which the courses are being conducted.
- 4.9 There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.
- 4.10 While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.
- 4.11 Except for the technology faculty, in subjects or departments where project work is part of the credits, the project will consist of not more than ten percent of the total credits for the degree course.

5. ATKT Rules:

- 5.1 Minimum number of credits required to take admission to Second Year: 22 [50% of total credit in first year]
- 5.2 A student cannot register for the third semester, if he/she fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters. In this case, a student can seek admission to first or second semester in order to complete the requisite number of credits and to be able to seek admission in the third semester.

10.Completion of Degree Course:

- 6.1 A student, who earns 88 credits, shall be considered to have completed the requirements of the M. Sc. degree program and CGPA will be calculated for such student.
- 6.2 The following percentage to grade and grade point is given in Table-4 and respected example of CGPA calculated is given in Table-5.

Table - 4 : Percentage to Grades and Grade Points

Sr. No.	Grade Letter	Grade Point	Marks
1	O (Outstanding)	10	$90 \leq \text{Marks} \leq 100$
2	A+ (Excellent)	9	$75 \leq \text{Marks} \leq 89$
3	A (Very Good)	8	$60 \leq \text{Marks} \leq 74$
4	B+ (Good)	7	$55 \leq \text{Marks} \leq 59$
5	B (Above Average)	6	$50 \leq \text{Marks} \leq 54$
6	C (Average)	5	$45 \leq \text{Marks} \leq 49$
7	D (Pass)	4	$40 \leq \text{Marks} \leq 44$
8	F (Fail)	0	Marks < 40
9	Ab (Absent)	0	

[Signature]
SPD/ndey

[Signature]
Dr. Chandra M.G.

Table 5 : Structure of CGPA and Mark Scheme of Choice Based Credit System for Postgraduate Science Programme (An Example)

Semester	Course Name	Course Title	Credit	Maximum Internal Marks	Maximum External Marks	Grade Letter (F-O)	Grade point (0 - 10)	Credit Point = (Credit x Grade point)
I	PHY-501-MJ		4	30	70	A	8	32
	PHY-502-MJ		4	30	70	O	10	40
	PHY-503-MJ		2	15	35	A+	9	18
	PHY-504-MJP		4	30	70	B+	7	28
	PHY-510-MJ		2	15	35	A+	9	18
	PHY-511-MJP		2	15	35	O	10	20
	PHY-541-RM		4	30	70	O	10	40
			22					196
	SGPA	Total Credit point for semester / Total credit for the semester						8.91
II	PHY-551-MJ		4	30	70	O	10	40
	PHY-552-MJ		4	30	70	O	10	40
	PHY-553-MJ		2	15	35	A+	9	18
	PHY-554-MJP		4	30	70	A	8	32
	PHY-560-MJ		2	15	35	A+	9	18
	PHY-561-MJP		2	15	35	O	10	20
	PHY-581-RM		4	30	70	A	8	32
			22					200
	SGPA	Total Credit point for semester / Total credit for the semester						9.10
III	PHY-601-MJ		4	30	70	A	8	32
	PHY-602-MJ		4	30	70	O	10	40
	PHY-603-MJ		2	15	35	A+	9	18
	PHY-604-MJP		4	30	70	B+	7	28
	PHY-610-MJ		2	15	35	A+	9	18
	PHY-611-MJP		2	15	35	O	10	40
	PHY-631-RP		4	30	70	A	8	32
			22					208
	SGPA	Total Credit point for semester / Total credit for the semester						9.45
IV	PHY-651-MJ		4	30	70	A+	9	36
	PHY-652-MJ		4	30	70	D	4	16
	PHY-653-MJ		2	15	35	A+	9	18
	PHY-654-MJP		4	30	70	B+	7	28
	PHY-660-MJ		2	15	35	A+	9	18
	PHY-661-MJP		2	15	35	O	10	20

Signature
S. D. Dhole

Signature

	PHY-681-RM	4	30	70	O	10	40
		22					176
	SGPA	Total Credit point for semester / Total credit for the semester					8.00
	CGPA	Total Credit point / Total credit for the course					8.86
	Final Grade						A+ (Excellent)
	% of Marks						81.36 %

7. PERFORMANCE INDICES:

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

7.1 Semester Grade Point Average (SGPA) -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^p C_i G_i}{\sum_{i=1}^p C_i}$$

$$SGPA = \frac{\sum \text{Grade Points Earned} \times \text{Credits for each course}}{\text{Total Credits}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C₁, C₂, C₃, C₄, C₅ and his / her grade points in those courses are G₁, G₂, G₃, G₄, G₅ respectively.

Then students

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

SGPA is calculated up to two decimal places by rounding off.

7.2 Course Grade Point Average (CGPA)- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to sixth semester for the students admitted in the First year and third to sixth semester for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

8. RESULT:

[Signature]
S.D. Shinde

[Signature]

Dr. Chaitan M. G.

Based on the performance of the student in the semester examinations, the Savitribai Phule Pune University will declare the results and issue the Semester Grade sheets.

The class shall be awarded to a student on the CGPA calculated as mentioned in Rule no. 6.1. The award of the class shall be as per Table 6 and corresponding percentage calculation for the CGPA is given in Table 7 along with all details and examples.

Table 6: CGPA distribution and corresponding class of the degree awarded

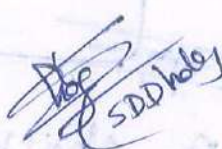
Sr. No	CGPA	Class of the Degree awarded
1	9.50 or More than 9.50	Outstanding (O)
2	8.25 or more but less than 9.50	Excellent (A+)
3	6.75 or more but less than 8.25	Very Good (A)
4	5.75 or more but less than 6.75	Good (B+)
5	5.25 or more but less than 5.75	Above Average (B)
6	4.75 or more but less than 5.25	Average (C)
7	4.00 or more but less than 4.75	Pass (D)

Table 7: Percentage calculation of a corresponding CGPA

For the calculation of Percentage from CGPA following equation can be used.

$$\% \text{ of Marks} = \begin{cases} \text{if O grade then } 20 \times \text{CGPA} - 100 \\ \text{if A+ grade then } 12 \times \text{CGPA} - 25 \\ \text{if A grade then } 10 \times \text{CGPA} - 7.5 \\ \text{if B+ grade then } 5 \times \text{CGPA} + 26.25 \\ \text{if B grade then } 10 \times \text{CGPA} - 2.5 \\ \text{if C grade then } 10 \times \text{CGPA} - 2.50 \\ \text{if D grade then } 6.6 \times \text{CGPA} + 13.6 \end{cases}$$

The factors considered in the above equations are evaluated from the grade point and marks distribution given in Table 4. The examples of the calculation of percentage are given in the Table 8.


SDDholay


Dr. Chastair M. G.

Table 8: Some examples of CGPA to percentage calculations

Obtained CGPA	Equation	Percentage (%)	Grade
10	$20 \times 10 - 100 = 100$	100	O
9.75	$20 \times 9.75 - 100 = 95$	95	O
9.5	$20 \times 9.5 - 100 = 90$	90	O
9.0	$12 \times 9 - 24 = 84$	84	A+
8.25	$12 \times 8.25 - 24 = 75$	75	A+
8.0	$10 \times 8.0 - 7.5 = 72.5$	72.5	A
7.0	$10 \times 7.0 - 7.5 = 62.5$	62.5	A
6.75	$10 \times 6.75 - 7.5 = 60.0$	60.0	A
6.25	$5 \times 6.25 + 26.25 = 57.5$	57.5	B+
5.75	$5 \times 5.75 + 26.25 = 55$	55	B+
5.5	$10 \times 5.5 - 2.5 = 52.5$	52.5	B
5.25	$10 \times 5.25 - 2.5 = 50$	50	B
4.75	$10 \times 4.75 - 2.50 = 45$	45	C
4.0	$6.6 \times 4.0 + 13.6 = 40$	40	D

While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course.

For grade improvement a student will have to take minimum 30% of the requisite number of credits for the concerned degree. These courses will be theory courses from the parent department. Grade improvement programme will be implemented at the end of the academic year. A student can opt for the grade improvement programme only after the declaration of the result for his/her final semester exam, i.e., at the end of the next academic year after passing the final examination and within two years of completion of the degree and only once.

~~Top~~
(S & D holes)

[Handwritten signature]

Dr. Chaskar M. G.

Annexure – 1

Subject Codes Savitribai Phule Pune University

Subject Codes are assigned to all the disciplines across the faculties of Savitribai Phule Pune University.

Subject Name	Subject Code	Subject Name	Subject Code
Economics	ECO	Botany	BOT
Education	EDU	Chemistry	CHE
English	ENG	Organic Chemistry (PG)	CHO
Geography	GEO	Analytical Chemistry (PG)	CHA
Hindi	HIN	Electronic Science	ELS
History	HIS	Industrial Microbiology	IM
Logic	LOG	Mathematics	MTS
Marathi	MAR	Microbiology	MB
Philosophy	PHL	Physics	PHY
Political Science	POL	Statistics	STS
Psychology	PSY	Zoology	ZOO
Sociology	SOC	Biodiversity	BD
Physical Education	PE	Biotechnology	BT
Library & Information	LIB	Computer Application	CA
Journalism Mass & Communication	JMC	Computer Science	CS
Bvoc Beauty & Wellness	BW	Bvoc Media Convergence	MD
Bvoc Mass Communication	MC		

I) Subject Codes: To be used by all faculties as per their subjects. The Subject Codes which are not being listed below should be assigned by the respective BOS.

II) Course Numbers: Physics as an example. For other discipline or subject physics can be replaced by the respective subject code

Program	Year	Sem	Major				Minor	IKS
			Core	Elective	VSC	FP/OJT/CEP/RP (This specific head of subject assigned to each semester as per the given course number in the same fashion e.g. PHY 231 CEP)		
Under Graduation UG	First Year	I	PHY 101 MJ to PHY 119 MJ		PHY 121 VSC to PHY 129 VSC	-	-	PHY 101 IKS to PHY 119 IKS

[Signature]
S.D. Phule

[Signature]
Dr. Chaskar M.G.

	Second Year	II	PHY 151 MJ to PHY 169 MJ		PHY 171 VSC to PHY 179 VSC	-	PHY 191 MN to PHY 199 MN	PHY 151 IKS to PHY 169 IKS
		III	PHY 201 MJ to PHY 219 MJ		PHY 221 VSC to PHY 229 VSC	231 to 239	PHY 241 MN to PHY 249 MN	
		IV	PHY 251 MJ to PHY 269 MJ		PHY 271 VSC to PHY 279 VSC	281 to 289	PHY 291 MN to PHY 299 MN	
	Third Year	V	PHY 301 MJ to PHY 309 MJ	PHY 310 MJ to PHY 319 MJ	PHY 321 VSC to PHY 329 VSC	331 to 339	PHY 341 MN to PHY 349 MN	
		VI	PHY 351 MJ to PHY 359 MJ	PHY 360 MJ to PHY 369 MJ	PHY 371 VSC to PHY 379 VSC	381 to 389	PHY 391 MN to PHY 399 MN	
	Fourth Year	VII	PHY 401 MJ to PHY 409 MJ	PHY 410 MJ to PHY 419 MJ	-	431 to 439	PHY 441 MN to PHY 449 MN	
		VIII	PHY 451 MJ to PHY 459 MJ	PHY 460 MJ to PHY 469 MJ	-	481 to 489	-	
	Post Graduation PG	First Year	I	PHY 501 MJ to PHY 509 MJ	PHY 510 MJ to PHY 529 MJ	-	531 to 539	PHY 541 MN to PHY 549 MN
			II	PHY 551 MJ to PHY 559 MJ	PHY 560 MJ to PHY 579 MJ	-	581 to 589	-
		Second Year	III	PHY 601 MJ to PHY 609 MJ	PHY 610 MJ to PHY 629 MJ	-	631 to 639	-
			IV	PHY 651 MJ to PHY 659 MJ	PHY 660 MJ to PHY 679 MJ	-	681 to 689	-

III) T – This theory course (should be kept as MJ only mentions theory)

P - Practical courses need to be mentioned as MJP for a major or MNP for a minor.


SDDhote


Dr. Chaitan M. G.

IV) FP/OJT/CEP/RP - This is to be assigned as per the course (FP/OJT/CEP/RP) run in the semester

for example (PHY 231 CEP, PHY 232 OJT, PHY 233 CEP, PHY 234 RP).

Any course run in the semester will be assigned as per the example.

V) GE/OE, SEC, AEC pattern of the course code as follows. These are all offered other than major subjects.

Program	Year	Sem	GE/OE	SEC	AEC	VEC	CC
Under Graduation UG	First Year	I	OE-101-PHY to OE-119-PHY	SEC-101-PHY to SEC-119-PHY	AEC-101-ENG to AEC-119-ENG	VEC-101-ENV to VEC-129-ENV	CC-101-PE, NSS, NCC to CC-119-PE, NSS, NCC
		II	OE-151-PHY to OE-169-PHY	SEC-151-PHY to SEC-169-PHY	AEC-151-ENG to AEC-169-ENG	VEC-151-ENV to VEC-169-ENV	CC-151-PE, NSS, NCC to CC-169-PE, NSS, NCC
	Second Year	III	OE-201-PHY to OE-219-PHY	SEC-201-PHY to SEC-219-PHY	AEC-201-MAR/HIN to AEC-219-MAR/HIN	VEC-201-ENV to VEC-229-ENV	CC-201-PE, NSS, NCC to CC-219-PE, NSS, NCC
		IV	OE-251-PHY to OE-269-PHY	SEC-251-PHY to SEC-269-PHY	AEC-251-MAR/HIN to AEC-269-MAR/HIN	VEC-251-ENV to VEC-269-ENV	CC-251-PE, NSS, NCC to CC-269-PE, NSS, NCC
	Third Year	V	OE-301-PHY to OE-319-PHY	SEC-301-PHY to SEC-319-PHY	—	—	—
		VI	OE-351-PHY to OE-369-PHY	SEC-351-PHY to SEC-369-PHY	—	—	—
	Fourth Year	VII	OE-401-PHY to OE-419-PHY	SEC-401-PHY to SEC-419-PHY	—	—	—
		VIII	OE-451-PHY to OE-469-PHY	SEC-451-PHY to SEC-469-PHY	—	—	—

VI) Vertical Codes: Nomenclatures of all verticals and their codes

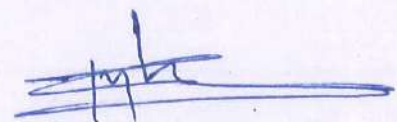
Vertical Name	Vertical Code
Major	MJ
Minor	MN
Generic Elective / Open Elective	OE
Vocational Skill Course	VSC
Skill Enhancement Course	SEC

[Signature]
S.D. Dholey

[Signature]
Dr. Chakran m. G.

Ability Enhancement Course	AEC
Value Education Course	VEC
On Job Training (Internship)	OJT
Field Project	FP
Community Engagement Project	CEP
Indian Knowledge System	IKS
Research Project	RP


SDP Indus


Dr. Chaiskarn M. A.



Savitribai Phule Pune University
Faculty of
Commerce & Management

NATIONAL EDUCATION POLICY- 2020

FIELD PROJECT GUIDELINES

Master of Commerce (M.COM)
(Semester II)

Course Code: FP578MJT

Subject: Field Project

Credits: 04

Total Marks-100

No. of Hours - 120 Hours

w.e.f. 2023-24



सावित्रीबाई फुले पुणे विद्यापीठ

गणेशखिंड, पुणे - ४११००७

Savitribai Phule Pune University

Ganeshkhind, Pune - 411007



सावित्रीबाई फुले पुणे विद्यापीठ
७५ वे वार्षिक स्मरण

दूरध्वनी क्रमांक : ०२०- २५६२११५६/५७/५९

Telephone No. : 020-25621156/57/59

ईमेल/ Email : boards@pun.unipune.ac.in

शैक्षणिक विभाग (मान्यता कक्ष)

Academic Section (Approval Cell)

संकेतस्थळ/ Website: www.unipune.ac.in

संदर्भ क्र : सीबी/सीएम/४९

दिनांक : १२/०९/२०२४

प्रति,

अ.क्र.	सदस्यांचे नाव	पदनाम
१	डॉ. शेख अन्वर	अध्यक्ष
२	डॉ. मुल्ला एम. जी.	सदस्य
३	डॉ. केकाणे मारूती	सदस्य
४	डॉ. सानप मनोहर	सदस्य
५	डॉ. टाकळकर शिवाजी	सदस्य
६	डॉ. डाकले सुनिता	सदस्य
७	डॉ. निकम किशोर	सदस्य
८	डॉ. मंगेश वाघमारे	सदस्य

विषय:— वाणिज्य व व्यवस्थापन विद्याशाखेतर्गत संलग्न महाविद्यालयांकरिता पदव्युत्तर पदवीच्या कामकाजाकरिता समिती गठित करणेबाबत

महोदय/महोदया,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, प्राप्त झालेल्या आदेशानुसार राष्ट्रीय शैक्षणिक धोरण २०२० नुसार M.Com. Sem. II - On the Job Training आणि Field Project या संदर्भात मार्गदर्शक तत्वे, नियम, अटी व माहितीपुस्तिका — स्वयंस्पष्ट व सविस्तर तयार करण्यासाठीच्या समितीमध्ये आपला समावेश करण्यात आला आहे.

कृपया स्वीकृती करून मा. अध्यक्ष, यांनी सभेसाठी आपल्या सोईची तारीख व वेळ कळवावी, ही विनंती.
कळावे,

आपला,

(स. द. डावखर)
उपकुलसचिव

Prof. Dr. Suresh Gosavi
Vice-Chancellor,
Savitribai Phule Pune University

Prof. Dr. Parag Kalkar
Pro Vice-Chancellor,
Savitribai Phule Pune University

Dr. Yashodhan Mithare
Associate Dean,
Faculty of Commerce and Management,
Savitribai Phule Pune University

M.Com. Sem-II

Course Code: FP578MJT

Subject: Field Project

Credits: 04

Total Marks-100

No. of Hours - 120 Hours

A field project for Master in Commerce (M. Com) students under NEP 2020 will provide a transformative educational experience that goes beyond textbooks and traditional classroom learning typically in collaboration with businesses or organizations.

The objective is to enhance students' understanding of commerce-related concepts and develop practical skills that will be valuable in their future careers. Field projects can vary widely depending on the specific focus area within commerce, such as management, marketing, finance, accounting, costing, banking, cooperation and rural development, business practices and environment or other commerce related disciplines.

Field projects for Master in Commerce (M.Com) students not only intensify their understanding of theoretical concepts but also equip them with practical skills and experiences that are valuable in their future careers.

Field projects empower students to bridge the gap between theory and practice that enhance their academic knowledge and prepare them for the dynamic challenges of the business world, fostering the development of critical skills, a professional mindset, and a comprehensive understanding of the field of commerce. Ultimately, field projects empower commerce students to enter the workforce with a holistic skill set, positioning them as skilful professionals capable of navigating the complexities of the business sphere.

KEY FEATURES OF A FIELD PROJECT

Why field project is valuable for Master in Commerce (M. Com) students?

Application of Theoretical Knowledge

- Allows M. Com students to apply the theoretical concepts learned in the classroom to real business situations.
- Bridges the gap between academic learning and practical implementation.

Hands-on Experience:

- Provides hands-on experience in various aspects of commerce such as management, marketing, accounting, costing, banking and finance, cooperation and rural development, business practices and environment or other commerce related disciplines.
- Enables students to develop practical skills that are essential in the professional world.

Problem-Solving Skills:

- Challenges students to solve real-world business problems, enhancing their critical thinking and problem-solving abilities.
- Encourages innovative thinking and creativity in finding solutions.

Integration of Specialization Knowledge:

- Depending on their chosen specialization, students will integrate and apply specialized knowledge to the specific context of their Field Project.

Interaction with Industry Professionals:

- Offers opportunities for students to interact with professionals in the industry, gaining insights, guidance, and networking opportunities.
- Facilitates mentorship and the exchange of ideas between students and experienced professionals.

Understanding Business Practices:

- Allows students to gain firsthand experience in the day-to-day operations of businesses, helping them understand the practical aspects of business management.
- Provides exposure to industry best practices and real business challenges.

Professional Development:

- Enhances professional skills such as communication, teamwork, time management, and project management.
- Builds confidence and prepares students for the demands of the corporate world.

Report and Presentation:

- A crucial aspect of the Field Project will be the preparation of a comprehensive report.

- Additionally, students will be required to present their project outcomes to faculty or industry experts.

Industry Relevance:

- Ensures that students are aware of the current trends and challenges in the industry.
- Helps students stay updated with industry practices, making them more adaptable and relevant in their future careers.

Research and Analysis Skills:

- Develops research and analytical skills as students gather and analyze data for their projects.
- Fosters a deeper understanding of market trends, consumer behavior, and industry dynamics.

Preparation for Entrepreneurship:

- If students aspire to become entrepreneurs, a field project can provide valuable insights into the challenges and opportunities of starting and managing a business.

Networking Opportunities:

- Engaging in a Field Project may provide students with opportunities to connect with professionals, industry experts, and potential employers, expanding their professional network

Resume Enhancement:

- Adds value to a student's resume by showcasing practical experience and the ability to apply theoretical knowledge in real-world scenarios.
- Increases the employability of students as employers often value practical experience.

GENERAL GUIDELINES FOR THE PREPARATION OF FIELD PROJECT

1. Selecting a Relevant Topic:

Choose a topic aligned with your specialization, allowing for the practical application of classroom concepts. Consider current trends, issues, or challenges within the business or financial sector.

2. Define Clear Objectives:

Clearly outline the objectives of your field project.

3. Identifying the Scope:

Define the project's scope to ensure it is manageable within the given timeframe and resources. Set realistic expectations regarding the depth and breadth of your project.

4. Industry or Sector Focus:

Tailor your field project to a specific industry or sector such as management, marketing, finance, accounting, costing, entrepreneurship, banking and finance, cooperation and rural development, business practices and environment or other commerce related disciplines.

5. Practical Application of Concepts:

Design your project to require the application of theoretical concepts learned in the classroom.

6. Project Presentation:

Include a presentation component where you communicate your findings, insights, and recommendations to your peers, faculty, or industry professionals. Utilize visual aids, such as charts and graphs, to enhance clarity.

7. Evaluation Criteria:

Understand the criteria for evaluating the field project, including factors such as research quality, analytical skills, presentation effectiveness, and the practical relevance of your findings.

8. Documentation:

Emphasize the importance of documenting the entire process, from project initiation to conclusion. This documentation includes research notes, analysis, and final reports.

FIELD PROJECT ASSESSMENT PLAN

Savitribai Phule Pune University is committed to prepare students for the jobs of the future, which will require a combination of technical skills, problem-solving abilities, and creativity and to achieve this industrial internship plays crucial role. Field Project is a 04-credit course and it is evaluated based on successful completion of the student's submission of the project with required documents. The project report prepared by the student will be known as the output of field Project. Field Project carries 04 credits, and carries 100 marks, divided into two parameters

Internal Evaluation (30 Marks)

External Evaluation (Marks 70)

As the field Project is based on the self-study done by the candidate and evaluated for 100 marks altogether, 04 credits will be awarded to a successful candidate in this subject. The project shall be evaluated by two examiners one internal and one external (Subject Expert from Outside College). A Viva voce must be conducted by the panel consisting of Internal Examiner and External Examiner.

FIELD PROJECT REPORT: A GUIDING FRAMEWORK

A Field Project Report is an end result of practical experiences, research, and analysis, reflecting the depth and breadth of the student's engagement during fieldwork. This comprehensive document serves as a testament to the student's ability to apply academic knowledge to real-world challenges within the field of commerce.

Structural Guidelines:

➤ **Cover Page:**

Include the title of the report, student's name, university, and the date of submission.

➤ **Acknowledgments:**

Express gratitude to individuals, organizations, and the Field Project Guide who contributed to the success of the project.

➤ **Abstract / Executive Summary:**

Provide a concise summary of the field project, including objectives, methodology, key findings, and recommendations.

➤ **Table of Contents:**

Present a clear and organized list of the report's sections and subsections with corresponding page numbers.

➤ **Introduction:**

Introduce the project, its context, and the significance of the chosen topic. State the objectives and outline the structure of the report.

➤ **Organizational Profile:**

Provide a detailed overview of the organization where the fieldwork was conducted. Include information about its structure, mission, and industry context.

➤ **Problem Statement or challenges addressed:**

Clearly define the problem or challenge addressed in the field project. Discuss why it is relevant and its significance to the organization.

➤ **Objectives and Scope:**

Present specific objectives and scope of the field project. Clarify the boundaries within which the project operates.

➤ **Literature Review:**

Review relevant literature and theoretical frameworks related to the field of study. Discuss how existing knowledge informs the project and its goals.

➤ **Research Methodology:**

Describe the research design, data collection methods, and tools used during fieldwork. Explain the rationale behind methodological choices.

➤ **Discussion / Description of the study:**

Interpret the findings in the context of the problem statement. Relate findings to existing literature and theories.

➤ **Recommendations:**

Propose actionable recommendations based on the analysis and discussions. Provide justifications for each recommendation.

➤ **Conclusion:**

Summarize key findings, insights, and the overall impact of the field project. Restate the significance of the work undertaken.

➤ **References:**

Provide a comprehensive list of all sources cited in the report using a standardized citation style.

FIELD PROJECT FORMATTING AND STYLISTIC CONSIDERATIONS:

1. Font and Spacing: Use a readable font (e.g., Times New Roman or Arial) with standard size 12 and one and half line spacing.

2. Headings and Subheadings: Clearly distinguish headings and subheadings to enhance readability.

3. Page Numbers: Number all pages sequentially, including the cover page.

4. Graphics and Visuals: Incorporate visuals strategically to enhance understanding but avoid overloading the report.

FIELD PROJECT

Table of Contents

Title	Page No
Title Cover Page (<i>Ref-Specimen-1</i>)	NA
Acknowledgement	I
Declaration by the Candidate (<i>Ref- Specimen-2</i>)	II
Certificate of the Project Guide (<i>Ref- Specimen-3</i>)	III
Company Certificate (<i>Ref- Specimen-4</i>)	IV
Project completion Certificate (by the college) (<i>Ref- Specimen-5</i>)	V
Plagiarism Report	VI
Table of Content	VII
List of Table (<i>Ref- Specimen-6</i>)	VIII
List of Figures (<i>Ref- Specimen-7</i>)	IX
Abstract or Executive Summary	
Chapter No-1- Introduction	1
Chapter No-2 Organizational Profile	
Chapter No-3 Problem Statement or challenges addressed	
Chapter No-4 Objectives and Scope	
Chapter No-5 Literature Review	
Chapter No-6 Research Methodology	

Chapter No-7 Discussions /Description of the study	
Chapter No-8 Recommendations, Conclusions	
References / Bibliography	

Specimen-1

write here the title of the project
(CAPTAL LETTER WITH CENTER ALIGNMENT)

A FIELD PROJECT REPORT SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY

IN THE PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
DEGREE OF MASTER OF COMMERCE

{Write Specialization)

SUBMITTED BY

Roll No/ Seat No_____

UNDER THE GUIDANCE OF

(Logo of the College)

NAME OF THE DEPARTMENT

NAME OF THE COLLEGE

WRITE MONTH AND YEAR

Specimen-2

Declaration by the Candidate

I declare that the field Project entitled _____ submitted by me for the degree of Master of Commerce is the record of work carried out by me during the period from _____ to _____ under the guidance of _____ and has not formed the basis for the award of any degree, diploma, associateship, fellowship, titles in this or any other University or other institution of Higher learning. I further declare that the material obtained from other sources has been duly acknowledged in the project

Date :

Signature of the Candidate

Specimen-3

Certificate of the Field Project Guide

CERTIFIED that the work incorporated in the Field project _____ (Title) submitted by Mr./Ms. _____ was carried out by the candidate under my supervision/ guidance. Such material has been obtained from other sources has been duly acknowledged in the Field project.

Date:

(Supervisor/ Research Guide)

Specimen-4

CERTIFICATE FROM THE COMPANY
(On company Letter Head)

This is to certify that -----(Student Name) of MCOM Part I, SEM _____, and Roll No. ----- of -----(College Name) has successfully completed the field work as per the guidelines of Savitribai Phule Pune University in our organization from----- to----- (Total 120 Hours)

During the work, the student was sincere, hardworking and showed a keen interest learn. The involvement and sustained efforts put in by the student are highly appreciable. I recommend this **Field Project** for evaluation & consideration for the award of credits to the student.

We wish him all the best in his future endeavours.

Authorized Signature and Stamp

Specimen-5

(On College Letter head)

PROJECT COMPLETION CERTIFICATE

This is to certify that the project report entitled “-----

--

in the subject (Specialization) -----

- was prepared by -----

Class M.COM –I (SEM-_____) Roll No----- under my guidance and supervision for the academic year ----- . This project report is based on original study/field work carried out by him/her. Material/Notes obtained from sources has been duly acknowledged in the report.

This project is submitted to Savitribai Phule Pune University in partial fulfillment of requirement of Master of Commerce for the academic year _____.

Project Guide

HOD

Exam Seat No:

Date of Exam:

Internal Examiner

External Examiner

Specimen-6

LIST OF TABLES

Table No	Title of the Table	Page No
1.2		
2.3		

So on		

The first number indicates the chapter number; the second number following the dot indicates the number of the table in that chapter.

Specimen-7

LIST OF FIGURES

Figure No	Title of the Figures	Page No
1.2		
3.2		
So on		

The first number indicates the chapter number, the second number following the dot indicates the number of the table in that chapter

FIELD PROJECT IDEAS

Business Administration.

Students can choose projects based on their interests, allowing them to gain valuable experience and contribute to the success of businesses.

1. Strategic Business Planning:

- Collaborate with a business to develop a comprehensive strategic plan.
- Evaluate market trends, competitive analysis, and formulate strategies for growth.

2. Operational Efficiency Improvement:

- Analyze the operational processes of a business and identify areas for improvement.
- Implement changes to enhance efficiency and reduce costs.

3. Market Research and Consumer Behavior Analysis:

- Conduct market research to understand consumer behavior and preferences.
- Provide insights to businesses for product development and marketing strategies.

4. Organizational Culture Assessment:

- Evaluate the organizational culture of a company.
- Propose initiatives to enhance employee engagement, communication, and workplace satisfaction.

5. Leadership Development Program:

- Collaborate with a company to design and implement a leadership development program.
- Focus on cultivating leadership skills among employees.

6. Financial Health Analysis:

- Analyze the financial statements of a business to assess its financial health.
- Provide recommendations for financial management and stability.

7. Customer Relationship Management (CRM) Implementation:

- Work with a company to implement a CRM system.
- Improve customer interactions, streamline processes, and enhance customer satisfaction.

8. Employee Training and Development Program:

- Design and implement a training program for employees.
- Focus on skill development, knowledge enhancement, and career progression.

9. E-commerce Strategy Development:

- Assist a business in developing and implementing an e-commerce strategy.
- Explore online sales channels, user experience optimization, and digital marketing.

10. Risk Management and Compliance Assessment:

- Collaborate with a business to assess its risk management and compliance practices.
- Ensure adherence to industry regulations and propose risk mitigation strategies.

11. Sustainability and Corporate Social Responsibility (CSR):

- Develop and implement sustainability and CSR initiatives for a business.
- Align business practices with environmental and social responsibility.

12. Project Management and Implementation:

- Collaborate with a company to manage and implement a specific project.
- Apply project management principles to ensure successful completion.

13. Human Resource Policies and Procedures Review:

- Review and update human resource policies and procedures for a business.
- Ensure alignment with legal requirements and industry best practices.

14. Supply Chain Optimization:

- Analyze and optimize the supply chain of a business.
- Improve inventory management, logistics, and distribution processes.

15. Digital Marketing Campaign:

- Develop and execute a digital marketing campaign for a product or service.
- Utilize various digital channels for promotion and analyze campaign performance.

16. Financial Analysis of a Company:

- Analyze the financial statements of a company to assess its performance & financial health.
- Identify areas for improvement and suggest strategies for financial optimization.

17. Business Process Optimization:

- Collaborate with a business to analyze and improve its operational processes.
- Implement changes and measure the impact on efficiency and cost-effectiveness.

18. Social Media Marketing (SMM) Campaign:

- Develop and execute a social media marketing campaign for a business or product.
- Monitor SMM campaign performance, analyze data & make recommendations for future strategies.

19. Feasibility Study for a Business Idea:

- Create a comprehensive business plan for a hypothetical or existing business idea.
- Conduct a feasibility study considering market demand, competition, and financial projections.

20. Tax Planning and Compliance:

- Work with a tax consultant or firm to understand and assess tax planning and compliance for businesses.
- Provide recommendations for optimizing tax strategies.

21. Supply Chain Management Review:

- Collaborate with a manufacturing or retail company to study and optimize their supply chain processes.
- Identify areas for improvement and propose solutions.

22. Investment Portfolio Management:

- Create a hypothetical investment portfolio.
- Monitor and analyze the performance of different investment instruments.
- Develop strategies for portfolio optimization and risk management.

23. CSR (Corporate Social Responsibility) Assessment:

- Evaluate the impact and effectiveness of a company's CSR initiatives.
- Suggest improvements or propose a new CSR initiative.

24. E-commerce Platform Analysis:

- Assess the performance of a specific e-commerce platform.
- Analyze user experience, security features, and payment options.
- Provide recommendations for enhancing the online shopping experience.

25. Market Entry Strategy:

- Analyze a specific industry and propose a market entry strategy for a new product or service.
- Conduct market research, assess competitors, and outline the marketing and distribution plan.

26. Startup Business Plan:

- Develop a comprehensive business plan for a startup, considering aspects like market analysis, financial projections, and operational strategies.
- Present the plan to potential investors or industry experts.

27. Brand Positioning and Marketing Campaign:

- Choose a brand or product and create a detailed marketing campaign.
- Focus on brand positioning, target audience, and the use of various marketing channels.

28. Financial Analysis of a Company:

- Select a publicly traded company and conduct an in-depth financial analysis.
- Evaluate financial statements, profitability, and liquidity, and provide recommendations for improvement.

29. Human Resource Management Practices:

- Collaborate with a company to assess its human resource management practices.
- Evaluate recruitment, training, and employee engagement strategies.

30. Operations Management Optimization:

- Work with a business to analyze and improve its operational processes.
- Identify areas for efficiency enhancement and cost reduction.

31. E-commerce Business Development:

- Develop a plan for launching or improving an e-commerce platform.
- Consider user experience, payment gateways, and security measures.

32. International Business Expansion Plan:

- Choose a company and develop a plan for expanding its operations internationally.
- Consider cultural, legal, and economic factors.

33. Supply Chain Optimization:

- Collaborate with a company to optimize its supply chain.
- Analyze inventory management, logistics, and distribution processes.

34. Customer Relationship Management (CRM) Implementation:

- Choose a company and develop a plan for implementing a CRM system.
- Address customer communication, data management, and feedback mechanisms.

35. Financial Technology (Fintech) Innovation:

- Explore innovative solutions within the financial technology sector.
- Develop a business plan for a fintech startup or propose improvements to existing fintech services.

36. Event Management for a Business Conference:

- Organize and manage a business conference or seminar.
- Handle aspects such as budgeting, marketing, logistics, and attendee engagement.

37. Retail Merchandising Strategy:

- Work with a retail business to develop a merchandising strategy.
- Consider product placement, pricing strategies, and promotional activities.

38. Strategic Management Analysis

- Choose a company and conduct a strategic management analysis.
- Evaluate its competitive positioning, SWOT analysis, and suggest strategic recommendations.

MARKETING

Students can choose projects based on their interests and career goals, gaining practical skills that are valuable in the dynamic field of marketing.

1. Market Research and Consumer Behavior Analysis:

- Conduct a comprehensive market research study to understand consumer behavior and preferences.
- Analyze market trends, identify target audiences, and provide insights for product/service development.

2. Social Media Marketing Campaign:

- Develop and execute a social media marketing campaign for a specific product or brand.

- Measure engagement, reach, and conversion rates, and provide recommendations for improvement.

3. Brand Audit and Positioning Strategy:

- Collaborate with a brand to conduct a brand audit.
- Develop strategies to enhance brand positioning, differentiation, and market share.

4. Influencer Marketing Campaign:

- Plan and execute an influencer marketing campaign for a product or service.
- Measure the impact on brand awareness and customer engagement.

5. Content Marketing Strategy:

- Develop a content marketing strategy for a business.
- Create and distribute content across various platforms to enhance brand visibility.

6. Product Launch Campaign:

- Assist in planning and executing a product launch campaign.
- Develop promotional materials, organize launch events, and measure campaign success.

7. Customer Satisfaction Survey:

- Implement a customer satisfaction survey to gather feedback on products or services.
- Analyze results and propose strategies for improvement.

8. Competitor Analysis and Benchmarking:

- Conduct a thorough analysis of competitors in a specific industry.
- Identify strengths, weaknesses, opportunities, and threats to inform marketing strategies.

9. Email Marketing Optimization:

- Collaborate with a business to optimize their email marketing campaigns.
- Analyze open rates, click-through rates, and suggest improvements for better engagement.

10. Event Marketing and Management:

- Plan and execute an event to promote a product, service, or brand.
- Measure the success of the event and its impact on brand awareness.

11. Digital Advertising Campaign:

- Develop and run a digital advertising campaign on platforms like Google Ads or Facebook.
- Optimize ad performance and analyze key metrics.

12. Customer Persona Development:

- Create detailed customer personas for a target audience.
- Use these personas to inform marketing strategies and tailor messages effectively.

13. Market Expansion Strategy:

- Work with a company to develop a strategy for expanding into new markets.
- Consider cultural differences, market trends, and competitive landscapes.

14. Brand Loyalty Program Implementation:

- Collaborate with a business to design and implement a brand loyalty program.
- Evaluate the effectiveness of the program in retaining customers.

15. Mobile App Marketing Campaign:

- Develop a marketing campaign to promote a mobile app.
- Utilize various channels such as app stores, social media, and influencers.

ACCOUNTING AND COSTING

1. Cost Analysis for a Manufacturing Company:

- Collaborate with a manufacturing company to conduct a detailed cost analysis.
- Identify direct and indirect costs, analyze cost behavior, and suggest cost reduction strategies.

2. Budgeting and Forecasting for a Small Business:

- Work with a small business to create a comprehensive budget and financial forecast.
- Evaluate actual performance against budgeted figures and recommend adjustments.

3. Internal Control Assessment:

- Partner with a business to assess its internal control systems.
- Identify areas of potential risk and recommend improvements to strengthen internal controls.

4. Tax Planning for a Business:

- Collaborate with a tax consultant or firm to understand and implement tax planning strategies for a business.
- Analyze the tax implications of various business decisions.

5. Financial Statement Analysis for Nonprofit Organizations:

- Work with a nonprofit organization to analyze its financial statements.
- Evaluate fund accounting and assess the financial health of the organization.

6. Activity-Based Costing Implementation:

- Collaborate with a company to implement activity-based costing.

- Analyze the impact on cost allocation and provide recommendations for improvement.

7. Forensic Accounting Investigation:

- Engage in a simulated forensic accounting investigation.
- Analyze financial records to identify irregularities and potential fraud.

8. Cost Control Measures for a Service Industry:

- Partner with a service-oriented business to implement cost control measures.
- Evaluate cost drivers and suggest strategies to optimize costs.

9. Inventory Management Optimization:

- Work with a retail or manufacturing business to optimize inventory management.
- Analyze inventory turnover, carrying costs, and recommend improvements.

10. Governmental Accounting Compliance:

- Collaborate with a government entity to assess compliance with governmental accounting standards.
- Evaluate fund accounting, financial reporting, and compliance measures.

11. Cost-Benefit Analysis for Capital Expenditures:

- Collaborate with a company to perform a cost-benefit analysis for a capital expenditure project.
- Evaluate the financial feasibility and long-term impact on costs.

12. Costing and Pricing Strategy for a Startup:

- Work with a startup to develop a costing and pricing strategy.
- Consider variable and fixed costs, market conditions, and competitive pricing.

13. Sustainability Accounting and Reporting:

- Collaborate with a company to implement sustainability accounting and reporting practices.
- Evaluate the environmental and social impact of business operations.

14. Financial Risk Assessment for an Investment Portfolio:

- Collaborate with a financial institution to assess the financial risk of an investment portfolio.
- Analyze factors such as market risk, credit risk, and interest rate risk.

15. Cost Analysis of Outsourcing vs. In-House Operations:

- Work with a business considering outsourcing to conduct a cost analysis.
- Compare the costs of outsourcing versus maintaining in-house operations.

COOPERATION AND RURAL DEVELOPMENT

1. Cooperative Business Development:

- Collaborate with a local community to establish a cooperative enterprise.
- Develop a business plan, facilitate community involvement, and implement sustainable business practices.

2. Agricultural Supply Chain Analysis

- Study the agricultural supply chain in a specific rural area.
- Identify bottlenecks, assess the efficiency of distribution channels, and propose improvements.

3. Community-Based Tourism Development:

- Work with a rural community to develop a community-based tourism initiative.
- Focus on preserving local culture, supporting economic development, and enhancing tourism sustainability.

4. Microfinance Program Implementation

- Partner with a microfinance institution to implement a program in a rural setting.
- Assess the impact on local entrepreneurship and financial inclusion.

5. Rural Infrastructure Development:

- Collaborate with local authorities to plan and implement rural infrastructure projects.
- Focus on roads, water supply, sanitation, and renewable energy.

6. Cooperative Marketing and Branding

- Work with local cooperatives to develop marketing strategies and branding initiatives.
- Enhance the visibility of products from rural cooperatives in broader markets.

7. Natural Resource Management Project

- Collaborate with local communities to implement sustainable natural resource management practices.
- Address issues such as deforestation, water conservation, or soil erosion.

8. Livelihood Diversification Program

- Design and implement a program to diversify livelihoods in rural communities.
- Explore opportunities in agriculture, agro-processing, handicrafts, or eco-tourism.

9. Community Health and Education Initiatives:

- Collaborate with local healthcare providers to implement health and education programs.

- Address issues such as maternal health, nutrition, and access to education.

10. Cooperative Governance and Leadership Training

- Develop a training program for cooperative leaders on governance and leadership.
- Focus on empowering leaders to make informed decisions for the benefit of the community.

11. Digital Inclusion for Rural Communities

- Implement projects that enhance digital literacy and connectivity in rural areas.
- Explore the use of technology for education, healthcare, and economic activities.

12. Social Entrepreneurship Initiatives

- Collaborate with local entrepreneurs to establish social enterprises in rural areas.
- Focus on businesses that address community needs while promoting economic development.

13. Food Security and Agricultural Extension Services:

- Work with local farmers to enhance food security through improved agricultural practices.
- Implement agricultural extension services and provide training to farmers.

14. Community-Based Renewable Energy Projects:

- Collaborate with communities to implement renewable energy projects.
- Explore the feasibility of solar, wind, or biogas projects to address energy needs sustainably.

15. Women Empowerment Programs:

- Develop and implement programs to empower women in rural communities.
- Address issues such as economic independence, education, and healthcare.

BANKING AND FINANCE

1. Credit Risk Assessment

- Collaborate with a financial institution to analyze and assess credit risk in the lending portfolio.
- Evaluate creditworthiness models, default rates, and propose risk mitigation strategies.

2. Financial Inclusion Initiatives

- Work with a bank to develop and implement financial inclusion programs.

- Focus on reaching unbanked or underbanked populations through innovative financial products.

3. Customer Relationship Management (CRM) Enhancement:

- Collaborate with a bank to enhance its CRM systems.
- Improve customer engagement strategies, analyze customer feedback, and optimize service delivery.

4. Digital Banking Adoption Analysis:

- Study the adoption of digital banking services among customers.
- Assess factors influencing digital adoption and propose strategies to increase usage.

5. Market Research for Investment Products:

- Conduct market research on investment products and services.
- Identify market trends, customer preferences, and suggest new investment offerings.

6. Fraud Prevention and Detection:

- Collaborate with a bank's risk management team to develop and implement fraud prevention strategies.
- Evaluate transaction patterns, implement monitoring systems, and enhance security measures.

7. Financial Literacy Programs:

- Work with a bank to design and implement financial literacy programs for the community.
- Focus on educating individuals about budgeting, saving, and responsible financial management.

8. Foreign Exchange Market Analysis:

- Analyze trends in the foreign exchange market.
- Assess factors influencing currency movements and provide insights for traders and investors.

9. Impact of Regulatory Changes:

- Investigate the impact of recent regulatory changes on financial institutions.
- Assess compliance requirements, operational changes, and strategic implications.

10. Investment Portfolio Management:

- Work with an investment firm to manage a hypothetical investment portfolio.
- Evaluate asset allocation, risk management, and performance analysis.

11. Financial Technology (Fintech) Partnership:

- Collaborate with a fintech company to explore opportunities for partnership with traditional banks.

- Assess the integration of fintech solutions for improved financial services.

12. Real Estate Finance Analysis:

- Study the real estate finance market and analyze property investment opportunities.
- Evaluate mortgage lending practices and assess market risks.

13. Sustainable Finance Initiatives:

- Collaborate with a bank to develop sustainable finance strategies.
- Assess environmental, social, and governance (ESG) factors in lending and investment decisions.

14. Mergers and Acquisitions Analysis:

- Analyze recent mergers and acquisitions in the financial sector.
- Assess the financial implications, risks, and benefits for the involved institutions.

15. Crypto currency and Block chain Exploration:

- Investigate the impact of crypto currencies and block chain technology on the financial industry.
- Analyze potential applications, risks, and regulatory considerations.

BUSINESS PRACTICES AND ENVIRONMENT:

1. Business Process Improvement:

- Collaborate with a company to analyze and improve specific business processes.
- Identify bottlenecks, streamline workflows, and enhance overall efficiency.

2. Employee Engagement and Satisfaction:

- Conduct a study on employee engagement within a company.
- Develop strategies to enhance job satisfaction, communication, and overall workplace morale.

3. Change Management Implementation:

- Work with a business undergoing a significant change (e.g., technology adoption, restructuring).
- Develop and implement a change management plan to ensure a smooth transition.

4. Customer Experience Enhancement:

- Collaborate with a business to assess and improve the overall customer experience.
- Implement strategies to enhance service quality, communication, and customer satisfaction.

5. Market Entry Strategy:

- Assist a company in developing a market entry strategy for a new product or service.
- Conduct market research, analyze competition, and recommend entry approaches.

6. Supplier Relationship Management:

- Analyze and optimize the relationships with key suppliers.
- Implement strategies for effective communication, collaboration, and risk management.

7. Social Media Strategy Development:

- Work with a business to develop and implement a social media strategy.
- Focus on brand building, customer engagement, and online presence.

8. Diversity and Inclusion Initiatives:

- Collaborate with a company to implement diversity and inclusion initiatives.
- Develop programs to promote diversity in hiring, training, and workplace culture.

9. Strategic Cost Management:

- Work with a business to analyze and manage costs strategically.
- Identify cost-saving opportunities without compromising quality.

10. Market Expansion Analysis:

- Assist a company in analyzing opportunities for market expansion.
- Evaluate potential markets, assess risks, and develop an expansion strategy.

11. E-commerce Integration:

- Collaborate with a brick-and-mortar business to integrate e-commerce into its operations.
- Implement an online sales strategy and optimize the digital customer experience.

12. Brand Positioning and Marketing Campaign:

- Work with a company to refine its brand positioning and execute a marketing campaign.
- Emphasize brand values, uniqueness, and targeted messaging.

13. Corporate Social Responsibility (CSR) Program Development:

- Collaborate with a business to develop and implement CSR initiatives.
- Align CSR programs with the company's values and goals.

14. Supply Chain Optimization:

- Analyze and optimize the supply chain of a business.
- Implement strategies for efficient inventory management, logistics, and distribution.

15. Innovation and Product Development:

- Collaborate with a company to foster a culture of innovation.
- Develop strategies for new product development and improvement.

16. Corporate Sustainability Reporting:

- Collaborate with a company to assess and enhance its sustainability reporting practices.
- Evaluate environmental, social, and governance (ESG) metrics and recommend improvements.

17. Green Supply Chain Management:

- Work with a business to analyze and optimize its supply chain for environmental sustainability.
- Assess suppliers, transportation methods, and packaging to reduce the environmental impact.

18. Energy Efficiency Assessment:

- Partner with a business to conduct an energy efficiency assessment.
- Identify opportunities for reducing energy consumption and implementing sustainable energy practices.

19. Waste Reduction and Recycling Program:

- Collaborate with a company to develop and implement a waste reduction and recycling program.
- Evaluate waste streams, propose recycling initiatives, and measure the impact.

20. Circular Economy Implementation:

- Work with businesses to transition towards a circular economy model.
- Explore strategies for product reuse, recycling, and reducing overall resource consumption.

21. Carbon Footprint Analysis:

- Collaborate with a company to conduct a comprehensive carbon footprint analysis.
- Identify areas of high carbon emissions and suggest strategies for reduction.

22. Environmental Compliance Assessment:

- Assess a company's compliance with environmental regulations.
- Review permits, reporting requirements, and recommend strategies for maintaining compliance.

23. Green Marketing Campaign:

- Develop and execute a green marketing campaign for a business.
- Emphasize environmentally friendly practices, products, or initiatives.

24. Biodiversity Conservation Initiatives:

- Collaborate with businesses to develop and implement biodiversity conservation programs.
- Explore ways to protect and enhance local ecosystems.

25. Water Conservation Strategies:

- Work with a company to develop and implement water conservation strategies.
- Evaluate water usage, propose efficient technologies, and raise awareness among employees.

26. Sustainable Product Development:

- Collaborate with a company to assess and enhance the sustainability of its product development process.
- Consider eco-friendly materials, energy-efficient production methods, and product life cycle analysis.

27. Environmental Education Programs:

- Develop and implement environmental education programs for employees and the community.
- Focus on raising awareness about sustainable practices and their impact.

28. Eco-Tourism Development:

- Collaborate with local businesses to develop eco-tourism initiatives.
- Promote responsible tourism practices and support local conservation efforts.

29. Sustainable Event Management:

- Plan and manage an event with a focus on sustainability.
- Consider eco-friendly venue options, waste reduction, and carbon offsetting.

30. Community Green Spaces Development:

- Collaborate with businesses to create and maintain green spaces in the community.
- Enhance local parks, plant trees, and engage the community in environmental initiatives.





Savitribai Phule Pune University

**Faculty of
Commerce & Management**

NATIONAL EDUCATION POLICY- 2020

**Manual of
ON JOB TRAINING PROGRAMME**

For

Master of Commerce (M.COM)

(Semester II)

ON THE JOB TRAINING

Course Code: JT577MJT

TOTAL MARK-100

TOTAL CREDIT-4

No of Hours - 120 Hours

w.e.f. 2023-24



सावित्रीबाई फुले पुणे विद्यापीठ

गणेशखिंड, पुणे - ४११००७

Savitribai Phule Pune University

Ganeshkhind, Pune - 411007



सावित्रीबाई फुले पुणे विद्यापीठ
75th Anniversary

दूरध्वनी क्रमांक : ०२०- २५६२११५६/५७/५९

Telephone No. : 020-25621156/57/59

ईमेल/ Email : boards@pun.unipune.ac.in

शैक्षणिक विभाग (मान्यता कक्ष)

Academic Section (Approval Cell)

संकेतस्थळ/ Website: www.unipune.ac.in

संदर्भ क्र : सीबी/सीएम/४९

दिनांक : १२/०९/२०२४

प्रति,

अ.क्र.	सदस्यांचे नाव	पदनाम
१	डॉ. शेख अन्वर	अध्यक्ष
२	डॉ. मुल्ला एम. जी.	सदस्य
३	डॉ. केकाणे मारुती	सदस्य
४	डॉ. सानप मनोहर	सदस्य
५	डॉ. टाकळकर शिवाजी	सदस्य
६	डॉ. डाकले सुनिता	सदस्य
७	डॉ. निकम किशोर	सदस्य
८	डॉ. मंगेश वाघमारे	सदस्य

विषय:- वाणिज्य व व्यवस्थापन विद्याशाखेतर्गत संलग्न महाविद्यालयांकरिता पदव्युत्तर पदवीच्या कामकाजाकरिता समिती गठित करणेबाबत

महोदय/ महोदया,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, प्राप्त झालेल्या आदेशानुसार राष्ट्रीय शैक्षणिक धोरण २०२० नुसार M.Com. Sem. II - On the Job Training आणि Field Project या संदर्भात मार्गदर्शक तत्वे, नियम, अटी व माहितीपुस्तिका - स्वयंस्पष्ट व सविस्तर तयार करण्यासाठीच्या समितीमध्ये आपला समावेश करण्यात आला आहे.

कृपया स्वीकृती करून मा. अध्यक्ष, यांनी सभेसाठी आपल्या सोईची तारीख व वेळ कळवावी, ही विनंती.
कळावे,

आपला,

(स. द. डावेखर)
उपकुलसचिव

Prof. Dr. Suresh Gosavi
Vice-Chancellor,
Savitribai Phule Pune University

Prof. Dr. Parag Kalkar
Pro Vice-Chancellor,
Savitribai Phule Pune University

Dr. Yashodhan Mithare
Associate Dean,
Faculty of Commerce and Management,
Savitribai Phule Pune University

Preamble: -

The National Education Policy 2020 also emphasize Practical Assignments and Skill Development to the students across institutes of higher learning in various streams. In view of this, Savitribai Phule Pune University has come up with a concept to provide 'On Job Training' to all students studying in Semester II of Master of Commerce.

The On Job Training (OJT) program will provide valuable work experience to the students, help them explore a career path and develop and refine skills that will eventually give themselves an edge in the job market.

The University has established pool of business establishments who are willing to provide practical exposure to the students for One Hundred Twenty Hours in their respective organizations. The Certificate awarded by these establishments, will add a value to the academic credentials of participating students.

1 . Nature of On Job Training Programme

Student who has opted on Job Training Programme has to undergo for One hundred Twenty hours of practical training in business establishments. The list of these establishments will be provided by the college or university. In case, a student is unable to join the enlisted establishment, he/ she can choose an establishment in consultation with the concerned teacher based on their specialization or as per the availability of the company/firm

2. Salient features of On Job Training Programme

The fundamental framework of On Job Training is as below:

- a) The On Job Training (OJT) is of Four Credits.
- b) On Job Training (OJT) will be of One Hundred Twenty clock hours.
- c) The On Job Training (OJT) has to be completed during the Semester II.
- d) In case of backlog, he/she can complete the On Job Training (OJT) prior to appearing for the Semester III examination.
- e) Student who has opted On Job Training Programme, it is mandatory to complete the On Job Training as per prescribed standards.
- f) A student is entitled to a 'Completion Certificate' after successful completion of the On Job Training (OJT).

- g) A student is solely responsible for his behavior in the business establishment during the On Job Training (OJT).

3 Subjects available for On Job Training Programme

A student who has opted On Job Training Programme in the Discipline Specific Special Subject which he / has chosen in M. Com. (Semester II). List of the Discipline Specific Special Subject given below:

1. Advanced Accounting & Taxation
2. Commercial Laws & Practices
3. Advanced Cost Accounting & Cost System
4. Co-Operation & Rural Development
5. Business Practices & Environment
6. Business Administration
7. Advanced Banking & Finance
8. Advanced Marketing
9. Other Commerce related disciplines

4. Framework of the for On Job Training Programme:

- a. The area in which a student has to undergo On Job Training (Contents of the On Job Training) will be finalized by the concerned subject teacher in consultation with the On Job Training providing organisation.
- b. It is essential to ensure that all key contents of the syllabus of Semester II is incorporated in the framework of the On Job Training.
- c. This will help a student to have hands - on experience of the important aspects of the Discipline Specific Special Subject chosen by him / her.
- d. The contents of the On Job Training should be adequate and students should be able to understand various concepts and put it into practice within a time frame of One Hundred Twenty hours.
- e. On Job Training is of O n e H u n d r e d T w e n t y h o u r s .

Guidelines for Teachers

The National Assessment and Accreditation Council also emphasize On Job Training as a part of effective curriculum delivery. The number of students undergoing On Job Training will certainly aid colleges to secure better grades during evaluation.

For effective implementation of the On Job Training, it is advised that the concerned department institutes an 'On Job Training Execution Cell'. The cell will plan and implement the On Job Training according to the guidelines issued by the university. The cell is also expected to monitor and review the progress and outcomes of the programme with regular intervals and make necessary changes.

On Job Training Functions

Teachers are expected to carry out following Pre-on Job Training functions:

1. On Job Training Execution Cell:

The concerned department needs to institute 'On Job Training Execution Cell'. The composition of the cell will be as below:

- | | |
|-----------------------------|--------------------|
| 1. Principal of the College | : Chairman |
| 2. Vice-Principal / HoD | : Member Secretary |
| 3. Head | : Member |
| 4. Subject Teachers | : Member |
| 5. Industry Expert /s | : Member |
| 6. Student Representative | : Member |

Following are the functions of the cell:

- Preparation of exhaustive outline of the On Job Training (OJT).
- Communication of the outline of the concerned students well in advance.
- Contacting concerned companies / establishments and organization of meetings to finalize the programme.
- Preparation of subject wise 'Hands on Training Content List' (On Job Training Contents).
- Getting the contents approved by the On Job Training providing companies / establishments.

- f) Preparation of One Hundred Twenty Duration on Job Training (OJT) for each Discipline Specific Special Subject ensuring that the hands-on training contents fit in properly.
- g) Establishment of query / grievances / difficulties redressal mechanism to solve students' issues related to the On Job Training (OJT).
- h) Establishment of 'Feedback Mechanism' for both students and On Job Training provider companies.
- i) Preparation of 'Progress Card' to record the progress of students' during the On Job Training (OJT).

2. Clusters

Few colleges located in geographical vicinity may think of coming together and formation of 'Cluster' to implement On Job Training jointly. This will ease the process of contacting the On Job Training providing companies and execute all related activities. The colleges will save on funds, manpower and time if the programme is implemented through clusters.

3.. Evaluation and credits

Savitribai Phule Pune University is committed to prepare students for the jobs of the future, which will require a combination of technical skills, problem-solving abilities, and creativity and to achieve this industrial on the Job training plays crucial role. Student has to submit project based on job training and it is evaluated based on successful completion of the student's submission of the comprehensive project report with required documents. The project report prepared by the student will be known as the output of on-the-job training experience. The Comprehensive Project report based on (OJT) carries 04 credits, and carries 100 marks, divided into two parameters

Internal Evaluation (30 Marks)

External Evaluation (Marks 70)

As the On-the-Job training Project report is based on the self-study done by the candidate and evaluated for 100 marks altogether, 04 credits will be awarded to a successful candidate in this subject. The Project report based on OJT (the Job Training) shall be evaluated by two examiners one internal and one external (Subject Expert from Outside College). A Viva voce must be conducted by the panel consisting of Internal Examiner and External Examiner.

Guidelines for Teachers

During – On Job Training Functions

1. Teachers need to contact the On Job Training providing organisations at regular intervals during the On Job Training (OJT) to review following matters: -
 - a. Regularity / punctuality of student
 - b. Behaviour / soft skills
 - c. Inclination to learn new things
 - d. Ability to put theory into practice
 - e. Ability to take initiative for problem solving
 - f. Commitment to the assigned task
 - g. Overall progress and performance (Whether satisfactory or not)

Post – On Job Training Functions

- ☐ After the students have successfully completed the On Job Training Programme, teachers are required to convene a batch wise meeting of students to know their experience and overall opinion about the utility and effectiveness of the programme.
- ☐ Teachers should also try to compare the feedback received from the students regarding the industry requirements with the prevailing curriculum and try to bridge the gap by organizing guest lectures, assigning projects to the student, organisation of industrial visits etc.
- ☐ These endeavors will help students to undergo the On Job Training (OJT) in a more confident manner.

SUBMISSION OF ON JOB TRAINING (OJT) REPORT

The student must prepare and submit a comprehensive Report based on his/her learning at On Job Training to the College.

- The OJT Report structure should consist of;
 - Title Page
 - Acknowledgement
 - Letter to On Job Training Providing Organisation for inclusion of students
 - Log Sheet of work performed during On Job Training
 - On Job Training completion certificate
 - Feedback from On Job Training provider organization
 - Feedback from student
 - Certificate (from college)
 - Content Page/Index
 - Executive Summary
 - Brief overview of the on-the-job training project
 - Summary of key findings and outcomes
 - Introduction
 - Company Profile
 - Job design and responsibilities handled
 - Problems areas and Observations, strategies & solutions
 - Outcomes and Key learning
 - References

The OJT report should ideally range from 30 to 50 pages.

Chapter 1 Introduction:

- Project title
- Study area/problem
- Need for study/significance of the Job training
- Specific Learning Objectives on the Job Training
- Area in which he/ she has undergone on the Job training
- Details of Specific Concept learned by student on the Job training
- List of the skill that he/she is acquired during on Job training
- Limitations

Chapter 2 Company Profile:

- Company Overview
- History
- Visions and Mission
- Company hierarchy chart
- Overview and functions of different departments
- Product profile
- Department where on the Job training carried out

Chapter 3 Job design and responsibilities handled

- Details of Job design and Job Description.
- Details of specific skill required as per the company Policy
- Details of actual work done

Chapter 4 Problems areas and Observations, strategies & solutions

- Observations
- List of the skills required to perform the assigned task, not included in the syllabus
- Problems faced while performing the assigned Task
- How the problems were address to
- Contribution made towards better functioning the organization

Chapter 5 Outcomes and Key learning

- Utility of the job training program
- Suggestions for improvement in the syllabus
- Will the job training improve employability?
- Key learning from the Job training

Annexures:

- **Undertaking from student about his/ her behavior to the organization**

Formats required for On Job Training Programme

1. Letter to On Job Training Providing Organization for inclusion of students
2. Undertaking from student about his/ her behavior to the college
3. Undertaking from student about his/ her behavior to the organization
4. Log Sheet of work performed during On Job Training
5. On Job Training completion certificate
6. Feedback from On Job Training provider organization
7. Feedback from student

LETTER TO ON JOB TRAINING PROVIDING ORGANISATION FOR INCLUSION OF STUDENTS

College Letter Head

To,

The Manager (HR),

----- Co Ltd.

Subject: - Request for inclusion of students of our college for On Job Training (OJT).

Madam / Sir,

Savitribai Phule Pune University has introduced 'On Job Training (OJT)' for Semester II of M. Com. Students in its revised syllabus.

The purpose of the On Job Training is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The On Job Training will also enhance employability of students.

In view of this, I request you to provide following students of our college (List enclosed) with an opportunity for On Job Training in your esteemed organisation.

We would appreciate if you could provide exposure of the following business activities to these students: -

Mention here the key contents of the discipline specific special subject selected by the student

We look forward to a mutually rewarding academic association with your organisation.

Thank you.

Sincerely,

Coordinator, On Job Training Programme

Principal

UNDERTAKING FROM STUDENT

1. Name of the Student :
2. Class :
3. Division and Roll Number :
4. Present Address :
5. Permanent Address :

To,

The principal,

----- College, -----

Subject: Undertaking

Respected Madam / Sir,

I am studying in semester II of M.Com. I am going to join -----

(Name of the organisation) for my One Hundred Twenty Hours On Job Training during -----to -----.

I assure that I will follow all the rules and instruction issued by the On Job Training providing organisation. I will be responsible for my behaviour and performance during the On Job Training period.

Thank you.

Yours obediently,

(Name & Signature of parent)

Date:

(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,

The Manager (HR),

----- (Place)

Subject: Undertaking

Respected Madam / Sir,

I am a student of ----- College. I am studying in semester II of M.Com. I am going to join your esteemed organisation for my One Hundred Twenty Hours On Job Training during -----to -----.

I assure that I will follow all the rules and instructions issued by you. I will be solely responsible for my behavior and performance during the On Job Training period.

I will not disclose any information that is made available to me to anyone during or after the On Job Training period.

I assure you that I will do my best and the On Job Training opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

(Name & signature of the student)

Date:

Place:

LOG SHEET OF WORK PERFORMED DURING ON JOB TRAINING

Letter Head of the On Job Training

Provider Organisation

1. Name of the Student :

2. Name of the College :

3. Division and Roll Number :

4. Address :

5. Contact Number :

6. Email ID :

7. Special Subject :

8. On Job Training start
date :

9. On Job Training end date

LOG SHEET OF WORK PERFORMED DURING ON JOB TRAINING

Date	Time		Total Hours	Detail of daily work done	Signature of Managerial Position	Signature of student
	From	To				

Total Hours

Certified that ----- (Name of the student) has satisfactorily completed the On Job Training assigned to him.

Name & Signature
Supervisor

Name & Signature
Manager

Name & Signature
Section Incharge



Date:

ON JOB TRAINING COMPLETION CERTIFICATE

Letter Head of the On Job Training Provider Organisation

To,

The principal,

----- College, ----- (Place)

Subject: On Job Training Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'One Hundred Twenty Hours On Job Training' in this organization.

Sr. No.	Name of the student	Roll No.	Aadhaar No.	Special Subject
1.				
2.				
3.				
4.				
5.				
6.				
7.				

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.



Sincerely,
Name & Signature
(Authorised Signatory)

FEEDBACK FROM ON JOB TRAINING PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the On Job Training process. Thank you.

Coordinator- On Job Training

On Job Training feedback form

Sr. No.	Particulars		Details
1.	Name of the Supervisor/ Officer	:	
2.	Department	:	
3.	Designation	:	
4.	Name of the Student	:	
5.	Name of the College	:	
6.	Roll Number	:	
7.	Special Subject	:	

Part – A – Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Good	Very Good	Excellent	Satisfactory	Needs improvement
1	Domain Knowledge					
2	Communication Skills					
3	Punctuality & Dedication					
4	Ability to work in teams					
5	Problem solving skills					
6	Quality of work done					
7	Effectiveness					
8	Efficiency					
9	Ability to take Initiative					
10	Positive attitude					
11	Appearance					
12	Using full potential at work					
13	Work habits					
14	Honesty & Integrity					
15	Creativity					

Part B – SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Part C – Suggestions to make the On Job Training more productive and effective.

1. -----
2. -----
3. -----
4. -----
5. -----

Part D – Changes required in the curriculum to improve employability of students.

1. -----
2. -----
3. -----
4. -----
5. -----

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review:

Date of Review:



STUDENT FEEDBACK FORM

1. Name of the Student:
2. Class:
3. Division and Roll Number:
4. P Contact Number:
5. Present address:
6. Contact Number:
7. Email ID:

Please provide your rating about following aspects pertaining to your On Job Training Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

S. No.	Parameter	Response
1	The pre-On Job Training provided by the college was very useful	
2	I was properly introduced to the task assigned to me in the organisation	
3	I was given proper guidance to carry out my responsibility	
4	My supervisor / officer was very cooperative and supportive	
5	I found my task interesting and worth learning	
6	My supervisor / officer addressed to my queries/ doubts quickly	
7	I received due respect from my colleagues in the organisation	
8	The contents of the syllabus match with the practical work	
9	The knowledge that I gained in the college was useful to carry out On Job Training in a satisfactory manner	
10	The On Job Training is very useful to enrich my knowledge	

Please give your suggestions to make the On Job Training more productive and effective.

1. -----
2. -----
3. -----

Please give your overall feedback about your experience during the On Job Training

(Not mentioned above).

Signature & Name of the student with date



Savitribai Phule Pune University

RULES AND REGULATIONS

for

Implementation of National Education Policy -2020 to

Post Graduate in Humanities

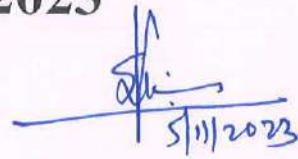
of Affiliated Colleges

Under Faculty of Humanities

Effective from June 2023



Prof. (Dr.) S. D. Dhole
Director, IQAC, SPPU, Pune
UG/PG Rules & Regulation committee,
SPPU, Pune


5/11/2023

Prof. (Dr.) Vijay Khare
Dean,
Faculty of Humanities
SPPU, Pune
Dean
Faculty of Humanities
Savitribai Phule Pune University

1. Introduction:

Education is the most powerful weapon which we can use to change the world. It plays a vital role in building of a nation. The New Education Policy (NEP) 2020 was announced by the Government of India, Ministry of Education in July 2020. It is founded on the five guiding pillars of Access, Equity, Quality, Affordability and Accountability. It will prepare our youth to meet diverse national as well as global challenges of the present and the future. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match the international educational pattern. However, our present education system is churning out youth who have to compete locally, regionally, nationally as well as globally. The present alarming situation necessitates transformation and/or redesigning of system, not only by introducing innovations but developing “learner-centric approach.

National Education Policy, 2020 (NEP) envisions a massive transformation in education through– “an education system rooted in Indian ethos that contributes directly to transforming India, that is Bharat, sustainably into an equitable and vibrant knowledge society, by providing high quality education to all, thereby making India a global knowledge superpower.” A substantial part of the policy document is devoted to higher education, with emphasis on multidisciplinary approach, faculty and institutional autonomy, governance reforms, enhancing access through credit mobility, open and digital learning environment, and skills development.

The NEP provides flexibility to students in terms of choice of subjects to study and academic pathways. The NEP 2020 also states that there will be multiple entry and exit points in the academic programmes offered at Higher Education Institutions (HEIs) with the aim of removing rigid boundaries and create new possibilities for students to choose and learn the subject(s) of their choice. This will also pave way for students to have seamless mobility within or across the HEIs through formal system of credit recognition and transfer.

The NEP 2020 thus fosters the holistic development of students by integrating co-curricular activities, arts, sports and vocational education into the curricular activities. It acknowledges that education goes beyond academics and aims to nurture an all-round development in individuals. It aims to bring modern reforms in Indian education system. The policy stands on the ideology to make India a “Global Knowledge Superpower”.

1.1 Preface

In a bid to fine tune our scientific education system to the global standards & practices, the NEP – 2020 has been implemented with effect from June 2023 for all the Post Graduate Programmes (PG) of affiliated colleges under the Faculty of Humanities, Savitribai Phule Pune University, Pune, starting with the First Year. With the advent of frontier science, technology and ever-changing expectations from the Industry and Society, it has become imperative to relook at the structure and subject contents of various PG courses to make it contemporary and relevant.

As per the decision by the authorities of Savitribai Phule Pune University, the Faculty of Humanities has prepared the Credit Framework. The revised credit structure is of 88 credits and each semester is of 22 credits. The new credit structure includes research component of almost

14 credit including research methodology course in the first semester. Assessments in credit system consist of A) In-semester continuous assessment and B) End-semester assessment for the Theory head and Term Work/ Practical / Oral / Presentation at the end of the semester for Practical, Oral, Seminar and Project Head.

The Faculty of Humanities has shouldered the idea of incorporating latest development and changing the nature of society in the subject/syllabus contents with latest and relevant topics and know-hows. Accordingly, the new structure and syllabi are being introduced, to be implemented from the academic year 2023-24 from the First Year and it will continue for subsequent years. The rules governing the programmes shall be as given below with suffix R, followed by the rule number.

- R.1. All PG programmes, under Faculty of Humanities shall be offered with the given credit structure under the NEP-2020.
- R.2. All the M.A./M.Sc. programmes running under the Faculty of Humanities will be of two years (four semester) duration.
- R.3. The M.A./M.Sc. degree will be awarded to students who complete a total of 88 credits in a minimum of two years by completing on an average 22 credits per semester.
- R.4. Each theory credit is equivalent to 15 clock hours of teaching and Each practical credit is equivalent to 30 clock hours of teaching in a semester
- R.5. Final CGPA will be calculated on the basis of 88 credits.
- R.6. There is 15 week teaching during each semester.
- R.7. Except practical credits wherever applicable, students may be allowed to complete less courses per semester on a condition they complete the two-year degree course in a maximum of four years and a three-year degree course in a maximum of five years. This facility will be available subject to the availability of concerned courses in a given semester and with a maximum variation of 25 per cent credits (in case of fresh credits) per semester.
- R.8. The credit framework includes major core and major elective course. Major core are the courses which are common to all and college has to provide option for the major elective.

1.2 Advantages of the NEP – 2020 :

- 1. Shift in focus from the teacher-centric to student-centric education.
- 2. Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
- 3. NEP allows student to complete on Job Training as part of curriculum.
- 4. Research is a major component in the NEP, student has to complete 10 credits in the research component.
- 5. NEP has given option to choose elective in each semester.
- 6. NEP allows to take exit after one year with PG diploma degree.
- 7. Students who complete four years of under graduate programme can join the second year of post-graduation.
- 8. NEP introduces the concept of Major subject which is the subject of main focus of the degree and degree will be awarded in that subject.
- 9. Students are allowed to take admission in the same major for post-graduation in which he/ she completed under graduation.

1.3 Implementation of PG course structure:

1. For the purpose of computation of work-load the following mechanism may be adopted as per UGC guidelines:
 - i) 1 Credit = 1 Theory period of one-hour duration per week
 - iii) 1 Credit = 1 Practical period of two-hour duration per week (wherever applicable)
2. Each theory Lecture time is of 1 hour = 60 min
3. Exam pattern: University assessment 70 % and continuous internal assessment 30%.

2. PG Programme Structure:

2.1 Each M.A./M.Sc. programme is of 2 year duration. The minimum total no. of credits requirement for each programme is 88. In the structure, the credits are distributed over 4 semesters. The open elective included in each semester, gives the student a wide choice of subjects from other programmes. The Credit structure for M.A./M.Sc. programme is given below in Table 1.

Table 1: Credit Framework for Post Graduate (PG)

Level	Semester	Credits Related to Major		Research Methodology (RM)	Internship On Job Training (OJT)	Research Project (RP)	Total
		Major Core	Major Elective				
6.0	I	10(T) + 4(P)	2 (T) + 2 (T/P)	4	0	0	22
	II	10(T) + 4(P)	2 (T) + 2 (T/P)	0	4 (OJT)	0	22
Exit option: Award PG Diploma on completion of 44 Credits after Three Year UG Degree OR continue with PG second year							
6.5	III	10 (T) + 4 (P)	2 (T) + 2 (T/P)	0	0	4	22
	IV	8 (T) + 4 (P)	2 (T) + 2 (T/P)	0	0	6	22
Total		54	16	4	4	10	88
2 Years-4 Sem. Award PG Degree on completion 88 credits after Three Year UG Degree or 1 Year-2 Sem PG Degree (44 credits) after Four Year UG Degree							

Abbreviation: T – Theory, P – Practical

Table 2: Structure for Postgraduate Humanities Programme

Sr. No.	Course Code	Course Category	Theory/ practical	Credit
Semester – 1				
1	SUBJECTCODE-H-501-MJ	Major Core	Theory	4
2	SUBJECTCODE-H-502-MJ	Major Core	Theory	4
3	SUBJECTCODE-H-503-MJ	Major Core	Theory	2
4	SUBJECTCODE-H-504-MJP	Major Core	Practical	4
5	SUBJECTCODE-H-510-MJ	Major Elective	Theory	2
6	SUBJECTCODE-H-511-MJP	Major Elective	Practical	2
7	SUBJECTCODE-H-541-RM	Research Methodology	Theory / Practical	4
Semester – 2				
1	SUBJECTCODE-H-551-MJ	Major Core	Theory	4
2	SUBJECTCODE-H-552-MJ	Major Core	Theory	4
3	SUBJECTCODE-H-553-MJ	Major Core	Theory	2
4	SUBJECTCODE-H-554-MJP	Major Core	Practical	4
5	SUBJECTCODE-H-560-MJ	Major Elective	Theory	2
6	SUBJECTCODE-H-561-MJP	Major Elective	Theory / Practical	2
7	SUBJECTCODE-H-581-OJT	On Job Training	Practical	4
Semester – 3				
1	SUBJECTCODE-H-601-MJ	Major Core	Theory	4
2	SUBJECTCODE-H-602-MJ	Major Core	Theory	4
3	SUBJECTCODE-H-603-MJ	Major Core	Theory	2
4	SUBJECTCODE-H-604-MJP	Major Core	Practical	4
5	SUBJECTCODE-H-610-MJ	Major Elective	Theory	2
6	SUBJECTCODE-H-611-MJP	Major Elective	Theory / Practical	2
7	SUBJECTCODE-H-631-RP	Research Project	Theory	4
Semester – 4				
1	SUBJECTCODE-H-651-MJ	Major Core	Theory	4
2	SUBJECTCODE-H-652-MJ	Major Core	Theory	4
4	SUBJECTCODE-H-654-MJP	Major Core	Practical	4
5	SUBJECTCODE-H-660-MJ	Major Elective	Theory	2
6	SUBJECTCODE-H-661-MJP	Major Elective	Theory / Practical	2
7	SUBJECTCODE-H-681-RP	Research Project	Theory	6

Note: i) Each credit will be equivalent to 15 clock hours of teaching

iii) Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (theory) or two hours of practical work/field work per week.



iv) Refer detailed rules and regulations in the government resolution reference number NEP-2022/Pr.Kr.09/Vi.Shi.3 Shi.ka.na. dated 16 May 2023.

v) Major subject is the subject of main focus of the degree and degree will be awarded in that subject.

vi) Major core are the courses which include the main content of the major subject while major elective are the courses which will be chosen as the students choice

vii) Use major's subject code at the place of 'SUBJECTCODE' in code shown above.
The details of the subject code and abbreviation are given in the Annexure – 1

3. Eligibility for Admission:

- Eligibility to take admission for first year of M.A./M.Sc. program in the major subject is that the student has completed three-year bachelor degree in the same major or as per university notification declared during the time of admission.
- Eligibility to take direct admission to second year M.A./M.Sc. program in the major subject is that the student has completed four-year honour degree in the same major.
- Admissions will be given as per the selection procedure / policies adopted by the respective college keeping in accordance with conditions laid down by the Savitribai Phule Pune University of Pune.
- Reservation and relaxation will be as per the Government rules.

6. **Medium of Instruction:** English/Marathi/ for Foreign Languages:
as per course language.

7. Award of Credits:

- Each course having 4 credits shall be evaluated out of 100 marks and student should secure at least 40 marks (40%) to earn full credits of that course.
- Each course having 2 credits shall be evaluated out of 50 marks and student should secure at least 20 marks (40%) to earn full credits of that course.
- GPA shall be calculated based on the marks obtained in the respective subject provided that student should have obtained credits for that course. Structure of marks scheme for NEP credit system program is given in Table 3.

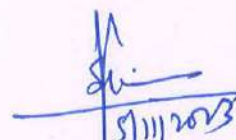
Table 3: Structure of Examination Mark Scheme for Postgraduate in Humanities Programme under NEP-2020. The below example considers Defence and Strategic Studies as a Major subject

Semester	Course Name	Course Title	Credit	Maximum Internal Marks	Maximum External Marks
I	DEF-501-MJ		4	30	70
	DEF-502-MJ		4	30	70
	DEF-503-MJ		2	15	35
	DEF-504-MJP		4	30	70
	DEF-510-MJ		2	15	35
	DEF-511-MJP		2	15	35
	DEF-541-RM		4	30	70
II	DEF-551-MJ		4	30	70
	DEF-552-MJ		4	30	70
	DEF-553-MJ		2	15	35
	DEF-554-MJP		4	30	70
	DEF-560-MJ		2	15	35
	DEF-561-MJP		2	15	35
	DEF-581-RM		4	30	70
III	DEF-601-MJ		4	30	70
	DEF-602-MJ		4	30	70
	DEF-603-MJ		2	15	35
	DEF-604-MJP		4	30	70
	DEF-610-MJ		2	15	35
	DEF-611-MJP		2	15	35
	DEF-631-RP		4	30	70
IV	DEF-651-MJ		4	30	70
	DEF-652-MJ		4	30	70
	DEF-653-MJ		2	15	35
	DEF-654-MJP		4	30	70
	DEF-660-MJ		2	15	35
	DEF-661-MJP		2	15	35
	DEF-681-RM		4	30	70

8. Evaluation Pattern:

Examination Rules

- 4.1 A student cannot appear for semester end examination unless he/she has maintained 75% attendance during the teaching period of that course. If a student fails to maintain attendance up to 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be allowed to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
- 4.2 Each course carrying 100 marks shall be evaluated with Continuous Assessment (CA) and University Evaluation (UE) mechanism.
- 4.3 Continuous assessment shall be of 30 marks (30%) while University Evaluation shall be of 70 marks (70%). To pass in a course, a student has to secure minimum 40 marks (40%) provided that he should secure minimum 28 marks (40%) in University Evaluation (UE) and 12 marks (40%) in continuous assessment.
- 4.4 Each credit will have an internal (continuous) assessment of 30% of marks and a teacher must select a variety of procedures for examination such as:
 - b) Written Test and/or Mid Term Test (not more than one for each course)
 - c) Term Paper;
 - d) Viva-voce,
 - e) Projects / Surveys / Field visits,
 - f) Tutorials,
 - g) Group Discussion
 - h) Journal/Lecture/Library notes;
 - i) Seminar presentation;
 - j) Short Quizzes;
 - k) Assignments;
 - l) Extension Work;
 - m) Research Project by individual students or group of students; or
 - n) An Open Book Test (with the concerned teacher deciding what books are to be allowed for this purpose.)etc (on approval of the head of the centre)
- 4.5 If a student misses an internal assessment examination, he/she will have a second chance with the permission of the teacher concerned. Such a second chance shall not be the right of the student; it will be the discretion of the teacher concerned to give or not to give second chance to a student to appear for internal assessment.
- 4.6 The research project course will be evaluated on the basis of viva voce conducted at the end of semester. A separate mechanism will be declared to evaluate the research project which will include the weightage to publication in journal or presentation in conference.
- 4.7 Students who have failed semester-end exam may reappear for the semester-end exam in the subsequent period. The student will be finally declared as failed if he/she does not pass in all credits within a total period of four years in case of two year courses and five years in case of three year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.
- 4.8 Internal marks will not change. A student cannot repeat internal assessment. In case he/she wants to reappear for the internal assessment he/she can do so only by



- registering for the said courses during the semesters in which the courses are being conducted.
- 4.9 There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.
- 4.10 While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.

6. ATKT Rules:

- 5.1 Minimum number of credits required to take admission to Second Year: 22 [50% of total credit in first year]
- 5.2 A student cannot register for the third semester, if he/she fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters. In this case, a student can seek admission to first or second semester in order to complete the requisite number of credits and to be able to seek admission in the third semester.

6. Completion of Degree Course:

- 6.1 A student, who earns 88 credits, shall be considered to have completed the requirements of the M.A./M. Sc. degree program and CGPA will be calculated for such student.
- 6.2 The following percentage to grade and grade point is given in Table-4 and respected example of CGPA calculated is given in Table-5.

Table – 4 : Percentage to Grades and Grade Points

Sr. No.	Grade Letter	Grade Point	Marks
1	O (Outstanding)	10	$90 \leq \text{Marks} \leq 100$
2	A+ (Excellent)	9	$75 \leq \text{Marks} \leq 89$
3	A (Very Good)	8	$60 \leq \text{Marks} \leq 74$
4	B+ (Good)	7	$55 \leq \text{Marks} \leq 59$
5	B (Above Average)	6	$50 \leq \text{Marks} \leq 54$
6	C (Average)	5	$45 \leq \text{Marks} \leq 49$
7	D (Pass)	4	$40 \leq \text{Marks} \leq 44$
8	F (Fail)	0	Marks < 40
9	Ab (Absent)	0	

Table 5 : Structure of CGPA and Mark Scheme of Choice Based Credit System for Postgraduate in Humanities Programme (An Example)

Seme ster	Course Name	Course Title	Credit	Maximum Internal Marks	Maximum External Marks	Grade Letter (F-O)	Grade point (0 – 10)	Credit Point = (Credit x Grade point)
I	DEF-H-501-MJ		4	30	70	A	8	32
	DEF-H-502-MJ		4	30	70	O	10	40
	DEF-H-503-MJ		2	15	35	A+	9	18
	DEF-H-504-MJP		4	30	70	B+	7	28
	DEF-H-510-MJ		2	15	35	A+	9	18
	DEF-H-511-MJP		2	15	35	O	10	20
	DEF-H-541-RM		4	30	70	O	10	40
			22					196
	SGPA	Total Credit point for semester/ Total credit for the semester						8.91
II	DEF-H-551-MJ		4	30	70	O	10	40
	DEF-H-552-MJ		4	30	70	O	10	40
	DEF-H-553-MJ		2	15	35	A+	9	18
	DEF-H-554-MJP		4	30	70	A	8	32
	DEF-H-560-MJ		2	15	35	A+	9	18
	DEF-H-561-MJP		2	15	35	O	10	20
	DEF-H-581-RM		4	30	70	A	8	32
			22					200
	SGPA	Total Credit point for semester / Total credit for the semester						9.10
III	DEF-H-601-MJ		4	30	70	A	8	32
	DEF-H-602-MJ		4	30	70	O	10	40
	DEF-H-603-MJ		2	15	35	A+	9	18
	DEF-H-604-MJP		4	30	70	B+	7	28
	DEF-H-610-MJ		2	15	35	A+	9	18
	DEF-H-611-MJP		2	15	35	O	10	40
	DEF-H-631-RP		4	30	70	A	8	32
			22					208
	SGPA	Total Credit point for semester/ Total credit for the semester						9.45
IV	DEF-H-651-MJ		4	30	70	A+	9	36
	DEF-H-652-MJ		4	30	70	D	4	16
	DEF-H-653-MJ		2	15	35	A+	9	18
	DEF-H-654-MJP		4	30	70	B+	7	28
	DEF-H-660-MJ		2	15	35	A+	9	18
	DEF-H-661-MJP		2	15	35	O	10	20

	DEF-H-781-RM		4	30	70	O	10	40
			22					176
	SGPA	Total Credit point for semester / Total credit for the semester						8.00
	CGPA	Total Credit point / Total credit for the course						8.86
	Final Grade							A+ (Excellent)
	% of Marks							81.36 %

7. PERFORMANCE INDICES:

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

7.1 Semester Grade Point Average (SGPA) -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^p C_i G_i}{\sum_{i=1}^p C_i}$$

$$SGPA = \frac{\sum \text{Grade Points Earned} \times \text{Credits for each course}}{\text{Total Credits}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C₁, C₂, C₃, C₄, C₅ and his / her grade points in those courses are G₁, G₂, G₃, G₄, G₅ respectively.

Then students

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

SGPA is calculated up to two decimal places by rounding off.

7.2 Course Grade Point Average (CGPA)- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to sixth semester for the students admitted in the First year and third to sixth semester for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

8. RESULT:

Based on the performance of the student in the semester examinations, the Savitribai Phule Pune University will declare the results and issue the Semester Grade sheets.

The class shall be awarded to a student on the CGPA calculated as mentioned in Rule no. 6.1. The award of the class shall be as per Table 6 and corresponding percentage calculation for the CGPA is given in Table 7 along with all details and examples.

Table 6: CGPA distribution and corresponding class of the degree awarded

Sr. No	CGPA	Class of the Degree awarded
1	9.50 or More than 9.50	Outstanding (O)
2	8.25 or more but less than 9.50	Excellent (A+)
3	6.75 or more but less than 8.25	Very Good (A)
4	5.75 or more but less than 6.75	Good (B+)
5	5.25 or more but less than 5.75	Above Average (B)
6	4.75 or more but less than 5.25	Average I
7	4.00 or more but less than 4.75	Pass (D)

Table 7: Percentage calculation of a corresponding CGPA

For the calculation of Percentage from CGPA following equation can be used.

$$\% \text{ of Marks} = \begin{cases} \text{if O grade then } 20 \times \text{CGPA} - 100 \\ \text{if A+ grade then } 12 \times \text{CGPA} - 25 \\ \text{if A grade then } 10 \times \text{CGPA} - 7.5 \\ \text{if B+ grade then } 5 \times \text{CGPA} + 26.25 \\ \text{if B grade then } 10 \times \text{CGPA} - 2.5 \\ \text{if C grade then } 10 \times \text{CGPA} - 2.50 \\ \text{if D grade then } 6.6 \times \text{CGPA} + 13.6 \end{cases}$$

The factors considered in the above equations are evaluated from the grade point and marks distribution given in Table 4. The examples of the calculation of percentage are given in the Table 8.

Table 8: Some examples of CGPA to percentage calculations

Obtained CGPA	Equation	Percentage (%)	Grade
10	$20 \times 10 - 100 = 100$	100	O
9.75	$20 \times 9.75 - 100 = 95$	95	O
9.5	$20 \times 9.5 - 100 = 90$	90	O
9.0	$12 \times 9 - 24 = 84$	84	A+
8.25	$12 \times 8.25 - 24 = 75$	75	A+
8.0	$10 \times 8.0 - 7.5 = 72.5$	72.5	A
7.0	$10 \times 7.0 - 7.5 = 62.5$	62.5	A
6.75	$10 \times 6.75 - 7.5 = 60.0$	60.0	A
6.25	$5 \times 6.25 + 26.25 = 57.5$	57.5	B+
5.75	$5 \times 5.75 + 26.25 = 55$	55	B+
5.5	$10 \times 5.5 - 2.5 = 52.5$	52.5	B
5.25	$10 \times 5.25 - 2.5 = 50$	50	B
4.75	$10 \times 4.75 - 2.50 = 45$	45	C
4.0	$6.6 \times 4.0 + 13.6 = 40$	40	D

While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course.

For grade improvement a student will have to take minimum 30% of the requisite number of credits for the concerned degree. These courses will be theory courses from the parent department. Grade improvement programme will be implemented at the end of the academic year. A student can opt for the grade improvement programme only after the declaration of the result for his/her final semester exam, i.e., at the end of the next academic year after passing the final examination and within two years of completion of the degree and only once.

Annexure – 1

Subject Codes Savitribai Phule Pune University

Subject Codes are assigned to all the disciplines across the faculties of Savitribai Phule Pune University.

Subject Name	Subject Code	Subject Name	Subject Code
Defence and Strategic Studies	DEF		
Political Science	POL		
English	ENG		
Geography	GEO		
Hindi	HIN		
Marathi	MAR		
Sociology	SOC		
Russian	MAR		
French	FR		
German	GER		
Anthropology	ANT		
Ambedkar Studies	AMS		
Urdu	UR		
Persian	PER		
Pali	PAL		
Sanskrit	SAN		
Buddhist Studies	BUD		
Law	LAW		

I) Subject Codes: To be used by all faculties as per their subjects. The Subject Codes which are not being listed below should be assigned by the respective BOS.

II) Course Numbers: Defence and Strategic Studies as an example. For other discipline or subject Defence can be replaced by the respective subject code

Program	Year	Sem	Major				Minor	IKS
			Core	Elective	VSC	FP/OJT/CEP/RP (This specific head of subject assigned to each semester as per the given course number in the same fashion e.g. PHY 231 CEP)		
Under Graduation UG	First Year	I	DEF 101 MJ to DEF 119 MJ		DEF 121 VSC to DEF 129	-	-	DEF 101 IKS to DEF 119 IKS

				VSC			
	II	DEF 151 MJ to DEF 169 MJ		DEF 171 VSC to DEF 179 VSC	-	DEF 191 MN to DEF 199 MN	DEF 151 IKS to DEF 169 IKS
Second Year	III	DEF 201 MJ to DEF 219 MJ		DEF 221 VSC to DEF 229 VSC	231 to 239	DEF 241 MN to DEF 249 MN	
	IV	DEF 251 MJ to DEF 269 MJ		DEF 271 VSC to DEF 279 VSC	281 to 289	DEF 291 MN to DEF 299 MN	
Third Year	V	DEF 301 MJ to DEF 309 MJ	DEF 310 MJ to DEF 319 MJ	DEF 321 VSC to DEF 329 VSC	331 to 339	DEF 341 MN to DEF 349 MN	
	VI	PHY 351 MJ to DEF 359 MJ	PHY 360 MJ to PHY 369 MJ	PHY 371 VSC to PHY 379 VSC	381 to 389	PHY 391 MN to PHY 399 MN	
Fourth Year	VII	DEF 401 MJ to DEF 409 MJ	DEF 410 MJ to DEF 419 MJ	-	431 to 439	DEF 441 MN to DEF 449 MN	
	VIII	DEF 451 MJ to DEF 459 MJ	DEF 460 MJ to DEF 469 MJ	-	481 to 489	-	
Post Graduation PG	First Year	I	DEF 501 MJ to DEF 509 MJ	DEF 510 MJ to DEF 529 MJ	-	531 to 539	DEF 541 MN to DEF 549 MN
		II	DEF 551 MJ to DEF 559 MJ	DEF 560 MJ to DEF 579 MJ	-	581 to 589	-
	Second Year	III	DEF 601 MJ to DEF 609 MJ	DEF 610 MJ to DEF 629 MJ	-	631 to 639	-
		IV	DEF 651 MJ to DEF 659 MJ	DEF 660 MJ to DEF 679 MJ	-	681 to 689	-

III) T – This theory course (should be kept as MJ only mentions theory)

P - Practical courses need to be mentioned as MJP for a major or MNP for a minor.

IV) FP/OJT/CEP/RP - This is to be assigned as per the course (FP/OJT/CEP/RP) run in the semester

for example (DEF 231 CEP, DEF 232 OJT, DEF 233 CEP, DEF 234 RP).

Any course run in the semester will be assigned as per the example.

V) GE/OE, SEC, AEC pattern of the course code as follows. These are all offered other than major subjects.

Program	Year	Sem	GE/OE	SEC	AEC	VEC	CC
Under Graduation UG	First Year	I	OE-101-DEF to OE-119-DEF	SEC-101-DEF to SEC-119-DEF	AEC-101-ENG to AEC-119 ENG	VEC-101-ENV to VEC-129-ENV	CC-101-PE, NSS, NCC to CC-119-PE, NSS, NCC
		II	OE-151-DEF to OE-169-DEF	SEC-151-DEF to SEC-169-DEF	AEC-151-ENG to AEC-169 ENG	VEC-151-ENV to VEC-169-ENV	CC-151-PE, NSS, NCC to CC-169-PE, NSS, NCC
	Second Year	III	OE-201-DEF to OE-219-DEF	SEC-201-DEF to SEC-219-DEF	AEC-201-MAR/HIN to AEC-219-MAR/HIN	VEC-201-ENV to VEC-229-ENV	CC-201-PE, NSS, NCC to CC-219-PE, NSS, NCC
		IV	OE-251-DEF to OE-269-DEF	SEC-251-DEF to SEC-269-DEF	AEC-251-MAR/HIN to AEC-269-MAR/HIN	VEC-251-ENV to VEC-269-ENV	CC-251-PE, NSS, NCC to CC-269-PE, NSS, NCC
	Third Year	V	OE-301-DEF to OE-319-DEF	SEC-301-DEF to SEC-319-DEF	–	–	–
		VI	OE-351-DEF to OE-369-DEF	SEC-351-DEF to SEC-369-DEF	–	–	–
	Fourth Year	VII	OE-401-DEF to OE-419-DEF	SEC-401-DEF to SEC-419-DEF	–	–	–
		VIII	OE-451-DEF to OE-469-DEF	SEC-451-DEF to SEC-469-DEF	–	–	–

VI) Vertical Codes: Nomenclatures of all verticals and their codes

Vertical Name	Vertical Code
Major	MJ
Minor	MN
Generic Elective / Open Elective	OE
Vocational Skill Course	VSC
Skill Enhancement Course	SEC
Ability Enhancement Course	AEC
Value Education Course	VEC
On Job Training (Internship)	OJT
Field Project	FP
Community Engagement Project	CEP
Indian Knowledge System	IKS
Research Project	RP


Dean

Faculty of Humanities
Savitribai Phule Pune University