

## **STANDARD OPERATING PROCEDURE (SOP)**

### **Direct Admission to the 2nd Year (3rd Semester) of Two-Year Postgraduate Programmes**

#### **1. Title:**

Standard Operating Procedure for Direct Admission to the 2nd Year (3rd Semester) of a Two-Year Postgraduate Programme for Candidates Holding a Four-Year Bachelor's Degree (Honours/Honours with Research).

#### **2. Purpose:**

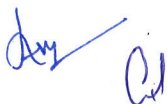
To provide a uniform procedure for admission of eligible candidates possessing a Four-Year Bachelor's Degree (Honours/Honours with Research) directly into the second year (third semester) of a Two-Year Master's Programme under the provisions of Multiple Entry-Multiple Exit (ME-ME), Academic Bank of Credits (ABC), National Credit Framework (NCrF), and National Higher Education Qualifications Framework (NHEQF).

#### **This SOP is framed in accordance with:**

- a) Ordinance XV – Programmes Leading to the Award of Postgraduate Degrees/Diplomas.
- b) Clause 4.1 and Table-I relating to Multiple Entry-Multiple Exit options.
- c) Clause 4.2 and Table-II regarding eligibility for one-year and two-year PG programmes.
- d) Clause 8 relating to Mobility Options and Credit Transfer through Academic Bank of Credits.
- e) UGC Regulations and Guidelines on Multiple Entry-Multiple Exit and Academic Bank of Credits, as amended from time to time.

#### **Relevant provisions state that:**

- Candidates with a Four-Year Bachelor's Degree with Honours/Honours with Research (minimum 160 credits) are eligible for admission to a One-Year Master's Programme (Level 6.5).
- A candidate possessing a PG Diploma or equivalent first-year PG credits may enter the Master's programme in 2<sup>nd</sup> Year (3<sup>rd</sup> Semester) under ME-ME provisions.
- Additional seats up to 10% over and above sanctioned intake may be created for mobility entries.



### 3. Applicability:

This SOP shall apply to all Schools/Departments/Centres offering Two-Year Master's Degree Programmes where the curriculum structure permits admission through Multiple Entry-Multiple Exit provisions.

### 4. Eligibility Conditions:

A candidate shall be eligible for direct admission to the 3rd Semester (Second Year) of a Two-Year Master's Programme if:

#### 4.1. Academic Qualification: The candidate has successfully completed:

- a) A Four-Year Bachelor's Degree with Honours/Honours with Research in concerned discipline from a recognized University/Institution; or
- b) PG Diploma in concerned discipline or
- c) First Year of Master's Programme in concerned discipline ; or One-Year Master's entry qualification recognized under Ordinance XV with 60% marks, in concerned subject from a HEI with at least NAAC 'A' grade or NIRF Ranking upto the Band of 150-200 or better, during the period of study.
- d) Earned a minimum of 160 credits as prescribed under NHEQF/NCrF Level 6.0.

#### 4.2. ABC Registration: The candidate must possess:

- a) APAAR ID; and
- b) Active Academic Bank of Credits (ABC) Account wherever applicable.
- c) Credits already earned should be in ABC and transferable to CUH.

### 5. Admission Procedure:

#### Step 1: Notification

The University shall issue an admission notification indicating:

- Programme-wise vacancies;
- Eligibility criteria;
- Last date for application;
- Documents required.



## **Step 2: Submission of Application**

The candidate shall submit:

- a) Application Form.
- b) Four-Year UG Degree Certificate.
- c) Detailed Marks Transcript.
- d) Credit Statement showing completion of minimum 160 credits.
- e) APAAR ID/ABC ID.
- f) Migration Certificate (if applicable).
- g) Category certificates (where applicable).

## **Step 3: Verification**

The Departmental Admission Committee shall verify:

- Degree validity;
- Credits earned;
- Subject equivalence;
- Eligibility requirements.

## **Step 4: Equivalence Assessment**

The Departmental Equivalence Committee shall:

- Examine curriculum and credits earned.
- Determine suitability for direct entry into Semester-III.
- Recommend bridging courses, if required.

## **Step 5: Merit Preparation**

Admissions shall be made on:

- Entrance Test Merit; or
- Academic Merit; or
- Combined criteria as approved by the University.

## **Step 6: Approval**

The Department shall forward recommendations to the Competent Authority through Dean of the School for approval.

### **Step 7: Registration**

Selected candidates shall:

- Register in Semester-III;
- Complete course registration through SAMARTH/University Portal;
- Register credits in ABC.

## **6. Credit Mapping and Recognition:**

### **6.1. Credit Recognition**

The University shall recognize the candidate's Four-Year Bachelor's Degree as fulfilling the eligibility requirement for entry into 2<sup>nd</sup> Year (3<sup>rd</sup> Semester) of Master's education.

### **6.2. Credits to be Earned**

After admission to Semester-III, the student shall complete the prescribed credits of:

- Third Semester; and
- Fourth Semester;

as approved in the programme curriculum.

### **6.3. Research Option**

Students may opt for:

- Coursework only;
- Coursework + Research;
- Research-only pathway;

wherever approved in the curriculum and offered by the concerned Department in the session under consideration.

## **7. Additional Seats**

In accordance with ME-ME provisions:

- Up to 10% additional seats over and above sanctioned intake may be created for direct entry candidates.
- Preference shall be based on merit/CGPA.



## 8. Award of Degree

Upon successful completion of all prescribed requirements of Semester-III and Semester-IV and fulfillment of credit requirements, the student shall be awarded the Master's Degree in the concerned discipline.

## 9. Bridging Courses (If Required)

The Department may prescribe:

- Foundation courses;
- Skill enhancement courses;
- Subject-specific bridging modules;

Without affecting the minimum PG credit requirements.

## 10. Interpretation

Notwithstanding anything contained in this SOP, any issue arising out of implementation of this SOP shall be referred to the Vice-Chancellor, whose decision shall be final and binding, subject to the provisions of Ordinance XV.

## Draft Resolution for Approval

"Resolved that candidates possessing a Four-Year Bachelor's Degree with Honours/Honours with Research (minimum 160 credits) shall be eligible for direct admission to the Second Year (Third Semester) of the Two-Year Master's Programme in the relevant discipline, subject to fulfillment of eligibility conditions, credit equivalence, availability of seats, and other requirements prescribed by the University under Ordinance XV and UGC Regulations."



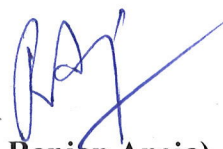
(Prof. Pawan Kumar Sharma)



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