

ORDINANCE- XV (Revised)

PROGRAMMES LEADING TO THE AWARD OF POSTGRADUATE DEGREES/DIPLOMAS

1. Definitions of Key Words:

- 1.1 Choice-Based Credit System (CBCS):** The CBCS provides choice for the students to select course from the prescribed courses (Elective or soft-skill 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.
- 1.2 Programme:** An educational programme leading to the award of a Degree, Diploma or Certificate.
- 1.3 Academic Year:** Two consecutive (one odd + one even) semesters shall constitute one academic year.
- 1.4 Semester:** Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled 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.
- 1.5 Course:** Usually referred to as paper, it is a component of a Programme. All courses need not carry the same weight. Each course should define the learning objectives and the learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/ field work/ outreach activities/ project work/ dissertation/ internship/ apprentice/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study work, etc., or a combination of some of these.
- 1.6 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.
- 1.7 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.
- 1.8 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.

- 1.9 Credit Point:** It is the product of the grade point and the number of credits for a course.
- 1.10 Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.11 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, means a letter grade assigned to a student on the basis of evaluation of a course on a ten-point scale.
- 1.12 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.
- 1.13 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.
- 1.14 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.
- 1.15 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. Eligibility for Admission:

A candidate may be admitted to the Master's Degree programme if he/she has obtained a Bachelor's degree under 10+2+3/**10+2+4** system, recognized by the University, or a degree recognized as its equivalent, provided that such a candidate has attained the minimum eligibility/qualification at the time of admission, 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.

3. Types of Courses:

Each programme may have Core courses, Elective courses, Self-study/Skill-based courses, Massive Open Online Courses, or any other as specified in the curriculum of a programme of study.

3.1 Core courses:

- 3.1.1 The core courses are those courses whose knowledge is deemed essential for the students registered for a particular Master's degree programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.
- 3.1.2 The core courses shall be mandatory for all the students registered for that Master's degree programme.
- 3.1.3 The core courses shall be spread over all the semesters of the programme.

3.2 Elective courses:

The elective courses can be chosen from a pool of papers. 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.

3.3 Self-study/Skill-based Courses:

The self-study courses are optional, 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) may also take the form of a Dissertation, Project work, **Practical/ Hands-on training**, Field work or Internship/Seminar.

- 3.4 **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 upto 40% MOOC courses from SWAYAM Portal or any other online platform approved by UGC/regulatory body from time to time for adoption in UG/PG programmes in accordance with relevant UGC Guidelines.*

- 4. Mobility Options and Credit Transfer through Academic Bank of Credits (ABC):**
- 4.1 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 Degree or Diploma 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.**
- 4.2 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.**
- 4.3 The requirement of credits as well as essential components of study for award of the Post Graduate Degree or Post Graduate Diploma shall be prescribed by the University.**
- 4.4 The norms in respect to 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.**
- 4.5 Credits earned and deposited with Academic Bank of Credits (ABC) shall be valid for the purpose of redemption to a degree or diploma or Post Graduate diploma or certificate, for varying duration as specified by the credit awarding and credit accepting Higher Education Institution subject to a maximum duration of seven years;**
- 4.6 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.**
- 4.7 Students may customize or design their own degrees utilizing courses offered by one or more Higher Education Institutes registered with Academic Bank of Credits;**
- 4.8 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;**
- 4.9 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.**
- 4.10 A student shall be eligible for the award of degree, diploma or certificate, whichever applicable, only after fulfillment of the credit requirements, assessment processes, duration and other relevant provisions as laid down by the university.**
- 4.11 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).

- 4.12** The flexibility and mobility options doesn't entitle a student to be exempted or relaxed from any of the requisites (sessionals, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.
- 4.13** The mobility option should not be interpreted as inter-university migration unless approved by both the Universities
- 4.14** The mobility across the disciplines is also subject to availability of seats, faculty, infrastructure and number of students (as fixed by the University/department from time to time).
- 4.15** 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 Board of Studies/ School Board of the concerned department.

5. 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. 2 hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

- (i) 1 credit = 1 hour of instruction per week (1 credit course = 15 contact hours of instruction per semester)
- (ii) 3 credits = 3 hours of instruction per week (3 credit course = 45 contact hours of instruction per Semester)
- (iii) 1 credit = 1 hour of tutorial per week (1 credit course = 15 contact hours of instruction per semester)

A core/elective course with practical component may carry up to 6 credits while a core/elective course without practical component may carry upto 5 credits; a self-study course shall normally carry not more than 3 credits. However, a dissertation/ project work/field work may carry up to 16 credits (along with other core/elective courses); and a semester-long dissertation/project work/field work may carry upto 24 credits.

6. Course Coding:

Each course offered by a school/department is identified by a unique course code indicating school, department, programme, semester, course No., core (C) /elective course (E), Serial No. of the course, No. of credits attached to 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 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.

7. Duration of Programme:

The minimum duration for completion of a one-year Post-Graduate Diploma programme shall be two consecutive semesters (one odd and one even semester) and for a two-year Master's degree programme in any discipline there shall be four consecutive semesters (two odd and two even semesters). *The maximum period for completion of one-year Post Graduate Diploma shall be four semesters and for a two-year Master's degree it will be eight semesters:*

Provided that a semester or a year may be declared by the Academic Council 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 fulfillment of requirements laid down in this respect by the regulations. Such a zero semester/year shall not be counted for calculation of the duration of the programme in the case of such a student.

8. Student Advisor:

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

9. Course Registration

- 9.1** 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.

- 9.2 Every student shall also register on Academic Bank of Credits (ABC) portal under the guidance of the Student Advisor.**
- 9.3 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 in the prescribed proforma in triplicate, duly signed by him/her, the Student Advisor and the Head of the Department, within the deadline notified for the purpose by the University.
- 9.4 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/-, as revised from time to time.
- 9.5 A student shall register for a minimum of 20 credits and can register for a maximum of 30 credits in a semester (subject to 50 (± 4) credits throughout the duration of the one-year PG Diploma programme), unless specified otherwise by the University for a programme of study/course.**
- 9.6 A student shall register for a minimum of 20 credits and can register for a maximum of 30 credits in a semester (subject to 100 (± 4) credits throughout the duration of the two-year PG programme), unless specified otherwise by the University for a programme of study/course.
- 9.7 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.
- 9.8 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 (elective or self-study/skill-based), for valid reasons with the consent of the Student Advisor not later than two weeks from the date of commencement of the semester.
- 9.9 If a student registers himself/herself for more elective courses than the prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average, only 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.
- 9.10 The elective courses opted and registered by the student either from parent or other department and attempted in the end-semester examination shall have to be qualified. Such elective courses shall not be replaced. However, a student shall have the option of choosing an elective course from other departments irrespective of the semester in which the course is offered. For example; a student of odd/even Semester can opt an elective course of other department offered in any odd/even semester respectively.

10. Examination and Internal Assessment

The internal assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively.

10.1 Internal Assessment

10.1.1 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..

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

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

10.1.4 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.

10.1.5 For conducting Internal Assessment, one or more assessment tools, such as written tests, assignments, oral quizzes, paper presentation, laboratory work, etc., suitable to the course may be employed.

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

(i) Attendance	5 marks
Below 75%	Nil
75% to <80%	1 mark
80 % to <85%	2 marks
85% to <90%	3 marks
90% to <95%	4 marks
95% to 100 %	5 marks
(ii) Assignments/Presentations/Class Participation etc.	5 marks
(iii) Internal Assessment Test-1	10 marks
(iv) Internal Assessment Test-2	10 marks

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

10.1.7 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).

10.1.8 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.

10.1.9 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.

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

10.2 End-Semester Examination:

10.2.1 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.

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

10.2.3 The distribution of weightage for the valuation of semester-long project work/ dissertation shall be:

I. Periodic Presentations	:	30%
II. Project Report	:	40%
III. Viva-Voce	:	30%

Or

as decided by the Board of Studies of the Department concerned.

10.2.4 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, and,
- (ii) Submission of a "No dues" certificate in the prescribed form.

10.3 Letter Grades and Grade Points:

An absolute grading system shall be adopted to grade the students.

10.3.1 Under the absolute grading system, marks shall be converted to grades based on pre-determined class intervals.

10.3.2 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.

10.3.3 Detail Marks Sheet issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

10.3.4 The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Class Interval (in %)
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 the preceding odd Semesters.
- (ii) The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade), unless specified otherwise

- (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 Master's 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 Degree/Diploma 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 type in lieu thereof in the extra semesters provided in Clause 7 on "Duration of 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 Class (With Distinction)
6 to 8	First Class
5.5 to <6	High-Second Class
5 to <5.5	Second Class

10.3.5 **Setting of question papers and Evaluation:** 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. 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 non-availability 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.

10.3.6 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.

10.3.7 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) approved by the competent authority.

10.3.8 The result of the students shall be subject to moderation by a Board of Moderators appointed by the University for each programme/course.

10.3.9 Pattern of Question Papers in End-Semester Examinations:

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.

10.4 Re-appear Examination/Improvement of Grades

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 Clause 7 on "Duration of Programme" with the following provisions:

10.4.1 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.

10.4.2 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 re-submit the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc. for a

maximum of three times (including the first submission).

- 10.4.3 Such students may avail the chance to re-appear only within the maximum duration of the programme.
- 10.4.4 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 is allowed to re-appear in the courses of both odd and even semesters.
- 10.4.5 A 'Re-appear' examination shall be based on the syllabi of the course in force at the time of initial registration to the course/programme.
- 10.4.6 A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.
- 10.4.7 **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.**
- 10.4.8 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.
- 10.4.9 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.

10.5 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.

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

- 10.5.2 The student may be allowed to avail only two chances for improvement within the maximum duration of the programme.
- 10.5.3 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.
- 10.5.4 Improvement examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.
- 10.5.5 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.

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

10.6 Re-evaluation/Re-checking:

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

- 10.6.1 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.**

- 10.6.2 (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.

10.7 Minimum Credit requirements and Exit Options

- 10.7.1 For a one-year Post Graduate programme, the credit requirements for the award of the Post Graduate Diploma shall be **50 credits** (± 4 Credits), including a minimum of 9 credits from the elective courses (of which at least 4 credits shall be from elective course offered by another Department). In case of Library Science, the student shall be awarded Bachelor's of Library and Information Science on successful completion of one-year programme with required number of credits as specified in the curriculum.
- 10.7.2 For a two-year Master's Degree programme, the credit requirements for the Master's degree shall be 100 credits (± 4 Credits), including a minimum of 18 credits from elective courses (of which at least 8 credits shall be from elective courses offered by other Departments).
- 10.7.3 **A student may exit after the successful completion of the first year or two semesters of the two-year Master's Degree programme with fulfillment of minimum requirement of 50 credits (± 4 Credits). Such student shall be eligible to be awarded with One-year Postgraduate Diploma in the respective discipline.**
- 10.7.4 **A student will be allowed to enter/re-enter only at the odd semester and can only exit after the even semester. The validity of credits earned and deposited with ABC will be to a maximum period of seven years or as specified by the Academic Bank of Credits from time to time.**

11. 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):

- 11.1** 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^{th} course and G_i is the grade point scored by the student in the i^{th} course.

- 11.2** 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^{th} semester and C_i is the total No. of credits in that semester.

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

12. Illustration of the Computation of SGPA and CGPA

12.1 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

12.2 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 table 12.2, the percentage of CGPA = 6.73x10 =67.30.

12.3 Transcript (Format): Based on the above, letter grades, grade points, SGPA, and the CGPA, the Transcripts/**Detailed Marks Certificates (DMCs)/Grades Certificates** 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.

13. Removal of the Name of a Student from the Programme:

13.1 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 as stipulated under Ordinance-XV(A).

13.2 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.

14. 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.

15. 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.
