

## ORDINANCE-XXXIV (Revised)

### UNDERGRADUATE PROGRAMMES AND INTEGRATED UG-PG PROGRAMMES

1. Undergraduate and Integrated UG-PG Programmes of study leading to award of respective Certificates/Diplomas/Degrees shall be offered and conducted by the respective Schools/Departments/ Centres established by the University. This Ordinance pertains to Undergraduate programmes and Integrated UG-PG Programmes (introduced w.e.f. the Academic Session: 2023-24 and thereafter) with provision of Academic Bank of Credits and 'Multiple Entry and Exit' options at various stages.
2. **Definition of Keywords:**
  - 2.1. **Choice-Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill based 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.
  - 2.2. **Programme:** An educational programme leading to the award of a Degree, Diploma or Certificate.
  - 2.3. **Academic Year:** Two consecutive (one odd + one even) semesters shall constitute one academic year.
  - 2.4. **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.
  - 2.5. **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, especially by students who wish to exit after two semesters or four semesters of study.
  - 2.6. **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-studywork/clinical component, etc., or a combination of some of these with objectives and learning outcomes.

- 2.7. 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 (lecture or tutorial) or two hours of practical work/field work, per week.
- 2.8. 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.
- 2.9. 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.
- 2.10. Credit Point:** It is the product of the grade point and the number of credits for a course.
- 2.11. Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 2.12. 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.
- 2.13. 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
- 2.14. 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.
- 2.15. 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.
- 2.16. 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.
- 2.17. Undergraduate Programmes:** Undergraduate Programmes of study leading to award of Bachelor's Degrees shall be offered and conducted by the respective Schools/Departments/ Centres established by the University.

- 2.18. Integrated UG-PG Programmes:** Integrated Programmes of study leading to award of respective Certificates/Diplomas/Degrees shall be offered and conducted by the respective Schools/Departments/ Centres established by the University.
- 2.19. Apprenticeship/Internship Embedded Degree Programme:** A programme of study containing minimum 20% of the total credits of the Degree programme assigned to apprenticeship/internship in consonance with UGC Guidelines for Higher Education Institutions to offer Apprenticeship/Internship Embedded Degree Programme.
- 2.20. Internship/apprenticeship:** It is the position of a student/trainee who works in an organization in order to gain work experience or satisfy requirements of hands on/professional training as prescribed in the curriculum.
- 2.21. Major discipline:** It is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (minimum 50% of total credits) through core courses in the major discipline.
- 2.22. Minor discipline:** It helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded B.A. degree in Economics with a Minor in Statistics.
- 3. Eligibility for Admission:** A candidate may be admitted to the Undergraduate/Integrated UG-PG Programme (first Degree) if he or she has attained the minimum eligibility/qualification at the time of admission i.e. Senior Secondary Certificate or Higher Secondary (12th Grade) Certificate obtained after successful completion of Grade 12 or equivalent grade, or as decided by the University from time to time.
- The eligibility criteria for admission to various programmes offered by the University shall be as decided by the University from time to time.
- 4. Types of Courses/Activities:** Each programme may have various types of courses/activities, namely, Core courses, Ability Enhancement Courses, Skill Enhancement Courses, Discipline Specific Electives, Generic Electives, Massive Open Online Courses(MOOCs), Self-Study Courses, Internship, Seminar, community engagement and services, field practice/projects and/ or any other as specified in the curriculum of a programme of study.
- 4.1. Core Courses:**
- 4.1.1.** The core courses are those courses whose knowledge is deemed essential for the students registered for a particular programme of study. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

**4.1.2.** The core courses shall be mandatory for all the students registered for that particular programme

**4.2. 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 or which enable an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill are called an Elective Courses.

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.

**4.3. Discipline Specific Elective (DSE) Course:** Elective course offered under the main discipline/subject of study is referred to as Discipline Specific Elective. 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.

**4.4. Generic Elective (GE) Course:** It is an elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond one's primary discipline. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. The respective department may offer various courses under this category based on the expertise, specialization, requirements, scope and need.

**4.5. Ability Enhancement Course (AEC):** The Ability Enhancement (AE) Courses are based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English/Hindi/MIL Communication, etc. These courses are mandatory for all disciplines particularly at undergraduate level.

**4.6. 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.

- 4.7. 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.
- 4.8. Seminar:** A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation, or professional practice.
- 4.9. Internship:** A course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the internship is induction into actual work situations. Internships involve working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.
- 4.10. Field practice/projects:** Courses requiring students to participate in field-based learning/projects generally under the supervision of an expert of the given external entity.
- 4.11. Community engagement and service:** Courses requiring students to participate in field-based learning/projects generally under the supervision of an expert of the given external entity. The curricular component of ‘community engagement and service’ will involve activities that would expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems.
- Note: A course (Core/Elective/Self-study/skill-based) may also take the form of a Dissertation, Project work, Practical/Hands-on training, Field work or Internship/Seminar.
- 4.12. 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/Integrated UG-PG programmes in accordance with relevant UGC Guidelines.

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

- 5.1. 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.
- 5.2. 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.
- 5.3. The requirement of credits as well as essential components of study for award of the Certificate/Diploma/Degree shall be as prescribed by the University.
- 5.4. The norms in respect of the curriculum content, curriculum transaction, and educational technologies for the courses offered, their timing, continuous evaluation methods, attendance and novel methods of assessment shall be as decided by the University.
- 5.5. 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 seven years;
- 5.6. 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.
- 5.7. Students may customize or design their own degrees utilizing courses offered by one or more Higher Education Institutes registered with Academic Bank of Credits;
- 5.8. 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;
- 5.9. 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.
- 5.10. 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.
- 5.11. 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).

- 5.12. 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.
- 5.13. The mobility option should not be interpreted as inter-university migration unless approved by both the Universities.
- 5.14. The students shall be permitted to opt inter-disciplinary/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.
- 5.15. 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).
- 5.16. 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/ School Board.
- 5.17. 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.
6. **Credits:** 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
  - iii. 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.

A core/elective course with practical component may ordinarily carry up to 6 credits while a core/elective course without practical component may carry up to 5 credits; a self-study course shall normally carry not more than 3 credits.

All discipline-specific courses (major or minor) may be 4 credits or as appropriate. An additional one to two credits may be allotted for tutorials or practicals.

All courses under the Multi-disciplinary, Ability Enhancement (language), and Skill Enhancement categories etc. may be of 3-credits or as appropriate;

Courses under Value Added, Summer Internship/ Apprenticeship/ Community outreach activities, etc., for all majors, may be of 2-credits or as appropriate;

Terminal year Research Project / Dissertation etc., may be of 12 credits for Undergraduate programme.

In case of Post-Graduate programme, a dissertation/ project work/field work may carry up to 16 credits (along with other core/elective courses). However, a dedicated semester-long dissertation/project work/field work may carry up to 24 credits.

- 7. Course Coding:** Each course offered by a school/department is identified by a unique course code indicating school, department, programme no., semester, course no., core (C)/ ability enhancement course (AE)/ skill enhancement course (SE)/elective course (E)/ self-study courses (SS)/Internship (I) etc., number of credits attached to theory lectures, tutorials, practical and total number of credits for the course, respectively. For example, the course code for fifth core course of the first programme in the second semester in Department of Chemistry under the School of Basic Sciences carrying 4 credits (3 theory lectures and one practical) may be- SBS CHEM 01 02 05 C 3014. However, the concerned Board of Studies/School Board may devise a specific course codification pattern with the approval of the Academic Council.

**8. Duration of the Programmes:**

Programmes	Bachelor's Degree <sup>#</sup>	Integrated UG-PG Degree
<b>Duration</b>	The duration of the 3-year Bachelor's programme is 3years or 6 semesters.	The duration of the Integrated UG-PG Degree is -5 Years or 10 semesters/ -2 years or 4 semesters after obtaining a Bachelor's Degree/ 1 year or 2 semesters after obtaining a four-year Bachelor's Degree, whatever is applicable.
	The duration of the Bachelor's Degree with Honours or Honours with Research is 4 years or 8 semesters.	
<b>Exit</b>	Students who desire to undergo a 3-year UG Programme will be allowed to exit after successful completion of the 3rd year.	Students who desire to undergo a 4-year UG Programme (Honours or Honours with Research) will be allowed to exit after successful

	If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided they earn the prescribed number of credits.	completion of the 4 <sup>th</sup> year, provided they earn the prescribed number of credits.
<b>Entry</b>	Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years and complete the degree programme*.	Students who exit with a UG certificate, UG diploma or UG degree are permitted to re-enter within three years and complete the degree programme*, whatever is applicable.
<b>Maximum Duration</b>	Three Years period beyond the normal period to clear the backlog to be qualified for the Degree.	Three Years period beyond the normal period to clear the backlog to be qualified for the Degree.

*\*However, the conditions of ABC of NEP-2020 shall apply.*

*# Three-year Bachelor's Degree, Bachelor's with Honours or Bachelor's Degree (Honours with Research) or Apprenticeship/Internship Embedded Undergraduate Programme as specified by the Board of Studies of the respective Department.*

- a. The students enrolled in Bachelor's or Integrated UG-PG Programme shall also be eligible for multiple entry and exit as prescribed by the respective department/relevant clause of the Ordinance.
- b. Provided that a semester or a year may be approved a zero semester or a zero year for a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a scholarship/fellowship subject to the fulfilment of requirements laid down in this respect by the regulations with the approval of Academic Council. Such a zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student. On re-joining, the student shall resume the academic programme with the subsequent batch. For example, a student availing zero semester in an odd semester shall resume the studies of that semester with subsequent batch of odd semester students.

9. **Syllabi and Structure of the Programmes of Study:** The Syllabi and Structure of the Programme of study shall be as approved by the Academic Council on the

recommendations of the Board of Studies/School Board of the Department/Centre/School concerned.

**10. Student Advisor:**

The Department shall appoint an Advisor for each student from amongst the faculty members of the Department concerned. All faculty members of the department shall act as Student Advisors and shall have more or less equal number of students. The Student Advisor shall advise the student in selection of courses and shall render all possible support, guidance and counselling to him/her.

**11. Course Registration:**

- 11.1.** 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 University.
- 11.2.** Every student shall also register on Academic Bank of Credits (ABC) portal under the guidance of the Student Advisor.
- 11.3.** Every student has to register in each semester (in consultation with his/her Student Advisor) for the courses he/she intends to undergo in that semester by applying as per the prescribed proforma, duly signed by him/her, the Student Advisor and the Head of the Department, within the deadline notified for the purpose by the University.
- 11.4.** Late registration may be permitted by the Head/Incharge of the Department up to a maximum of six weeks after the commencement of the semester, on payment of late registration fee of Rs. 100/-, or as revised from time to time.
- 11.5.** Withdrawal from a course may be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal shall enable the student to earn a minimum of 20 credits in a semester. Withdrawal from a course may not be allowed for those who had late registration.
- 11.6.** Late registration may be permitted by the Head/Incharge of the Department up to a maximum of six weeks after the commencement of the semester, on payment of late fee prescribed by the university.
- 11.7.** A student may be allowed by the Head/Incharge of the Department to add a course or substitute a course for another course of the same type (skill enhancement course/ elective course/ self-study course), for valid reasons with the consent of the Student Advisor not later than two weeks from the date of commencement of the semester.

**11.8.** If a student registers himself/herself for more elective courses than the prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average, the prescribed number of elective courses for the programme of study shall be included in the descending order of the grades obtained by him/her.

**11.9.** The elective courses (Discipline-specific or Generic) opted and registered and attempted by the student in the end-semester examination may not be replaced, unless it is otherwise not mandatory. However, a student studying in odd or even semester shall have the option of choosing an elective course offered by the respective/allied/other department at same level from the corresponding semester i.e. students of odd semester shall opt for the courses of odd semesters and students of even semester shall opt for the courses offered by the parent or other department in even-semester. In case of an elective opted in addition to the minimum requirement of the programme, it will not be binding on the students to qualify such courses.

**12. Minimum Credit Requirements:**

The student shall be required to register for the credits as specified by the Board of Studies of the respective department for a programme of study, as amended from time to time. The Academic Council, on the recommendation of BoS/School Board of the respective Department/School, shall decide the curriculum with specific minimum credit requirements for Certificate, Diploma, Bachelor’s Degree, Bachelor’s Degree (Honours), Bachelor’s Degree (Honours with Research), Postgraduate Diploma, Postgraduate Degree and Integrated UG-PG programme(s) in accordance with relevant Ordinance/UGC Regulations/Guidelines, as amended from time to time. The credit requirements for various levels of Certificate, Diploma and Degree Programmes are as under:

**Table-A**

Level	Certificate/Diploma/ Degree (in the field of learning and discipline)	Qualification description	Credit Requirements
5	Undergraduate Certificate	Exit after successful completion of the courses prescribed in the first year of an Undergraduate/UG-PG Integrated programme with required number of credits/grade.	40-44, including minimum credits from the elective courses (DSE/GE) or others as prescribed in the syllabi of the first year. In addition to the above, the student is required to complete one vocational course of four credits during the summer vacation of the first year.

6	Undergraduate Diploma	Exit after successful completion of the courses prescribed in the first two years of an Undergraduate/UG-PG Integrated programme with required number of credits/grade.	80-88, including minimum credits from the elective courses (DSE/GE) or others as prescribed in the syllabi of the first two years). In addition to the above, the student is required to complete one vocational course of four credits during the summer vacation.
7	Bachelor's Degree	Exit after successful completion of the courses prescribed in the first three years of an Undergraduate/UG-PG Integrated programme with required number of credits/grade.	120-132 including minimum credits from the elective courses (DSE/GE) or others as prescribed in the syllabi of the first three years).
8	Bachelor's Degree (Honours)	Exit after successful completion of the courses prescribed in the first four years of an Undergraduate/UG-PG Integrated programme with required number of credits/grade.	160-176 including minimum credits from the elective courses (DSE/GE) or others as prescribed in the syllabi of the Bachelor's Degree (Honours) programme.  Honours students not undertaking research will do 3 courses for 12 credits in lieu of a research project / Dissertation
8	Bachelor's Degree (Honours with Research)	Exit after successful completion of the courses prescribed in the first four years of an Undergraduate/UG-PG Integrated programme with required number of credits/grade required for Bachelor's Degree (Honours with Research), if any such degree is specifically offered by a department.	160-176 including minimum credits from the elective courses (DSE/GE) or others as prescribed in the syllabi of the Bachelor's Degree (Honours with Research) programme.  Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed

			journals or may be presented in conferences /seminars or may be patented.
8	Postgraduate Diploma	Exit after successful completion of the courses prescribed in the first four years of the integrated UG-PG Programme with required number of credits/grade.	166-186, including minimum 8 credits from the elective courses (DSE/GE) or others as prescribed in the syllabi of first four years of the integrated UG-PG Programme.
		Exit after the successful completion of the first year or two semesters of the two-year Master's Degree Programme with required number of credits/grade after obtaining a Bachelor's Degree.	46-54, including minimum 8 credits from the elective courses (DSE/GE) or others of which at least 4 credits shall be from elective courses offered by another Department.
9	Master's Degree	Exit after the successful completion of the two years or four semesters of the two-year Master's Degree Programme with required number of credits/grade after obtaining a Bachelor's Degree.  Or	96-104, including a minimum of 16 credits from elective courses (of which at least 8 credits shall be from elective courses offered by other Departments).
		Exit after successful completion of one year or two semesters of the Master's Degree Programme with required number of credits/grade after obtaining a Bachelor's Degree (Honours or Honours with Research) or PG Diploma, if any such degree is specifically offered by the Department.	46-54 including minimum 8 credits from the elective courses (DSE/GE) or others of which at least 4 credits shall be from elective courses offered by another Department.
9	Degree in Integrated UG-PG Programme	Exit after successful completion of the courses prescribed in the first five years of the integrated UG-PG Programme with required number of credits/grade.	206-230 including minimum prescribed credits from elective courses (DSE/GE) or others of which at least 8 credits shall be from elective courses offered by other Departments).

**Note(s):**

*i). The Student is required to declare in writing his/her choice for exit at specific level as mentioned above (Certificate/Diploma/Degree) during registration for the terminal semester on completion of which he/she wants to exit, through respective Head of the Department.*

*ii). The credit requirements for Apprenticeship/Internship Embedded Degree Programme, if offered by a department, shall be specifically prescribed in the curriculum in consonance with relevant UGC guidelines.*

*iii). The Academic Council of the University, on the recommendation of the Board of Studies of the respective department, may increase the minimum and maximum credits for the award of Certificate, Diploma or Degree, wherever required, to ascertain that Certificate, Diploma or Degree meets the equivalence requirements at national/international level.*

**13. Examination and 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.

**13.1. Internal Assessment:**

**13.1.1.** 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.

**13.1.2.** Internal Assessment Test 1 shall be held around the sixth week of the semester for the syllabi covered till then.

**13.1.3.** Internal Assessment Test 2 shall be held around the twelfth week for the syllabi covered between seventh and twelfth week.

**13.1.4.** Internal Assessment Test-3, 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.

**13.1.5.** 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.

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

<b>(i) Attendance:</b>	<b>5 marks</b>
Below 75%	Nil
75% to <80%	1 Mark
80 % to <85%	2 Marks
85% to <85%	3 Marks
90% to <95%	4 Marks
95% and above	5 Marks

**(ii) Assignments/Presentations/Seminars and Class Participation 5 Marks**

**(iii) Sessional Tests (Best two shall be counted) 20 Marks**

**(iv) Sessional Tests to be conducted at specific intervals 10 Marks each**

Note: The 30% weightage shall be distributed proportionately for all the courses with maximum marks less than or greater than hundred.

This **criterion** shall be made known to the students at the commencement of each semester.

**13.1.7.** For practical examination, 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 concerned department. Maximum 05 marks to be awarded for attendance of students (Same as mentioned in case of internal assessment for theory examination).

**13.1.8.** 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. A Seminar presentation paper will not exceed 4 credits per semester.

**13.1.9.** The Head/Incharge of the Department 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.

**13.1.10.** A student is required to secure, in aggregate, a minimum of 'P' grade in the Internal Assessment and in the End-Semester examinations. However, he/she shall have to pass the practical examination separately, with a minimum of 'P' grade.

## **13.2. End-Semester Examination**

**13.2.1.** The End-semester Examinations covering the entire syllabus prescribed for the course and carrying 70% of weightage, shall be conducted by the Examination Branch of the University, in consultation with the Head of the Department.

**13.2.2.** The Examiners or Board of Examiners shall be appointed for each course by the Board of Studies of the Department concerned.

**13.2.3.** The hall ticket/admit card shall be issued to the student on the recommendation of the Head of the Department, subject to the following conditions:

(i) Having fulfilled the requirement of attendance as prescribed in the relevant Ordinance;

(ii) Submission of a “No dues” certificate in the prescribed form.

**13.2.4.** The distribution of weightage for the evaluation of semester-long project work/ dissertation shall be:

I. Periodic presentation: 30%;

II. Project Report: 40%; and

III. Viva voce-: 30% or as decided by the Board of Studies of the Department concerned.

### **13.3. Setting of Question Papers and Evaluation**

**13.3.1.** 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 in the ratio of 60:40) 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.

**13.3.2.** In case of External Examiner, the question paper setting may be given to Professor/ Associate Professor or Assistant Professor with minimum five years of regular teaching experience at relevant level i.e. UG/PG.

Provided that in case of unavailability of external examiners, the Vice Chancellor may allow the question paper setting and evaluation to be performed by the Internal examiners so that the conduct of examination and declaration of results is not delayed.

**13.3.3.** 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 of the Department/Dean of the School of the concerned Department/School in consultation of faculty members of the Department.

**13.3.4.** In case of the Project reports, Thesis and Dissertation, 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.

**13.3.5.** The result of the students shall be subject to moderation by a Board of Moderators appointed by the Vice Chancellor on the recommendation of the Controller of Examinations.

**13.3.6.** Unless otherwise specified by the respective Board of Studies, the pattern of Question Papers for End-Semester Examinations shall be as under:

- Question no. 1: Shall consist of short answer type questions of specific word length from all the units with internal choice.
- Remaining questions will consist of questions from all the units with internal choice.
- The question paper shall be set in consonance with the defined outcomes specified in LOCF-based curriculum.

#### **13.4. Letter Grades and Grade Points**

**13.4.1.** 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.

**13.4.2.** Detailed Marks Card issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

**13.4.3.** 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	Above 9 to 10	Above 90 and < 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and <90
A (Very Good)	8	Above 7 to 8	Above 70 and < 80
B+ (Good)	7	Above 6 to 7	Above 60 and < 70
B (Above Average)	6	Above 5 to 6	Above 50 and < 60
C (Average)	5	Above 4.5 to 5	Above 45 and < 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:

CGPA	Class/Division
Above 9	Outstanding
Above 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

**13.5. 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 in the extra semesters provided in specific Clause-8 on "Duration of Programme" with the following provisions:

- 13.5.1.** 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.
- 13.5.2.** 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).
- 13.5.3.** Such students may avail the chance to re-appear only within the maximum duration of the programme.
- 13.5.4.** 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.
- 13.5.5.** 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.
- 13.5.6.** 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.
- 13.5.7.** In exceptional circumstances, the University may allow Mercy chance to the students to clear the backlog for which the candidate shall be charged a Fee of Rs. 2000/- per course/paper, as revised from time to time. 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.
- 13.5.8.** 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.

**13.5.9.** 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.

### **13.6. 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.

**13.6.1.** A student shall be allowed to improve the division only after qualifying required number of credits as prescribed for the programme.

**13.6.2.** The student may be allowed to avail only two chances for improvement within the maximum duration of the programme.

**13.6.3.** Improvement 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.

**13.6.4.** Improvement examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

**13.6.5.** A student shall be allowed to improve his performance/grades in not more than 30% of total courses prescribed in the programme for improvement of division only.

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

### **13.7. Re-evaluation/Re-checking:**

**13.7.1.** A student may apply for reevaluation/rechecking of his/her answer scripts within thirty days of the declaration of the result.

**13.7.2.** For re-evaluation/re-checking of the answer scripts, 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 Detail Marks Certificate or the copy of the result sheet and a Fee of Rs. 1000/- for each Course/Paper, as revised from time to time.  
**Re-checking shall be conducted at the level of Controller of Examinations.**

### **13.7.3. Declaration of Result after Re-evaluation:**

(a) If, after the first re-evaluation, the difference of the original marks and re-evaluated marks is up to plus or minus 5% of the maximum marks of the paper, there shall be no change in the marks originally scored by the student. However, in view of students' interest, this condition won't apply in case of change of character i.e. 'fail to pass' or

change of division.

(b) If after the first re-evaluation, the difference of the original marks and re-evaluated marks is more than 5% and less than 10%, the average of the two scores will be considered as final score and the result shall be revised accordingly. However, if, after re-evaluation, there is change of character to the higher side i.e. 'fail to pass' or change of division, original marks scored after re-evaluation shall be considered.

(c) If after the first re-evaluation, the difference comes to more than plus or minus 10% of the maximum marks of the paper, the answer script shall be re-evaluated by a third examiner.

(d) After the second re-evaluation, the average of the *nearest* two awards/marks shall be taken as final and result shall be revised accordingly.

#### **14. Award of Certificate/Diploma/ Degree:**

**14.1.** Unless otherwise prescribed/amended by the University Grants Commission or the respective regulatory body, the Certificate/Diploma/ Degree shall be awarded on successful completion of prescribed courses with minimum credit/grade requirements as specified by the department.

#### **14.2. The student registered for an Undergraduate or Integrated UG-PG programme of study may avail multiple Exit options as under:**

**14.2.1.** If a student enrolled in Undergraduate or integrated UG-PG programme exits after successful completion of the courses prescribed in the first year of an Undergraduate programme with required number of credits/grade, he/she shall be awarded a Certificate.

**14.2.2.** If a student enrolled in Undergraduate or integrated UG-PG programme exits after successful completion of the courses prescribed in the first two years of an Undergraduate programme with required number of credits/grade, he/she shall be awarded Undergraduate Diploma.

**14.2.3.** If a student enrolled in Undergraduate or integrated UG-PG programme exits after successful completion of the courses prescribed in the first three years of an Undergraduate programme with required number of credits/grade, he/she shall be awarded Bachelor's Degree.

**14.2.4.** If a student enrolled in Undergraduate or integrated UG-PG programme exits after successful completion of the courses prescribed in the first four years of an Undergraduate programme (Honours/ Honours with Research), if offered by a department, with required number of credits/grade, he/she shall be awarded Bachelor's Degree (Honours/ Honours with Research).

**14.2.5.** If a student enrolled in integrated UG-PG programme exits after successful completion of the courses prescribed in the first four years of the integrated UG-PG Programme with required number of credits/grade, he/she shall be awarded Postgraduate Diploma.

**14.2.6.** If a student enrolled in integrated UG-PG programme exits after successful completion of the courses prescribed in the first five years of the integrated UG-PG Programme with required number of credits/grade, he/she shall be awarded integrated UG-PG Degree.

**14.3. In addition to the above, the entry and exit options shall also be available as under:**

**14.3.1.** Postgraduate Diploma for those who exit after the successful completion of the first year or two semesters of the two-year Master's Degree Programme with required number of credits/grades specified for the programme after obtaining a Bachelor's Degree.

**14.3.2.** Master's Degree for those who exit after the successful completion of two years or four semesters of the two-year Master's Degree programme with required number of credits/grade specified for the programme after obtaining a Bachelor's Degree.

**14.3.3.** Master's Degree for those who exit after the successful completion of one year or two semesters of the two-year Master's Degree programme with required number of credits/grade specified for the programme after obtaining a four-year Bachelor's Degree (Honours or Honours with Research) or Postgraduate Diploma.

## **15. 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):

**15.1.** 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.

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

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

**15.2.** 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.

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

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

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

## 16. Illustration of the Computation of SGPA and CGPA

### 16.1. Illustration of 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

Thus, SGPA= 100/13= 7.69

### 16.2. Illustrations for computing CGPA

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,

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.

**16.3. 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.

## **17. Removal of the Name of a Student from the Programme:**

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

- (a) A student who has failed to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.
- (b) 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.
- (c) 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
- (d) A student who has failed to attend the classes for ten teaching days continuously.

## **17.2. Promotion Rules**

- (a) 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 be allowed to repeat in the end semester examination of the previous semesters as applicable (for example for a student going from semester 4 to 5 who becomes an Ex. Student, he/ she shall be required to repeat all the papers of semester 3 and semester 4 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.
- (b) 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. Pursuance of Two Academic Programmes Simultaneously:** A student may pursue two academic programmes simultaneously in accordance with the UGC "Guidelines for Pursuing Two Academic Programmes Simultaneously", as amended from time to time.

**19. Miscellaneous**

- a. The University shall provide the facility of Academic Bank of Credits in consonance with UGC (Establishment and Operationalisation of Academic Bank of Credits (ABC) Scheme in Higher Education) Regulations, 2021, as amended from time to time.
- b. 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.
- c. 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.
- d. Relevant provisions regarding multiple entry-multiple exit options, academic bank of credits, dual degree programmes etc. shall be applicable in accordance with the University Ordinance(s)/relevant UGC Regulations, as amended from time to time.

*Notwithstanding anything stated in this Ordinance, for any unforeseen issue arising, and not covered by this Ordinance, or in the event of difference in interpretation, the Vice-Chancellor may take an appropriate decision.*