



**CENTRAL UNIVERSITY OF SOUTH BIHAR  
GAYA**



**ORDINANCE GOVERNING  
FIVE-YEAR INTEGRATED  
UG-PG PROGRAMME**

[Under Section 28 (1) (b) of Central Universities Act – 2009]

**SCIENCE, ARTS, AND COMMERCE - 2024**

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## **Foreword**

Reflecting the principles of the National Education Policy 2020, this ordinance provides a statutory foundation for the execution of integrated UG-PG curriculum in accordance with 21st-century requirements. This integrated programme offers a framework of flexible options, such as a choice-based credit system and multi-level entry and exit, based on the interests and choices of the students. The programme has attempted to provide students with more options by creating a learner-centric ecosystem that gives them the freedom to pursue their objectives based only on their aptitude and areas of interest. The best aspect of this programme is that it offers students the flexibility to choose the subjects they want to study together and a range of possibilities to pursue their career goals. The program's overall goal is to equip students with the skills necessary to carry out research, teach, and manage in a variety of settings and organizations. The goal of the integrated curriculum is to give students a more concentrated and integrated approach to studying the discipline of their choice within a multidisciplinary framework.

The important thing about this programme of study is that the students will receive their degrees, certificates, and diplomas, as the case may be, all within one framework that is built around the outcome-based learning methodology. This Ordinance provides a robust administrative and legal framework for the seamless implementation of the proposed Integrated Programme in its entirety.

It is crucial to note that this ordinance professes its allegiance to the many relevant university regulations, statutes, NEP 2020, and other UGC regulations that are periodically issued.

## **Abbreviations**

<b>ABC:</b>	Academic Bank of Credit
<b>AC:</b>	Academic Council
<b>AEC:</b>	Ability Enhancement Courses
<b>BoS:</b>	Board of Studies
<b>BoE:</b>	Board of Examiners
<b>CA:</b>	Competent Authority
<b>CGPA:</b>	Cumulative Grade Point Average
<b>CIA:</b>	Continuous Internal Assessment
<b>CoE:</b>	Controller of Examinations
<b>CUET:</b>	Central Universities Entrance Test
<b>DAC:</b>	Department Admission Committee
<b>OEIC:</b>	Open Elective Interdisciplinary Course
<b>MJC:</b>	Major Course
<b>MNC:</b>	Minor Course
<b>AEC:</b>	Ability Enhancement Course
<b>VAC:</b>	Value Added Course
<b>SEC:</b>	Skill Enhancement Course
<b>MDC:</b>	Multidisciplinary Course
<b>DC:</b>	Departmental Committee
<b>EC:</b>	Executive Council
<b>HEIs:</b>	Higher Education Institutions
<b>HoD:</b>	Head of Department
<b>PG:</b>	Post Graduate
<b>NEP:</b>	National Education Policy
<b>NHEQF:</b>	Draft National Higher Education Qualifications Framework
<b>SGPA:</b>	Semester Grade Point Average
<b>SEC:</b>	Skill Enhancement Courses
<b>UG:</b>	Under Graduate
<b>UGC:</b>	University Grants Commission
<b>UATEC:</b>	University Admission, Teaching and Evaluation Committee
<b>VAC:</b>	Value-Added Courses
<b>VC:</b>	Vice-Chancellor

## **Guiding Ordinances/ Regulations/Act/ Guidelines**

Central Universities Act: 2009

CUSB/First Ordinance/2016

Central University of South Bihar Examination Manual: 2022

CUSB Regulations Relating to Unfair Means in the Examinations: 2019

Draft National Higher Education Qualifications Framework (NHEQF):2022

Guidelines for Multiple Entry and Exit in Academic Programmes Offered in Higher Education Institutions, UGC, 2021

National Education Policy: 2020

Ordinance Governing Master's Degree Programme in Science, Arts, and Commerce-2022

In exercise of the powers conferred by Section 28 (1) (b) of the Central Universities Act, 2009, Central University of South Bihar, in pursuance of National Educational Policy-2020 of the Government of India, and the University Grants Commission's Guidelines for Multiple Entry & Multiple Exit, Academic Bank of Credit, hereby frames this Ordinance for 'Five year Integrated UG-PG Programmes' of Studies leading to the award of Certificate, Diploma, and Degree in Science, Arts and Commerce Disciplines offered by the university.

### **1. Short Title and Commencement:**

**1.1.** This Ordinance shall be called CUSB Ordinance Governing Five-year Integrated UG-PG Programmes in Science, Arts and Commerce, 2022.

**1.2.** This Ordinance shall come into force from the Academic Year 2024-2025.

### **2. Scope and Coverage**

**2.1.** This Ordinance shall govern the Five-Year Integrated UG-PG Programme to be commenced from the academic session, 2024-25.

- 2.2.** This Ordinance shall be independent of other Ordinances governing various existing programmes.
- 2.3.** The Existing Examination Manual, 2022 along with the subsequent amendments to it, and the examination-related provisions of this Ordinance will be read together and in the event of any conflict the provisions of this ordinance shall prevail.
- 2.4.** The CUSB Regulations Relating to Prevention, Punishment, and Procedure Concerning Use of Unfair Means in Examinations, 2019, and subsequent amendments to it will take precedence in the context of the possible use of unfair means in all types of examinations/Tests conducted under this five-year integrated programme.
- 2.5.** If necessary, the Competent Authority may repeal or alter the Ordinance wholly or partially at any time, subject to the subsequent approval of the statutory bodies.

### **3. Definitions of Key Words**

- 3.1. Academic Bank of Credit (ABC):** Envisioned in NEP 2020 to store the academic credits digitally earned from various recognized HEIs so that the degrees from an HEI can be awarded taking into account the earned credits.
- 3.2. Academic Credit:** Recognition of the verified achievement of learning outcomes indicating that a learner has successfully completed a prior programme/course of learning relating to the chosen programme (s) study associated with a field of learning, work, or professional practice corresponding to a qualification at a specified level. Academic credit is 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.
- 3.3. Academic standards:** The standards that individual certificate/diploma/degree-awarding bodies set for the award of their academic credits or qualifications.

They include the standards of performance that a student needs to demonstrate to achieve a particular level of qualification. Letter grades on a 9-point scale such as O (outstanding), A+ (Excellent), A (Very good), B+ (Good), B (Above average), C (Average), P (Pass), F (Fail) and Ab (Absent) represents an index of the performance of students in a specific course of study.

**3.4. Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

**3.5. Advanced knowledge and/or skills:** Knowledge and skills that have been acquired beyond the attainment of a previous learning and qualification level.

**3.6. Assessment:** The process of determining a student's achievement of expected learning outcomes involving the use of a range of methods and practices.

**3.7. Choice-Based Credit System (CBCS):** The CBCS formulated by UGC allows a student to study what s/he prefers as per her/his interest. This system provides a 'cafeteria' approach in which the students can take courses of their choice, elect course(s) from the prescribed courses comprising core, core elective, open elective, etc. Students can learn at their own pace, study additional courses, acquire more than the minimum required credits, and adopt an inter-disciplinary approach to learning.

**3.8. Course:** Course, usually referred to as paper having a specific title and code number, is a component of a Programme of Studies. It consists of a list of topics /points /concepts /theories /principles etc. which a student has to learn and master during the Programme of study. Each Course shall have such credits as assigned to it. Each course should define the objectives and learning outcomes.

**3.9. Major Course:** This is a compulsory course that a student must complete to fulfill the requirements of the program of study. The subject in which the student is originally enrolled will be their Major course, and they will receive a degree in that subject and stream.

- 3.10. Minor Course:** This is a compulsory course that a student must complete to fulfill the requirements of the study program. A student can choose any subject as a minor. A student must earn a total of 32 credits in minor subjects during the entire program. Although student must earn 20 credits/16 credits (in four/three years) as minor from one stream Science/Arts/Commerce. Preferably, a student should earn 20 credits/16 credits (in four/three years) as minor from one subject.
- 3.11. Course learning outcomes.** A course may be designed to be delivered through lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/ term papers/assignments /presentations / self-study work, etc., or a combination of some of these.
- 3.12. Credit Point:** It is the product of Grade Point and the number of Credits for a course.
- 3.13. 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.
- 3.14. Credit transfer:** A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
- 3.15. Cumulative Grade Point Average (CGPA):** It is a measure of the 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 semesters. It shall be expressed up to two decimal places.
- 3.16. Department:** The Department means the Department under Schools of Studies offering Programme of Studies.

- 3.17. Department Admission Committee:** It is a three-member committee constituted by the Head.
- 3.18. Elective Course (MNC, MDC):** Generally, an elective course is a course which can be chosen from a pool of courses which may be very specific or specialized or advanced or supportive to the discipline of study or which provides an extended scope or which enables exposure to some other discipline/ subject/ domain or nurtures the candidate's proficiency/ skill. An elective course may be Discipline Specific or Generic or Interdisciplinary in nature.
- 3.19. Exit Qualification:** A qualification which may be awarded on completion of an intermediate point of studies, that is after two semesters or four semesters of study in a six-semester Bachelor's degree programme or after two semesters of study in a four-semester Master's degree programme.
- 3.20. Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 3.21. Letter Grade:** It is an index of the performance of students in a said course. A letter grade is assigned to a student on the basis of evaluation of her/his performance in a course on a ten point scale. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 3.22. Multiple Entry and Multiple Exit:** The stages where the students may have options for entry and exit in an academic programme pursuing in Higher Education Institutions in the manner prescribed in the UGC "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions".
- 3.23. National Education Policy 2020 (NEP 2020):** The NEP 2020 was promulgated on July 29, 2020 by the Government of India with an aim to overhaul and re-energizing of the higher education system to overcome the existing challenges and to end the fragmentation of higher education by transforming higher

education institutions into large multidisciplinary universities, colleges, and HEI clusters/Knowledge Hubs.

**3.24. Programme of Studies:** A Programme of Studies shall mean an academic programme leading to the award of a degree or diploma. It comprises a fixed set of Core Courses and some choice-based Elective Courses with a minimum Credit requirement.

**3.25. Semester Grade Point Average (SGPA):** It is a measure of performance of the work done in a semester. It is the 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.

**3.26. 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 the curriculum and assigning credits based on the course content and hours of teaching.

**3.27. Transcript/ Grade Report / 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 and/or marks secured) along with the SGPA of that semester.

**3.28. University:** The University in this Ordinance means the Central University of South Bihar.

**3.29. Levels of Courses:** Courses shall be coded based on the learning outcomes, level of difficulty, and academic rigor. The coding structure is as follows:

3.29.1 **100-199:** Foundation or introductory courses that are intended for students to gain an understanding and basic knowledge about the subjects and help decide the subject or discipline of interest.

3.29.2 **200-299:** Intermediate-level courses including subject-specific courses intended to meet the credit requirements for minor or major areas of learning.

3.29.3 **300-399:** Higher-level courses which are required for majoring in a disciplinary/interdisciplinary area of study for the award of a degree.

3.29.4 **400-499:** Advanced courses which would include lecture courses with practicum, seminar-based course, term papers, research methodology, advanced laboratory experiments/software training, research projects, hands-on-training, internship/apprenticeship projects at the undergraduate level or First year Post graduate theoretical and practical courses.

3.29.5 **500-599:** Courses at second-year Master's degree level for a 2-year Master's degree programme

3.30 **List 1 Subjects:** There are some subjects in which the degree of Science and Art streams are given. Such subjects have been put in List 1. Currently, List 1 subjects in the University are Mathematics, Statistics, Geography and Psychology. This list may be revised from time to time by the University.

#### **4. Duration of Programme**

4.1. The Five-Year Integrated UG-PG Programme shall be of Five years duration from the enrollment of the student/s in the first semester of the programme.

4.2. A student shall be required to complete the Five-Year Integrated UG-PG Programme within a maximum period of eight years to be counted from the year of his/her enrollment in the first semester of the said programme. However, a maximum gap of 3 years during the programme is permissible.

4.3. However, regardless of the foregoing sub-clauses 1 and 2 of Clause 4, students' shall have multiple Entry and Exit options throughout the programme, which is governed by different clause/s of this ordinance.

#### **5. Admission and Eligibility at the Entry Level (Semester-1) of the Five-Year Integrated UG-PG Programme**

5.1. For admission to the Five-Year Integrated UG-PG Programme, a student shall be required to have the Higher Secondary School Certificate (Std. XII) Examination conducted by the recognized Boards at National or State levels/

equivalent body, after successful completion of Grade XII or equivalent stage of education.

- 5.2.** Subject to sub clause 1 of Clause 5, the university shall have the right to declare further criteria of the eligibility for admission to the Five-Year Integrated UG-PG Programme on the recommendation of the Department/ Programme Admission Committee. It shall be the duty of the CoE to collect the recommendations of the Department Admission Committee (DAC) with regard to the additional eligibility criteria and communicate them to the Testing Agency after prior approval by the Competent Authority.
- 5.3.** The Department Admission Committee shall clarify the eligibility for admission to each course/programme in its recommendations, as well as which degree shall be offered to the student upon completion of such programme.
- 5.4.** The Competent Authority shall have the right to change, modify, or reject the additional criteria sought by the respective Department Admission Committee in the interest of the maximum maintenance of practicable uniformity and homogeneity in the admission throughout the university and across the disciplines.
- 5.5.** After fulfilling the required eligibility criteria governed by subclauses 1, 2, and 3 of Clause 5, a student shall have to qualify for a programme-wise common entrance test conducted by the university or any other recognized body as decided and declared by the UATEC.
- 5.6.** Notwithstanding subclause 4 of Clause 5, the Competent Authority may decide the different modes of admissions to all the programmes or a few programmes as per the requirements.
- 5.7.** The admission will be given on the merit list prepared on the test scores and the Reservation Policy and Guidelines of the Government of India.
- 5.8.** Other admission supernumerary quota of the University and Government of India will be equally applicable.

**5.9.** Provisional admission shall be offered to the candidates in order of merit keeping in view of availability of seat in the Programme on the date of admission subject to verification of certificates/documents. If due to any technical or clerical error, the final admission of the student is hindered, then the benefit of the doubt will be given to the student.

**5.10.** In case there is more than one candidate securing equal marks/scores in the entrance test, the following *inter-se* ranking rules shall be applicable for admission in a particular Five-Year Integrated UG-PG Programme.

*In case the candidates have equal marks/scores, then the marks obtained in the qualifying examination shall be the deciding factor and if that is also the same or the results of the final semester / year of both the candidates are not declared, then a candidate senior in age shall be given preference.*

*Provided, that the result of the qualifying examination of one candidate is declared then she/he will be given preference upon such candidates who do not have the result of the qualifying exam at the time of admission. In case of any dispute the decision of the Chairperson, UATEC shall be final.*

**5.11.** If the result of the qualifying examination is not declared by a board till the date of admission, the mark-sheet of the qualifying examination by a candidate can be submitted on or before 31<sup>st</sup> October of the admission year. In exceptional cases, further extension may be given by the Competent Authority on cogent reason(s), but such extension should be within the normal period of the initial two semesters. However, it may be noted that this clause cannot be extended to the candidate(s) whose result is being withheld or not declared by the board due to some specific reasons particularly related to the candidate(s).

**5.12.** At the time of reporting for admission and/or attending classes at the commencement of the session, the candidates are required to be present in person and bring all the relevant documents in original as well as a set of

photocopies duly attested as notified from time to time by the Admission Committee of the Departments/Controller of Examinations (CoE).

- 5.13.** A candidate provisionally selected for admission shall be required to deposit the prescribed programme fee and submit the prescribed form (online/offline) along with the relevant documents and complete the required formalities of semester registration, course selection, submission of the anti-ragging affidavit, applying for identity-card or any other formalities prescribed for admission to the Programme on or before a date fixed for the purpose, otherwise the offer made to her/him will automatically stand cancelled.
- 5.14.** In case any provisionally selected candidate fails to deposit the programme fee by the date prescribed, her/his offer of provisional admission shall stand cancelled and the seat thus falling vacant shall be offered to the next candidate in order of merit under the specified category.
- 5.15.** A student shall not be admitted to this programme without the production of a Leaving or Transfer Certificate and/or Migration Certificate (as the case may be) issued by the last attended institution and certifying the satisfactory conduct of the student. However, in certain cases if the candidates are not in a position to submit the Transfer Certificate and/or Migration Certificate and the Character Certificate at the time of admission, they should submit the same as early as possible, but not later than 31<sup>st</sup> October of the year of admission failing which the University reserves the right to cancel their admission. In exceptional cases, further extension may be given by the Competent Authority on cogent reason(s), but such extension should be within the normal period of the initial two semesters. However, it may be noted that this clause cannot be extended to the candidate(s) whose result is being withheld or not declared by the board due to some specific reasons particularly related to the candidate(s).
- 5.16.** Waitlisted candidate shall be offered admissions strictly in order of merit subject to the availability of vacant seats. Such waitlisted candidates shall have to deposit their fees by the date as notified by the University.

- 5.17.** The admission of any candidate is liable to be cancelled forthwith without giving any further notice or at any time during the period of the concerned Programme of study, if it is found that the candidate has /had produced fake / forged certificate(s) /document(s), indulged in any act of misconduct/indiscipline and has /had concealed any other relevant information at the time of seeking admission.
- 5.18.** Foreign students shall be admitted as per the Rules for Admission of International Students of the University.
- 5.19.** Any student shall have the right to withdraw his/her admission at any time. In this case the refund of fees shall be as per the rules and guidelines of the UGC and the University.
- 5.20.** The stream of degree/diploma shall be based on the Major opted and qualified. The subject/ discipline in which Honors/ Research will be given to the students shall be based on the Major opted and qualified.
- 5.21** The CoE in consultation with the respective Department Admission Committee shall be responsible for supervising the whole conduct of admissions across the departments/programmes.
- 5.22** At the entry-level of any programme, the intake seat number of the programme will be 20 or the number mentioned in the admission notice or as updated from time to time by the department after the approval of the competent authority. However, there will be an additional (supernumerary) 10% of seats as payment seats as per the University ordinance relating to payment seats. Any increase in seats in subsequent semesters due to multiple entries or exits will remain unaffected.
- 5.23** In case of any dispute relating to the admission in any Programme of Study only the Hon'ble High Court of Patna shall have the jurisdiction.

## **6 Admission and Eligibility at Different Levels other than Entry Level under the Multiple Entry System throughout the Five-Year Integrated UG-PG Programme**

6.1 Under the Multiple Entry System as adopted by this Ordinance, a student may be allowed to enter through admission into the ongoing Five-Years Integrated UG-PG Programmes at different points of Entry.

6.2 A student shall have the entry options (other than semester 1 governed by Clause 5) in the said programme in Semesters 3, 5, 7, and 9. The eligibility and admission criteria for admission to Semester 3, 5,7, and 9 under the multiple-entry system shall be as the following:

6.3 A student is entitled to admission to the ongoing Five-Year Integrated UG-PG Programme in Semester 3 or Semester 5 under multiple entry options provided he/she meets the following conditions:

**6.3.1** A student should be from a university with a NAAC A grade or / and an institution falling under the NIRF 200 ranking at the time of admission.

6.3.2 He/she must have been a student of the Five-Year Integrated Programme running in his/her previous institute and must have earned a minimum of 40 credits and 80 credits for admission in semester 3 and semester 5, respectively having a UG certificate/diploma as the case may be.

OR

He/she should have been awarded the UG certificate/diploma as the case may be from any other programme with 40 and 80 credits, respectively.

6.3.3 He/she must have qualified for the common entrance test for admission to the entry-level of the said programme in Semester 1 at his/her previous institution.

6.3.4 The candidate must have scored at least 6.5 Cumulative Grade Point Average (CGPA) or 65% marks after completion of the last examination to get awarded the UG certificate/ diploma as the case may be.

- 6.3.5 It shall be the duty of the CoE in consultation with the respective Department Admission Committee to decide the number of vacant seats for admission in Semester 3 and Semester 5. Vacant seats will be determined by the committee in view of the availability of the seats out of the total sanctioned seats along with the reservation policy.
- 6.3.6 Notwithstanding subclause 3.5 of Clause 6, the Department Admission Committee may consider an additional augmentation of 20 percent seats over the total sanctioned seats for the accommodation of students seeking admission through the multiple entry system.
- 6.3.7 The Department Admission Committee *may consider counseling-cum-interaction mechanism of assessment comprising 100 marks of the students* seeking admission through multiple entry modes in semester 3 and semester 5 and fulfilling the eligibility criteria under subclause 3.1-3.4 of Clause 6.
- 6.3.8 The Department Admission Committee shall consist of at least three faculty members, nominated by the head of the department, with the head serving as the chairperson of the committee.
- 6.4 A student is eligible for admission to the ongoing Five-Year Integrated UG-PG Programme in semester 7 under multiple entry options provided he/she meets the following conditions:
- 6.4.1 A student should be from a university with a NAAC A grade or / and an institution falling under the NIRF 200 ranking at the time of admission.
- 6.4.2 (a) He/she must have been a student of the Five-Year UG-PG Integrated Programme running in his/her previous institute and must have earned a minimum of 120 credits.

OR

He/ she should have the award of the Degree of Bachelor of Arts/ Science/Commerce etc.

(b) He/she must have secured at least 6.5 Cumulative Grade Point Average (CGPA) or 65% marks in the last qualifying exam.

6.4.3 It shall be the duty of the CoE in consultation with the respective Department Admission Committee to decide the number of vacant seats for admission in semester 7. Vacant seats will be determined by the committee in view of the availability of the seats out of the total sanctioned seats along with the reservation policy.

6.4.4 Notwithstanding sub clause 4.3 of Clause 6, the Department Admission Committee may consider an additional augmentation of 50 percent seats over the total sanctioned seats for the accommodation of students seeking admission in semester 7 through a multiple-entry system.

6.4.5 The Department Admission Committee *may consider counseling-cum-interaction mechanism of assessment comprising 100 marks* of the students seeking admission through multiple entry modes in semester 7 and fulfilling the eligibility criteria under sub-clause 4.1-4.2 of Clause 6.

6.5 A student is eligible for admission in Semester 9 of the ongoing Five-Year Integrated UG-PG Programme under the multiple entry mode provided he/she meets the following conditions:

6.5.1 A student should be from a university with a NAAC A grade or / and an institution falling under the NIRF 200 ranking at the time of admission.

6.5.2 He/she must have been preferably a student of the Five-Year Integrated UG-PG Programme running in his/her previous institution.

6.5.3 Subject to the subclauses 6.5.1 or 6.5.2, a student must have earned a minimum of 160 credits and must have the award of Degree of Bachelor of Arts/ Science/ Commerce with Honors or Research.

6.5.4 It shall be the duty of the CoE in consultation with the respective Department Admission Committee to decide the number of vacant seats for admission in semester 9. The vacant seats will be determined by the committee out of the total approved seats keeping in view the availability of seats and reservation policy to maintain social justice so that a fair and policy-compliant number is determined for all categories.

6.5.5 Notwithstanding Clause 5.4, the Department Admission Committee may consider an additional augmentation of 25 percent of seats over the total seats in semester 7 for the accommodation of students seeking admission in semester 9 through a multiple-entry system.

6.5.6 The Department Admission Committee may consider *counseling-cum-interaction mechanism of assessment comprising 100 marks* of the students seeking admission through multiple entry modes in semester 9 and fulfilling the eligibility criteria under sub-clauses 5.1 and 5.3 of Clause 6.

**Table 1: Admission through a multiple-level entry**

Sl. No.	Entry Points	Basic Eligibility	Mode of Entrance	Seats
1.	Semester 1	Std. XII Certificate	Common Entrance Test organized by university or any recognized body	20
2.	Semester 3	40 Credits with a UG Certificate	Counseling-cum-interaction comprising 100 marks	20+20 % augmentation = 24
3.	Semester 5	80 Credits with a UG Diploma	Counseling-cum-interaction comprising 100 marks	24
4.	Semester 7	120 Credits with a Degree of Bachelor in Arts/Science/Commerce	Counseling-cum-interaction comprising 100 marks	24+ 50% augmentation = 36
5.	Semester 9	160 Credits with a Degree of Bachelor in Arts/Science/Commerce	Counseling-cum-interaction comprising	36+ 25% augmentation =

		with Research	100 marks	45
<p><b>Note: The seat matrix is for initial 3 years and is subject to revision thereafter.</b></p> <p><b>Note:</b> The seat matrix is the initial method suggested to meet the admission quota of 45. The department may adjust the number of admission seats as needed, after obtaining approval from the Departmental Committee and permission from the competent University authority.</p>				

## **7 Award of Certificate/ Diploma/ Degree along with multiple Exit Options.**

- 7.1** A student shall be awarded a Certificate/ Diploma/ Degree, as the case may be, following the multiple Exit Options.
- 7.2** The nomenclature of the final degree to be awarded after successful completion of 200 Credits shall be Master of Arts/Science/ Commerce (Integrated) in (Specific Programme).
- 7.3** A nomenclature of the degree to be awarded after successful completion of 120 credits shall be Bachelor of Arts/ Science/Commerce in (Specific Programme).
- 7.4** A nomenclature of the degree to be awarded after successful completion of 160 credits shall be Bachelor of Arts/ Science/Commerce with Honors/Research in (Specific Programme).
- 7.5** A nomenclature of the Diploma to be awarded after successful completion of 80 credits along with an exit 4 credit skills enhancement course shall be UG Diploma in (specific programme) with specialization in (specific skill).
- 7.6** A nomenclature of the Certificate to be awarded after successful completion of 40 credits along with an exit 4 credit skills enhancement course of 4 credits shall be UG Certificate Course in (specific programme) with specialization in (specific skill).
- 7.7** A student, he/she may be awarded a degree of a Two-year Master of Arts/ Science/Commerce degree if he/she has taken admission through the multiple entry option in Semester 7 under clauses 6.4.1 and 6.4.2, and completes a further 80 credits in four semesters as from semester 7 to Semester 10.

**7.8** A student, he/she may be awarded a degree of a One-Year Master of Arts/ Science/Commerce if he/she has taken admission through the multiple entry option in semester 9 under clause 6.5.1 to 5.5.3, and completes a further 40 credits in two Semesters as semester 9 and semester 10.

**7.9** Degrees shall be awarded to the students at levels 5.5, 6 and 6.5. However, for the exiting students at levels 4.5 and 5 shall be awarded UG Certificate/ Diploma as the case may be.

**7.10** A BoS shall draft the syllabus in such a manner as to justify the award of a certificate or diploma.

**7.11** A student who has passed a 12th class degree in Arts stream is only allowed to choose Art stream subjects/List 1 subjects as Minor for 20/16 credits (in four years/ three years) and his/her Bachelor degree will be in Arts. Although remaining Minor papers can be taken from any stream.

A student who has passed the 12th class degree and chosen a Major as Commerce is only allowed to choose Commerce stream subjects as minor for 20/16 credits (in four years/three years) and his/her Bachelor degree will be in Commerce. Although remaining Minor papers can be taken from any stream.

A student who has passed the 12th class degree in Science stream and has taken Major as Science subject (except List 1), is only allowed to choose Science stream subjects as Minor for 20/16 credits (in four years/three years) and his/her Bachelor degree will be in Science. Although remaining Minor papers can be taken from any stream.

A student who has passed the 12th class degree in Science stream and has taken Major as Arts subject (except List 1), is only allowed to choose Art stream subjects as Minor for 20/16 credits (in four years/three years) and his/her Bachelor degree will be in Arts. Although remaining Minor papers can be taken from any stream.

A student who has passed the 12th class degree in Science stream and who has taken Major as one of the subjects from List 1 is allowed to earn 20/16 credits (in four years/three years) as Minor from Science stream or List 1 subjects his/her Bachelor degree will be in Science. Although remaining Minor papers can be taken from any stream.

A student who has passed the 12th class degree in Science stream and who has taken a major as one of the subjects from List 1 is allowed to earn 20/16 credits (in four years/three years) as a Minor from the Art stream, his/her Bachelor

degree will be in Arts. Although remaining Minor papers can be taken from any stream.

**Table 2: Exit Options: Prerequisites and Award**

Sl. No.	Exit Points	Prerequisites	Qualification Title	NHEQF Level
1.	After completion of Semesters 1 & 2	Earning of 40 credits along with an exit 4 credit skill enhancement course	UG Certificate in (specific discipline) with specialization in (specific skill)	Level 4.5
2.	After completion of Semesters 1, 2, 3 & 4	Earning of 80 credits along with an exit 4 credit skill enhancement course	UG Diploma in (specific discipline) with specialization in (specific skill)	Level 5
3.	After completion of Semester 1, 2, 3, 4, 5 & 6	Earning of 120 credits	Bachelor of Arts/Science/Commerce in (specific discipline)	Level 5.5
4.	After completion of Semesters 1, 2, 3, 4, 5, 6, 7 & 8	Earning of 160 credits	Bachelor of Arts/Science/Commerce with Honors /Research in (specific discipline)	Level 6
5.	After completion of Semesters 1, 2, 3, 4, 5, 6, 7, 8, 9 & 10	Earning of 200 credits	Master of Arts/Science/Commerce (Integrated) in (specific discipline) or Two-Years Master of Arts/ Science/Commerce or a One-Year Master of Arts/ Science/Commerce in (specific discipline)	Level 6.5
6.	After completion of semesters 7, 8, 9, 10	80 credits	Two-year Master of Science/Arts/Commerce in (specific discipline)	Level 6.5
7.	After completion of semesters 7 and 8	40 credits	PG Diploma in (specific discipline)	Level 6
8.	After completion of semesters 9 and 10	48 credits	One-year Master Degree in (specific discipline)	Level 6.5

## **8 Course Structure, Syllabus**

**8.1** For the Five-Year Integrated UG-PG Programme, there shall be a specific course structure and syllabus for each programme.

**8.2** The process of developing the course structure and syllabus for a specific program shall begin at the Departmental Committee level. The Departmental Committee will propose the course structure/syllabus to the respective Board of Studies (BoS), which is constituted by the Vice-Chancellor based on the recommendation of the Departmental Committee, in accordance with the University Ordinance. The BoS will then review and make recommendations, which will be recorded in the meeting minutes and sent to the Academic Council for consideration and approval. The course structure/syllabus will only come into effect after receiving approval from the Academic Council.

**8.3** It shall be the responsibility of the Board of Studies to include the courses such as the VACs, AECs, SECs, etc. in the Course Structure/Syllabus. The BoS shall make appropriate provisions/frameworks to incorporate the SWAYAM courses in the course structure.

**8.4** The BoS shall minutize under this clause that it has duly followed the guidelines/instructions given and that no part of the syllabus is inconsistent with the provisions of this Ordinance.

## **9 Type of Courses:**

**9.1** The Five-Years UG-PG Programme of the University shall have following types of courses:

Major Course (MJC, Core/Elective)

Minor Course (MNC)

Multidisciplinary Course (MDC)

Value Added Course (VAC)

Ability Enhancement Course (AEC)

Skill Enhancement Course (SEC)

**9.2** The above-mentioned types of courses may be in the form of Theory, Practicum/Practical, Theory-cum-Practicum, Project Work, Dissertation, Industrial Training, Field Work, Internship, Self-Study, Seminar, etc. or a blend of these forms, and further the specific nature of the courses may consist of, *inter-alia*, skill-based, value-based, Indian Knowledge System, Lok Vidya based content.

### **9.3 Major Courses:**

Major Courses are those courses deemed essential for students enrolled in a specific Integrated Programme. Students admitted to the programme must complete these courses as a core requirement. The purpose of Major Courses is to cover both the foundational and advanced knowledge expected from students in that particular discipline. Additionally, these courses help to develop specific competencies and skills in students. Major Courses offer greater depth within the discipline or a specific component of the discipline, providing advanced knowledge and expertise in particular areas. The Boards of Studies of the respective departments have the flexibility to design their own curriculum based on their area of specialization, expertise, and the needs of the programme. Students from other departments may choose these major courses as minors.

**9.4 Multidisciplinary Courses (Courses from Other Disciplines):**All UG students are required to undergo 3 introductory-level courses relating to any of the broad disciplines given below. These courses are intended to broaden the intellectual experience and form part of liberal arts and science education. Students are not allowed to choose or repeat courses already undergone at the UG – PG level in the proposed major and minor stream under this category.

- (i) **Natural and Physical Sciences:** Students can choose basic courses from disciplines such as Natural Science, for example, Biology, Botany, Zoology, Biotechnology, Biochemistry, Chemistry, Physics, Biophysics, Astronomy and Astrophysics, Earth and Environmental Sciences, etc.

- (ii) **Mathematics, Statistics, and Computer Applications:** Courses under this category will facilitate the students to use and apply tools and techniques in their major and minor disciplines. The course may include training in programming software like Python among others and applications software like STATA, SPSS, Tally, etc. Basic courses under this category will be helpful for science and social science in data analysis and the application of quantitative tools.
  
- (iii) **Library, Information, and Media Sciences:** Courses from this category will help the students to understand the recent developments in information and media science (journalism, mass media, and communication)
  
- (iv) **Commerce and Management:** Courses include business management, accountancy, finance, financial institutions, Fintech, etc.,
  
- (v) **Humanities and Social Sciences:** The courses relating to Social Sciences, for example, Anthropology, Communication and Media, Economics, History, Archeology, Political Science, Psychology, Social Work, and Sociology, etc. will enable students to understand the individuals and their social behavior, society, and nation. Students are introduced to survey methodology and available large-scale databases for India. The courses under humanities include, for example, Comparative Literature, Arts & Creative expressions, Creative Writing and Literature, Language(s), Linguistics, Philosophy, etc., and interdisciplinary courses relating to humanities. The list of courses that can include interdisciplinary subjects such as Cognitive Science, Environmental Science, Gender Studies, Global Environment & Health, International Relations, Political Economy and Development, Sustainable Development etc. will be useful to understand society.

- (vi) Any other broad area of knowledge or sciences, not specified in the sub-clauses of Clause 9.4 of this ordinance, but which is well-established and operational within the University, is also included.

**9.5 Ability Enhancement Courses (AEC) (08 credits): Modern Indian Language (MIL) & English language focused on language and communication skills.**

Students are required to achieve competency in Modern Indian Languages (MIL) and in English language with special emphasis on language and communication skills. The courses aim at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills that help students to articulate their arguments and present their thinking clearly, coherently and recognize the importance of language as a mediator of knowledge and identity. They would also enable students to acquaint themselves with the cultural and intellectual heritage of the chosen MIL and English language, as well as to provide a reflective understanding of the structure and complexity of the language/literature related to both the MIL and English language. The courses will also emphasize the development and enhancement of skills such as communication, and the ability to participate/conduct discussion and debate.

**9.6 Skills Enhancement Courses (SEC) (09 Credits):**

These courses are designed to provide practical skills, hands-on training, soft skills, and other competencies to enhance students' employability. The institute may tailor the curriculum based on the needs of the students and the available resources.

**9.7 Value-Added Courses (VAC) (06 – 08 Credits):** For all UG students: All departments are advised to design their VACs based on the details and section / title provided below. Each course should be worth 2 credits for the first two semesters.

- (i) **Understanding India:** The course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The course would also focus on developing an understanding among student-teachers of the Indian knowledge systems, the Indian education system, and the roles and obligations of teachers to the nation in general and to the school/community/society. The course will attempt to deepen knowledge about and understanding of India's freedom struggle and of the values and ideals that it represented to develop an appreciation of the contributions made by people of all sections and regions of the country, and help learners understand and cherish the values enshrined in the Indian Constitution and to prepare them for their roles and responsibilities as effective citizens of a democratic society.
- (ii) **Environmental science/education:** The course seeks to equip students with the ability to apply the acquired knowledge, skills, attitudes, and values required to take appropriate actions for mitigating the effects of environmental degradation, climate change, and pollution, effective waste management, conservation of biological diversity, management of biological resources, forest and wildlife conservation, and sustainable development and living. The course will also deepen the knowledge and understanding of India's environment in its totality, its interactive processes, and its effects on the future quality of people's lives.
- (iii) **Digital and technological solutions:** Courses in cutting-edge areas that are fast gaining prominences, such as Artificial Intelligence (AI), 3-D machining, big data analysis, machine learning, drone technologies, and Deep learning with important applications to health, environment, and sustainable living that will be woven into undergraduate education for enhancing the employability of the youth.
- (iv) **Health & Wellness, Yoga education, sports, and fitness:** Course components relating to health and wellness seek to promote an optimal state of physical, emotional, intellectual, social, spiritual, and environmental well-being of a

person. Sports and fitness activities will be organized outside the regular institutional working hours. Yoga education would focus on preparing the students physically and mentally for the integration of their physical, mental, and spiritual faculties, and equipping them with basic knowledge about one's personality, maintaining self-discipline and self-control, to learn to handle one well in all life situations. The focus of sports and fitness components of the courses will be on the improvement of physical fitness including the improvement of various components of physical and skills-related fitness like strength, speed, coordination, endurance, and flexibility; acquisition of sports skills including motor skills as well as basic movement skills relevant to a particular sport; improvement of tactical abilities; and improvement of mental abilities. The HEIs may introduce other innovative value-added courses relevant to the discipline or common to all UG programmes.

**9.8. The BoS shall follow the Course structure as prescribed in the following manner:**

**9.8.1 Semester 1& 2**

**Table 1: Course Structure for UG Certificate**

	Course Type							
Semester	Major (4 Credits)	Minor (4 Credits)	Multidisciplinary (3 Credits)	ACE (2 Credits)	SEC (3 Credits)	VAC (2 Credits)	Summer Internship A	Total Credits
I	One Course	Same Major is declared as Minor for students of other Major	One Course	One Course	One Course	Two Courses		20
II	One Course		One Course	One Course	One Course	Two Courses		20
Summer Vacation (after completion of first two semesters) (8 weeks)							4 Credits	

Thus, a student shall earn 20 credits each from Semester 1 and Semester 2, thus a total of 40 credits from both semesters and shall be eligible for a UG Certificate provided he/she should earn an additional 4 credits through Summer Internship or Fieldwork etc. as decided by the BoS. Each Course of these two semesters will be of 100 Level.

### 9.8.2 Semester 3& 4

**Table 2:** Course Structure for UG Diploma

<b>Course Type</b> <b>Semester</b>	<b>Major</b> <b>(4 credits)</b>	<b>Minor</b> <b>(4 Credits)</b>	<b>Multidisciplinary</b> <b>(3 Credits)</b>	<b>ACE</b> <b>(2 Credits)</b>	<b>SEC</b> <b>(3 Credits)</b>	<b>Summer Internship B</b>	<b>Total Credits</b>
III	Course 1 Course 2	One Major each Semester	One Course	One Course	One Course		20
IV	Course 1 Course 2 Course 3 Course 4* (*2 credits)	is declared as Minor for students of other Major		One Course			20
After Two Semester`s Summer Vacation (8 weeks)						4 Credits	

It is also to be noted that a student shall be eligible for the award of UG diploma after successful completion of 80 credits from semester 1 to semester 4 provided he/she should earn additional 4 credits through Summer Internship (either A or B) or

Fieldwork etc. as decided by the BoS.

BoS needs to identify at least one Major course of 4 credits each semester as Minor for students of other Major in same semester. Also BoS may change the number of Major courses and their credits except declared minor course (4 credits) as per the need of the subject keeping in mind that total number of credits of Major courses in a particular semester does not change. Each course of these two semesters will be of 200 Level.

### 9.8.3 Semester 5&6

**Table 3:** Bachelor of Arts / Science / Commerce

<b>Course Type</b>	<b>Major (4 credits)</b>	<b>Minor (4 Credits)</b>	<b>Internship</b>	<b>Total Credits</b>
<b>Semester</b>				
V	Course 1 Course 2 Course 3 Course 4* (*2 credits)	One Major each Semester is declared as a Minor for students of other Major	2 credits	20
VI	Course 1 Course 2 Course 3 Course 4			20

It is also to be noted that a student shall be eligible for the award of Degree of Bachelor of Arts/Science/Commerce after successful completion of 120 credits from Semester 1 to Semester 6. No summer internship or Fieldwork of additional 4 credits will be required to achieve this award.

BoS needs to identify at least one Major course of 4 credits each semester as Minor

for students of other Major in same semester. Further, BoS needs to identify at least one more Major course of 4 credits each semester as Minor for students of other major studying in fourth year but in the same (even/odd) semester. Also BoS may change the number of Major courses and their credits except declared minor course (4 credits) as per the need of the subject keeping in mind that total number of credits of Major courses in a particular semester does not change. Each Course of these two semesters will be of 300 Level.

#### 9.8.4 Semester 7& 8

**Table 4:** Course Structure for Degree of Bachelor of Arts / Science / Commerce with Research / Honors

Course Type	Major (4 credits)		Minor (4 Credits)	Total Credits
Semester				
VII	Course 1	Course 2	Available Major of current academic year offered by other department which is declared as minor or not can be chosen as minor by the student with the consent of the offering department	20
	Course 3	Course 4		
VIII	Course 1			20
	Course 2	Research Project 12 credits		
	Course 3			
	Course 4			

Only those students having a CGPA of more than 7.5 (overall) in the previous semesters (1<sup>st</sup> Semester to 6<sup>th</sup> Semester) may undertake a Research Project of 12 credits. Those who will not take a research project will take an extra 12 credits courses. Each Course of these two semesters will be of 400 Level. It is also to be noted that a student shall be eligible for the award of a Degree of Bachelor of Arts/Science/Commerce with Research/ Honors after successful completion of 160

credits from Semester 1 to Semester 8 with research project/without research project. Also BoS may change the number of Major courses and their credits except declared minor course (4 credits) as per the need of the subject keeping in mind that the total number of credits of Major courses in a particular semester does not change BoS may declare any number of Major courses (Core/Elective) as Minor for the students of other discipline.

### **9.8.5 Semester 9 & 10**

A Department will offer at least 20 credit courses each semester. There is no minor course in this semester but all or some courses of these semesters may be declared as open / minor for other disciplines provided they have knowledge of the prerequisite of the course.

There are four choices for the students:

- (i) Earn all 40 credits from courses
- (ii) Earn 20 credits from courses and 20 credits from research projects.
- (iii) 40 Credit of Research
- (iv) As decided by the BoS of the Department.

9.8.6 Those students coming directly for a Master's degree (Diploma/1 year/2 years) will study with the student in 7<sup>th</sup> semester. In the first year they choose 32 credit course from the discipline and 8 credits from Minor (level  $\geq 400$ ). BoS decides the number of Major courses and their credits. A suggestive table for course distribution is as follows:

**Table 5:** Course Structure for PG Diploma/One year PG/Two year PG

Semester	I (Same as VII semester of Table 6) (400) (4 credits)	II (Same as VIII semester of Table 6) (400) (4 credits)	Total (I to II)	III (Same as IX semester of Table 6) (500) (4 credits)	IV (Same as IX semester of Table 6) (500) (4 credits)	Total (I to IV)
Course Type						
Available Courses (Major)	Course 1 Course 2 Course 3 Course 4	Course 1 Course 2 Course 3 Course 4		Course 1 Course 2 Course 3 Course 4 Course 5	Course 1 Course 2 Course 3 Course 4 Course 5	
Minor	Course 1 (≥ 400)	Course 2 (≥ 400)				8
2-year PG Degree	10courses (including 2 Minor))		40	(i) 20 Credit Project+20 Credit Course (CGPA >7.5 up to 8 <sup>th</sup> sem) or (ii) 40 Credit Courses or (iii) 40 Credit of Research(CGPA >7.5 up to 8 <sup>th</sup> sem)		80
Post Graduate Diploma	10 courses (including 2 Minor))		40			40
1 year PG				(i) 20 Credit Project+20 Credit Course (CGPA >7.5 up to 8 <sup>th</sup> sem) or (ii) 40 Credit Courses or (iii) 40 Credit of Research (CGPA > 7.5 up to 8 <sup>th</sup> sem)		40
Two year Master's Programme (Total Credit 80)						
PG Diploma (Total Credit 40)			One year Master's Programme (Total Credit 40)			

9.8.7 A consolidated table of above all semester is given as Table 6, Appendix 1.

- 9.9 It shall be the duty of the BoS to prepare a manual on Dissertation/ Fieldwork/ Internship/ Research Project which shall be duly passed by the Academic Council along with the course structure/syllabus of the concerned department/programme.
- 9.10 All the departments may propose a basket of SECs, AECs, and VACs for their own students and multidisciplinary courses for the students of other departments. The SECs, AECs, and VACs should include courses on outreach activities, community programmes, sanitation, health awareness, NSS participation, NCC activities, participation in seminars or/and workshops, paper-writing, participation in cultural activities, participation in sports activities etc. The department will decide whether to run or not to run any paper available in the said basket, keeping in view its arrangements and the number of teachers available in the department.
- 9.11 The AEC courses shall be offered by the Department of Indian Languages and the Department of English and Foreign Languages.
- 9.12 A student should prefer the online courses particularly related to AECs, SECs, and VACs. The BoS should develop a mechanism to only motivate the students to consider online courses.
- 9.13 It is mandatory for each department to open a course of multidisciplinary in nature of 3 credits each in semesters 1, 2 and 3 for the students of other departments.
- 9.14 A Student may opt for the courses offered in other departments even as Major or Minor as elective courses to meet the requirements of earning credits from other departments or the SWAYAM platform.
- 9.15 A Student shall be required to earn a minimum of 10 percent and a maximum of 40 percent of the total required credits to have a certificate/ diploma/degree from other departments or SWAYAM Platform.
- 9.16 The department shall have a mentor-mentee system. The mentor shall supervise the students among other things in the planning of course combinations,

registration of courses and particularly in opting for the Minor courses offered in the other departments. It shall be the duty of the Head of Department to allot each student a mentor from the faculty of the department. In the course registration, the signature of the mentor, course instructor, and the Heads of the Department (the department which has offered the course and the department of which the student is opting for such course) shall be mandatory on the registration form.

9.17 There shall be a SWAYAM Coordinator at the University level to supervise the SWAYAM courses across the University and work as a nodal officer for dealing with other agencies. There shall be a SWAYAM Course coordinator in each department appointed by the Head of Department to work in consultation with the university Coordinator. He/she shall be responsible for the update of information regarding the courses available on the SWAYAM Platform. He/she shall supervise the students in the matter of the issues related to the SWAYAM Courses, particularly regarding registration, examination, earning of credits, and information of the credits thus earned by a student to the office of the CoE.

9.18 It should not be advised by the coordinator to the students to opt for the SWAYAM courses in the last semester of the programme.

9.19 In pursuance of the adoption of UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2021 by the Academic Council of the University, now, up to 40 per cent of the total courses may be offered in a particular programme through the SWAYAM platform. The Board of Studies of the Department may allow up to 40% of total courses being offered in particular Five-Years Integrated Programme in a semester through the online learning courses offered through the SWAYAM platform subject to the following conditions:

9.19.1 The course contents are in compliance with the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021 and its subsequent amendments.

9.19.2 The same courses are not offered by the Department.

9.20 The Department shall give the equivalent credit weightage to the student for the credits earned via online learning credit courses through the SWAYAM platform, in the credit plan of the programme. The Department will assign equivalent credit weightage to the student for the credits earned through online learning credit courses through the SWAYAM platform in the credit scheme of the programme. This equivalent credit weightage determined will be equal to or less than the equivalent credit weightage determined on the SWAYAM platform as no one can assign more equivalent credit weightage than the initiator/designer of the credit scheme of the programme.

9.21 Before the beginning/commencement of the course registration process in a particular semester, the department shall submit the complete details of the basket of Major, Minor, AECs, SECs, VACs and the SWAYAM Courses (comprising the title(s), course code and credit value to be offered or available in that particular semester to the office of the Controller of Examination (CoE) which shall be published/displayed by the CoE at suitable places including the University website for wider access and information to the students.

9.22 In the case of SWAYAM, if the department wants to offer the same course to the students of different semesters then separate coding for each semester will be given by the department as per the UG – PG ordinance. Also, the department has to mention the type of course.

## **10 Academic Bank of Credit and Accumulation of Credits**

**10.1** The multiple entry and exit options for students will be facilitated throughout the programme. Every student shall open an account in the Academic Bank of Credits. The Credits awarded to a student for the courses pursued in the University shall be accumulated in the Academic Bank Account of the student. The procedure for accumulation of credits earned, shelf life, and redemption of credits, would be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 and their subsequent amendments. The validity of

credits earned will be to a maximum period of eight years or as specified by the Academic Bank of Credits.

## 11 Method of computation of Credits:

**11.1A** 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 15–18-week schedule.

**11.1.1** 1 credit = 1 hour of Theory instruction per week (1 credit course = 15 contact hours of instruction per semester)

**11.1.2** 1 credit = 1 hour of tutorial per week (1 credit course = 15 contact hours of instruction per semester)

**11.1.3** 1 credit = 2 hours of laboratory work/field work per week (1 credit course = 30 hours of laboratory work/field)

**11.2** The Number(s) of credit(s) assigned to a particular course should be mentioned in the detailed course structure and the syllabus of the programme.

## 12 Programme Code and Course Coding Pattern

Each Programme of studies offered by a Department will be denoted by **three alphabet in upper case** and the year of the programme will be denoted by a digit.

<b>5YearUG –PG Integrated Programme</b>	5 <sup>th</sup> Year	XYZ9
	4 <sup>th</sup> Year	XYZ8
	3 <sup>rd</sup> Year	XYZ7
	2 <sup>nd</sup> Year	XYZ6
	1 <sup>st</sup> Year	XYZ5

**Note:**

*It is to be noted that the digits 5, 6, 7, 8 & 9 indicate the year and has been used only for convenience to easily differentiate the year of the programme. It has no relation with the NHEQF level of the programme specified by UGC.*

**Course Coding:**

Each course offered by a Department will be identified by a unique course code comprising of **Alphanumeric** integers containing letters/digits which will denote the Programme code, level of Programme, Semester, course type, course number of a particular type of course and credit load in the following manner.

- (i) The first three alphabets in upper case will denote Programme Code. (Ex. Chemistry – CHE)
- (ii) The next digit (**5, 6, 7, 8 & 9**) will denote the year as defined in above table.
- (iii) Subsequently, the semester will be denoted by **1** or **2** only. First semester will be denoted by **1** and second semester will be denoted by **2**.
- (iv) The next two alphabets in uppercase will denote the type of course.  
**(Major–MJ, Minor–MN, Ability Enhancement Course – AE, Value Added Course – VA, Skill Enhancement Course – SE, Multidisciplinary Course – MD, SWAYAM – SW)**
- (v) The next three digits will denote the course number of a particular type of course across the semester.
- (vi) And the last two digits will denote the number of credits bearing a particular course. (Non-credit courses will be denoted by 00 digit)

For example, the course code for thirty – eighth (38<sup>th</sup>) number of the course which is a Major course of four credits of five-year Integrated Physics Programme in the Eighth (8<sup>th</sup>) semester will be **PHY82MJ03804**.

Similarly, the course code of a Value Added Course of 04 credits, offered by the Department of Chemistry, listed at 54<sup>th</sup> serial number, offered in 6<sup>th</sup> semester will be **CHE32VA05404**

Every time when a new course is prepared by the BoS of the Department (merely

changing minor content and not the course title shall also be considered as a new course) it shall be assigned a new course code.

No separate course code is given to minor if the minor course is the same as the major course of the department.

Whenever a new course is prepared by the BoS of the Department (even merely changing minor content and not the course title shall also be considered as a new course) and it shall be allotted anew number in seriatim and accordingly a new course code will be assigned.

However, the University may decide on a different course codification pattern for any Programme in future as per the demand of the situation.

### **13 Course Registration, Earning Additional Credits and Calculation of Grade Points of Over and Above Courses/Credits:**

**13.1** Timely registration for courses in each semester shall be the sole responsibility of the student. No student shall be allowed to pursue a course without registration, and no student shall be entitled to any credits in the course, unless she/he has been registered for the course by the scheduled date fixed by the Academic Section of the University/ concerned Departments.

**13.2** Every student must register herself/himself in each semester (in consultation with her/his Student Mentor/HOD) and for the courses she/he intends to undertake in that semester by applying online through the Samarth portal or in the prescribed offline proforma in triplicate (one copy each for student, for the student's file to be maintained in the departmental office and for the office of the Controller of Examinations), duly signed by her/him, the Student Mentor, the concerned Course Teacher and finally approved by the Head/In charge of the concerned Department within the dead line notified for the purpose by the Academic Section of the University/concerned Departments.

**13.3** Registration done in different courses within the stipulated period by a student shall not ordinarily be permitted to be changed. However, in exceptional cases, a student may be allowed by the Head of the concerned Department to add a course, replace a

course (elective) with another course of the same type (elective) or withdraw from a course for valid reasons by applying on prescribed proforma (in triplicate as mentioned above in 13.2) with the consent of the Student Mentor not later than one week from the last date of course registration in a particular semester. Further, withdrawal from a course shall be permitted only if the courses registered after the withdrawal shall enable the student to earn the minimum prescribed 20 credit in a semester. This duly approved change/withdrawal shall be notified by the office of the concerned Department under intimation to both the Course Teachers and office of the CoE etc. The entire registration process (semester and course registration) along with change of courses and course mapping with the teachers will be governed by the concerned department.

**13.4A** student shall register for a minimum of 20 credits and can register for a maximum of 28 credits (including repeat courses) in a semester unless specified otherwise by the University for a Programme of study.

**13.5** Subject to the fulfillment of other conditions, a student may register herself/himself for more elective courses over and above in addition to the prescribed number of credits to be earned /accumulated for the award of the Degree of a Programme of Study.

**13.6** The calculation of CGPA shall be done by computing the Grade Points obtained in those elective courses that are placed higher amongst the total elective courses arranged in descending order keeping in view of the ceiling of credit assigned/fixed for the award of a Certificate/ Diploma/ Degree.

**13.7A** student shall have the option of choosing an elective course(s) from other Departments/Schools irrespective of the semester in which they are placed provided that the concerned other Department is offering those course(s) in that duration of time. For example; a student in 2<sup>nd</sup> semester (January-June) can opt an elective course placed in 4<sup>th</sup> semester (January-June) in the course structure of a programme of another department, if it is offered in January-June Semester.

## **14 Attendance Rules:**

**14.1A** student is required to attend 100% of the classes held in a course in the specific semester in order to be eligible to appear in the End-semester examination of that particular course.

**14.2** The period of attending NCC/NSC/NSS camps (up to 15 days) with prior approval of competent authority and supported by a certificate of the Camp shall not be included while calculating the attendance. Waiving of attendance-deficit up to a maximum of 25% is permissible to accommodate in the following situations:

**14.2.1** (a) Representing the University in any inter-collegiate, inter-University, local, national or international events; (b) Participating in an activity of the University with prior permission of the Competent Authority; (c) Participation in Educational Excursions, which form a part of teaching in any subject, conducted on working days duly certified by the concern Course Teacher/ Head of Department /Dean; and (d) to cover all unforeseen reasons like illness, hospitalization, personal engagements elsewhere or other personal reasons which compel a student to absent herself/himself from attending the classes.

**14.3**No application requesting a waiver below 75% attendance shall be entertained by the University. However, a further relaxation of up to 10% on the basis of situations mentioned under a, b & c of Clause 14.2.1 above may be considered by the Vice-Chancellor on the recommendation of the Head/In charge of the Department. No further waiver of attendance for whatsoever reason shall be given. In any other situation no appeal can be made for this purpose even to the Vice-Chancellor.

**14.4A** student, however, shall not be allowed to appear in the End-Semester Examination of the courses which are not covered under above-mentioned clauses 14.1, 14.2 and 14.3. Such a student shall be permitted to repeat the courses in the subsequent odd/even semester(s), whenever the courses are being offered, within the maximum permissible duration of the Programme, on payment of the prescribed fees as per the relevant clause. However, in the first semester, for repeating the courses, it shall be mandatory for a student to have minimum of 40% attendance in aggregate (taken together with all the courses registered by her/him in the semester). If a student does

not put in at least 40% of aggregate attendance in the first semester, she/he shall have to leave the programme without claiming a refund of any fees, and her/his admission shall be treated as cancelled.

**14.5**The attendance of a newly admitted candidate shall be counted from the date of her/his admission or the date of commencement classes, whichever is later. In the case of promoted candidates, attendance shall be counted from the date on which the respective class begins. However, if a new student is admitted late after the commencement of the classes, s/he must get herself/himself registered in the desired courses following the due procedure within 5 (Five) working days after the admission failing which her/his attendance shall be counted after 5 (Five) working days from the date of admission.

**14.6**In the case of changed registration as per the clause 13.3 of this ordinance the total classes held for calculating the percentage of attendance in the newly registered course for a particular student shall be counted from the fresh registration in that particular course.

**14.7**Monthly records of attendance of students in each of the courses taught by a teacher are to be prepared and submitted by the concerned teacher to the Office of the Head/In charge of the Department (HoD) and the Controller of Examinations' (CoE) office by the 10<sup>th</sup> day of the next month after displaying it to the students in the course and taking their signatures. The teacher will keep the original record of attendance with her/him and submit it finally to both offices with her/his remarks regarding the eligibility of a student for appearing in the end-semester examination within three working days or as per the academic calendar after the last class or teaching day in the semester, whichever is later. Any failure in compliance in this matter must be informed by the concerned teacher to the Head of Department and the Controller of Examinations with justification.

OR

All the concerned teachers will mark the attendance of students on SAMARTH after each class, so that students can check their attendance themselves as per subject/paper and act accordingly.

**14.8**There shall be an Attendance Monitoring Committee in the Department under the Chairpersonship of the Head or her/his nominee for proper monitoring of attendance

records and taking suitable action(s) as per requirements/this ordinance. The Office of the CoE shall notify the attendance in each course as received from the respective Attendance Monitoring Committee each month.

## **15 Conduct of Examination, Assessment and Evaluation:**

**15.1**The examination of all the courses required for a Five- Year UG – PG Integrated Programme shall be internal in nature and generally consist of Continuous Internal Assessment and End-Semester Examination. For the preparation of final grade in a particular course, the Continuous Internal Assessment (Formative in nature) and the End-Semester Examination (Summative in nature) shall have a weightage of 30% and 70%, respectively.

**15.2**Each course, irrespective of credits assigned to it, shall be evaluated out of 100 points. These points should not be construed with the traditional system of marks. The points obtained by a student in a course are indicators of the percentage of marks and not the raw marks. Both marks (%) and grades shall be reflected in the mark-sheet.

### **15.3 Continuous Internal Assessment:**

**15.3.1** The Continuous Internal Assessment of the student's learning and performance shall be carried out by the Course Teacher(s) / Instructor(s). Considering the nature of the course, the teacher(s) shall decide the mode of Continuous Internal Assessment, which may include one or more assessment tools, such as student's class performance, assignments, class tests, take-home tests, term paper(s), presentations, oral-quizzes, case studies and laboratory work etc.

**15.3.2** Each Course Teacher shall design the Continuous Internal Assessment system for the course she/he offers with the approval of the Departmental Committee (DC). This approved design of Continuous Internal Assessment shall be announced to the students of the respective courses at the beginning of each semester by the concerned teacher.

**15.3.3** Generally, each course shall be taught by one teacher only, who shall maintain all the records related to attendance, teaching and assessment in a systematic manner. If a teacher is assisted in teaching by another teacher, the teacher (in-charge /senior teacher of the course) shall be responsible for coordinating teaching and assessment including the award of the final grade.

**15.3.4** In case a student fails to appear in any Continuous Internal Assessment conducted by the Course Teacher, it will be taken care of by the concerned Course Teacher at her/his level by conducting the test before the End-Semester Examination.

#### **15.4 End-Semester Examination:**

Generally, End-Semester theory question paper shall include a limited number of very short answer type questions followed by short and long answer type questions covering the entire syllabus in such a way that the question paper ensures assessing students' knowledge, understanding, application and analysis-synthesis / reflection of the subject.

A standard model format of the End-Semester Examination of a **4-credit paper** consisting of 70 points shall be as under —

##### **Section-A:**

This section will consist of 10 very-short/objective-type questions covering the entire syllabus, with each question worth 1 point, for a total of 10 points. Candidates are required to answer all questions, with each answer written in approximately 20 words.

##### **Section-B:**

This section will consist of 6 short-type questions, each worth 6 points, totaling 30 points. Candidates are required to answer 5 out of the 6 questions. Each answer should be written in approximately 200 words.

##### **Section-C:**

This section will include 3 long-answer questions covering the entire syllabus, with each question worth 15 points, for a total of 30 points. Candidates are required to

answer 2 out of the 3 questions, with each answer written in approximately 600 words.

A standard model format of the End- Semester Examination of a 3-credit paper consisting of 70 points shall be as under-

Section- A: 10 very short/objective type questions of 01 point each = 10 Points.

(10 Objective type questions (may include one or more than one form out of MCQ, fill in the blanks, match the pair etc.)/Very short answer type questions (to be answered in approximately 20 words each) covering the entire syllabus to be given.)

Section –B: 04 short questions of 07 points each =28 points  
(Out of 05 short questions, 04 questions are to be attempted in approximately 150 words each by the examinee).

Section-C: 02 long questions of 16 points each = 32 points  
(Out of 03 questions, 02 questions are to be attempted in approximately 600 Words each by the examinee.

A standard model format of the End-Semester Examination of a 2-credit paper consisting of 70 points shall be as under –

Section-A: 05 very short / objective type questions of 02 points each=10 points  
(05 objective types questions ( may include one or more than one form out of MCQ, fill in the blanks, match the pair etc)/Very short answer type question (to (to be answered in approximately 20 words each ) covering the entire syllabus to be given ).

Section-B: 04 short questions of 10 points each =40 points  
Out of 05 short questions, 04 questions are to be attempted in approximately 200 words each by the examinee).

Section-C: 01 Long question of 20 points =20 points.  
(Out of 02 long questions, 01 question is to be attempted in approximately 800 words each by the examinee).

However, a different format of the End-Semester question paper for some particular course (e.g., project, dissertation, laboratory/field work etc.) may be prescribed by the board of studies (BoS) of the Department for a particular Master's Programme.

The Duration of the End-Semester theory examination generally shall be of 3 hours for a 4 credits course. The duration of the examination shall be 2.5 hours for 3 credits and 2 hours for 2 credits courses respectively.

The Board of Studies (BOS) of the department may prescribe a different format for the final semester question paper of a particular course (e.g., project, dissertation, practical, skill,

laboratory, field work etc.) in a specific Five-Year UG-PG Integrated program. However, the duration of the examination will remain three hours, and the total maximum marks will be 100.

**15.4.1** The Department Committees of the respective Departments shall appoint one or more QP Moderation Committee(s), as per the need, consisting of preferably three faculty members in each for the moderation of question papers of End-Semester Examinations and communicate the same to the Controller of Examinations. The task of moderation shall be organized by the Head of the Concerned Departments.

**15.4.2** The paper setter and the moderator(s) shall certify that question paper is comprehensive enough to cover all important topics/themes/course/units and fit for assessing the mastery of the entire course. They shall also ensure and certify that not more than 10% of questions from the previous year's question paper have been repeated.

**15.4.3** The teacher nominated by the Office of the Controller of Examinations in consultation with the concern head of the department will set the question paper. The previous year's question paper will be available in the University library and on the University website (accessible through an intranet facility). The question paper format, and the declaration form will be provided by the CoE office.

**15.5** In exceptional cases, depending upon the nature of a particular course, a completely different mode of assessment and evaluation may be prescribed by the BoS of the Department for a particular course, which shall come into force only after the approval of the competent authority of the University. However, it must be reflected in the detailed syllabus of the course and be available to the students at the beginning of the semester.

**15.6** Any partial or complete change in the system of examination (Assessment & Evaluation) may be recommended by the UATEC which shall be implemented only after the approval of the Academic Council.

**15.7** A student is required to secure a minimum of a 'P' grade in the Continuous Internal Assessment and in the End-Semester Examination, taken together, in a course.

**15.8**If a student fails the End-Semester Examination, he/she may apply for a supplementary examination. The supplementary exam will be announced and conducted under the guidance of the Office of the Controller of Examinations and the concerned Department, within three weeks of result declaration.

**15.9** To facilitate the process outlined in sub-clause 15.8, the concerned Department is to prepare two sets of moderated question papers and provide them to the Controller of Examinations well in advance during the question paper setting and moderation process.

**15.10 Making Evaluated Answer-scripts Available to the Students:**

**15.10.1**All the examination answer-scripts shall be made available to the students after evaluation by the respective teachers as per the schedule decided by the concerned teachers or the University. In the case of the End-Semester Examination, the evaluated answer scripts shall be made available to the students within 10 days of the last examination for the semester. Thereafter, within a week, all the answer scripts along with the statement of marks shall be sent by the concerned teacher through her/his Department to the Office of the Controller of Examinations for declaration of the results.

**15.10.2**If a student is not satisfied with the evaluation of her/his answer script, she/he must submit a written objection to the concerned Head of the Department (offering the course) within 15 days from the last examination conducted in a semester. Such complaint shall be looked after by a panel of two faculty members, excluding the concerned teacher, to be nominated by the Head of the Department, whose decision shall be final. The revised marks, if any, shall be submitted by the panel to the concerned Head of Department who shall further submit it to the Controller of Examinations. This complete process of Grievance Redressal by the panel and the further submission of marks by the Head of Department, generally, should not take more than 7 days from the date of receipt of the grievance. However, in case of any controversy, the matter shall be referred to the Vice-Chancellor for final decision and action.

**15.11 Letter Grades and Grade Points:**

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

**15.11.1** Under the absolute grading system, points shall be converted to grades based on pre-determined class intervals.

**15.11.2** In the End-Semester theory or practical examinations, the examiner shall award the points and these points after adding the points of Continuous Internal Assessment shall be further converted into Numerical Grade points and Letter Grades in accordance with the provisions of this ordinance.

**15.11.3** Detail Grade Sheet issued by the Controller of Examinations office at the end of each semester shall carry points /percentage and equivalent grades (numerical and letter both).

**15.11.4** The 10-point Grading System, with the Letter Grades as given under shall be as followed:

<b>Letter Grade</b>	<b>Numerical Grade Point</b>	<b>Class Interval (in %)</b>
O (Outstanding)	10	90 to ≤ 100
A+ (Excellent)	9	80 to <90
A (Very Good)	8	70 to <80
B+ (Good)	7	60 to <70
B (Above Average)	6	50 to <60
C (Average)	5	45 to < 50
P (Pass)	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.

- (ii) The minimum qualifying Grade Point for a course shall be 4.5 (i.e., a 'P' grade).
- (iii) Students will have to pass the Continuous Internal Assessment and End Semester examinations taken together.
- (iv) Before assigning a numerical grade to the marks obtained in a course, the total of both the Continuous Internal Assessment and the End-Semester Examination shall be rounded off to eliminate decimal marks. Therefore, the marks obtained in the individual components of the Continuous Internal Assessment and End-Semester Examination shall NOT be rounded off separately.
- (v) SGPA / CGPA shall be rounded off to two decimal places.
- (vi) The SGPA / CGPA obtained by a student shall be on a scale of 10 points. To be eligible for the award of any certificate or degree mentioned in a Five-Year UG-PG Integrated program, a student must achieve a CGPA of at least 4.50 by the end of the program.
- (vii) The Cumulative Grade Point Average (CGPA) obtained by a student will be classified into the following divisions/classes:

<b>CGPA</b>	<b>Class/ Division</b>
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
4.5 to < 5	Pass

## 16 Re-Examination

### 16.1 Supplementary Examination

16.1.1 A student satisfying attendance criterion who has appeared in the end semester examinations in a semester and earns grade 'F' may appear in supplementary examination in less than or equal to 50% courses of current semester. However, if the student again earns grade 'F' in supplementary examination then the student has to appear in the corresponding backlog examination of odd/even semester.

16.1.2 A supplementary examination will be of marks equal to the marks of the end semester examination and structure of questions paper of supplementary examination will be same as that of end semester examination.

16.1.3 The marks obtained in supplementary examination will replace the end semester examination marks. The marks obtained by the student in the Continuous Internal Assessment conducted earlier for the particular course(s) shall be carried forward and to be added with the marks obtained by her/him in the current attempt.

16.1.4 A supplementary examination will be conducted by the concerned department within three weeks of the commencement of the next semester or as per the academic calendar.

16.1.5 A student has to pay a fee of Rs 1000/- per course (may be revised time to time by the university) for appearing in the supplementary examination.

### 16.2 Appearing in Backlog Course(s) in the End-Semester Examination:

16.2.1 If a student meets the attendance requirements for a course as per the provisions outlined in this Ordinance but fail to obtain the minimum grade required to pass or fails to appear in the final semester or supplementary examination for the course, the course will be treated as a backlog. The student may be allowed to appear for the backlog course in the final semester

examination of the next odd/even semester, as applicable, after paying the prescribed fee as notified by the University.

16.2.2 Such a student may avail the chance to appear only in the next year when the same course is offered by the department. If the same course is not offered even then student may apply for the backlog and the department will conduct it next year along with the End-Semester Examination of same semester student. The appearance in the Backlog Course(s) shall permitted only in the End-Semester Examination of the concerned course(s) and the marks obtained by the student in the Continuous Internal Assessment conducted earlier for the particular course(s) shall be carried forward to be added with the marks obtained by her/him in the latter attempt.

16.2.3 The examination of backlog course(s) of even semesters shall be conducted along with the End-Semester Examinations of even semesters. Similarly, the examinations of backlog course(s) of odd semesters shall be conducted along with the End-Semester Examinations of odd semesters.

16.2.4 The examination of backlog course(s) shall be based on the syllabi of the course in force at the time of initial registration to the course.

16.2.5 A student who is appearing for the backlog course(s) in the End-Semester Examination as per the above clause; can appear in the respective subsequent odd/even semester(s), whenever the examination of a particular course is held, on payment of Rs. 1000/- (may be revised time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted.

16.2.6 A student who has the Migration/Transfer Certificate issued from the University shall not be allowed to appear in the Backlog Examination.

### **16.3 Re-appear in the End-Semester Examination for Improvement of Grade(s):**

16.3.1 If a student(except the failed student) wishes to improve her/his grade(s) in any course (s), s/he can re-appear in the End-Semester Examination in the

subsequent odd/even semester(s), whenever the examination of the particular course(s) is held, on payment of Rs. 3000.00 (may be revised time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, within the maximum permissible duration for the Programme of study of the student.

16.3.2 A student may improve her/his points/grade by reappearing in the End-Semester Examination of a course as per the provisions of reappearing mentioned above. In such cases points obtained by the student in the Continuous Internal Assessment of the particular course shall be carried forward to the subsequent End-Semester Examination of the course. However, in such case, the points/grades obtained in the End-Semester Examination appeared later shall be considered for the calculation of the final CGPA of the Programme.

16.3.3 The re-examination of a course for improvement of grade shall be based on the syllabi of the course in force at the time of initial registration to the course.

16.3.4 A student who has got the Migration/Transfer Certificate issued from the University shall not be allowed to re-appear in any examination for improvement of grade.

#### **16.4 Repeating course(s):**

16.4.1 A student having an attendance shortage in any course may repeat the course by taking re-admission/re-registration in that course in subsequent odd/even semester(s), whenever the course is being offered, within the maximum permissible duration of the Programme.

16.4.2 If a student repeats a course, she/he has to fulfill all the desired requirements afresh including attendance, Continuous Internal Assessment and the End-Semester Examination. In such case the course content shall be based on the syllabi of the course in force at *the time of repeat of the course*. However, at

the time of repeating, if the same course is not being offered by the Department due to any reason, the student may choose any other course of a similar nature and credits from the available courses on the recommendation of the Mentor and approval of the concerned Head of Department.

16.4.3 If a student repeats a course, she/he has to pay a fee of Rs. 3000/- (may be revised from time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, if applicable.

17 If a student fails (or not appear in the End Semester Examination) in a Minor/SWAYAM course, he/she shall have the option to earn equivalent credits by registering for other courses offered in his/her own department or other departments or through online courses on the SWAYAM Platform. However, if a student requires re-appearing in the examination of the concerned course/s or repeating the Course/s for any reason, he/she shall be governed by Clause 16 of this Ordinance.

## **18 Promotion Rules:**

18.2 A student registered in a semester shall be declared as **'Promoted'** to the next semester when s/he earns a 'P' Grade or above in the last concluded semester examination, maintaining the spirit and pattern of the semester system and covering the mandatory components, such as Continuous Internal Assessment and End-Semester Examinations in all the courses for which s/he was registered till date.

18.3 In case of securing less than a 'P' Grade in any course of a particular semester a student shall be eligible for provisional promotion to the next semester subject to fulfillment of the following conditions:

- i. A student will be provisionally promoted from 1<sup>st</sup> semester to 2<sup>nd</sup> semester even if she/he fails to secure a 'P' Grade in all the courses of 1<sup>st</sup> semester subject to the condition that she/he has fulfilled the minimum requirement of overall (taken together the attendance of all the courses) 75% attendance.

- ii. The candidate shall not be promoted to the third semester and beyond if she/he is not able to earn a “P” grade or above in a maximum of four courses out of the total courses registered (up to the current semester from the starting semester) by him/her till date.

- 18.4 In case a student is unable to clear the **required number of courses/credits** in a particular semester(s) as prescribed in Para 18.2 either due to getting less than a ‘P’ Grade or not appearing in the End-Semester examinations after fulfilling the attendance requirements as per the provisions of this Ordinances, she/he shall be deemed as **‘Failed’** in a semester. In such case(s), a student has to appear in the Supplementary/Backlog Examination of such course(s) as mentioned in this ordinance within the maximum permissible duration of the Programme on payment of Rs. 2000/- (may be revised time to time by the University) per course. Since, such student does not need to attend the classes of the course(s) again; the marks of Continuous Internal Assessment obtained by her/him in the course(s) earlier shall be carried forward and to be added with the marks obtained by her/him in the latest supplementary/Backlog Examination of the respective course(s). However, he/she shall have the option as governed by clause 16.
- 18.5 A student shall also be deemed as **‘Failed’** in a semester when she/he is unable to clear the **required number of courses** in a particular semester(s) as prescribed in Para 18.2 due to not appearing in the End-Semester Examinations on account of shortage of attendance as per the criteria mentioned in 14.4 of this ordinance. Such a student has to repeat the courses in the subsequent odd/even semester(s), whenever the courses are being offered, within the maximum permissible duration of the Programme, on payment of the prescribed fees as per Clause 16.4.3. However, he/she shall have the option as governed by Clause 16.
- 18.6** A student shall be declared to have passed the Programme of study and entitled to an appropriate award of the degree if she/he has earned the required credits with at least a ‘P’ grade.
- 18.7 The re-examination of the End-Semester Examination of the failed or provisionally promoted students shall be as per the clauses under 16 above. However, only in a

case where a student of the final semester (within the minimum prescribed duration of the Programme) fails to appear or to achieve a 'P' grade in the maximum of four (04) courses including all backlogs after the result declaration of the final semester, the Department may ask the concerned course Teacher(s) to conduct re-examination of End-Semester Examinations of such course(s) within a month from commencement of the next semester relaxing the condition of odd/even semester as given in 16.2.3. The student shall have to pay a fee of Rs. 2000/- per course.

**18.8** If a candidate is repeating a course in an academic session, whatever may be the reason, it shall not be counted in the total number of seats and shall not affect the fresh intake of the Programme in that academic session.

19. A student shall be required to earn appropriate credits for the award of the final degree after the completion of 200 credits governed by the relevant clauses within a maximum duration of eight years.

## **20 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):

20.1 The SGPA is the ratio of the 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 in a particular semester and the sum of the number of credits of all the courses undergone by a student in that semester, i.e.,

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

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

20.2 The CGPA is also calculated in the same manner taking into account all the considerable courses as per the provision laid down in this ordinance out of the total courses undergone by a student over all the semesters of a Programme, i.e.,

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

Where,  $C_i$  is the number of credits of the  $i^{\text{th}}$  course (which is to be considered for the award of the PG Degree) and  $G_i$  is the grade point scored by the

student in the  $i^{\text{th}}$  course.

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

## 21 Illustration of Computation of SGPA and CGPA:

### 21.1 Illustration for computing SGPA:

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	$3 \times 8 = 24$
Course II	4	B+	7	$4 \times 7 = 28$
Course III	3	B	6	$3 \times 6 = 18$
Course IV	3	O	10	$3 \times 10 = 30$
	Total credits for the semester = 13			Total Credit points Earned = 100

Thus,  $SGPA = 100/13 = 7.69$

### 21.2 Illustrations for computing CGPA:

Courses Considered for the Award of the Degree	Completed in the month (Year)	Credit	Grade Letter	Grade Point	Credit Point
Course I	Dec 2018	4	A	8	$4 \times 8 = 32$
Course II	Dec 2018	4	B+	7	$4 \times 7 = 28$
Course III	June 2019	4	B	6	$4 \times 6 = 24$
Course IV	June 2020	4	o	10	$4 \times 10 = 40$
	Total credits for the semester = <b>16</b>				Total Credit points Earned = <b>124</b>

Thus,  $CGPA = 124/16 = 7.75$

**Note:** Formula to calculate percentage from CGPA/SGPA = CGPA or SGPA  $\times 10$ ; and

formula to calculate percentage to CGPA or SGPA = Percentage/10, e.g., In case of example mentioned in **Table 16.2**, the percentage of CGPA =  $7.75 \times 10 = 77.50\%$ .

**21.3 Transcript (Format):** Based on the above, letter grades, grade points, and the SGPA, the Transcripts/Detail Grades Certificates (DGCs) shall be issued to the candidates for each semester and a consolidated transcript on completion of the Programme indicating the performance in all the courses considered for calculating the CGPA. Along with the CGPA, the percentage of marks obtained in the Programme shall be reflected in this consolidated transcript on the basis of the CGPA. However, this system may be changed by the University at any point of time without prior notice to the stakeholders as per the need.

**21.4 Migration and Transfer Certificate (if required)** shall be issued by the office of the Controller of Examination (CoE).

## **22 Removal of Student Name from the Programme:**

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

- (i) A student who has failed to fulfill the minimum grade point requirements prescribed for the Programme during the maximum duration of the Programme.
- (ii) 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.
- (iii) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Disciplinary Committee/Proctorial Board or any other procedure deemed fit by the University.
- (iv) A student who has failed to attend the classes as stipulated under the clause of attendance requirements in this ordinance.

**22. Feedback System:** There will be a feedback system managed by the office of the CoE. The student needs to fill the feedback form after each semester as prescribed by the university.

### **23. Medium of Instruction**

The medium of instruction and examination of the Five -Year UG-PG Integrated Programme shall be English and / or Hindi, if otherwise not specified by a particular Board of Studies keeping in view of any specific instruction from any Regulatory Body.

### **24 Unfair Means**

24.1 In case of unfair means, the existing regulations related to it shall be applicable.

24.2 Any wrongdoing by a candidate on the practical copy/notes, such as forging signatures in the name of the instructor or on behalf of the instructor, altering the marks obtained or awarding marks to them, or any similar act, is considered a criminal act. Such behavior will be classified as unfair means, and appropriate action will be taken as per the rules and regulations mentioned in the Unfair Means Rules/Ordinance.

### **25 Power to Relax and Amendments**

25.1 All the above clauses are subject to amendments, as and when required, as per the decisions pertaining to rules, regulations and norms of the University Statutory Bodies and other Regulatory Bodies etc. from time to time.

25.2 Notwithstanding what is contained in the foregoing clauses of this ordinance, the Academic Council may, in exceptional circumstances consider at its discretion and for reasons to be recorded, relax any of the provisions except those prescribing CGPA requirements.

25.3 Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/advice, if required, of UATEC. The decision of the Vice-Chancellor shall be final.

## **26 Power to remove Difficulties:**

In case any difficulty arises in giving effect to the provisions of this Ordinance, the Vice-Chancellor may, by order, make such provisions in conformity with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to ratification of such order by the Academic Council of the University.

Semester (Level)	I (100)	II (100)	Summer Vacation (8 weeks)	III (200)	IV (200)	Summer Vacation (8 weeks)	V (300)	VI (300)	Total (I to VI)	VII (400)	VIII (400)	Total (I to VIII)	IX (500)	X (500)	Total (VII to X)		
Course Type																	
Major	4	4	exit 4 credit skills enhancement course	4, 4	4,4,4,2	exit 4 credit skills enhancement course	4,4,4,2	4,4,4,4	60	4,4,4,4	4, 4, 4 Project 12 credits <sup>c</sup>	80+12	4,4,4,4,4	4,4,4,4,4	72		
Minor	4	4		4	4		4	4	24	4 (≥300)	4 (≥300)	32			8		
				Two year Master's Programme (Total Credit 80)													
				PG Diploma (40 Credit)						One year Master's Programme (Total Credit 40)							
Multidisciplinary	3	3		3				Internship <sup>b</sup> (2 credits)			9			9			
AEC	2	2		2	2					8				8			
SEC	3	3		3						9				9			
Value Added <sup>a</sup>	2,2	2,2								8				8			
Total Credit	20	20		20	20			20	20	120	20	20		160	20	20	
	UG Certificate																
	UG Diploma (either A or B is must.)																
	Bachelor's Degree (Neither A nor B is required)																
	Bachelor's Degree with Honors / Honors with Research (Neither A nor B is required)																
	Five Year Integrated Degree Programme																

**Table 6:** Consolidated Course Structure for Five Year Integrated Degree Programme.

## **Name of Committee Members**

<b>NAME OF THE COMMITTEE MEMBERS</b>			
<b>S.N.</b>	<b>Name</b>	<b>Department</b>	
1	Prof. Venktesh Singh	Head, Physics Department, CUSB, Gaya	Chairperson
2	Prof. Brajesh Kumar	Professor, Dept. of Commerce and Business Studies, CUSB, Gaya	Member
3	Prof. Pranav Kumar	Head, Department of Political Studies, CUSB, Gaya	Member
4	Dr. Santigopal Pain	Controller of Examination, CUSB, Gaya	Member
5	Prof. Archana Kumari	Professor, Department of English & Foreign Languages, CUSB, Gaya	Member
6	Dr. Das Ambika Bharti	Associate Professor, Department of Psychology Sciences, CUSB, Gaya	Member
7	Dr. Vivek Kumar Jain	Associate Professor, Department of Mathematics, CUSB, Gaya	Member
8	Dr. Anju Helen Bara	Assistant Professor, Department of Political Studies, CUSB, Gaya	Member
9	Dr. Sudhanshu Kumar Jha	Assistant Professor, Department of Historical Studies & Archaeology, CUSB, Gaya	Member
10	Prof. R. K. Singh	Officer on Special Duty, CUSB, Gaya	Special Invitee
11	Sh. Kumar Kaushal	Deputy Registrar (Acad. & Exam.), CUSB, Gaya	Member Secretary