



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

POLICY FOR NON-TAUGHT CREDIT COURSES (NTCC)

(This Policy is made in pursuant of Section 8(ii) of the Regulations for Curriculum Design, Development and Review [R-1])

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POLICY FOR NON-TAUGHT CREDIT COURSES (NTCC)

(Under Section 8(ii) of Presidency University Regulation on Curriculum Design, Development and Review)

PREAMBLE

In every university, there are courses for which there is no formal classroom teaching. These types of courses are known as non-taught credit courses and inter alia cover following types of activities; Seminar, Term Paper, Field Work, Summer Internship, In-house Practical Training, Entrepreneurial Project, Minor Project, Major Project, Dissertation etc.

SHORT TITLE AND APPLICATION

- i. This Policy shall be called the “Presidency University Policy for Non-Taught Credit Courses”.
- ii. This policy shall come into effect from the date of approval by the Academic Council of Presidency University and ratified by appropriate higher bodies.

EXTENT AND APPLICABILITY

- i. This policy shall apply to the curriculum design and development of the academic program and non-taught courses of the University, offered through its Faculty, Schools and Departments.
- ii. Broad UGC frameworks for CBCS shall also be implemented for NTCC.
- iii. The schools governed by various regulatory Councils shall introduce NTCC by incorporating necessary provisions in the curriculum.

1. DEFINITIONS

1.1. In these Regulations, unless the context otherwise requires –

- i. “**NTCC**” shall mean Non-Taught Credit Courses which cannot be taught in a classroom setting but needs to carry credits.
- ii. “**Academic Year**” is a period of nearly 12 months devoted to completion of requirements as specified in the Scheme of regular Teaching and the related examinations.
- iii. “**Board of Examiners**” shall mean a Board constituted with the approval of the Vice Chancellor for the conduct of practical examinations, workshops, viva-voce examination and evaluation of student performance at the Departments and Constituent Units of the University.
- iv. “**Course**” is a component of an Academic Programme for which a syllabus and required number of contact hours per week are specified.

- v. **“Course Code”** shall mean a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
 - vi. **“Course Credits”** shall mean an integer number indicating the weightage assigned to a Course Unit, project, research work or any other academic component, on the basis of contact hours per week on all learning activities.
 - vii. **“SGPA”** shall mean the Semester Grade Point Average in a semester.
 - viii. **“CGPA”** shall mean the Cumulative Grade Point Average at the end of semester/ programme.
 - ix. **“End-Term Examination”** means an examination conducted by the Presidency University at the end of year/semester as prescribed in Scheme of Evaluation of a programme.
 - x. **“Examination Discipline Committee”** shall mean the Committee constituted by the Vice Chancellor at the University to consider and decide the cases relating to the acts of misconduct, misbehaviour, indiscipline and/or use of unfair means by the students in the examinations
 - xi. **“External Examiner”** shall mean a person who is not in the rolls of the Presidency University or its Constituent Schools and is appointed as an Examiner.
 - xii. **“Grade Points”** shall mean Grade Points of a course.
 - xiii. **“CIA”** (Continuous Internal Assessment) shall mean Continuous Internal Assessment of a course during the semester.
 - xiv. **“Dean/Associate Dean/ HOD/ Program Head”** shall mean the Head or Director or Dean of a constituent School of the University.
 - xv. **“Internal Examiner”** shall mean an Examiner for practical, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Schools.
 - xvi. **“Maximum Registration Period”** shall mean the maximum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
 - xvii. **“Minimum Registration Period”** shall mean the minimum period specified in the Scheme of Teaching and Evaluation of a degree, diploma and certificate programme for which a candidate may be registered.
 - xviii. **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.
 - xix. **“Year”** means the academic year and shall ordinarily constitute odd and even se
- 1.2. Definitions specified in the Act, the Statutes and the Ordinances shall apply unless the context requires otherwise.

2. COURSES/ACTIVITIES COVERED UNDER NTCC

2.1. Various types of NTCCs are as follows: -

- Seminar
- Term Paper
- Field Work,
- Summer Internship,
- In-house Practical Training,
- Entrepreneurial Project,
- Minor Project,
- Major Project,
- Dissertation
- Social Immersion Courses

3. PROCEDURE FOR CONDUCT OF NON-TAUGHT CREDIT COURSES

- 3.1. Detailed Guidelines on methodology, lab experiments, field work or analysis of data for each NTCC shall be defined separately by the School/Faculty as per the Regulations of the University.
- 3.2. These shall apply to all NTCCs and shall provide information to both faculty-guides and students, on their role and responsibilities; the conduct and monitoring process; supervision, assessment and submission as per the Guidelines of NTCC.

4. FINALISATION OF VENUE TO UNDERTAKE NTCC

Any NTCC can be held in school or outside in industry, research labs, other universities etc.

- 4.1. The NTCC shall be carried out at the School or at outside facilities as per the nature of the course and choice of student.
- 4.2. The School NTCC Committee shall decide the venue of work towards NTCC.

5. PROCEDURE FOR REGISTRATION

- 5.1. For all NTCC students shall register on-line on Student Portal of PU.
- 5.2. A student having genuine reason, may be permitted for late registration on grounds such as ill health, on approved official duty, or where the School arranges the internship and confirmation is awaited; provided further that the student did not opt for self-arrangement, initially.
- 5.3. The late registration charges may be revised from time to time as recommended by the Finance Committee.
- 5.4. The students who have not registered for the NTCC as per regulations shall be evaluated for the said course.

5.5. Further, a student shall not be promoted to next year if he/she has failed in fieldwork or industry internship related to NTCC.

6. ALLOCATION OF FACULTY GUIDE

- 6.1. Each student shall be assigned a faculty guide for the NTCC by School NTCC Committee well in advance in a formal manner, depending on the number of students per faculty member and the available specialization among the faculty guides.
- 6.2. The allotment / allocation of faculty guide shall not be left to the individual student or teacher, but should be only through the defined School.
- 6.3. In case a student is undertaking NTCC outside, in an industry or research lab or other university, the students shall have two guides – a faculty guide from the School and an external guide from the concerned organization. In such cases of joint guidance, the main guide shall be the faculty guide.
- 6.4. The external guide shall be provided with brief guidelines for performance monitoring and assessment of the student of NTCC.

7. APPROVAL OF TOPIC, SYNOPSIS AND WORK SCHEDULE

- 7.1. A student shall finalize the broad area /topic, synopsis and work schedule of his/her NTCC in consultation with the faculty guide which needs to be approved by Dean.
- 7.2. The final list cleared by the HOD shall be sent to the School/Department in the University and the Controller of Examinations before the due date of submission of the first Weekly Progress Report.

8. PROCEDURE FOR CONDUCT AND PROGRESS MONITORING OF NTCC

The detailed procedure to be followed for conduct and progress monitoring of Non-Teaching Credit Courses shall be as given in the NTCC Regulations.

9. SUBMISSION OF FINAL REPORT

The student shall write the project report / dissertation and submit the final report as per instructions given in Guidelines.

10. FINAL ASSESSMENT

- 10.1. The final assessment and submission of NTCC shall be done only for eligible students.
- 10.2. The final assessment of NTCC shall be treated as End Semester Examination as detailed in the **Definitions** vi to xiii.
- 10.3. It shall be mandatory for NTCC students to appear for final assessment as per scheduled date and time.

- 10.4. If a student fails to appear in the final assessment as per schedule, he/she shall be treated as absent.
- 10.5. For such cases same rules shall be applicable as those for examinations of regular taught courses. The assessment of NTCC category students shall be done within one month of final assessment of the batch.
- 10.6. The board of evaluators shall assess the eligible students as per prescribed guidelines and assessment sheets.
- 10.7. The evaluation shall be done separately by each evaluator and duly signed copy of same shall be forwarded to the CoE on the same day.
- 10.8. The evaluators shall be paid the honorarium as per the rules of the university.
- 10.9. The CoE shall appoint an observer who shall submit the report as per the regulations of the University.

11. GRADING

The grading will be done as per the prevalent Academic Regulations, 2021 (Section 8.0, sub-section 8.4), or as may be amended from time to time.

12. AMENDMENTS

This policy will be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the stakeholders, through impact analysis and deliberations of the Focus Group constituted by the Vice Chancellor.