

**ORDINANCE – XV**  
**RELATING TO PROGRAMMES LEADING TO THE AWARD**  
**OF POST GRADUATE DEGREES / DIPLOMAS**

**1. Definitions:**

- 1.1 “Course” means a Semester course.
- 1.2 “Credit” (c) is the weightage assigned to a course in terms of contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 1.4 “Grade point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 Semester Grade Point Average (SGPA) means the grade point average of a student for a semester calculated in the following manner:  
$$SGPA = (g_1 \times c_1) + (g_2 \times c_2) + \dots$$
(in respect of all courses for which the student has registered in the semester concerned) divided by the total number of credits offered by the student in the semester.
- 1.6 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:  
$$CGPA = (g_1 \times c_1) + (g_2 \times c_2) + \dots$$
(in respect of all the courses for which the student has registered up to and including the semester for which the cumulative index is required) divided by the total number of credits offered by the student in the said courses.
- 1.7 “Final Grade Point Average” (FGPA) is the final index of a student at the time of award of a degree, calculated in the following manner:

$$FGPA = \frac{\sum_{i=1}^n g_i \times c_i}{\sum_{i=1}^n c_i}$$

Where  $\sum_{i=1}^n c_i$  = credit in the  $i^{\text{th}}$  course  $g_i$  = grade point secured by the student in the  $i^{\text{th}}$  course n = total number of courses prescribed for the student for the entire programme.

- 1.8 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her FGPA at the time of the award of the degree.
- 1.9
- a. The following courses of study shall be offered by the University:
- (i) Doctor of Philosophy (Ph.D.) in – Economics, Education, English, Hindi, Political Science, Microbiology, Biochemistry, Biotechnology, Nutrition Biology, Hotel & Tourism Management, Management Studies, Physics and Chemistry.<sup>1</sup>

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<sup>1</sup> 28<sup>th</sup> Meeting of the Executive Council 24<sup>th</sup> August, 2016.

**Note:** The Vice Chancellor may consider requests of the Departments and permit introduction of Ph.D. in their respective Departments keeping into consideration availability of infrastructure and faculty in the Departments.

- (ii) Master of Philosophy (M.Phil.) of one year's duration in – Economics, Education, English, Hindi and Political Science.
- (iii) Master's Degree Programmes:

Name of Programme	Duration
M.A. (Economics)	Two Years
M.B.A.	Two Years
M.Com.	Two Years
M.Sc. (Mathematics)	Two Years
M.Sc. (Statistics)	Two Years
M.C.A.	Three Years
M.Sc. (Environmental Science)	Two Years
M.Sc. (Geography)	Two Years
M.Sc. (Chemistry)	Two Years
M.Sc. (Physics)	Two Years
M.A. (History)	Two Years
M.A. (Political Science)	Two Years
M.A. (Psychology)	Two Years
M.A. (Sociology)	Two Years
M.A. (Journalism and Mass Communication)	Two Years
M.A. (Education)	Two Years
M.A. (English)	Two Years
M.A. (Hindi)	Two Years
LL.M.	Two Years
M.Lib.	Two Years
M.Sc. (Microbiology)	Two Years
M.Sc. (Biochemistry)	Two Years
M.Sc. (Biotechnology)	Two Years
M.Sc. (Nutrition Biology)	Two Years
Master of Hotel Management & Catering Technology	Two Years
B.Ed.	Two Years
M.Ed.	Two Years

- (iv) Undergraduate Degree Programme

Bachelor in Vocational Studies (B.Voc.)	Three Years
B.Tech (Civil Engineering)	Four Years
B.Tech (Computer Science & Engineering)	Four Years

B.Tech ((Electrical Engineering)	Four Years
B.Tech. (Printing and Packaging Technology)	Four Years

- (v) Post Graduate Diploma Programmes.
- (vi) Certificate Courses.

## 2. Eligibility for admission:

A candidate may be admitted to the Master's programme if he/she has obtained a Bachelor's degree under 10+2+3 system recognized by the University, or a degree recognized as its equivalent, provided such a candidate has attained the minimum proficiency in the subject at the time of admission as decided by the University from time to time.

## 3. Semesters:

- 3.1 An academic year shall consist of two semesters, viz.:  
Odd semester and Even semester.
- 3.2 Ordinarily an Odd semester shall extend from July to December, and an Even semester from January to May.
- 3.3 A semester normally extends over a period of 15 weeks, each week having 30 hours of instruction spread over a week.

## 4. Type of courses:

Each programme may have three types of courses, viz. core courses, elective courses and self-study-courses.

### 4.1 Core courses:

4.1.1 Core courses are those, knowledge of which is deemed essential for students registered for a particular Master's programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

4.1.2 Core courses shall be mandatory for all students registered for that Master's programme.

4.1.3 Core courses shall be spread over all the semesters of the programme.

### 4.2 Elective courses:

Elective courses are intended to:

- allow students to specialize in one or more branches of the broad subject area; or
- 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.

### 4.3 Self-study courses:

4.3.1 Self-study courses are optional, not mandatory. They are not taken into account for awarding grades.

4.3.2 Students may also choose 3 additional courses to enable them to acquire extra credits through self-study.

4.3.3 Self-study courses shall be in advanced topics in a course (core or elective) under the supervision of a faculty member.

**Note:** A course (Core/Elective/Self-study) may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Internship/ Seminar, etc.

#### **5. Credits:**

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 completing the contents in a 15 week schedule. 2 hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

- 1 credit = 1 hour of instruction per week (1 credit course = 15 hours of instruction per semester)
- 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of instruction per week)

A Core course may carry 3 to 4 credits; an elective/ Self-study will not normally carry more than 3 credits. However, a dissertation/ project work may carry up to 6 credits; a semester-long field work may carry 10-15 credits.

#### **6. Auditing:**

Students may be permitted by the individual faculty member at his/her discretion to audit two courses without assigning any credits.

#### **7. Course numbering:**

Each course offered by a faculty/department is identified by a unique course code: e.g. SSS C 001 Eco 3003, where

- SSS stands for School of Social Sciences;
- C stands for core course;
- 001 stands for the serial number of the course;
- The figures 3,0,0,3 stand for credits attached to lectures (practical, if it is a practical course), tutorials, practical work (theory, if it is a practical course) and total number of credits for the course respectively.

#### **8. Duration of programme:**

The minimum duration for completion of a one-year Post Graduate Diploma programme shall be two consecutive semesters (one odd and one even semester), for a two-year Master's programme in any subject shall be four consecutive semesters (two odd and two even semesters) and for a three-year Master's programme - six semesters, i.e. three odd and three even semesters. The maximum period for completion shall be four semesters, six semesters and eight semesters respectively.

Provided that a semester or a year may be declared by the Academic Council zero semester or zero year in the case of a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a foreign scholarship/fellowship, subject to fulfillment of requirements laid down in this respect by regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

#### **9. Student Advisor:**

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

#### **10. Course Registration:**

- 10.1 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date fixed by the University.
- 10.2 Every student has to register in each semester (in consultation with his/her Student Advisor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma in triplicate, duly signed by him/her, the Student Advisor and the Head of the Department, within the deadline notified for the purpose by the University.
- 10.3 Late registration may be permitted by the Dean of the faculty up to a maximum of two weeks after the commencement of the semester on payment of prescribed late registration fee.
- 10.4 A student shall register for a minimum of 15 credits and can register for a maximum of 24 credits in a semester.
- 10.5 Withdrawal from a course shall be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal shall enable the student to earn a minimum of 15 credits. Withdrawal from a course shall not be allowed for those who had late registration.
- 10.6 A student shall be allowed to add a course or substitute a course for another course of the same type (core, elective or self study) for valid reasons with the consent of the Student Advisor not later than two weeks from the date of commencement of the semester.
- 10.7 A student may take more elective courses than prescribed in the programme, in which case in the calculation of the Semester/ Cumulative/ Final Grade Point Average only the prescribed number of elective courses in the descending order of the grades obtained by him/her shall be included.

#### **11. Evaluation & examination:**

- 11.1 Sessional evaluation shall be done on a continuous basis, taking into account the student's class performance, fulfillment of home assignments and performance at the compulsory sessional tests (2 best out of 3 tests to be conducted in a semester). For uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all faculty members. There shall be three sessional tests and one end-semester examination in each course during every semester.
- 11.2 Sessional Test 1 shall be held during the sixth week of the semester for the syllabi covered till then.

- 11.3 Sessional Test 2 shall be held during the eleventh week for the syllabi covered between seventh and eleventh week.
- 11.4 Sessional test 3 shall be held during the fourteenth week of the semester for the remaining syllabus after the sessional test 2.
- 11.5 Sessional tests may employ one or more assessment tools such as objective tests, assignments, paper presentation, laboratory work, etc. suitable to the course.
- 11.6 The pattern of assessment of sessional work, including the weightages to be given to different elements like class performance, home assignments and the sessional tests, for each course shall be prescribed by the School Board on the recommendation of the Board of Studies of the Department concerned and shall be made known to the students at the commencement of each semester.
- 11.7 A student cannot repeat sessional tests.
- 11.8 The sessional work and the end semester examination shall have equal weightage i.e. 50% each. The 50% weightage allotted to sessional work shall consist of 30% for class performance and home assignments and the remaining 20% for the two compulsory sessional tests (i.e. 10% each), or 20% for class performance and home assignments and 30% for the two sessional tests, depending upon the nature of the course.
- 11.9 A student clears the sessional work in a course if he / she has participated in the sessional work and secured a grade higher than F in it.
- 11.10 End semester Examinations covering the entire syllabus prescribed for the course and carrying 50% of weightage shall be conducted under the direction of the Dean of the School.
- 11.11 Examiners or Board of Examiners shall be appointed for each course by the School Board on the recommendation of the Board of Studies of the Department concerned.
- 11.12 The distribution of weightage for the valuation of semester-long project work/ dissertation shall be:
- i) Periodic presentation : 20%
  - ii) Concise dissertation : 60%
  - iii) Viva voce : 20%
- Or as decided by the School Board on the recommendations of the Board of Studies of the Department concerned.
- 11.13 An application for admission to the semester examination shall be made in the prescribed form and forwarded to the Dean of the School through the HOD concerned and shall be accompanied by the following documents:
- i) Clearance in sessional evaluation;
  - ii) Clearance of all dues.

## 12. Grades and Grade points:

The students shall be graded in sessional tests, end semester examinations, etc. in each course on the following ten point scale:

Grade	Grade Point
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<b>A+</b>	<b>9.00</b>
<b>A</b>	<b>8.25</b>
<b>A-</b>	<b>7.50</b>
<b>B+</b>	<b>6.75</b>
<b>B</b>	<b>6.00</b>
<b>B-</b>	<b>5.25</b>
<b>C+</b>	<b>4.50</b>
<b>C</b>	<b>3.75</b>
<b>C-</b>	<b>3.00</b>
<b>F</b>	<b>0</b>

**Note:**

1. There shall be no rounding of SGPA/CGPA/FGPA.
2. The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

The Final Grade Point Average obtained by a student shall be classified into the following divisions:

<b>FGPA</b>	<b>Class/ Division</b>
8.5 and above	First Class with Distinction
7.0 and above, but less than 8.5	First Class
5.0 and above, but less than 7.0	Second Class
4.0 and above, but less than 5.0	Pass

**13. Credit requirements:**

- 12.1 For a one-year Post Graduate programme, the credit requirements for the award of the Post Graduate Diploma shall be 40 credits ( $\pm 10\%$ ), including a minimum of 9 credits from elective courses (of which at least 3 credits shall be from elective course offered by another Department).
- 12.2 For a two-year Master's programme, the credit requirements for the Master's degree shall be 80 credits ( $\pm 10\%$ ), including a minimum of 18 credits from elective courses (of which at least 6 credits shall be from elective courses offered by other Departments).
- 12.3 For a three-year Master's programme, the credit requirements for the Master's degree shall be 120 credits ( $\pm 10\%$ ), including 27 credits from elective courses (of which 9 credits shall be from elective courses offered by other Departments).

**14. Grade point requirements:**

A student in order to be eligible for the award of the Master's degree of the University must have fulfilled the following requirements:

- i) He/she has taken and passed all the prescribed courses as laid down;
- ii) He/she has obtained a FGPA of 4.00 at the end of the programme.

Provided that students who are otherwise eligible for the award of the degree / diploma but have secured a FGPA less than 4.00 at the end of the permissible period of semesters may be allowed by the Department / School concerned to repeat the same course/s or other courses of the same type in lieu thereof in the two extra semesters provided in clause 8 on “Duration of Programme”.

**15. Removal of name of a student from the programme:**

- a. The name of a student falling under the following categories shall automatically stand removed from the rolls of the University:
  - (a) A student who fails to fulfill the minimum grade point requirements under clause 14.
  - (b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree / diploma.
- b. The School Board, on the recommendation of the Board of Studies of the Department concerned, may remove the name of a student from the programme of study if
  - (a) he / she fails to clear at least 50% of the prescribed core courses at the end of the 1<sup>st</sup> semester.
  - (b) he / she has still to clear courses which cannot possibly be cleared in the remaining period of the programme which he/ she is allowed to register for the normal load in the said period.

**16.** Notwithstanding what is contained in the foregoing clauses of this Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Board of Studies of the Department and the School Board as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA / FGPA requirements.



## **Ordinance - XV**

### **REVISED ORDINANCE RELATING TO PROGRAMMES LEADING TO THE AWARD OF POST GRADUATE DEGREES / DIPLOMAS<sup>2</sup>**

#### 1. Definitions of Key Words:

- 1.1 Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (Core, elective or soft skill courses). It provides a ‘cafeteria’ type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.
- 1.2 Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.
- 1.3 Course: Usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/term papers/assignments/presentations/ self-study etc. or a combination of some of these.
- 1.4 Credit (c): A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 1.5 Credit Point: It is the product of grade point and number of credits for a course.
- 1.6 Grade Point (g): It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.7 Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 1.8 Programme: An educational programme leading to the award of a Degree, Diploma or Certificate.

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<sup>2</sup> Approved by the Executive Council in its 22<sup>nd</sup> meeting held on 24/07/2015.

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

1.10 Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.

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

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

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

## 2. Eligibility for admission:

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

## 3. Type of courses:

Each programme may have three types of courses, viz. Core courses, Elective courses and self-study/skill-based courses.

### 3.1 Core courses:

3.1.1. Core courses are those, knowledge of which is deemed essential for students registered for a particular Master's programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

3.1.2. Core courses shall be mandatory for all students registered for that Master's programme.

3.1.3. Core courses shall be spread over all the semesters of the programme.

3.2 Elective courses: Elective courses can be chosen from a pool of papers. These courses are intended to:

- allow students to specialize in one or more branches of the broad subject area; or
- 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.

Students may also choose additional elective courses offered by the University to enable them to acquire extra credits from the discipline or across the discipline.

3.3 Self-study/skill-based Courses:

3.3.1. Self-study courses are optional, not mandatory. Being non-credit courses, performance of students in these courses shall be indicated as "satisfactory" or "unsatisfactory" instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

Note: A course (Core/Elective/Self-study/skill-based) may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Internship/ Seminar, etc.

4. Mobility Options and Credit Transfers: Students are open to avail vertical and horizontal mobility and can take courses of their choice, learn at their paces, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach to learning.

4.1 A student can even take the courses of other universities subject to equivalence of the core/elective courses and availability of seats, adopting due administrative process and formal consent of the university/universities. University shall constitute an Equivalence Committee for the purpose.

4.2 Student availing inter-university mobility shall remain the bonafide student of the University where he initially got admission and in case the candidate earns credit from a different university, the credits earned will be transferred to his/her parent university.

4.3 It is the responsibility of the student to assess the feasibility and practicality of vertical mobility (across universities) as it doesn't entitle a student to be exempted or relaxed from any of the requisites (sessionals, attendance, assignments, end-

semester examinations, programme duration etc.) for the completion of the programme.

4.4 Mobility option should not be interpreted as inter-university migration.

4.5 Mobility across the disciplines is also subject to availability of desired elective course, faculty, infrastructure and no. of students (as fixed by the University/department from time to time) opting that elective course.

4.6 The mobility shall be permissible from Regular Mode to Regular Mode of learning only and can not be replaced by Open/Distance/Online in place of regular mode.

#### 5. Credits:

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 completing the contents in a 15 week schedule. 2 hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

- 1 credit = 1 hour of instruction per week (1 credit course = 15 hours of instruction per semester) □
- 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of instruction per Semester) □

A Core/elective courses may carry 3 to 4 credits; Self-study Course will not normally carry more than 3 credits. However, a dissertation/ project work/field work may carry up to 6 credits; and a semester-long dissertation/ project work/field work may carry up to 24 credits.

#### 6. Course Coding:

Each course offered by a school/department is identified by a unique course code indicating school, department, programme, semester, course no., core (C) /elective course (E), Serial No. of the course, No. of credits attached to lectures, tutorials, practical and total number of credits for the course respectively.

For example, the course code for fifth core course of the first programme in the second semester in department of Chemistry under the school of Chemical Sciences carrying 4 credits (3 lectures and one practical) may be- SCS CHEM 01 02 05 C 3014. However, the concerned Board of Studies/School Board may recommend a specific course codification pattern for the approval of the Academic Council.

#### 7. Duration of programme:

The minimum duration for completion of a one-year Post Graduate Diploma programme shall be two consecutive semesters (one odd and one even semester), for a two-year Master's programme in any subject there shall be four consecutive semesters (two odd and two even semesters) and for a three-year Master's programme, there will be six semesters,

i.e. three odd and three even semesters. The maximum period for completion shall be four semesters, six semesters and eight semesters respectively.

Provided that a semester or a year may be declared by the Academic Council zero semester or zero year in the case of a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a foreign scholarship/fellowship, subject to fulfilment of requirements laid down in this respect by regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

#### 8. Student Advisor:

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

#### 9. Course Registration:

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

9.2 Every student has to register in each semester (in consultation with his/her Student Advisor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma in triplicate, duly signed by him/her, the Student Advisor and the Head of the Department, within the deadline notified for the purpose by the University.

9.3 Late registration may be permitted by the Dean of the faculty up to a maximum of two weeks after the commencement of the semester on payment of prescribed late registration fee.

9.4 A student shall register for a minimum of 15 credits and can register for a maximum of 24 credits in a semester, unless it is specified otherwise by the University for a programme of study/course.

9.5 Withdrawal from a course shall be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal shall enable the student to earn a minimum of 15 credits. Withdrawal from a course shall not be allowed for those who had late registration.

9.6 A student shall be allowed to add a course or substitute a course for another course of the same type (core, elective or self-study/skill-based) for valid reasons with the consent of the Student Advisor not later than two weeks from the date of commencement of the semester.

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

#### 10. Examination and Assessment:

The sessional work and the end semester examination shall have the weightage of 40% and 60% respectively.

##### 10.1 Sessional Evaluation:

10.1.1 Sessional evaluation shall be done on a continuous basis, taking into account the student's class performance, fulfillment of assignments and performance at the two compulsory sessional tests to be conducted in a semester. For uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all faculty members. There shall be minimum two sessional tests and one end-semester examination in each course during every semester.

10.1.2 Sessional Test 1 shall be held during the sixth week of the semester for the syllabi covered till then.

10.1.3 Sessional Test 2 shall be held during the twelfth week for the syllabi covered between seventh and twelfth week.

10.1.4 Sessional tests may employ one or more assessment tools such as objective tests, assignments, paper presentation, laboratory work, etc. suitable to the course.

10.1.5 The pattern of assessment of sessional work, including the weightages to be given to different elements like class performance, assignments and the sessional tests, for each course shall be prescribed by the School Board on the recommendation of the Board of Studies of the Department concerned and shall be made known to the students at the commencement of each semester.

10.1.6 In special circumstances, a student can be allowed to repeat one sessional test, if his/her application in this regard is considered by the Head of the Department.

10.1.7 The 40% weightage allotted to sessional work shall consist of 50% for class performance and assignments and the remaining 50% for the two compulsory sessional tests i.e. 15% weightage to each compulsory sessional assignment/test out of total 40% weightage assigned to sessional assessment. Out of the total 40% weightage for sessionals, maximum 10% weightage may be assigned to overall participation of the student during the semester. Depending upon the nature of the course, the division of the weightage of sessional marks may be defined accordingly by the concerned School Board.

10.1.8 A student clears the sessional work in a course if he/she has participated in the sessional work and secured P or higher grade in it.

10.1.9 A student is required to qualify sessionals and end-semester examinations separately with minimum 'P' grade. A student can appear in end-semester examination provided he/she has qualified requirements of sessional assessment with minimum 'P' grade.

10.2 End-Semester Examination:

10.2.1 End semester Examinations covering the entire syllabus prescribed for the course and carrying 60% of weightage shall be conducted by the examination branch in consultation with the Dean of the concerned School.

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

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

- i) Periodic presentation : 20%
- ii) Concise dissertation : 60% iii)
- Viva voce : 20%

Or as decided by the School Board on the recommendations of the Board of Studies of the Department concerned.

10.2.4 Hall tickets/admit cards shall be issued to the student on the recommendations of the Head of the Department on submission of the following documents by the student:

- I. Certificate indicating fulfilment of the requirements of sessional evaluation including sessional tests, attendance, assignments etc. (to be issued by the HOD)
- II. No dues certificate on the prescribed format

10.3 Letter Grades and Grade points: Absolute Grading system shall be adopted to grade the students.

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

10.3.2 In the End-semester theory or practical examinations, examiners shall award the marks and these marks will be further converted into grades/grade points by the examination branch in accordance with the provisions of the ordinance.

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

10.3.4 University shall adopt the 10-point grading system with the letter grades as given under:

Letter Grade	Grade Point	Class Interval (in %)
O (outstanding)	10	90 and above
A+ (excellent)	9	75 and < 90
A (very good)	8	60 and < 75
B+ (good)	7	55 and < 60
B (above average)	6	50 and < 55
C (average)	5	45 and < 50
P (pass)	4	40 and < 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. Minimum qualifying marks for a course or programme is 40% i.e. 'P' grade.
- III. 'B' grade is 50 % or less than 55%



- IV. 'B+' grade is 55 % or less than 60%
- V. Students shall have to qualify the sessionals (tests, assignments, attendance, presentations etc.) and end-semester examinations separately and the student failing to qualify either of the components shall not be considered as qualified in any case. However, student failing to qualify the sessionals shall not be permitted to take the end-semester examinations.
- VI. Students shall be allowed to improve their grades during the maximum duration of the programme of study.
- VII. There shall be no rounding of SGPA/CGPA.
- VIII. The SGPA/CGPA obtained by a student is out of a maximum possible 10 points.
- IX. A student in order to be eligible for the award of the Master's degree of the University must have obtained CGPA of 4 at the end of the programme.
- X. Provided that students who are otherwise eligible for the award of the degree/diploma but have secured a CGPA less than 4 at the end of the permissible period of semesters may be allowed by the Department/School concerned to repeat the same course/s or other courses of the same type in lieu thereof in the two extra semesters provided in clause 7 on "Duration of Programme".

The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following divisions:

CGPA	Class/ Division
10	Outstanding
9 and above, but less than 10	First Class with distinction
8 and above, but less than 9	First
7 and above, but less than 8	High Second
6 and above, but less than 7	Second
4 and above, but less than 6	Third

#### 10.4 Assessment:

- 10.4.1 The assessment of the theoretical component towards the end of the semester shall be undertaken by the examiners from within the university. These examiners may be appointed by the concerned Board of Studies on the basis of

the specialisation of the faculty. In such courses, suitable eligible faculty shall be assigned the responsibility of setting of the question papers and the evaluation of the answer scripts by the concerned HOD.

10.4.2 In case of the practical component of core courses, assessment shall be jointly carried out by the internal and external examiners. For the assessment of practical component, half of the examiners in the team shall be invited from outside the University from amongst the panel of examiners (not below the rank of Associate Professor) approved by the competent authority.

10.4.3 In case of the project reports/thesis/dissertation etc. the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (not below the rank of Associate Professor) approved by the competent authority.

10.5 Re-appear/Improvement of Grades:

10.5.1 Re-appear Examination: Students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those examinations where they couldn't score 'P' grade in the two extra semesters provided in clause 7 on "Duration of Programme" with the following provisions:

10.5.1.1 A student with "F" Grade in a course shall be permitted to repeat/ reappear in the End-Semester Examination of the Course for maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.

10.5.1.2 If a student secures "F" Grade in a Project Work / Project Report/

Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).

10.5.1.3 Such students will avail the chance to re-appear only within the maximum duration of the programme.

10.5.1.4 Re-appear examination of even semesters will be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters will be conducted with the endsemester examinations of odd semesters.

10.5.1.5 Re-appear examinations will be based on the Syllabi of the course/programme in force at—the time of initial registration to the course/programme.

10.5.1.6 Students who have got the migration certificate issued from the university shall not be allowed to re-appear.

10.6 Re-evaluation/re-checking: Students may apply for revaluation/rechecking of their answer scripts within thirty days of the official display/declaration of the result.

10.6.1 For re-evaluation/rechecking of the answer scripts, students shall have to apply on the prescribed format available on University website/ examination branch of the University along with the original DMC or copy of the result and demand draft of Rs. 1000/- for each course drawn in favour of Registrar, Central University of Haryana.

On re-evaluation, decreased/increased grades/awards will be considered as final but in case the increase is more than 10% of the actual marks scored by the student in the first attempt, his/her script shall be sent to third examiner and the average of the score awarded by the second and third examiners shall be considered as the final score.

10.7 Minimum Credit requirements:

10.7.1 For a one-year Post Graduate programme, the credit requirements for the award of the Post Graduate Diploma shall be 40 credits ( $\pm 10\%$ ), including a minimum of 9 credits from elective courses (of which at least 3 credits shall be from elective course offered by another Department).

10.7.2 For a two-year Master's programme, the credit requirements for the Master's degree shall be 80 credits ( $\pm 10\%$ ), including a minimum of 18 credits from elective courses (of which at least 6 credits shall be from elective courses offered by other Departments).

10.7.3 For a three-year Master's programme, the credit requirements for the

Master's degree shall be 120 credits ( $\pm 10\%$ ), including 27 credits from elective courses (of which 9 credits shall be from elective courses offered by other Departments).

11. Computation of SGPA and CGPA:

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

11.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and sum

of the number of credits of all the courses undergone by a student, i.e. 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.

11.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.  
 $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$

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

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

12. Illustration of the computation of SGPA and CGPA: 12.1 Illustration of SGPA computation:

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

Thus SGPA= 100/13= 7.69

12.2 Illustrations for CGPA:

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

Thus,  $CGPA = \frac{(20 \times 6.9) + (22 \times 7.8) + (25 \times 5.6) + (26 \times 6.0) + (26 \times 6.3) + (25 \times 8.0)}{144} = 6.73$

144

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

13. Removal of name of a student from the programme:

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

- (a) A student who fails to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.
- (b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree / diploma.
- (c) A student who is found involved in misconduct/forgery/indiscipline or offensive conduct upon recommendation of the Discipline committee/ Proctorial Board.
- (d) A student who fails to attend 75% of classes. However, in special circumstances, considering the merit of the case on the recommendations of the department, Vice Chancellor may relax the condition by 15%.

13.2 The School Board, on the recommendation of the Board of Studies of the Department concerned, may remove the name of a student from the programme of study if-

- (a) He/ she fails to clear at least 50% of the prescribed core courses at the end of the 1<sup>st</sup> semester.
- (b) He / she has still to clear courses which cannot possibly be cleared within the maximum duration of the programme or in the remaining period of the programme which he/ she is allowed to register for the normal load in the said period.
- (c) He/she fails to qualify the sessional requirements (sessional tests, attendance, assignments etc.) and end-semester examinations of the minimum required courses (core or elective) separately.

13.3 Indiscipline and Unfair Means in Examinations: There shall be zero tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination.

Non adherence to such instructions shall attract disciplinary action. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Indiscipline, Unfair practices and Unfair means relating to examination shall mean and include:

- 14.1 Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination
- 14.2 Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator / Centre Superintendent.
- 14.3 Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
- 14.4 Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination
- 14.5 Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall,
- 14.6 Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
- 14.7 Attempts of impersonation including writing some other candidate's registration number / roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination.
- 14.8 Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator.
- 14.9 Boycott / walkout of the examination and or causing disturbances of any kind during the conduct of examination.
- 14.10 Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations.
- 14.11 Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.
- 14.12 The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the

candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

- 14.13 In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
- 14.14 The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
- 14.15 All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee.
15. ~~For programmes approved by the Academic Council, if a regulation is issued by~~ the Academic Council, and is at variance with the provisions of this ordinance, then the regulations of the Academic Council shall prevail pending amendment in the Ordinance.
- 15.1 Notwithstanding what is contained in the foregoing clauses of this Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Board of Studies of the Department and the School Board as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA requirements.
- 15.2 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 of a Committee consisting of any or all of the Deans of the Schools. The decision of the Vice Chancellor shall be final.