

**ORDINANCE OF POSTGRADUATE PROGRAMMES UNDER LEARNING  
OUTCOME BASED CURRICULLUM FRAMEWORK AS PER NEP-2020**

**1. SCOPE:**

- 1.1 The ordinance shall be applicable from the academic session 2024-25 to all Postgraduate Programmes (except pharmacy and physiotherapy discipline) being run in University Teaching Departments (UTDs) and Colleges affiliated to the University.
- 1.2 This ordinance is with the provisions of Academic Bank of Credits and 'Multiple Entry and Exit' options at various stages and is based on National Education Policy-2020, Learning Outcome Based Curriculum Framework and Choice Based Credit Framework for PG Programmes of University Grant Commission.

**2. NOMENCLATURE**

- 2.1 Nomenclature of the programme for award of Diploma/Degree will be as under:

✓ **PG Diploma in <Discipline/Subject>**

e.g. PG Diploma in History  
PG Diploma in Chemistry  
PG Diploma in Commerce

✓ **Master of <Discipline> in (Subject)**

e.g. MA History  
M.Sc. Chemistry  
M.Com.

- 2.2 There shall be teaching of 15 weeks (90 days) in each semester excluding admission and examinations days.

**3. ELIGIBILITY FOR ADMISSION:**

A candidate may be admitted to the Postgraduate Programme if he or she has attained the minimum eligibility/qualification as mentioned in admission prospectus/Information Brochure/admission booklet.

The eligibility criteria for admission to various programmes offered by the University shall be as decided by the University from time to time.

**4. DEFINITION OF KEYWORDS:**

- 4.1 Academic Year and Semester:** Two consecutive (one odd and one even) semester will constitute one academic year. A semester will consist of 90 days of academic work.
- 4.2 Choice-Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective, skill based, value addition, vocational, Ability Enhancement, Vocational, multidisciplinary courses. It provides a 'cafeteria' approach in which the students can take courses of their choice, learn at their own pace, study additional courses and acquire more than the minimum required credits, and adopt an inter-disciplinary approach to learning.
- 4.3 Programme:** An educational programme leading to the award of a Degree, Diploma or Certificate.
- 4.4 Semester:** Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled ordinarily from July to December and even semester from January to June. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.
- 4.5 Summer Term:** A summer term is for eight weeks during summer break. Internship/apprenticeship/work-based vocational education and training can be carried out during the summer term.
- 4.6 Course:** Usually referred to as paper, it is a component of a Programme. All courses need not carry the same weightage. A course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/project work/dissertation/ internship/apprentice/practical training/ viva/seminars/term-papers/assignments/presentations/self-study work/ clinical component, etc., or a combination of some of these with objectives and learning outcomes.
- 4.6.1 Lecture:** Component of a course which is taught by a teacher through

lectures covering the contents of a course.

- 4.6.2 Tutorial:** Component of a course which involves problem-solving, learning through discussions and remedial teaching related to the contents and periphery of a course with the direct involvement of a teacher.
- 4.6.3 Practicum:** A course or a component of a course which enables students to learn or to attain skills or to get procedural knowledge for the contents of a course through practical/laboratory activity/project and to apply learnt/studied principles/theory/ concepts related to the chosen field of learning, work/vocation, or professional practice in the field of learning, work/vocation under the supervision of a teacher.
- 4.6.4 Seminar:** A course or a component of a course which makes students to learn a specific topic through in-depth exploration and analysis of facts about the topic in a set-up that involves presentation, interactive discussions and collaborative learning under the supervision of a teacher.
- 4.6.5 Internship:** A course requiring students to participate in professional employment- related activity or work experience or co-operative education activity with an entity external to the educational institution normally under the supervision of an employee of an organization or an individual professional. A key aspect of the internship is induction into actual, formal and organized work situations. Internship involves working with local industry (Government or Private Organizations), business establishments, artists, craft persons, etc. to provide opportunities for students to actively engage in on-site experiential learning.
- 4.6.6 Studio Activity:** A studio activity involves engagement of students in creative, artistic or experimental activities involving visual, digital, audio, video and other professional experiential work.
- 4.6.7 Field Work/Practice/Survey/Project:** A course or a component of course which enables students to participate in field-based learning/project, involving application of knowledge in

solving/analyzing/exploring a real-life situation/difficult problem under the supervision of a teacher/mentor.

**4.6.8 Project Work:** A course or a component of a course which facilitates students to apply their knowledge, skills and critical thinking ability to complete a specific task in a given time frame through conceptualization, exploration and analysis of research-based activities to suggest tangible solutions for a given problem related to the chosen field of learning.

**4.6.9 Dissertation:** Dissertation is a comprehensive report of the work done in a research project/field work/survey, based on a systematic and rigorous investigation of the chosen topic utilizing research methods.

**4.6.10 Community Engagement and Service:** A course or a component of a course which exposes the students to the socio-economic issues prevailing in society so that the theoretical learning can be supplemented by actual life experiences to understand and generate solutions to real-life problems.

**4.7 Credit:** A unit by which the course work is measured. A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15- week schedule. Two hours of laboratory work/field work etc. is generally considered equivalent to 1 hour of lecture.

- i. 1 Credit = 1 Theory/Tutorial period of one-hour duration, or
- ii. In case of practical, 1 Credit = 1 Practical period of two-hour duration

A one-credit of Seminar or Internship or Studio activities or Field practice /projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement, or as specified by the Board of Studies.

**4.8 Core Courses:** The core courses are those courses whose knowledge is deemed essential for the students registered for a particular programme of study. The core courses shall be mandatory for all the students registered for that particular programme.

**4.9 Elective Courses:** The elective courses can be chosen from a pool of papers. The courses may

- be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provide an extended scope
- offer an exposure to some other discipline/subject/domain
- be aimed to nurture the candidate's proficiency/skill/values.

These courses are intended to:

- allow the student to specialize in one or more branches of the broad subject area;
- help the student to acquire knowledge and skills in a related area that may have applications in the broad subject area;
- help the student to bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.); and
- help the student to pursue an area of interest.
- The student may also choose additional elective courses offered by the University to enable him/her to acquire extra credits from the discipline, or across the discipline.

**4.10 Discipline Specific Elective (DSE) Course:** Elective course offered under the main discipline/subject of study is referred to as Discipline Specific Elective Course. The respective department may offer various DSE courses based on the requirements, scope and need of the programme. The department may also offer discipline related Elective courses of interdisciplinary nature.

**4.11 Discipline Skill Enhancement Course (DSEC):** A discipline skill enhancement course is a course aimed to provide knowledge, skills,

training and competencies in a discipline/subject.

- 4.12 Multidisciplinary Course (MDC):** A Multidisciplinary Course is an option to explore disciplines of interest beyond the choices of learners made in their major disciplines. These courses are based on introductory knowledge in a subject other than the discipline of Major subjects to gain knowledge across the discipline.
- 4.13 Ability Enhancement Course (AEC):** The Ability Enhancement (AE) Courses are based upon the content that leads to Knowledge enhancement; Environmental Science, English/Hindi/MIL Communication, etc. These courses are mandatory for all disciplines particularly at undergraduate level.
- 4.14 Skill Enhancement Course (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.
- 4.15 Value added Courses (VAC):** These courses aim at enabling the students to acquire and demonstrate the acquisition of knowledge and understanding of human values, Indian Traditional Knowledge System (IKS), contemporary India, digital and technical solutions, health and wellness, yoga education, sports and fitness, etc.
- 4.16 Vocational Courses (VOC):** A vocational course is focused on practical work, preparing students for a particular skilled profession. Such courses develop capacities for sustenance, work, and economic participation and develop values and sensibilities toward physical work and dignity of labour.
- 4.17 Self-study Courses:** The self-study courses, if offered, are optional and not mandatory. Being non-credit courses, the performance of students in these courses shall be indicated either as “satisfactory” or as “unsatisfactory”, instead of the Letter Grade and this shall not be counted

for the computation of SGPA/CGPA.

**Note:** A course (Core/Elective/Self-study/skill-based/value added/Ability based) may take the form of a Lecture, Tutorial, Practicum, Seminar, Internship, Studio activity, Dissertation, Project work, Practical/Hands-on training, Field work etc.

**4.18 Massive Open Online Courses (MOOCs):** The students may opt for the online courses offered through India's national Massive Open Online Course (MOOC) platform, viz. Study Web of Active Learning for Young Minds (SWAYAM) or any other online platform approved by UGC/regulatory body from time to time up to an extent as prescribed in the curriculum of an academic programme with the approval of the respective Board of Studies. The Departments may identify up to 40% MOOC courses from SWAYAM Portal or any other online platform approved by UGC/regulatory body from time to time for adoption in UG programmes in accordance with relevant UGC Guidelines.

**4.19 Credit Point:** It is the product of the grade point and the number of credits for a course.

**4.20 Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

**4.21 Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. It means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.

**4.22 Credit-Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

**4.23 Semester Grade Point Average (SGPA):** It is a measure of performance of the work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

**4.24 Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

**4.25 Transcript/ Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

**4.26 Academic Bank of Credits (ABC):** An academic service mechanism to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning.

**4.27 Academic Bank Account:** An individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the Student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree/diploma/certificates etc. by an awarding institution.

**5 Course Coding:** The unique code for each course shall be provided by academic branch of the University.

**6 Programme Duration and Multiple Exit Options**

Certificate/Diploma/Degree (in the field of learning and discipline)	Qualification description	Credit Requirements of PG Program
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<p><b>Postgraduate Diploma (one year)</b>  [NHEQF Level 6.0]</p>	<p>Exit option after successful completion of the courses prescribed in the one academic years of a Postgraduate programme with required number of credits/grade as per scheme of the Programme.</p>	<p align="center"><b>44+ 4* = 48 Credits</b> * 4 Credits of Internship of 4-6 weeks duration as per scheme of the Programme.</p>
<p><b>Master Degree (Two years)</b>  [NHEQF Level 6.5]</p>	<p>After successful completion of the courses prescribed in the Two academic years of a postgraduate programme with required number of credits/grade as per scheme of the Programme.</p>	<p align="center"><b>94 Credits</b> It includes minimum 45 credits in the concerned discipline and 4 Credits of Internship of 4-6 weeks duration as per scheme of the Programme. Students entering 2-year PG programme after 3 year UG programme can do (i) only Course work in all semesters (Scheme PG A1) or (ii) Coursework in 1 to 3 semester and Research work in 4<sup>th</sup> semester (Scheme PG A2) or (iii) Research work in 3<sup>rd</sup> and 4<sup>th</sup> semester (Scheme PG A3).</p>
<p><b>Master Degree (One year)</b>  [NHEQF Level 6.5]</p>	<p>A student who took admission after 4 year Honours/Honors with Research degree will exit after successful completion of the courses prescribed in the one year postgraduate programme after with required number of credits/grade as per scheme of the Programme.</p>	<p align="center"><b>46 Credits</b> Students entering 1-year PG programme can do (i) only Course work (Scheme PG B1) or (ii) Coursework and Research (Scheme PG B2) or (iii) Research</p>

\* A student, who has successfully completed Four year programme in a discipline can take admission in 1-year PG Programme subject to fulfilment of various other conditions as mentioned in ordinance.

NOTE:

*The Student is required to declare in writing his/her choice for exit at Post Graduate Diploma level at least one month earlier to commencement of examination of the 2<sup>nd</sup> semester on completion of which he/she wants to exit, through respective Head of the Department.*

## **7 ADMISSION TO ONE YEAR PG PROGRAMME UNDER LATERAL ENTRY**

7.1 The Department/College/Institute shall plan the number of seats programme-wise in consonance with the faculty and infrastructure available. Thereafter, the Department/College/Institute shall declare approved total number of seats available programme-wise each year for fresh (2 years programme) and lateral admissions (1 year Programme) .

7.2 A student who have successfully completed the 4 years Honours/Honours with Research Degree may take admission in One Year

of PG Programme/ 2<sup>nd</sup> year of 2 year PG programme as Lateral Entry student, if he or she has attained the minimum eligibility/qualification as mentioned in admission prospectus/Information Brochure/admission booklet.

- 7.3 A student is eligible for a master's Programme in a discipline corresponding to either major or minor(s) discipline in UG programme. In this case, the University shall admit the students in Master's Programme based on merit in qualifying examination or through entrance test or through CUET or any other State/National level entrance test. A student irrespective of the major or minor disciplines in UG programme is also eligible for admission in any discipline of Master's Programme if student qualifies the National level or University level entrance test in discipline of Master's Programme.
- 7.4 A student who exit at after completion of one academic years during the programme may re-enter for continuation of Programme.
- 7.5 Admission is subject to fulfilment of following conditions:
- a. Availability of seats
  - b. the student is eligible for lateral admission
  - c. Admission shall be made on merit among the applicants for lateral admissions. However, preference will be given to the students of that department/college/Institute who had taken exit from that Programme. The Reservation policy of state Govt. shall be followed during lateral admission.
  - d. Re-entry may be provided only to candidates who exit from concerned programme under NEP curriculum Framework only.
  - e. In any case, the gap between exit and re-entry in PG programme should not be more than two years subject to completion of the One-Year PG programme within 4 years and 2-Years PG Programme within 5 years.
  - f. A student can pursue two programme simultaneously through Open and Distance Learning (ODL)/online mode; or combinations of ODL, online and regular modes, from the Universities/Institutions duly approved by

the UGC/AICTE/Regulatory Body/Central Government/State Government, in various combinations, viz.

- i. A student can pursue two full-time PG Programme in physical mode provided that in such cases, class timings and examination schedule for one programme do not overlap with the class timings and examination schedule of the other programme, and other requirements as per ordinance are fulfilled. The Department/College/Institute and the University shall not be responsible for any such overlapping and consequences thereof.
- ii. A student can pursue two PG Programme, one in full-time physical mode and another in ODL/online mode; or up to two ODL/online programmes simultaneously.

## **8. COURSE CODING**

The unique code for each course shall be provided by academic branch of the University.

## **9. PROGRAMME STRUCTURE, CURRICULUM AND CREDIT FRAMEWORK**

- 9.1 The two year post graduate degree programme is designed for four semesters with multiple entry and exit options.
- 9.2 A student will study various courses as per curriculum framework (Scheme PG A1, PG A2, PG A3, PG B1, PGB2, PGB3 (Table 1).
- 9.3 The multidisciplinary courses will be from the subject/discipline of different department.
- 9.4 A student will select AEC, SEC, VAC and Minor (Vocational) courses from a pool of respective courses offered in Department/college/Institute/University.
- 9.5 Internship: A student for the PG programme shall be required to undergo internship during summer vacation after the second semester examination. However, for those students who have taken lateral entry into third semester and have completed internship of 4-6 weeks duration

during UG programme, the internship is not required.

- 9.6 Project/Dissertation: A student of second year PG Degree Programme will be required to work on the Research Project or do research during 3<sup>rd</sup> and 4<sup>th</sup> semester as mentioned in credit framework. However, in programme where research work is not mandatory, student will do Coursework or Coursework and Research project as per the credit framework.

**10. PG PROGRAMME (TWO YEARS) AFTER 3 YEAR UG PROGRAMMES)**

**PG PROGRAMME (TWO YEARS) AFTER 3 YEAR UG PROGRAMMES)**

**SCHEME PG A1 (Course work only):**

Semester	Core Courses	Discipline Specific Elective Courses	Multidisciplinary courses (MDC)	Ability Enhancement courses (AEC)	Skill Enhancement Courses (SEC)	Value-Added Courses (VAC)	Internship /Dissertation/research project	Total Credits
I	CC - A01 @ 4 credits	DSE 01 @ 3 Credits	MDC 01 @ 3 Credits	AEC 01 @ 2 Credits	-----	VAC 01 @ 2 Credits	-----	22
	CC - A02@ 4 credits				--			
	CC - A03@ 4 credits							
II	CC - A04 @ 4 credits	DSE 02 @ 3 Credits	MDC 02 @ 3 Credits	AEC 02 @ 2 Credits	SEC 01 @ 2 CREDITS			22
	CC - A05@ 4 credits							
	CC - A06@ 4 credits							
<b>INTERNSHIP OR FIELD TRAINING OR PROJECT OF 4-6 WEEKS DURING SUMMER VACATION @ 04 CREDITS</b>								<b>04</b>
III	CC - A07 @ 4 credits	DSE 03 @ 3 Credits	MDC 03 @ 3 Credits	-----	SEC 02 @ 2 CREDITS	VAC 02 @ 2 Credits	Seminar @ 2 credits	24
	CC - A08 @ 4 credits							
	CC - A09@ 4 credits							
IV	CC - A10@ 4 credits	DSE 04 @ 3 Credits	MDC 04 @ 3 Credits	AEC 03 @ 2 credits		-----	Community Engagement/field work/survey/project/seminar @6 credits	22
	CC - A11@ 4 credits							
<b>TOTAL</b>								<b>94</b>

**PG PROGRAMME (TWO YEARS) AFTER 3 YEAR UG PROGRAMMES)**

**SCHEME PG A2 (Course work + Research):**

<b>Sem</b>	<b>Core Courses</b>	<b>Discipline Specific Elective Courses</b>	<b>Multidisciplinary courses (MDC)</b>	<b>Ability Enhancement courses (AEC)</b>	<b>Skill Enhancement Courses (SEC)</b>	<b>Value-Added Courses (VAC)</b>	<b>Internship /Dissertation/research project</b>	<b>Total Credits</b>
<b>I</b>	<b>CC – A01 @ 4 credits</b>	<b>DSE 01 @ 3 Credits</b>	<b>MDC 01 @ 3 Credits</b>	<b>AEC 01 @ 2 Credits</b>	-----	<b>VAC 01 @ 2 Credits</b>	-----	<b>22</b>
	<b>CC – A02@ 4 credits</b>							
	<b>CC – A03@ 4 credits</b>							
<b>II</b>	<b>CC – A04 @ 4 credits</b>	<b>DSE 02 @ 3 Credits</b>	<b>MDC 02 @ 3 Credits</b>	<b>AEC 02 @ 2 Credits</b>	<b>SEC 01 @ 2 CREDITS</b>			<b>22</b>
	<b>CC – A05@ 4 credits</b>							
	<b>CC – A06@ 4 credits</b>							
<b>INTERNSHIP OR FIELD TRAINING OR PROJECT OF 4-6 WEEKS DURING SUMMER VACATION @ 04 CREDITS</b>								<b>04</b>
<b>III</b>	<b>CC – A07 @ 4 credits</b>	<b>DSE 03 @ 3 Credits</b>	<b>MDC 03 @ 3 Credits</b>	-----	<b>SEC 02 @ 2 CREDITS</b>	<b>VAC 02 @ 2 Credits</b>	<b>Seminar @ 2 credits</b>	<b>24</b>
	<b>CC – A08 @ 4 credits</b>							
	<b>CC – A09 @ 4 credits</b>							
<b>IV</b>	-----			<b>AEC 03 @ 2 credits</b>		-----	<b>Dissertation @ 20 credits</b>	<b>22</b>
							<b>TOTAL</b>	<b>94</b>

**PG PROGRAMME (TWO YEARS) AFTER 3 YEAR UG PROGRAMMES)**

**SCHEME PG A3 (Research):**

<b>Sem</b>	<b>Core Courses</b>	<b>Discipline Specific Elective Courses</b>	<b>Multidisciplinary courses (MDC)</b>	<b>Ability Enhancement courses (AEC)</b>	<b>Skill Enhancement Courses (SEC)</b>	<b>Value-Added Courses (VAC)</b>	<b>Internship /Dissertation/ research project</b>	<b>Total Credits</b>
<b>I</b>	<b>CC – A01 @ 4 credits</b>	<b>DSE 01 @ 3 Credits</b>	<b>MDC 01 @ 3 Credits</b>	<b>AEC 01 @ 2 Credits</b>	----- -	<b>VAC 01 @ 2 Credits</b>	-----	<b>22</b>
	<b>CC – A02@ 4 credits</b>							
	<b>CC – A03@ 4 credits</b>							
<b>II</b>	<b>CC – A04 @ 4 credits</b>	<b>DSE 02 @ 3 Credits</b>	<b>MDC 02 @ 3 Credits</b>	<b>AEC 02 @ 2 Credits</b>	<b>SEC 01 @ 2 CREDITS</b>			<b>22</b>
	<b>CC – A05@ 4 credits</b>							
	<b>CC – A06@ 4 credits</b>							
<b>INTERNSHIP OR FIELD TRAINING OR PROJECT OF 4-6 WEEKS DURING SUMMER VACATION @ 04 CREDITS</b>								<b>04</b>
<b>III</b>	-----	----	-----	-----	<b>SEC 02 @ 2 CREDITS</b>	<b>VAC 02 @ 2 Credits</b>	<b>*Dissertation Part I (Progress evaluation)@20 credits</b>	<b>24</b>
<b>IV</b>	-----			<b>AEC 03 @ 2 credits</b>		----- ----	<b>Dissertation Part II @ 20 credits</b>	<b>22</b>
							<b>Total Credits</b>	<b>94</b>

\*The Department shall allot 2 credit course to Research Methodology out of 20 Credit Dissertation Part 1.

**PG PROGRAMME (ONE YEAR) AFTER 4 YEAR UG HONS./HONS. WITH RESEARCH)**

**SCHEME PG B1 (Course work only):**

Sem	Core Courses	Discipline Specific Elective Courses	Multidisciplinary courses (MDC)	Ability Enhancement courses (AEC)	Skill Enhancement Courses (SEC)	Value-Added Courses (VAC)	Internship /Dissertation/ research project	Total Credits
I	CC - A1 @ 4 credits	DSE 01 @ 3 Credits	MDC 01 @ 3 Credits	-----	SEC 01 @ 2 CREDITS	VAC 01 @ 2 Credits	Seminar @ 2 credits	24
	CC - A2 @ 4 credits							
	CC - A3 @ 4 credits							
II	CC - A4 @ 4 credits	DSE 02 @ 3 Credits	MDC 02 @ 3 Credits	AEC 01 @ 2 credits	-----	--	Community Engagement/field work/survey/project /seminar @6 credits	22
	CC - A5 @ 4 credits							
							<b>TOTAL CREDITS</b>	<b>46</b>

**SCHEME PG B2 (Course work + Research)**

Sem	Core Courses	Discipline Specific Elective Courses	Multidisciplinary courses (MDC)	Ability Enhancement courses (AEC)	Skill Enhancement Courses (SEC)	Value-Added Courses (VAC)	Internship /Dissertation/ research project	Total Credits
I	CC - A1 @ 4 credits	DSE 01 @ 3 Credits	MDC 01 @ 3 Credits	-----	SEC 01 @ 2 CREDITS	VAC 01 @ 2 Credits	Seminar @ 2 credits	24
	CC - A2 @ 4 credits							
	CC - A3 @ 4 credits							
II	-----			AEC 01 @ 2 credits	-----	--	Dissertation @ 20 credits	22
							<b>TOTAL CREDITS</b>	<b>46</b>

**SCHEME PG B3 (Research)**

<b>Sem</b>	<b>Core Courses</b>	<b>Discipline Specific Elective Courses</b>	<b>Multidisciplinary courses (MDC)</b>	<b>Ability Enhancement courses (AEC)</b>	<b>Skill Enhancement Courses (SEC)</b>	<b>Value-Added Courses (VAC)</b>	<b>Internship /Dissertation/research project</b>	<b>Total Credits</b>
<b>I</b>	-----	-----	-----	-----	<b>SEC 01 @ 2 CREDITS</b>	<b>VAC 01 @ 2 Credits</b>	<b>research Project (Progress evaluation)@20 credits</b>	<b>24</b>
<b>II</b>	-----			<b>AEC 01@ 2 credits</b>		-----	<b>Dissertation @ 20 credits</b>	<b>22</b>
							<b>TOTAL CREDITS</b>	<b>46</b>

**NOTE:**

<b>CC</b>	Core Course: These are mandatory courses for a particular programme. Credit of CC could be combination of lecture credits, tutorial credits and practicum credits.
<b>DSEC</b>	<b>Discipline Specific Elective Course:</b> These are elective courses related to discipline. Student has to choose one course from the pool of DSEC. Credit of a DSEC course could be the combination of lecture credits, tutorial credits, and practical credits.
<b>MDC</b>	<b>Multidisciplinary Course:</b> All students must undergo introductory level multidisciplinary courses relating to <b>discipline other than core courses. These courses are run by another department.</b>
<b>AEC</b>	<b>Ability Enhancement Course:</b> Ability Enhancement (Language) courses may be designed to achieve competency in the Modern Indian Language and English, with a special emphasis on language and communication skills.
<b>SEC</b>	<b>Skill Enhancement Course:</b> Skill Enhancement Courses may be primed to impart practical skills, hands-on training, soft skills, etc., to enhance the student's employability.
<b>Summer Internship</b>	Internships will require 120 hours (1 credit: 30 hrs of engagement) of involvement working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities during summer vacation.
<b>Research Project/ Dissertation</b>	Research Project/ Dissertation for UG degree (Honors with Research)/ PG Degree will be completed in the eighth/tenth semester under the guidance of a faculty member.
<b>VAC</b>	All UG students must undergo at least two Value Added Courses (VAC)

10.1 In a programme where dissertation work is mandatory during 3<sup>rd</sup> and 4<sup>th</sup> semester, student will continue the same research work in 4<sup>th</sup> semester and will submit the progress report at the end of 3<sup>rd</sup> semester which will be evaluated by external examiner.

## **11. COURSE CURRICULUM AND SYLLABUS:**

11.1 The course curriculum and syllabus of every postgraduate programme shall be developed by the concerned Board of Studies and they shall be implemented after obtaining approval from the Academic Council.

11.2 The University may evolve a system/policy about Extra Curricular Activities/ General Interest and Hobby Courses/Sports/NCC/NSS/Vocational courses/related courses, for adding them under Value Addition Courses (VAC).

11.3 The curriculum of each theory Course is to be divided in four units.

11.4 The curriculum of every postgraduate programme shall be in conformity with the University Grants Commission's Guidelines for the Learning Outcomes based Curriculum Framework (LOCF) under the Choice Based Credit System (CBCS).

## **12. COURSE REGISTRATION:**

12.1 The registration for courses shall be the sole responsibility of the student. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course, unless he/she has been registered for the course by the scheduled date fixed by the Department/University.

12.2 Department shall appoint/allot a mentor to a group of students from amongst the faculty members of the Department concerned. All the faculty members of the department shall act as mentor. Mentors shall advice the students in selection of courses and shall render all possible support, guidance and counselling to him/her.

12.3 Every student shall also register on Academic Bank of Credits (ABC) portal under the guidance of the mentor.

12.4 Every student has to register in each semester (in consultation with his/her mentor) for the courses he/she intends to undergo in that

semester by applying as per the prescribed proforma, duly signed by him/her, the mentor and the Head of the Department, within the deadline notified for the purpose by the University.

- 12.5 With the permission of Department, students may opt for the online courses offered through India's national Massive Open Online Course (MOOC) platform, viz. Study Web of Active Learning for Young Minds (SWAYAM) or any other online platform approved by UGC/regulatory body from time to time up to an extent as prescribed in the curriculum of an academic programme with the approval of the respective Board of Studies. The Departments may identify up to 40% of courses of the programme except core and SEC courses through MOOC courses from SWAYAM Portal or any other online platform approved by UGC/regulatory body from time to time for adoption in UG programmes in accordance with relevant UGC Guidelines.
- 12.6 Late registration may be permitted by the Chairperson/Incharge/Principal of the Department up to a maximum of six weeks after the commencement of the semester, on payment of late registration fee of Rs. 500/-, or as revised from time to time.
- 12.7 A student may be allowed by the Chairperson of the Department/Principal of College to substitute a course for another course of the same type (skill enhancement course/ elective course/ self-study course) within the scheme, for valid reasons with the consent of the Mentor not later than two weeks from the date of commencement of the semester.
- 12.8 A student shall submit a request for allotment of a supervisor mentioning her/his research areas of interest in order of preference to the Chairperson/Principal/Director during second semester. The Department/College/Institute will allot a qualified supervisor to guide the student for doing research during Project/Dissertation work wherever applicable. A regular full time teacher of that Department/College/Institute, having qualification of Ph.D. or having more than 5 years of PG teaching experience will be eligible to guide the students of post-graduation.

### 13. CREDIT HOURS FOR DIFFERENT TYPES OF COURSES AND MARKS DISTRIBUTION

The workload relating to a course is measured in terms of credit hours. A credit is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks).

Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component.

For example, a three-credit lecture course in a semester means three lectures of one hour per week. Therefore, each lecture of one-hour is counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching. Required contact hours to earn credits will be as follows:

<b>Nature of Work</b>	<b>Course Credits</b>	<b>Contact hours per week</b>	<b>Contact hours per semester (15 weeks)</b>
Lecture	01	01	15
Tutorial per paper	01	01	15
Practical, Seminar, Internship, field practice/project, or community engagement, etc.	01	02	30

Note: Tutorial batch size (UG programme: 20-25, PG Programme: 12-15)

The distribution of credits among the lectures/tutorial/practicum will be as follows:

<b>Courses</b>	<b>Total Credits</b>	<b>L (Credits)</b>	<b>T (Credits)</b>	<b>P (Credits)</b>	<b>MARKS</b>			
					<b>TI</b>	<b>TE</b>	<b>PI</b>	<b>PE</b>
Only Theory	4	3	1	-	30	70	-	-
	3	2	1	-	25	50	-	-
	2	1	1	-	15	35	-	-
Theory and Practicum	4	3	-	1 (2 hrs)	25	50	5	20
	4 (Where pract. is dominant)	2	-	2 (4 hrs)	15	35	15	35
	3	2	-	1 (2 hrs)	15	35	5	20
	2	1	-	1 (2 hrs)	5	20	5	20
When Practicum is separate course	2	-	-	2 (4 hrs)	-	-	15	35
	3	-	-	3 (6 hrs)	-	-	25	50
	4	-	-	4 (8 hrs)	-	-	30	70
AEC/VAC	2	2			15	35	-	-

SEC	3	2		1 (2 hrs)	15	35	5	20
	2	1		1 (2 hrs)	5	20	5	20
DSEC	4	3		1 (2 hrs)	25	50	5	20
Minor/VOC	4	2		2 (4 hrs)	15	35	15	35
Internship	4			4 (8 hrs)			30	70

L= Lecture; T= Tutorial, P= Practicum; Ti= Theory Internal Assessment; TE= Theory End Semester Examination; PI= Practicum Internal; PE= Practicum End Semester examination

#### **14. MEDIUM OF INSTRUCTIONS AND EXAMINATION**

- 14.1 For Arts/Tourism/Home Science/Commerce/Social Sciences subjects, the medium of instructions shall be bilingual i.e. Regional Language (Hindi)/English.
- 14.2 The question paper shall be set in both English and Regional Language (Hindi), wherever feasible, except in the case of
- i. English, in which the questions shall be set in English.
  - ii. Sanskrit, in which the questions shall be set in Sanskrit/Hindi.
  - iii. Other languages, in which the questions shall be set in the language concerned.
- 14.3 The students shall write their answers:
- i. in English, in case of English language
  - ii. in the language concerned, in the case of Modern Indian Languages
  - iii. English/ Regional Language (Hindi) in the case of other subjects.
- 14.4 For Physical Sciences/Life Sciences Subjects, the medium of instructions shall be mainly English. Regional Language (Hindi) medium will also be offered wherever feasible. The question paper shall be set in English. Bilingual question paper (s) will be provided, wherever possible. The students can write their answers in English/Hindi.

#### **15. LEARNING ASSESSMENT**

A variety of assessment methods that are appropriate to a given discipline/subject area and a programme of study will be used to assess progress towards the course/programme learning outcomes. Evaluation

will be based on continuous assessment, in which sessional and the terminal examinations will contribute to the final grade. Sessional will consist of class tests, mid-semester examination(s), homework assignments, class presentations etc., as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; open-book tests; problem-based assignments; practical assignment laboratory reports; observation of practical skills; individual project/reports (case-study reports); team project reports; oral presentations, including seminar; viva voce interviews; computerized adaptive assessment etc

### **15.1 Internal Assessment**

The internal assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively. For practical examination also, 70 percent of the marks will be awarded through an end semester practical exam and remaining 30 percent of the marks will consist of internal assessment to be awarded by concerned faculty member(s) of the department

- 15.1.1. Internal Assessment shall be done on a continuous basis, taking into account the student's class performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester.
- 15.1.2. First Internal Assessment Test shall be held around the sixth week of the semester for the syllabi covered till then. Second Internal Assessment Test shall be held around the twelfth week for the syllabi covered between seventh and twelfth week. Third Internal Assessment Test, if required, may be held around the fourteenth week for the syllabi covered between seventh and fourteenth week. However, the best scores in any two sessional tests shall be counted.
- 15.1.3. For conducting Internal Assessment, one or more assessment tools, such as written tests, assignments, oral quizzes, paper presentation, laboratory work, seminar, etc., suitable to the course may be employed.

15.1.4. The Internal Assessment for theory shall consist of the following components with marks indicated against each:

	<b>Marks out of</b>			
<b>Total Marks</b>	<b>100</b>	<b>75</b>	<b>50</b>	<b>25</b>
<b>Internal Assessment</b>	<b>30</b>	<b>25</b>	<b>15</b>	<b>5</b>
Attendance* below 55 = 0 mark Between 55 to < 65 = 1 Marks Between 65 to < 70 = 2 Marks Between 70 to < 75 = 3 Marks Between 75 to < 80 = 4 Marks 80 and More than 80 = 5 Marks	5	5	5	5
Assignments/Presentations/Seminars and Class Participation	5	5	-	-
Sessional Examination	20	15	10	-
<b>Total</b>	<b>30</b>	<b>25</b>	<b>15</b>	<b>5</b>

\* This %age attendance is considered for the purpose of internal assessment only and minimum eligibility criteria to appear in examination will be as per clause 15.2.7(3) of this ordinance.

15.1.5 The Internal Assessment for practical shall consist of the following components with marks indicated against each:

	<b>Marks out of</b>			
Criteria	100	75	50	25
<b>Internal Assessment</b>	<b>30</b>	<b>25</b>	<b>15</b>	<b>5</b>
Attendance* below 55 = 0 mark Between 55 to < 65 = 1 Marks Between 65 to < 70 = 2 Marks Between 70 to < 75 = 3 Marks Between 75 to < 80 = 4 Marks 80 and More than 80 = 5 Marks	5	5	5	5
Practical Assignments/ Practical File/Practical Sessional	25	20	10	-
<b>Total</b>	<b>30</b>	<b>25</b>	<b>15</b>	<b>5</b>

\* This %age attendance is considered for the purpose of internal assessment only and minimum eligibility criteria to appear in examination will be as per clause 15.2.7(3) of this ordinance.

15.1.6 The seminar paper shall be assessed on the basis of the contents of the paper submitted and its presentation, equally. The assessment will be made by the concerned teacher/advisor/supervisor.

15.1.7 The Chairperson/Principal may allow a student to repeat one sessional test within the same semester, if his/her application in this regard is considered as genuine on valid grounds.

15.1.8 The Chairperson/Principal shall display the internal assessment

awards of each course on the notice board of the Department/Institute/Centre atleast seven days before the commencement of the end semester examinations to give an opportunity to the students to make representation, if any.

- 15.1.9 The Chairperson/Principal shall forward the internal assessment marks awarded by the concerned teacher on the basis of class test, written assignment/ Presentation/Seminar and attendance in the classes etc. to the Controller of Examinations as per the following schedule: (i) The Internal Assessment/Sessional marks should be supplied by the Heads of the Departments/Principals of the Colleges/Heads of the Institutions invariably within 15 days after the commencement of the examination or as notified by the COE. (ii) Thereafter, a late fee @ Rs.100/ per student per subject shall be levied upon the Department/ College/ Institute upto 10 days from the expiry of last date or 15 days of the commencement of the examinations. This penalty/late fee shall be charged from the the Depart/College/Institute (iii) If still, internal assessment/sessional marks are not supplied by the Department/College/institute, then the result of the candidate(s) shall be declared by proportionating the marks of concerned theory/practical paper in which he/she has been declared as pass. Marks of candidates having reappear shall not be proportionate in this case.

## 15.2 **End Semester Examination**

- 15.2.1 The end semester examination for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June on such dates as may be notified by the Controller of Examinations.
- 15.2.2 The examination schedule containing the dates of receipt of examination forms with and without late fee, shall be notified by the Controller of Examinations from time to time.
- 15.2.3 Students failing in one or more courses of end semester examinations will be entitled to clear them during the regular semester examinations of courses to be held in subsequent years.

- 15.2.4 The examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time.
- 15.2.5 Every student shall be examined in the courses as prescribed in the syllabus and scheme of examination approved by the Academic Council from time to time.
- 15.2.6 The Chairperson/Principal shall preserve the records pertaining to internal assessment awards for verification, if needed, by the University up to four months from the date of declaration of the semester examination results.
- 15.2.7 The candidate shall be allowed to appear in the examination if he/she fulfils the following requirements: -
1. Bears a good character
  2. Has been on the rolls of the Department/College/Institution during the semester.
  3. The Candidates will be required to attend atleast 75% of the lectures delivered / practical in each paper held. The Chairperson of the Department /Principal of the College concerned will be competent to condone 20% of the lectures delivered in each paper theory/practical/tutotrial/assignment/seminars/moot courts, etc. If the percentage of attendance is deficient on account of –
    - (i) participation in Inter-University, University or Inter-Collegiate Sports Tournaments/Youth Festivals, University Level Debates, National and International Tournaments, with the previous sanction of the Chairperson/Principal; or
    - (ii) attendance at the N.C.C./N.S.S. Camps or University Educational Excursions or other extra-curricular activities, certified by the Chairperson/Principal;
    - (iii) attendance at Mountaineering Courses :- (a) by N.C.C./ N.S.S. students; (b) by students sent by the Youth Welfare Department;
    - (iv) Voluntary donation of blood, certified by a Govt. Doctor of

Gazetted rank or University Medical Officer.

Credit may be given for the number of days on which lectures were delivered or tutorials or practical work done during this period of attendance or participation aforesaid, provided that the total period of absence shall not exceed 21 days in an academic year and that for (iv) above it shall not exceed 2 days. These students will submit a certificate from the Secretary, Sports Council or the Director, Youth Welfare or any other authorized Officer, as the case may be. However, a sports person who is unable to take the examination because of participation in coaching camps/tournaments may be permitted to move to the next class and keep terms in higher classes. He/she may, thereafter, be permitted to appear in the subsequent examination(s) cleared from one examination to another, till the entire course is completed and he/she becomes eligible for the degree.

Note: Over and above the limit for condonance of attendance, a female candidate shall be eligible for 2% additional condonance in her attendance on account of menstrual leave without insisting upon her written application.

4. Hs submitted a “No dues” certificate in the prescribed form.

15.2.8 The minimum percentage of marks to pass the examination in each semester shall be:

- (i) 40% in each theory paper
- (ii) 40% in each practical examination or viva-voce/Project/Training Report/ Dissertation/research project, wherever prescribed.
- (iii) 40% in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper).

### 15.3 **Setting of Question Papers and Evaluation**

15.3.1 The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the

examiners (Internal and/or External ordinarily) out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/specialization/area of interest.

15.3.2 In case of External Examiner, the question paper setting may be given to a teacher having minimum three years of teaching experience at relevant level i.e. UG/PG.

15.3.3 In the case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. The External examiners shall be invited from amongst the panel of examiners proposed/recommended by the Head/Director of the concerned Department/Institute/Centre. In case of unavailability of external examiners due to unavoidable circumstances, the Controller of Examinations may allow the conduct of practical examination by the Internal examiners so that the conduct of examination and declaration of results is not delayed.

15.3.4 In case of the Project reports/Dissertation/Research Project, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) proposed/recommended by the Head/Dean of the concerned Department and approved by the Vice Chancellor/ Vice Chancellor's nominee.

15.3.5 The pattern of Question Papers for End-Semester theory examinations shall be as under:

Question 1: Compulsory	Short answer type questions from all units
Question 2	Two questions from Unit-I and the student should answer one question
Question 3	Two questions from Unit-II and the student should answer one question
Question 4	Two questions from Unit-III and the student should answer one question

Question 5	Two questions from Unit-IV and the student should answer one question
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All the questions shall carry equal marks

The question paper must be set in consonance with Course Outcomes/OBE.

#### 15.4 **Evaluation of Dissertation and Internship**

The candidate who has passed the theory papers and practical/lab course of semester I to II examinations and has worked for dissertation/research project in semester III and IV shall submit the synopsis to the supervisor prior to submission of dissertation for approval. In case of University Teaching Department (UTD) the synopsis will be approved by the departmental research advisory committee after recommendation of the supervisor. In other cases, the Principal/Director of College/Institute shall constitute a committee for this purpose at the College/Institute level. External experts may be involved wherever sufficient qualified regular teachers are not available. The student shall be required to submit three hard copies of her/his dissertation along with soft copy as PDF file to the Department/College/Institute by 15th June of the concerned year. The Anti-plagiarism policy of the university is to be strictly followed by the candidate and the supervisor. Similarity report as per Anti-plagiarism policy of the university is to be annexed with the dissertation. At the time of submission of dissertation/research project, a candidate shall produce a certificate from the supervisor that he has worked for dissertation/research project for at least one semester/one year as per scheme.

In case of late submission i.e. after 15th June, the Chairperson/Principal/Dean Academic Affairs/Controller of Examinations/Vice-Chancellor shall have the power to grant extension of date of submission or condone the delay in receipt of a thesis/dissertation/research project/project report, for an examination, other than Ph.D. as under:

Duration	Powers vested in	Late fee (Rs.)
Up to one month	Chairperson/ Principal	2000
Beyond one month and upto two months	Dean Academic Affairs	3000
Beyond two months and upto three months	Vice-Chancellor	5000

Late fee as prescribed in each case will be chargeable. Provided that if a candidate fails to submit the dissertation/research project etc. even during the extended period of three months i.e. 15<sup>th</sup> September, he/she shall be considered absent in the dissertation/research project/paper and his/her result will be declared accordingly.

**Internship:** A student will inform and get approval from the Chairperson/Principal/Director of the Department/College/Institute before going for an internship. The internship will involve working with local industry (Government or Private organizations/Institutions), business establishments, artists, craft persons, or a professional (individual/organization). Student will submit a copy of the report (a hard copy and a soft copy in PDF) to the Department/College/Institute within 15 days after the completion of internship. A student has to submit a certificate of attendance and work done report from the organization/professional where at the internship was done. The evaluation of the internship shall be done by an internal examiner mainly on the basis of the report and viva-voce. Marks will be awarded by the internal examiner out of 100 marks. The internship will be governed by the prevailing rules of the University from time to time.

### 15.5 **Letter Grades and Grade Points**

- 15.5.1 In the End-semester theory or practical examinations, the examiner shall award the marks and these marks shall be further converted into Grades/Grade points by the examination branch in accordance with the provisions of the Ordinance.
- 15.5.2 Detailed Marks Card issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.
- 15.5.3 The University shall adopt the 10-point Grading System, with the

Letter Grades as given under:

<b>Letter Grade</b>	<b>Grade Point (SGPA/CGPA)</b>	<b>Range of Grade Point (SGPA/CGPA)</b>	<b>Class Interval (in %)</b>
O (Outstanding)	10	9 to 10	90 to 100
A+ (Excellent)	9	8 to < 9	80 to < 90
A (Very Good)	8	7 to < 8	70 to < 80
B+ (Good)	7	6 to < 7	60 to < 70
B (Above Average)	6	5 to < 6	50 to < 60
C (Average)	5	4.5 to < 5	45 to < 50
P (Pass)	4	4 to < 4.5	40 to < 45
F (Fail)	0		< 40
Ab (Absent)	0		Absent

Note:

- i. F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination. However, students appearing in their final Semester Examination, may be permitted to appear in the reappear papers of all preceding Semesters.
- ii. The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade).
- iii. The students shall have to qualify at the Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.
- iv. There shall be no rounding off of SGPA/CGPA.
- v. The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.
- vi. In order to be eligible for the award of the Certificate/Diploma/Degree of the University, a student must obtain CGPA of 4 at the end of the programme.
- vii. Provided that the student who is otherwise eligible for the award of the certificate/diploma/degree but has secured a CGPA of less than 4 at the end of the permissible period of semesters may be

allowed by the Department concerned to repeat the same course(s) or other courses of the same nature in lieu thereof in the extra semesters within the maximum duration of the programme.

- viii. The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

<b>CGPA</b>	<b>Class/Division</b>
Above 9	Outstanding
8 to <9	First Division (With Distinction)
6 to <8	First Division
5.5 to <6	High-Second Division
5 to <5.5	Second Division
4 to <5	Third Division

#### 15.6 **Re-appear Examination:**

The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they couldn't score 'P' grade with the following provisions:

- 15.6.1 A student securing "F" Grade in a course shall be permitted to repeat/reappear in the End-Semester Examination of the Course for a maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.
- 15.6.2 If a student secures "F" Grade in a Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to resubmit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).

- 15.6.3 Such students may avail the chance to re-appear only within the maximum duration of the programme.
- 15.6.4 Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters. However a student in the final semester/exit stage is allowed to re-appear in the courses of both odd and even semesters.
- 15.6.5 A 'Re-appear' examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.
- 15.6.6 A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination. However, the credits earned by the student shall be credited to the Academic Bank of Credits as per the relevant guidelines/Ordinance, as amended from time to time.
- 15.6.7 In exceptional circumstances, the University may allow Mercy chance to the students to clear the backlog for which the candidate shall be charged a prescribed fee per course/paper. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Principal/Dean of the School of the respective Department/Faculty/College.
- 15.6.8 In case of students participating in NSS, NCC, Sports, Cultural, Extension Activities or activities of similar nature, with the prior approval of the Vice Chancellor on the recommendations of the respective Head(s) of the Department, during the duration of the scheduled term-end examinations, special examinations may be conducted. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.
- 15.6.9 The Vice Chancellor/ Controller of Examinations, shall also have right to award grace marks in marginal cases of failure and /or division change. The maximum grace marks could be 1% of the total maximum

marks assigned to the semester to the best advantage of the student.

**15.7 Computation of SGPA and CGPA**

The University shall follow the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

15.7.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

15.7.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total no. of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points.

**15.8 Illustration of Computation of SGPA and CGPA**

a) Illustration of the Computation

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	3 x 8 = 24
Course II	4	B+	7	4 x 7 = 28
Course III	3	B	6	3 x 6 = 18
Course IV	3	O	10	3 x 10 = 30
Total credits for the semester=13				Total Credit points earned= 100
				SGPA=100/13
				<b>= 7.69</b>

b) Illustration for Computing CGPA

## GURUGRAM UNIVERSITY, GURUGRAM

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA= 8.0

Thus,

$$\text{CGPA} = \frac{((20 \times 6.9) + (22 \times 7.8) + (25 \times 5.6) + (26 \times 6.0) + (26 \times 6.3) + (25 \times 8.0))}{(20 + 22 + 25 + 26 + 26 + 25)}$$

$$= (969.4/144) = 6.73$$

**Note:**

Formula to calculate percentage from CGPA/SGPA= CGPA or SGPA x 10;  
and formula to calculate percentage to CGPA or SGPA = Percentage/10

e.g. In case of example mentioned in above table, the percentage of  
CGPA = 6.73x10 =**67.30**

15.9 **Improvement of Grades:** For improvement of grades, a student shall have to apply on the prescribed form available on the University Website or the Examination Branch of the University, along with the original Detailed Marks Certificate or the copy of the result sheet and the prescribed fee, as revised from time to time.

After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed for completion of Undergraduate Program (i.e.) within 7 years from the academic session of admission. Only improved marks (higher score) will be taken into account.

A student improving the Division/grade shall not be considered for Gold Medal/Rank Certificate.

15.10 **Transcript (Format):**

Based on the above, letter grades, grade points, SGPA, and the CGPA, the Transcripts/Detailed Marks Certificates (DMCs)/ Grades shall be issued to the candidates for each semester and a consolidated transcript indicating the performance in all the semesters. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the

CGPA.

**16. REMOVAL OF THE NAME OF A STUDENT FROM THE PROGRAMME:**

The name of a student falling under any one of the following categories shall automatically stand removed from the rolls of the University:

- 16.1 A student who has failed to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.
- 16.2 A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the Degree /Diploma.
- 16.3 A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board, and A student who has failed to attend the classes for ten teaching days continuously.

**17. Promotion Rules**

A student will be promoted from an odd semester to the next even semester without any restrictions on the minimum number of credits earned. However for promotion from an even semester to the next odd semester, a student should have earned at least 50% of the credits of the current and all previous semesters taken together. A student failing to earn at least 50% of the credits from the prescribed courses of all present and all previous semesters taken together will be treated as an 'Ex-student' and will not be allowed to appear in examination of odd semester and will be allowed to appear in reappear end semester examinations of previous semesters as applicable (for example for a student going from semester 2 to 3 who becomes an Ex. Student, he/ she shall be required to appear in all reappear papers of semester 1<sup>st</sup> and 2<sup>nd</sup> semester in the next odd/even semester. Further, if he/she earns more than 50% of credits, thereafter he/she will be allowed to appear in 3<sup>rd</sup> Semester Examination after a gap of one year along with juniors). However such student will not be allowed to repeat the internal assessment for the said paper/s of the respective semester/s as the case may be. Moreover,

promotion in each next semester is subject to condition that he has fulfilled his minimum attendance and other eligibility conditions to appear in examination of previous semester(s). After passing the said semesters, the student shall be promoted to the next odd semester and shall be treated as a 'Regular' student.

A student shall be declared to have passed the programme of study and award of the degree if he/she has secured the required credits with at least 'P' grade.

A student failing to earn at least 50% of the credits from the prescribed courses of all present and all previous semesters taken together will be treated as an 'Ex-student' and will be allowed to repeat in the end semester examination of the previous semesters as applicable (for example for a student going from semester 2 to 3 who becomes an Ex. Student, he/ she shall be required to repeat all the papers of semester 1 and semester 2 in the next odd/even semester). However such student will not be allowed to repeat the internal assessment for the said paper/s of the respective semester/s as the case may be. After passing the said semesters, the student shall be promoted to the next odd semester and shall be treated as a 'Regular' student.

A student shall be declared to have passed the programme of study and award of the degree if he/she has secured the required credits with at least 'P' grade.

**18. Mobility Options and Credit Transfer through Academic Bank of Credits (ABC)**

Academic Bank of Credits, a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in the country, facilitates students to choose their own learning path to

attain a Certificate or Diploma or Degree or Post-Graduate diploma or academic qualification, working on the principle of multiple entry-multiple exit as well as any-time, any-where, and any-level learning.

- 18.1 Each student shall have to register on Academic Bank of Credits (ABC) portal for creation of the unique ABC ID to avail multiple entry and multiple exit options and mobility across various disciplines and Higher Education Institutes.
- 18.2 Credits earned and deposited with Academic Bank of Credits (ABC) shall be valid for the purpose of redemption to a Certificate/Diploma/Degree, for varying duration as specified by the credit awarding and credit accepting Higher Education Institution subject to a maximum duration of five years;
- 18.3 Provided that once any credit is redeemed for the award of a degree, diploma or certificate, such credit shall be irrevocably debited from the student's Academic Bank Account, and the credits earned by a student cannot be reused for the award of any other formal academic qualifications.
- 18.4 Students may customize or design their own degrees utilizing courses offered by one or more Higher Education Institutes registered with Academic Bank of Credits;
- 18.5 Provided that, the student shall be required to earn at least fifty percent of the credits from the Higher Education Institute awarding the degree, diploma or certificate;
- 18.6 Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree, diploma or certificate as specified by the university in which the student is enrolled.
- 18.7 A student shall be eligible for the award of degree, diploma or certificate, whichever applicable, only after fulfilment of the credit requirements, assessment processes, duration and other relevant provisions as laid down by the university.
- 18.8 A student can take the courses of any other university subject to equivalence of the core/elective courses and availability of seats, adopting due administrative process and formal consent of the

University/Universities through the Equivalence Committee(s).

- 18.9 The flexibility and mobility option doesn't entitle a student to be exempted or relaxed from any of the requisites (sessional tests, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.
- 18.10 The mobility option should not be interpreted as inter-university migration unless approved by both the Universities.
- 18.11 The students shall be permitted to opt interdisciplinary/multidisciplinary courses of their choice, learn at their pace, undergo additional courses, earn more than the required credits, and adopt an interdisciplinary/ multidisciplinary approach to learning.
- 18.12 The mobility across the disciplines is also subject to availability of seats, faculty, infrastructure, etc (as fixed by the University/Department from time to time).
- 18.13 Mobility of Credits earned by the students from GIAN (Global Initiative of Academic Networks) courses/ MOOCs (Massive Open Online Courses)/ SWAYAM (Study Webs of Active –Learning for Young Aspiring Minds)/ Swachh Bharat Internship Programme/ etc. shall be credited in accordance with the provisions made under the respective schemes, as amended from time to time; subject to compatibility of course content & assessment process with the prior approval of the respective Board of Studies.
- 18.14 The student shall be given the equivalent credit weightage for the credits earned vide online learning credit courses through SWAYAM platform or any other platform specified by UGC and as approved by the respective Board of Studies.

**Note:** The University may allow up to 40% of the total courses being offered in a particular program in a Semester through the online learning courses offered through SWAYAM platform or any other platform specified by UGC, subject to the following conditions: (a) The course contents are alike, to be decided by the concerned Board of Studies; (b) The courses are not offered in the University/College; (c) There is non-availability of suitable teaching staff to run the course in the University/College. The University shall give the equivalent credit

weightage to the student for the credits earned vide online learning credit courses through SWAYAM platform or any other platform specified by UGC, in the credit plan of the programme.

**19. MISCELLANEOUS:**

- 19.1 The University shall provide the facility of Academic Bank of Credits in consonance with UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) Scheme in Higher Education) Regulations, 2021, as amended from time to time.
- 19.2 For any programme approved by the Academic Council, if a regulation is issued by the Academic Council, which is at variance with the provisions of this Ordinance, then the Ordinance shall prevail.
- 19.3 In addition to the provisions contained in this Ordinance, the Academic programmes governed by a Regulatory Authority shall also comply with essential requirements as prescribed by the respective Regulatory Authority.
- 19.4 Relevant provisions regarding multiple entry-multiple exit options, academic bank of credits etc. shall be applicable in accordance with the University Ordinance(s)/relevant UGC Regulations, as amended from time to time.
- 19.5 The student who leaves the program after completion of odd semester, he/she may be allowed to take readmission in the next academic session in the corresponding even semester. Supernumerary seat(s) be created for readmitting such students in the corresponding semester. For example, if a student exits the course after successful completion of 3rd semester in one academic session will be allowed to take admission in 4th semester in the next academic session.

**20. POWER TO REMOVE DIFFICULTIES:**

If any difficulty arises in giving effect to the provisions of this Ordinance, the Vice Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to

ratification of such order by the Statutory bodies of the University