

## CIRCULAR

### **CBCS Course Codes for Non-CGPA Courses: NSS/NCC/Sports/Urdu Culture/MOOCs**

1. CBCS Course Codes are hereby allotted for Co-curricular and Extra-curricular Non CGPA Courses as per the defined scheme.
2. All the Centres/Departments offering these courses shall ensure that:
  - a. Non-CGPA Courses including MOOCs are enlisted
  - b. Course Structure/syllabus of these courses, in prescribed format, is submitted to Dean, Academics for approval, who shall forward the list of approved courses for code allocation by Exam Branch and seeding in UMS by CIT
  - c. All these courses are practice based having 2 Credits each and assessed for 50 Marks, which shall be completely based on CIE (continuous internal assessment) as per the CBCS Regulations of the University [excerpts appended below]. The Credit, Credit Point and Grade will be reflected separately in the Transcript under Non-CGPA Courses.
  - d. The special centers offering Non-CGPA courses shall appoint the Academic Coordinators and take Login IDs from CIT for registering the interested students and submitting the CIE (internal assessment) of the candidates online and send the hard copies duly signed by the In-charge Centre/HoD to exam branch with all the supporting documents in the last week of ending semester.

#### 3. Scheme of Course Codes

Program Code	Subject/ Centre Code	Course Title	Semester	CBCS Type	CBCS Code	Department /Centre
<b>NSS/NCC/CUCS/Sports:</b> Such courses are offered to students of all levels (UG/PG) and in all semesters and hence Program Code is CC (Common Courses) and Semester Code is 0 (any semester during the program duration).						
CC	NS	<b>National Service Scheme</b>	0	NCP	CCNS050NCP	<b>NSS</b>
CC	NC	<b>National Cadet Corps</b>	0	NCP	CCNC050NCP	<b>NCC</b>
CC	UC	<b>Urdu Culture Studies (Basic Course)</b>	0	NCP	CCUC050NCP	<b>Centre for Urdu Culture Studies</b>
CC	UC	<b>Performing Art (Basic Course)</b>	0	NCP	CCUC051NCP	
CC	UC	<b>Knowledge and Creativity (Basic Course)</b>	0	NCP	CCUC052NCP	
CC	UC	<b>Urdu Culture Studies (Advance Course)</b>	0	NCP	CCUC053NCP	
CC	UC	<b>Performing Art (Advance Course)</b>	0	NCP	CCUC054NCP	
CC	UC	<b>Knowledge and Creativity (Advance Course)</b>	0	NCP	CCUC055NCP	
CC	PE	<b>Sports and Physical Education (Athletics)</b>	0	NCP	CCPE050NCP	<b>Department of Physical Education &amp; Sports</b>
CC	PE	<b>Sports and Physical Education (Cricket)</b>	0	NCP	CCPE051NCP	
CC	PE	<b>Sports and Physical Education (Badminton)</b>	0	NCP	CCPE052NCP	
CC	PE	<b>Sports and Physical Education (Volleyball)</b>	0	NCP	CCPE053NCP	
CC	PE	<b>Sports and Physical Education (Football)</b>	0	NCP	CCPE054NCP	
<b>Massive Open Online Courses (MOOCs):</b> Course Codes as per the existing scheme for courses like AE & SE and hence MOOCs shall have code OC (Open Online Courses) and shall reflect the department and program level UG/PG but shall be available in any semester (0). An example from Department of Political Science:						
UG	PS	<b>Title of enlisted MOOC</b>	0	OC	UGPS050OCP	<b>Department of Political Science</b>
UG	PS	<b>Title of enlisted MOOC</b>	0	OC	UGPS051OCP	
PG	PS	<b>Title of enlisted MOOC</b>	0	OC	PGPS050OCP	

*Note: 1. All students are encouraged to choose these courses in consultation with Academic Coordinators.*

*2. The concerned Departments /Centres to email addition of courses in above format for seeding in UMS.*

[Controller of Examinations]

To,  
All HoDs/Chief Consultant, CUCS/Programme Officer, NSS/ In-charge, Department of Sports & Physical Education

Copy to: o/oVC/PVC/Registrar/Dean, Academic Affairs/Director, CIT for UMS/Website Upload

**Excerpts from Examination Regulations under Choice Based Credit System**  
**Ref. Clause 2 & Clause 3 @ <http://www.manuu.ac.in/Eng-Php/cbs.php>**

2.9 The Award of Continuous Internal Evaluation i.e. internal assessment marks in each semester shall be as follows:

Theory			Practical		MOOCs		Co & Extra Curricular	
Class Test	15	7.5	Practical Test	10	Assignment	25	Activity Report	25
Assignments /Quiz/Seminar	10	5	Comp. Evaluation	15	Presentation /Seminar	20	Presentation /Seminar	20
Attendance	5	2.5	Attendance	5	Attendance	5	Attendance	5
Total (CIE)	30	15	Total (CIE)	30	Total (CIE)	50	Total (CIE)	50

3.6 The evaluation of Co and Extra-curricular activities normally adhere to the non-standardized assessment tools, which may be depicted as follows;

3.6.1. **Co-curricular Activities:** The Co-curricular Activities include debates / seminars / symposia / conferences / workshops / industrial visits / field work / extension lectures organized by the Department / School / Institution.

- The award of credits for Seminars / Symposia / Conferences / Workshops enables active participation of students to enrich the knowledge in specified areas of subject.
- The Assignment evaluation is normally based on student-centered learning exercises among the enlisted / identified topics given during a course at pre-determined intervals and according to defined criteria in fulfillment of assessment requirements.
- Assessing the experiential learning acquired through extension activities

Evaluation Pattern for Co-curricular Activities				
S. No.	Seminars/Symposia/Conference/Workshops	Assignment	Industrial / Field Visits / Tours	Max. Marks
1.	Background Note	Time Schedule	Tour Diary	10
2.	Presentation Oral/Poster	Methodical Approach	Behavior & Attendance	10
3.	Written Report	Written Report	Written Report	20
4.	Sharing Experience	Presentation	Sharing of Experience	10
TOTAL				50

3.6.2. **Extra-curricular Activities:** The students shall earn marks for all relevant activities, which include Sports and Games, NCC, NSS etc. Every student is expected to participate in the program for a minimum of 120 hours in a semester to become eligible for the credit. Every time the student participates / completes a task, the same is entered in the attendance register meant for the purpose and to be certified by the concerned Head and the Academic Coordinator, at the end of the semester, the student shall be awarded marks for participation as devised for the respective program. The Winners of University/State/National Events shall be awarded additional credit weightage with relevant grades for Gold Medal (Outstanding – ‘O’), Silver Medal (Excellent - ‘A+’) and Bronze Medal (Very Good - ‘A’) under Non-CGPA credit courses.

Evaluation Pattern for Participation		
S. No.	Particulars	Max. Marks
1.	Attendance & Routine Activities	10
2.	Participation in Tournaments/Camps	10
3.	Brief Report	20
4.	Sharing of Views at Department	10
Total		50