

**ACADEMIC ORDINANCES  
FOR UNDER GRADUATE AND POST GRADUATE COURSES OF STUDY  
(Under section 28)**

**ADMISSIONS TO COURSES OF STUDY**

1. The admission of candidates to courses of study in the University shall not be made, except in accordance with the provisions of this ordinance.
2. (a) Subject to the provisions of sub-clause (b), admission to a course of study shall be made in the order of merit of –
  - (i) the marks obtained at the Qualifying Examination; or
  - (ii) the score at an Admission Test, comprising one or more written Papers, and, where so provided in the Rules, a Group Discussion or Personal Interview or other presentation, or more than one of them; or
  - (iii) the marks, referred to in serial number (i), and the score referred to in serial number (ii), taken together, as such or proportionately, as modified, in accordance with the provisions of the Rules, by the application of weightage, premia and discounts, and of special considerations for specified categories of candidates:
  - (iv) Students seeking admission to the programmes/courses of the university shall be given weightage for participation in cocurricular activities to be restricted to a maximum of 5% in accordance with details specified below:
    - 1.NSS B certificate or 240 hours + 2 special camps-1%; Participation in National Integration Camp /Republic Day Parade-2% (maximum 2% in all)
    - 2.NCC-B Certificate-1%; NCC-C Certificate-2%; Participation in Republic Day Parade (national)-3%; NCC-Cadet of State/National Awardee-3% (maximum 3% in all);
    - 3.Students selected under Youth Festival organized by AIU-Zonal-2%, National-3% (maximum 3% in all)
    - 4.Participation in sports events organized by AIU-Zonal 3%, National 5% (maximum 5% in all)
    - 5.Position secured in national competition organized by AIU or Ministry of Parliamentary Affairs- Individual-First-4%, Second-3% and Third-2%; and team-First-3%, Second-2% and Third-1% (maximum 4% in all)
    6. Participation in national level literacy/cultural/quiz competitions-Individual-First-4%, Second-3% and Third-2% and Team- First-3%, Second-2% and Third-1% (maximum 4% in all).
  - (v) In addition to clause (iv), students who passed qualifying examinations from H.N.B. Garhwal University, weightage of 5% marks shall be given.

Provided further that the admissions of foreign students and of candidates sponsored by any approved institution or organization against earmarked seats for such institutions or organizations shall be governed by the special rules in that regard.

- (b) Notwithstanding anything to the contrary contained in this Ordinance, or in the general or particular Ordinances or Regulations governing the courses of study to which this Ordinance applies, seats shall be reserved in each course of study for different categories of candidates, in accordance

with the directions of the University Grants Commission and the Government of India and with the provisions of laws made by Parliament.

3. (a) There shall be an Admission advisory Committee of the University for the course of study which shall comprise ó
    - (i) the Vice-Chancellor (Chairperson)
    - (ii) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, a Professor nominated by the Vice-Chancellor, for such period as he/she may determine ;
    - (iii) the Deans of the Schools;
      - (i) the Director of Campuses.
      - (ii) Dean Student Welfare
  - (b) The Registrar shall ex officio be the Secretary of the Admissions Committee, but shall not be deemed to be a member thereof.
  - (c) The International student Advisor, if any, and the Proctor shall be specially invited to all meetings of the Admissions Committee.
4. (a) Subject to the provisions of this Ordinance or Regulations governing courses of study in the University, the Admission Committee shall, in respect of the courses of study within their respective jurisdiction :-
    - (i) lay down the principles or norms governing the policy of admission and determine the criteria, programme and procedure of admission thereto, in general or for each academic year;
    - (ii) frame the Admission Rules and revise them from time to time;
    - (iii) except in cases where the seats in a course of study have been specified in the Ordinance or the Regulations governing it, determine, for each academic year, the seats in the courses of study concerned the seats in different subjects under each course of study;
 

Provided that in the case of professional discipline, such seats shall be in conformity with the provisions of the Regulation of Guidelines of the Apex Body for such professional discipline;
    - (iv) lay down the last date for admissions to the course of study concerned, which shall, in the case of academic programmes on the Annual system, not be more than five weeks after the date of commencement of the academic year or, in the case of an academic programme on the Semester system, not be more than three weeks after the date of commencement of the concerned Semester;
    - (v) appoint such number of sub-committees as it thinks fit and nominate a person or a Committee as the admitting authority in respect of each such course of study ; and
    - (vi) consider matters referred to it by any authority or other body of the University, or the Vice- Chancellor, and perform such other functions as may be assigned to them by the Ordinance or Regulations, the Executive Council, the Academic Council or the Vice- Chancellor .
  - (b) The rules and procedure of admissions, including the structure, organization and conduct of Admission Tests, in respect of different courses of the study in the University, as subsisting on the date immediately preceding the

commencement of this Ordinance, shall continue in force upon such commencement, pending the framing and implementation of the Rules and Procedure in that regard under the provisions of the Ordinances and Regulations, subject to such adaptations or modifications therein, as the Vice-Chancellor may direct in order to bring the same into accord with the Ordinances and Regulations, or as may appear to the Vice-Chancellor to be expedient or necessary in the circumstances;

Provided that all such adaptations and modifications shall be reported by the Registrar to the Admission Committee.

- (c) While deciding any matter in respect of the rules, procedure and programme of admissions to degree-granting courses of study under the provisions of sub-clause (a), the Admission Committee shall give due consideration to the recommendations made in respect thereof by, or may seek the advice of, the Boards of Admissions for the said courses of study for degree programmes in the University under the Schools;
  - (d) The constitution of the Boards of Admissions, referred to in sub-clause (c), shall be as follows:-
    - (i) the Dean of the School concerned (Chairperson)
    - (ii) the Heads of the Departments assigned to the School, and
    - (iii) the two senior most Professors of the School (not being the Dean or the Head of the Department), by rotation in the order of seniority, for a period of two years.
  - (e) Every student admitted to a course of study in the University shall be required to complete the prescribed formalities of enrollment in the Schools, not later than one week from the date of his/her admissions:
 

Provided that the Dean, may extend the last date for the completion of such formalities, but no such extension shall be granted beyond two weeks of the last date for admission.
  - (f) Within two weeks of the last date for completing the formalities of enrollment by the admitted students, referred to in sub-clause (e) the person or committee responsible for admission to courses of study in the School and Departments of the University, shall submit to the Registrar the final list of students admitted to different courses of study for the academic year concerned specifying in the score on which the order of merit was determined, in respect of each admitted candidate, and shall submit therewith the Transfer or Migration Certificates of such students as have been admitted to the University system for the first time or have rejoined the University.
- 5 (a) The admissions Committee shall function under the general superintendence of the Academic Council, and their proceedings shall be reported to Academic Council, which may review any decisions taken by them and issue directions to them.
- (b) The Academic Council may constitute a Standing Committee on Admissions, to deal, on its behalf, with matters relating to admissions.

## GENERAL PROVISIONS ON COURSES OF STUDY

(Under Section 28)

1. The Ordinances and Regulations governing courses of study for degrees, Diplomas, Certificates of Proficiency and Special Certificates, as were in force on the date immediately preceding the commencement of this ordinance, or as had been approved by the Academic Council on or before the said date, shall continue to apply, or shall apply, as the case may be, to the courses of study concerned, up to their amendment, notification or repeal by the Executive Council on the recommendations of the Academic Council.
2. (a) The Academic Council may constitute a committee to review the Ordinance and Regulations referred to in clause 1, and recommend such changes in them as may be appropriate to effect structural rationality and uniformity in the same, and also to recommend the norms that may be followed in the framing of such Ordinances and Regulations and the distribution of the subject-matter thereof between each such Ordinance and the related Regulations.  
(b) The Vice-Chancellor shall take all necessary steps towards the application and observance of the recommendation of the Committee referred to in sub-clause (a), as approved by the Academic Council and the Executive Council.
3. Admissions to the Masters Programme shall be through entrance examination conducted by the University or such agency as may be authorized by the University, and each programme shall be based on the choice based credit system in which Credit defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required per week. (Under clause 2 (iv) of Section 6)

### **4. Eligibility:**

- (a) No student shall be eligible for admission to a Master's degree programme in any of the school/faculty unless he/she has successfully completed a three year undergraduate degree or earned prescribed number of credits for an undergraduate degree through the examinations conducted by a University /autonomous institution or possesses such qualifications recognized by the HNB Garhwal University as equivalent to an undergraduate degree.
- (b) In case of integrated Master's Degree programmes of five or more years, no student shall be eligible for admission unless he/she has successfully passed the examination conducted by a Board / University at the Plus two level of schooling (either through formal schooling for 12 years or through open school system) recognized by the Central/State Government for this purpose or its equivalent.

### **5. Courses**

- (a) A Master's programme shall consist of a number of courses and a 'Course' shall be a component (a paper) of a programme.

(b) Every course offered by any department shall be identified by a unique course code. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work / practical training / report writing / viva voce, etc or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably.

## 6. Semesters

- (a) An academic year shall consist of two semesters:  
 Odd Semester (I and III Semesters): generally July to November  
 Even Semester (II and IV Semesters): generally December to April  
 The academic calendar for each semester shall be notified well before the commencement of the semester by the University.
- (b) A semester shall normally extend over a period of 15 weeks. Each week shall have 30 hours of instruction including lab/field/project work as applicable.

## 7. Credits

- (a) Credit defines the quantum of contents / syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the courses, credits shall be assigned on the basis of the number of lectures / tutorials / laboratory work/ project work and other forms of learning required to complete the course contents in a 15 week schedule:
- (b) 1 Credit = 1 hour of lecture/instruction per week (1 Credit course = 15 hours of lectures per semester). Instruction can be in the form of lectures / tutorials / laboratory work / fieldwork or other forms. In determining the number of hours of instruction required for a course involving laboratory/field-work, 3 hours of laboratory /,field work shall be considered equivalent to 1 hour of lecture.

## 8. Roll Numbers and Enrollment Numbers

The Dean of a particular school shall allot a roll number to the students after payment realization, thorough scrutiny and verification of the required documents for a particular course. After the completion of the admission procedure the enrolment numbers for the students shall be allotted by the University at the entry point which shall remain same for the entire period of study in the University.

## 9. Course Numbering

Every course offered by any Department shall be identified by a unique course code.

Illustration

SOS/CHEM/PG/ C 001	Organic Chemistry-I	3	0	0	3
		L	T	P	C

In this example:

SOS/CHEM/ C 001 is the course code in which:

SOS/ is the school (School of Sciences); CHEM is the subject code; PG or UG denotes Post Graduate or Undergraduate course; C001 is the serial number of the core course and Organic Chemistry-I, is the title of the course.

The figures under L, T and P indicate the weight (credits) attached to lectures, tutorials and practical work respectively. The figure under C indicates the total number of credits that the course carries (3 credits in this case)

## 10. Management and Administration of Choice Based Credit System

- (a) Advertisement of CBCS programmes, Approval of Admission of Students made by Departments, Course Registration, issue of Identity Cards, Coordination of Time Table and preparation of Academic Calendar, Attendance and Consolidation of awards in First Assessment and Second Assessment and forwarding the consolidated awards lists to the Controller of Examinations for scrutiny and distribution of Grade Sheets, Cumulative Grade Sheets and Provisional Pass Certificates.
- (b) In order to optimize the use of resources and talents, to avoid duplication of courses and, for effective coordination of CBCS programmes within a School, there shall be a School Committee consisting of all the teachers of all departments of the School/Faculty headed by the Dean of the School/Faculty.
- (c) The School Committee shall prepare the common time-table in consultation with the Head of the Departments of that School/Faculty.
- (d) The Departmental Committee consisting of all the teachers of Department shall be responsible for admission to all the programmes offered by the Department.
- (e) The Departmental Committee will deliberate on courses and specify the distribution of credits semester-wise and course-wise, for each course. It will also specify the number of credits for lecturers, tutorials, practical, seminars etc.
- (f) Courses (Core/Elective) shall be designed by the Board of Studies and approved by the School Board.
- (g) Course teacher: A teacher offering a course will also be responsible for maintaining attendance and performance sheets of all the students registered for the courses.
- (h) Each teacher offering a course will give the attendance and performance sheets for Sessional Test I and Sessional Test II to the Head of the Department who shall consolidate all such performance sheets of courses pertaining to the programmes offered by the department including the end semester and forward it to the Controller of Examination through the Dean.

## 11. Student Advisor

Every student shall have a teacher of the Department as his/her Student Advisor. All teachers of the department shall function as Student Advisors and will have more or less equal number of students. The Student Advisor will advise the students in choosing Elective courses and offer all possible student support services.

## 12. Structure of Master's Programme

- (a) The term Master's programme is used to denote M.A., M. Sc., M. Com., M.B.A., M.C.A., M.Ed., M. Pharm., L.L.M. or any other Masters Degree programmes offered by the various departments of the University.
- (b) A Master's Programme shall consist of:
- (i) Core courses prescribed for every programme which shall be mandatory for all students registered for that Master's programme. A Core course may carry 2 to 4 credits. .
  - (ii) An Elective courses shall carry not more than 3 credits
- (iii) ) A Self-Study Course shall carry not more than 3 credits
- (iv) A course (Core/Elective/Self-study) may also take the form of a Dissertation/Project work/Practical training / Field work / Internship / Seminar, etc. However, a dissertation / project work may carry up to 6 credits; a semester-long field work may carry 10-15 credits.
- (c) All Two -Year Masters programmes will have the following components, viz.
- (i) Core Courses - Minimum 54 credits
  - (ii) Electives - Minimum 18 credits
  - (iii) Self-study courses - Maximum 9 credits (one minimum 03 credits course shall be mandatory but not to be included while calculating the grades)

The credits in the Post Graduate programme of two years shall be distributed in the following manner:

Courses with credits	Semester I	Semester II	Semester III	Semester IV
Core	18	18	8-12	8-12
Elective/Optional	NIL	NIL	8-12	8-12
Self Study Courses		3	3	3

- (d) In order to qualify for a two-year master's degree a student must acquire a minimum of 72 credits including a minimum of 18 credits in electives choosing at least two electives ( leading to a minimum 6 credits) offered by other departments/other streams of specialties in the Department and one qualifying self study course of minimum 3 credits.

To qualify a three year Master's degree (MCA) a student must acquire a minimum of 108 credits. The minimum Core Courses shall be of 81 credits, Elective Courses 27 credits and Self Study Courses 12 credits, choosing at least three electives offered by other departments ( leading to a minimum of 9 credits) and one qualifying self study course of minimum 3 credits.

Courses/ Papers	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Core Papers	18	18	9-12	9-12	13	14
Elective/Optional papers	NIL	NIL	9	9	5	4
Self Study Courses		3	3	3		

(e) The minimum duration for completion of a two year Master's Programme in any subject shall be four semesters. The maximum period for completion shall be eight semesters.

However, the minimum duration for completion of a three year Master's Programme in any subject shall be six semesters. The maximum period for completion shall be ten semesters

(f) Core courses shall be those, knowledge of which is deemed essential for students registered for a particular Master's programme. As such all core courses shall be mandatory and a student shall have to pass in all the core courses prescribed for the programme. Where feasible and necessary two or more programmes offered by the same department or two different departments may prescribe one or more common core courses. Core courses shall be spread over all the four semesters.

However, in programmes like M.Sc- Microbiology, Pharmaceutical chemistry, M. Pharm. etc. the IV semester may include only elective course in the form of semester long dissertation/field work/project training

(g) Elective courses are intended to allow students to specialize in one or more branches of the broad subject area; to acquire knowledge and skills in a related area that may have applications in the broad subject area; or bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc); or help pursue an area of interest to the student

(h) A Department may also allow students to choose two additional courses to enable them to acquire extra credits through self-study (Not to be taken into account for awarding grades / class). The Self Study courses shall be in advanced topics in a subject (core or elective) under the supervision of a faculty member. The student shall be required to make a minimum of two seminar presentations (as sessional tests for assessment) for 40 marks and 60 marks for theory paper along with the other students of that department.

### 13. Course Advisement

(a) In P.G. and U.G. (Honors) classes every student shall register in the concerned department (in consultation with his/her advisor) and for the UG courses in the office of the concerned Dean for the courses he/she intends to undergo in that semester by applying in the prescribed proforma (duly signed by the candidate, student advisor and the Head of the Department), within the deadline notified in the Academic Calendar by the concerned Dean.



- ( b ) After registration, a student shall be allowed to drop an elective course agreed to earlier and substitute it by another elective course for valid reasons with the consent of the Student Advisor, but before the deadline for withdrawal of courses provided that the candidate is able to fulfill the required minimum attendance in the substitute course. Withdrawal from a course will not be permitted for those who undergo late registration. Cancellation of a course (Core / Elective/ Self-study) may be permitted before the conduct of First Sessional test.
- (d) From the Second Semester onwards, registration for the courses should be completed by students on or before a specified date in consultation with their Student Advisors. A student will become eligible for registration only if he/she has cleared all dues to the Institution, during the previous semester.
- (e) The courses registered after withdrawal should enable the student to earn a minimum of 15 credits.
- (f) A student shall register for a minimum of 15 credits and can register for a maximum of 24 credits in a semester, however, in the final semester, a student shall register for a minimum of 12 credits. Late registration may be permitted by the Dean up to two weeks after the commencement of the semester.

#### **14. Attendance**

- (a) The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course.
- (b) All teachers shall intimate the Head of the Department at least seven calendar days before the last instruction day in the semester, the particulars of all students who have less than 75% attendance in one or more courses.
- (c) A candidate who has less than 75% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists. However, it shall be open to the Dean to grant exemption to a candidate who has failed to obtain the prescribed 75% attendance for valid reasons on payment of prescribed fee and such exemptions shall not under any circumstances be granted for attendance below 65%.
- (d) A candidate who fails to put in least 75% attendance in I semester shall not be allowed to pursue the studies in II semester. Such candidates may apply to the Dean of the concerned school for re-registration in the I semester in the next academic session. A candidate who fails to put in at least 75% attendance in the II semester shall not be promoted to III semester. Such candidates may apply to the Dean of the school for re-registration in the II semester in the next academic session.

(e) A Candidate who puts in 75% attendance in the I and II semesters separately but fails to acquire 18 credits in the I and II semester examination taken together shall not be promoted to the III semester. He/She shall cease to be a regular student.

However, he/she may appear as an ex-student only in End Semester Examination of the course(s) in which he/she has failed, at the next semester examinations and subject to permission by the Academic Council at any further subsequent examination. A candidate who thus having ceased to be a regular student, acquires the minimum number of credits for promotion to III semester, shall re-register himself/herself as a regular student for appearing at the examination of III semester.

Provided that a regular candidate who having fulfilled the minimum attendance requirement, fails to secure the required number of credits for promotion to the III semester, may apply for re-registration as a regular student in the I or/and II semester. He/She shall have to fulfill the attendance requirement afresh and shall again perform sessional work and practical and shall appear in the End Semester Examination of all the courses at the next examination of I and II semesters. Any marks obtained in the immediately preceding year and the attendance being disregarded. Similarly a regular candidate who having fulfilled the minimum attendance requirement, fails to secure the required number of credits for attaining degree, may apply for re registration as a regular student in III and/or IV semester. He/She shall have to fulfill the attendance requirement afresh and shall again perform Sessional work and practical and shall appear in the End Semester Examination of all the courses at the next examination of III and IV semesters. Any marks obtained in the immediately preceding year and the attendance being disregarded. However, no candidate shall be permitted to continue as a regular student for more than two times in any semester.

(f) The Head of the Department shall announce the names of all students who will not be eligible to take the End semester examinations in the various courses and send a copy of the same to the Dean's Office. Registrations of such students for those courses shall be treated as cancelled. If the course is a core course, the candidate should register for and repeat the course when it is offered next.

Provided that a regular candidate who having fulfilled the minimum attendance requirement, fails to secure the required number of credits for promotion to the III semester, may apply for re-registration as a regular student in I or/and II semester(s), in such courses in which he/she failed. He/She shall have to fulfill the attendance requirement afresh and shall again perform sessional work and practical and shall appear in the End Semester Examination of all the courses/the courses in which he/she had failed earlier, at the next examination of I and/or II semester(s). Any marks obtained in the immediately preceding year in such courses and the attendance being disregarded. Similarly a regular candidate who having fulfilled the minimum attendance requirement, fails to secure the required number of credits for attaining degree, may apply for re registration as a regular student in III and/or IV semester(s), in such courses in which he/she failed. He/She shall have to fulfill the attendance requirement afresh and shall again perform Sessional work and shall appear in the End Semester Examination of all the courses/the courses in which he/she had failed earlier at the next examination of III and/or IV semester(s). Any marks obtained in the immediately preceding year and the attendance being disregarded. However, no candidate shall be permitted to continue as a regular student for more than two times in any semester.

## 15. Examination and Evaluation

- (a) Evaluation will be done on a continuous basis, three times during each semester. For the purpose of uniformity, particularly for interdepartmental transfer of credits, there will be a uniform procedure of examination to be adopted by all teachers. There will be two Sessional tests and one End-semester examination.
- (b) Sessional tests (of one to two hours duration) may employ one or more assessment tools such as objective tests, assignments, paper presentation, laboratory work, etc suitable to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment. Students shall compulsorily attend the two Sessional tests. The Sessional test as part of the continuous internal assessment shall be conducted and evaluated by the teacher offering the course.

A Student cannot repeat Sessional Tests. However, if for any compulsive reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher with the approval of the Head of the Department. In case of students who could not attend any of the Sessional tests due to medical reason or under extraordinary circumstances, a separate test may be conducted before the Examinations by the concerned faculty member after the approval of the Head of the Department and the Dean concerned.

- (c) The Sessional tests will carry 40% of total marks for the course. The marks of the two Sessional Tests shall be taken into account for the computation of Grades.
- (d) There shall be a written End Semester Examination which shall be of 2 hours duration carrying 60% of total Marks assigned for the course, covering the entire syllabus prescribed for the course. The End semester Examination shall be conducted by the University in consultation with the Dean concerned.
- (e) The End Semester practical examinations shall normally be held before the theory examination. The internal faculty shall associate themselves with the examination process.

- (f) Evaluation of Project Report / Dissertation and viva- voce

The distribution of marks for the dissertation will be as below:

Periodical presentation	- 20 Marks
Dissertation	- 60 Marks
Viva-voce	- 20 Marks
Total	100 Marks

Dissertation / project report shall be valued jointly by external and one external examiner.

## 16. Marks and Grading

(b) A student shall not be allowed to repeat the End Semester examination in a course in which he / she has passed, to improve the score.

(c) A student with arrears can reappear in examinations for a maximum of three times excluding the first appearance along with the subsequent examinations. The Sessional Marks obtained by the student shall be carried over for declaring the result. Final semester student of the P.G. programme be allowed to appear for arrears in July each year.

(d) A candidate who fails to obtain the minimum required marks to pass a semester may be allowed to appear only at the subsequent End Semester Examination as an Ex- student prescribed for that particular semester. In no case, supplementary or special examination shall be held. The marks awarded at the subsequent examination and the sessional marks obtained earlier as a regular student shall be taken into account. Ex-student shall not be allowed to take regular admission in any of the semester.

(e) Provided further that in case, a candidate fails to accumulate required number of credits to obtain the degree within 8 semesters from the date of his/her first admission, he/she shall cease to be a regular student. He/She may be permitted to appear at the next immediately following end semester examinations of I and II and/or of III and IV semester(s), as the case may be, as an ex-student permitted by the Academic Council only if he/she has undergone a regular course of study in III and IV semester and after having fulfilled attendance and other requirements of III/IV semesters;

(g) A candidate pursuing a regular course of study, promoted to III/IV semester cannot receive instruction or undertake sessional work in any course of the I/II semester. Provided that a candidate while studying as a regular student of III/IV semester, may appear in the End Semester Examination of the backlog courses of I/II semester as the case may be.

(h) A candidate who fails to obtain minimum required marks to pass in the courses at the I or/and III Semester Examinations, or is unable to take that examination for reasons beyond his/her control may be allowed to pursue the course of study for the II and/or IV semester examination as the case may be, approved by the Dean of the concerned school.

(i) No candidate shall be eligible for M.A./M.Sc./M.Com Degree in a subject unless he/she has passed in all courses for the I, II, III, and IV semester examinations.

(j) No candidate shall be promoted to Second Year of MCA if:

- i) he/she failed in sessional work of more than two courses prescribed for I and/or II Semester.
- ii) he/she failed end semester examination in more than two courses prescribed for I year and II Semester.
- iii) No candidate shall be promoted to Third year of MCA unless:
  - a) he/she has passed in sessional works of all courses prescribed for I , II, II and Iv semester.
  - b) he/she passed in all courses prescribed for I and II semester and not failed in more than two courses prescribed for III and IV semester.

(iv). There shall be supplementary after VI semester for candidates, who have failed in not more than two courses of V & VI semesters.

(k). A candidate, who fails to accumulate the requisite credits within Ten Semester after his/her admission, shall not be allowed to further pursue courses for the degree without the permission of the Academic Council on the recommendations of the Head of the Department and the Dean concerned.

Provided that he/she had been a regular candidate for V and VI semester and has fulfilled attendance requirements;

(m) A student who has passed in all the core courses and the minimum number of electives prescribed for the programme and earned a minimum of 72/108 credits shall be considered to have passed the Masters Programme.

### **(n) Grading System**

(i) The marks and the grades obtained in the courses corresponding to the best 72 credits including the best 54 core credits and the best 18 credits for electives will be taken into consideration account in arriving at the CGPA (for two year Masters' Programme).

(ii) The marks obtained by a student in a course shall be indicated by a grade point and a letter grade. .

(iii) A student is considered to have completed a course successfully and earned the prescribed credits, if he/she secures a letter grade P or higher. A course successfully completed cannot be repeated for the purpose of improvement.

(iv) The F-grade once awarded stays in the grade card of the student and is not deleted even when he/she completes the course successfully later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears.

(v) A student who secures F-grade in a core course has to pass it compulsorily. A candidate who does not pass a core course in the stipulated period (eight/ten semesters etc as the case may be from the year of admission), may be permitted to re-register for the same course or a substitute core course by paying the prescribed fee when it is offered next, in consultation with the student advisor.

(vi) If a student who secures F-grade in an elective wants to change the elective he/she has to register by paying the prescribed fee and attend the classes for that course when it is offered.

(vii) Any candidate who falls short of the required number of credits for the award of degree may be permitted to register, by paying the prescribed re-registration fee, for the required number of course ( core or elective) when it is offered. Further, the candidate may be permitted to reappear in the sessional tests only, if desired so. The marks obtained in the last end term examination being carried forward. However, he/she may reappear in the end term examination also. In such cases, re-registration fee may be decided on the basis of number of courses applied for.

(viii) If a student secures F-grade in the project Work/Dissertation, either he/she shall improve it and re-submit, if it involves only re-writing/ incorporating the revisions suggested by the

evaluators or the student can re-register by paying the prescribed re-registration fee and complete the same in the subsequent semesters.

(ix) If a student secures F grade in the Project Work / Dissertation, either he/she shall improve it and resubmit it if it involves only rewriting/incorporating the revisions suggested by the evaluators or the student can re-register by paying the prescribed re-registration fee and complete the same in the subsequent semesters.

### **(o) Conversion of Percentage of Marks to Grade points and Letter Grade**

#### **(i) For PG Courses**

The percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade. A Ten (10) point scale shall be used for the evaluation of the performance of the student as given below:

<b>MARKS</b>	<b>GRADE POINT</b>	<b>Letter Grade</b>
<b>90-100</b>	<b>10.00</b>	<b>O (outstanding)</b>
<b>75-89</b>	<b>9.00</b>	<b>A+ (Excellent)</b>
<b>65-74</b>	<b>8.00</b>	<b>A (very good)</b>
<b>60-64</b>	<b>7.00</b>	<b>B+ (good)</b>
<b>55-59</b>	<b>6.00</b>	<b>B (above average)</b>
<b>51-54</b>	<b>5.00</b>	<b>C (average)</b>
<b>50</b>	<b>4.00</b>	<b>P (pass)</b>
<b>0-49</b>	<b>0.00</b>	<b>F (fail)</b>

#### **(ii) For UG Programme**

<b>Marks</b>	<b>Grade Point</b>	<b>Letter Grade</b>
90-100	10.00	O (outstanding)
75-89	9.00	A+ (Excellent)
61-74	8.00	A(very good)

55-60	7.00	<b>B+ (good)</b>
50-54	6.00	<b>B(above average)</b>
45-49	5.00	<b>C (average)</b>
40-44	4.00	<b>P (pass)</b>
0-39	0.00	<b>F (fail)</b>

### 17. Computation of SGPA and CGPA

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

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

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

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

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

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

- (iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

#### Illustration of Computation of SGPA and CGPA and Format for Transcripts

##### 1. Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (credit x grade)
Course 1	3	A	8	3x8=24
Course 2	4	B+	7	4x7=28
Course 3	3	B	6	3x6=18
Course 4	3	O	10	3x10=30

Course 5	3	C	5	3x5=15
Course 6	4	B	6	4x6=24
	<b>20</b>			<b>139</b>

Thus, SGPA =  $139/20 = 6.95$

#### Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit:20	Credit:22	Credit:25	Credit:26	Credit:26	Credit:25
SGPA: 6.71	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA: 8.0

Thus, CGPA =  $\frac{20 \times 6.71 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.71$

Transcript (Format): Based on the above Letter grades, grade points, and SGPA and CGPA, the transcript for each semester and a consolidated transcript shall be issued indicating the performance in all semesters.

#### 2. Pattern of End Semester question paper for UG courses:

Question paper shall carry maximum 70 marks and of 3 hours duration. It will consist of Section A and Section B. Section A shall have **eight** short answer questions to be attempted in 50 words for each. **Six questions** are to be attempted. Each question shall carry **5 marks**. From Section B, an examinee shall **attempt four** questions out of eight questions of 10 **marks** only.

#### 18. Performance sheets, Results and Student Redress:

- i. The system of evaluation shall be transparent and students shall have the right to examine their marked answer scripts and for redress. The teacher of a course shall give the attendance and performance sheets for Sessional Test I and Sessional Test II to the Head of the department who in turn shall *consolidate* all such sheets and forward these to the Controller of Examination through the Dean of the School.
- ii. After the successful conduct of the End Semester examination the Controller of Examinations shall finalize the results and issue transcript on the given format to the Students.



**19. CREDIT BASED PROGRAM FOR UNDERGRADUATE COURSES****Outline of Choice Based Credit System:**

1. **Core Courses (DSC):** A course, which should compulsorily be studied by a candidate as a core requirement.
2. **Elective Course:** Generally a course which can be chosen from a pool of courses which provide extended scope. These courses shall be of three type viz.:
  - 2.1 **Discipline Specific Elective(DSE) Course**
  - 2.2 **Dissertation /Project**
  - 2.3 **Generic Elective (GE) Course**
3. **Ability Enhancement Courses (AEC):** These courses shall be of two types:
  - 3.1 **Ability Enhancement Compulsory Courses (AECC):** i. Environmental Science ii. English/Modern Indian Language communication. These are mandatory to all disciplines.
  - 3.2 **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value based and/or skill based knowledge.

**CBCS for B.Sc. Program**

Semester	Core Course Credit-12	AECC Credit-2	SEC (Skill Enhancement) Credit-2	Discipline Specific Elective DSE Credit-6
<b>I</b>	DSC-1A	English /MIL/ Environment Science		
	DSC-1A			
	DSC-1A			
<b>II</b>	DSC-1B	English /MIL/ Environment Science		
	DSC-1B			
	DSC-1B			
<b>III</b>	DSC-1C		SEC-I	
	DSC-1C			
	DSC-1C			
<b>IV</b>	DSC-1D		SEC-II	
	DSC-1D			
	DSC-1D			
<b>V</b>			SEC-III	DSE-1A
				DSE-2A
				DSE-3A
<b>VI</b>			SEC-IV	DSE-1B
				DSE-2B
				DSE-3B

AECC: Ability Enhancement Compulsory Course

**CBCS for B.A./B.Com Program**

Semester	Core Course Credit-12	AECC Credit-2	SEC (Skill Enhancement) Credit-2	Discipline Specific Elective DSE Credit-4	Generic Elective GE Credit- 4
<b>I</b>	English/Mil-1	English /MIL/ Environment Science			
	DSC-1A				
	DSC-2A				
<b>II</b>	MIL/English-1	English /MIL/ Environment Science			
	DSC-1B				
	DSC-2B				
<b>III</b>	English/Mil-2		SEC-I		
	DSC-1C				
	DSC-2C				
<b>IV</b>	MIL/English-2		SEC-II		
	DSC-1D				
	DSC-2D				
<b>V</b>			SEC-III	DSE-1A	GE-I
				DSE-2A	
				DSE-3A	
<b>VI</b>			SEC-IV	DSE-1B	GE-II
				DSE-2B	
				DSE-3B	

AECC: Ability Enhancement Compulsory Course

**20. Post Graduate Diploma/ Diploma/ Certificate Programmes**

(a) The procedures for the P. G. Diploma, Diploma and Certificate Programmes such as course registration, etc shall be similar to the Master's programme.

(b) Eligibility: A Graduate

(c) P.G. Diploma programme may be offered as a full-time programme or as a part-time add-on programme. The number of credits for a P. G. Diploma programme shall be 48 credits ( Core Courses-32 credits, Elective Courses-16 credits).

(d) The courses prescribed for a P. G. Diploma programme may be fully independent of the courses for the master's programme. Alternatively a Department may include some of the courses (Core or Electives) offered under the Master's programme in the P. G. Diploma programme. The Departmental / School committee shall decide on the exact structure and content of the P. G. Diploma. programme conforming to the above broad structure.

(e) The duration of a P. G. Diploma programme shall be 2 semesters (Full-time) or 3 or 4 semesters (Part-Time).

(f) Other rules and regulations shall be as laid down in the structure of Master's Program

**21. Diploma Programme**

(i) A Diploma programme shall carry 36 credits distributed as under:

Core Courses –24 credits, Elective Courses 12 credits

(ii) The duration of a diploma programme shall be two semesters

Courses with credits	Semester I	Semester II
Core	12	12
Elective/Optional	6	6

(iii) Other rules and regulations shall be as laid down in the structure of Master's Program

**22. Short-term Certificate Programmes**

(i) A certificate programme shall carry 12 credits.

(ii) The duration of a certificate programme shall be one semester (Part-time) or 10 weeks full-time.

(iii) Other rules and regulations shall be as laid down in the structure of Master's Program.

**23. Answer Book**

Only A- answer book carrying prescribed pages shall be provided to the examinee in the end semester examinations. The examinee shall limit their answers within the given A- answer book. Additional B-answer book shall not be provided.

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