

Check List for organising tasks of Working Groups

1. Read through the CBCS Presentation.
2. Download the updated Ordinances and Statutes from the HPU website (www.hpuniv.nic.in) or request for their Word format from Dean, Planning & Teachers' Matters office.
3. Go through the regulations for the following in the existing Acts, Statutes and Ordinances:
 - (i) Regulations for admission to required course.
 - (ii) List of combination of courses available, already approved in the Statutes/Ordinances.
 - (iii) Other conditions for sitting in the examinations etc./or mandatory requirement.
4. Go through the **CBCS draft regulations** for Under-Graduate and Post-Graduate separately prepared by the sub-committee of the Deans Committee, keeping an eye on three for suggesting any updation in the draft regulations.
5. Decide the level of the course and the corresponding credit requirements and the duration.
6. Design the structure of the course as per the draft regulations with clear identification of Major Course (hard core course), Soft Core Course (allied core course), Minor Elective Course, optional elective course, compulsory course (language, skill based other), general interest course, lab course, projects (major and minor) etc.
7. Once the structure is drawn, draft the contents of each paper as per the template provided for: (a) theory papers, (b) laboratory papers, (c) project work , (d) workshop practice etc. Make sure the volume of the content of each paper is in tune with the number of credits for that paper. Make sure that a note for the examiner as well as for the candidate is part of the draft syllabus of a particular course content along with text books, readings, internet resources etc.
8. For drafting content keep an eye on the latest knowledge and trends of syllabi nationally and internationally. Downloaded contents of various syllabi of selected Universities who have introduced CBCS can be had from Dean, Planning & Teachers' Matters office. The Working Groups should be encouraged to browse other syllabi of national and international Universities as per the requirement.
9. Whenever in doubt, check in CBCS presentation and the draft regulations or talk in to the respective Dean of Faculties.