

CUSB/Acad/1-7/2022/.....228.....

Date:.....14/02/2023

**NOTIFICATION**

The Academic Council in its 21<sup>st</sup> meeting held on 11<sup>th</sup> November, 2022 vide Resolution No. – 40/AC-21/22 has resolved to approve the “**Ordinance Governing the Award of Master’s Degree Programme in Arts/Commerce/Education/Science-2022**”.

This decision of Academic Council has further been approved by the Executive Council in its 46<sup>th</sup> meeting held on 5<sup>th</sup> December, 2022.

The above referred decision taken by the Statutory Bodies of Central University of South Bihar has been implemented w.e.f. AY 2022-23 and the same is hereby notified for information of all concerned.

  
(Col. Rajiv Kumar Singh)  
Registrar  


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दक्षिण बिहार केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF SOUTH BIHAR



**ORDINANCE GOVERNING  
MASTER'S DEGREE PROGRAMME  
in  
ARTS/COMMERCE/EDUCATION/SCIENCE  
(To be implemented w.e.f. Academic Session 2022-2023)**

***(Prepared in the light of National Education Policy-2020)***

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

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In exercise of the powers conferred by Section 28 (1) (b) of the Central Universities Act, 2009, Central University of South Bihar, in pursuance of National Educational Policy-2020 of the Government of India and the University Grants Commission's Guidelines for Multiple Entry & Multiple Exit and Academic Bank of Credits, hereby makes this Ordinance for Master's Programmes of Studies offered by the University in Arts, Commerce, Education and Science Discipline.

**1. Short Title and Commencement:**

- 1.1 This Ordinance shall be called CUSB Ordinance Governing Master's Degree Programmes in Arts, Commerce, Education and Science Discipline, 2022.
- 1.2 This Ordinance shall come into force from the Academic Year 2022-2023.

**2. Scope and Coverage:**

- 2.1 This Ordinance shall supersede the existing Ordinance Governing the Award of various Master's Degree Programmes, 2018.
  - 2.2 The Master's Programmes governed by this Ordinance shall be of two years duration with multiple entry & multiple exit options within this period with appropriate certifications namely,
    - a) Master's Degree in a Discipline upon the successful completion of Two Year (Four Semesters) as per the prescribed credit plan with an exit option after one year with Postgraduate Diploma for those who have obtained 3 year Bachelor's Degree and;
    - b) Master's Degree in a Discipline upon the successful completion of One Year (Two Semester) for those who have obtained 4 year Bachelor's Degree with (Hons./Research) or One Year (Two Semester) Postgraduate Diploma.
  - 2.3 This Ordinance shall be applicable to the students taking admission to the Master's Degree Programmes from the Academic Year 2022-2023.
  - 2.4 Students admitted to the Undergraduate/Master's Degree Programmes before coming into effect of this Ordinance shall continue to be governed by the extant Ordinance/Regulation as the case may be.
  - 2.5 The course structure, curriculum and syllabus of the two years Master's Degree Programmes shall be based on the framework developed by the 'Taskforce for implementation of NEP -2020'. The respective Board of Studies of Departments shall prepare course structure, curriculum and syllabus of the programmes of studies offered by them.
- 3. Definitions of Key Words:**
- 3.1 **National Education Policy 2020 (NEP 2020):** The NEP 2020 promulgated on July 29, 2020 by Government of India with an aim to overhaul and re-energizing of the higher education system to overcome the existing challenges and to end the

fragmentation of higher education by transforming higher education institutions into large multidisciplinary universities, colleges, and HEI clusters/Knowledge Hubs.

- 3.2 **Academic Bank of Credits (ABC):** Envisioned in NEP 2020 to store the academic credits digitally earned from various recognized HEIs so that the degrees from an HEI can be awarded taking into account the earned credits.
- 3.3 **Multiple Entry and Multiple Exit:** The stages where the students may have options for entry and exit in an academic programme pursuing in Higher Education Institutions in the manner prescribed in the UGC "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions"
- 3.4 **Choice Based Credit System (CBCS):** The CBCS formulated by UGC allows a student to study what she/he prefers as per her/his interest. This system provides a 'cafeteria' approach in which the students can take courses of their choice, elect course(s) from the prescribed courses comprising core, core elective, open elective, etc. Students can learn at their own pace, study additional courses and acquire more than the minimum required credits, and adopt an inter-disciplinary approach to learning.
- 3.5 **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year
- 3.6 **Course:** Course, usually referred to as paper having specific title and code number, is a component of a Programme of Studies. It consists of a list of topics /points /concepts /theories /principles, etc. which a student has to learn and master during the Programme of study. Each Course shall have such credits as assigned to it. Each course should define the course objectives and course learning outcomes. A course may be designed to be delivered through lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/term papers/assignments /presentations / self-study work, etc., or a combination of some of these.
- 3.7 **Programme of Studies:** A Programme of Studies shall mean an academic programme leading to award of a degree or diploma. It comprises a fixed set of Core Courses, some choice based Elective Courses and other courses with a minimum Credit requirement.
- 3.8 **Semester:** Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days excluding the days devoted to admission, examination and other activities. 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.
- 3.9 **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial, resulting into 15 hours per semester) or two hours of practical work/field work per week ( resulting into 30 hours per semester).

- 3.10 **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 3.11 **Letter Grade:** It is an index of the performance of students in a said course. A letter grade is assigned to a student on the basis of evaluation of her/his performance in a course on a ten point scale. These grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 3.12 **Credit Point:** It is the product of Grade Point and number of Credits for a course.
- 3.13 **Semester Grade Point Average (SGPA):** It is a measure of performance of the work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 3.14 **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It shall be expressed up to two decimal places.
- 3.15 **Transcript/ Grade Report / Certificate:** Based on the grades earned, a Grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade and/or marks secured) along with SGPA of that semester.
- 3.16 **University:** The University in this Ordinance means the Central University of South Bihar.
- 3.17 **Department:** The Department means the Department under Schools of Studies of the University offering the Programme of Studies.
- 3.18 **Core Course:** This is a course which is to be compulsorily studied by a student to complete the requirement of a Programme of studies.
- 3.19 **Elective Course:** Generally, an elective course is a course, which can be chosen from a pool of courses which may be very specific or specialized or advanced or supportive to the discipline of study or which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or nurtures the candidate's proficiency/ skill. An elective course may be Discipline Specific, Generic, or Interdisciplinary in nature.

#### 4. Admission and Other General Provisions:

- 4.1 The Programme of Studies leading to Master's Degree of Central University of South Bihar shall be of two years (four semesters) duration, which may be completed in a maximum duration of four years. Admission to the Master's Programme shall be made on the basis of merit of the entrance test conducted for

this purpose or any additional/alternate mechanism decided by the University from time to time.

- 4.2 The eligibility criteria for admission in a particular Master's Programme, intake and fee structure thereof shall be those, which shall be determined by the concerned Department and as approved by the Academic Council.
- 4.3 After the declaration of the result of the entrance test conducted for admission in Master's Programme, the admissions of the qualified candidates shall be done by the CoE office. The Head of the respective Department shall appoint one or more Departmental Admission Committee(s), as per the need, comprising of preferably three faculty members in each and communicate the same to the Controller of Examinations. The Admission Committee(s) of the concerned Departments shall assist the CoE office in this process.
- 4.4 Reservation in admission in Master's Programme shall be applicable as per Government of India/UGC Rules as notified from time to time. The category wise seats for each programme shall be notified by the CoE office at the time of University Admission Notification.
- 4.5 Mere appearance in the entrance test for admission shall not entitle a candidate to be considered for admission to the Programme unless she/he fulfills the eligibility conditions prescribed for that Programme. Applicants must satisfy themselves about their eligibility before filling the application form.
- 4.6 Provisional admission shall be offered to the candidates in order of merit keeping in view of availability of seat in the Programme on the date of admission subject to verification of certificates/documents.
- 4.7 In case there are more than one candidates securing equal marks/score in the entrance test, the following *inter-se* ranking rules shall be applicable for admission in a particular Master's Programme.

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

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

- 4.8 If the result of the qualifying examination is not declared by a university/board till the date of admission, the mark-sheet of the qualifying examination by a candidate can be submitted on or before 31<sup>st</sup> October of the admission year. In exceptional cases, further extension may be given by the Competent Authority on cogent reason(s). However, it may be noted that this clause cannot be extended to the candidate(s) whose result is being withheld or not declared by the university/board due to some specific reasons particularly related to the candidate(s). Furthermore, if the result of qualifying examination is not declared by a university/board in general then the aggregate percentage of marks/grades of the just preceding semesters/years of the qualifying examination must be not less than the required percentage of marks/grades in the qualifying examination.
- 4.9 At the time of reporting for admission and/or attending classes at the commencement of session, the candidates are required to be present in person and bring all the relevant documents in original as well as a set of photocopy duly attested as notified from time to time by the Controller of Examinations (CoE).
- 4.10 A candidate provisionally selected for admission shall be required to deposit the prescribed programme fee and submit the prescribed form (online/offline) alongwith the relevant documents and complete the required formalities of semester registration, course selection, submission of anti-ragging affidavit, applying for identity-card or any other formalities prescribed for admission to the Programme on or before a date fixed for the purpose, otherwise the offer made to her/him will automatically stand cancelled.
- 4.11 In case any provisionally selected candidate fails to deposit the programme fee by the date prescribed, her/his offer of provisional admission shall be cancelled and the seat thus falling vacant shall be offered to the next candidate in order of merit under the specified category.
- 4.12 Notwithstanding anything contained in this ordinance, a candidate who is qualified under the foregoing clauses for admission to the University and who is a student of some other Indian University/Institution shall not be admitted to the University without the production of a Leaving or Transfer Certificate and/or Migration Certificate (as the case may be) issued by the last attended college/university and certifying to the satisfactory conduct of the student. However, in certain cases if a candidate is not in position to submit the Transfer Certificate and/or Migration Certificate and the Character Certificate at the time of admission, she/he should submit the same as early as possible, but not later than 31<sup>st</sup> October of the year of admission failing which the University reserves the right to cancel their admission. In exceptional cases, further extension may be given by the Competent Authority on cogent reason(s). However, it may be noted

that this clause cannot be extended to the candidate(s) whose result is being withheld or not declared by the university/board due to some specific reasons particularly related to the candidate(s).

Provided that, if a student is pursuing two academic programmes simultaneously as per the UGC guidelines she/he shall be required to produce certificate(s)/relevant documents as notified by the university in this regard.

- 4.13 Waitlisted candidate shall be offered admissions strictly in order of merit subject to availability of vacant seats. Such waitlisted candidates shall have to deposit their fees latest by the date as notified by the University.
- 4.14 The candidates enjoying employed status and selected for admission to any Master's Programme may be required to produce Leave Sanction /Relieving Order at the time of Admission from their employer for the duration of the Programme permitting them to pursue their studies at the University, failing which the offer of admission may stand withdrawn. In case of any dispute the decision of the University shall be final.
- 4.15 The admission of any candidate is liable to be cancelled forthwith without giving any further notice or at any time during the period of the concerned Programme of Study, if it is found that the candidate has /had produced fake / forged certificate(s) /document(s), indulged in any act of misconduct/indiscipline and has /had concealed any other relevant information at the time of seeking admission.
- 4.16 A student of the Master's Degree Programme may only be permitted to seek admission simultaneously to any other Programme in this University or any other University subject to Rules/Regulations of UGC or equivalent body in this regard and adoption/notification of the same by the University.
- 4.17 The Department shall offer courses as per its schedule and available resources and can decide to offer or not to offer a particular course from time to time. To earn additional or lesser credits (within the permitted limits) in a semester besides prescribed in the syllabus and to earn credits from other Departments/Schools shall be the sole responsibility of the student. She/he has to choose the courses in such a way that it should become feasible for her/him to earn the credits.
- 4.18 The admission of the candidate to the Master's Programme shall be subject to such Ordinances, Rules and Regulations as framed from time to time by the University.



- 4.19 Foreign students shall be admitted as per the Rules for Admission of International Students of the University.
- 4.20 In case of any dispute relating to the admission in any Programme of Study only the High Court of Judicature at Patna shall have jurisdiction.

## **5 Medium of Instruction**

- 5.1 The medium of instruction and examination of a Master's Programme shall be English and / or Hindi, if otherwise not specified by a particular Board of Studies keeping in view of any specific instruction from any Regulatory Body.

## **6 Duration of Programme, Qualification Level and Credits Requirements**

- 6.1 Master's Degree Programmes (Level-9) will be of two Academic Years (4 Semesters) with an exit option after 1 year with Postgraduate Diploma (Level-8) for those who have obtained 3 years (6 semesters) Bachelor's Degree.
- 6.2 Master's Degree Programmes (Level-9) will be of One Academic Year (Two Semesters) for those who have obtained 4 Years (8 semester) Bachelor's (Hons./Research) Degree or 1 Year (2 semesters) Postgraduate Diploma (Level-8).
- 6.3 For award of the two year (4 semester) Master's Degree programme to those students who have completed three year Bachelor's Degree, it shall be required to complete successfully a total of 80 credits from the first and second years of the programme along with the required MENCC.
- 6.4 The one year (2 semester) Master's Degree programme for those students who have obtained Four year Bachelor's Degree with Honours/Research or One Year Postgraduate Diploma, it shall be required to complete 40 credits successfully along with the required MENCC.
- 6.5 The Postgraduate Diploma (Level-8) in a Discipline shall be obtainable in case of those students who exit after successful completion of first year (2 semesters; 40 credits along with the required MENCC) of 2 Year Master's Degree Programme followed by an exit 10-credit bridge courses lasting two months, including at least 6-credit job-specific internship/apprenticeship that would help the graduates acquire job-ready competencies required to enter the workforce.

## **7 Entry, Exit and Re-entry Options**

- 7.1 It will be optional to a student admitted in two Year (4 semester) Master's Degree Programme to exit or not, after one year (two semesters) with Postgraduate Diploma in the said Discipline provided she/he complete the courses of minimum required credits.

- 7.2 A student will be allowed to enter/re-enter only at the Odd Semester and can only exit after completion of the Even Semester. Re-entry at any level as lateral entrants in the programmes shall be based on the earned credits and validation of prior learning outcomes subject to availability of seats and fulfilling other entrance requirements as specified by the University.

## **8. Academic Bank of Credits and Accumulation of Credits**

- 8.1 The multiple entry and exit options for students will be facilitated at the Master's levels. Every student shall open an account in the Academic Bank of Credits. The Credits awarded to a student for the courses pursued in the University shall be accumulated in the Academic Bank Account of the student. The procedure for accumulation of credits earned, shelf life, redemption of credits, would be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 and their subsequent amendments. The validity of credits earned will be to a maximum period of seven years or as specified by the regulations relating to Academic Bank of Credits.

## **9. Type of Courses:**

- 9.1 The Master's Degree Programmes of the University shall have following types of courses:

Discipline Based Core Courses (DBCC)  
Discipline Based Core Elective Courses (DBCE)  
Open Elective (Interdisciplinary) Courses (OEIC)  
Mandatory Elective Non-Credit Courses (MENCC)

- 9.2 The above mentioned types of courses may be in form of Theory, Practicum, Theory-cum-Practicum, Project Work, Dissertation, Industrial Training, Field Work, Internship, Self-Study, Seminar, etc. or blend of these forms, and further the specific nature of the courses may consist of, *inter-alia*, skill-based, value based, Indian Knowledge System, Lok Vidya based content.
- 9.3 **Discipline Based Core Courses:** The Discipline Based Core Courses are those courses whose knowledge is deemed essential for the students registered for a particular Master's Degree Programme and the students admitted in that Programme shall be required to study these courses compulsorily as a core requirement. The core courses aim to cover the basics that a student is expected to imbibe in that particular discipline.
- 9.4 All the discipline based core courses prescribed for the particular Master's Degree Programme offered by the Department shall be mandatory for all the students registered in the Programme.
- 9.5 **Discipline Based Core Elective courses:** Elective Course is a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides extended scope or enables an exposure to some other discipline subject/domain or which nurtures the candidate's proficiency/skill. Elective courses offered under

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the main discipline are referred to Discipline Based Core Elective Courses. These courses provide more depth within the discipline itself or within a component of the discipline and provide advanced knowledge and expertise in an area of the discipline. The Board of Studies of the concerned Departments have freedom to have their own courses based on their expertise, specialization, requirements, scope and need.

- 9.6 The student may also choose additional Discipline Based Core Elective Courses, if allowed and offered by the department, to enable her/him to acquire extra credits from the discipline. In such case, the successfully completed courses up to the required number of credits/courses with best grades shall be considered for calculating CGPA of the Programme of study.

- 9.7 **Open Elective (Interdisciplinary) Courses:** The Open Elective Courses are aimed at enabling and exposing the students to some other discipline or domain of knowledge. A student has to choose the Open Elective Courses from other departments with an intent to acquaint herself/himself with basics of a discipline/ domain of knowledge of her/his interest other than her/his mother discipline or to broaden the horizon of her/his disciplinary specialization with multidisciplinary/interdisciplinary inputs from other relevant disciplines.

- 9.8 Along with the Discipline Based Core Elective Courses prescribed for a Master's Degree Programme offered by a Department, a student has to register herself/himself in different Open Elective Courses of other department in such a way that she/he ensures earning of minimum eight (08) credits from the open elective courses of other Departments/Schools.

- 9.9 Each department shall offer at least course(s) of 04 credits in each of the odd and even semesters respectively under the category of Open Elective Courses. However, the department may develop new dedicated course(s) or identify/earmark course(s) amongst the Discipline Based Core Courses or Discipline Based Core Elective Courses offered for the Master's Degree to be offered as Open Elective Courses.

Provided that the department shall develop/identify such courses as Open Elective Courses which will cater to the needs of the students of other departments as per the clause 9.7.

Provided further, If the number of students from other departments in such course remain less than 10 for two consecutive occasions whenever it is offered, the course shall be required either to be dropped from the Open Elective basket of the department or to be revised in a manner that the course starts attracting more students from other departments.

- 9.10 Course(s) developed/identified by the department as an Open Elective Course may be offered in odd and even semesters both. Such course(s), however, shall be counted as a single course when it comes to counting the courses as a part of the Open Elective Courses' basket.

- 9.11 The student may also choose additional Open Elective Courses offered by the other departments of the University to enable her/him to acquire extra credits of this type of courses. However, only eight (08) credits courses with best grades successfully completed from the other Departments/Schools shall be considered for calculating CGPA of the Programme of study.
- 9.12 Before the beginning/commencement of the course registration process in a particular semester, the department shall submit the complete details of the basket of Open Elective Courses (comprising the title(s), credit value, course content in the prescribed format and about the course in brief) to be offered in that particular semester to the office of the Controller of Examination (CoE) which shall be published/displayed by the CoE at suitable places including the university website for wider access and information to the students.
- 9.13 **Mandatory Elective Non-Credit Courses (MENCC):**
- The Mandatory Elective Non-Credit Courses (MENCCs) are mandatory in nature. Being non-credit courses, however, the performance of students in these courses shall be indicated either as “satisfactory” or as “unsatisfactory”, instead of the Letter Grade and this shall not be counted for the computation of SGPA/CGPA. Each and every department has to mandatorily contribute to the MENCC basket at least one course equivalent to at least 2 credits in the odd semesters and at least one course equivalent to 2 credits in the even semesters. These courses may also be taken by a student from other Departments/Schools across the semesters.
- A student shall be required to obtain “satisfactory” performance in MENCCs equivalent to at least 04 credits during the complete duration of two year Master’s Degree Programme and equivalent to at least 02 credits during the complete durations of 01 year of Master’s Degree Programmes.
- 9.14 Moreover, if the BoS of the Department feels that a Programme of study requires certain academic backgrounds to pursue the Programme effectively, it may recommend some course(s) without credit(s) to meet the purpose as compulsory part of the syllabus. The coding pattern of such courses shall be done like the MENCCs.
- 9.15 **SWAYAM Course:** In pursuance of adoption of UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2021 the Board of Studies of a Department may allow earning of up to 40% of the total courses being offered in a particular programme in a semester through SWAYAM subject to the following conditions:

- (a) The course contents are in compliance with the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021 and its subsequent amendments;
- (b) The courses are identified and approved as equivalent to certain required courses for the Master's degree by the BoS of the concerned Department.

## **10. Method of computation of Credits:**

- 10.1 A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15-18 week schedule. 2 hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.
  - (i) 1 credit = 1 hour of Theory instruction per week corresponding to 15 contact hours of instruction per semester
  - (ii) 1 credit = 1 hour of tutorial per week corresponding to 15 contact hours of instruction per semester
  - (iii) 1 credit = 2 hours of laboratory work/field work per week corresponding to 30 hours of laboratory work/field work per semester
- 10.2 Number(s) of credit(s) assigned to a particular course are mentioned in the detailed syllabus of the courses.

## **11. Course Structure, Curriculum and Syllabus:**

- 11.1 The course Structure, curriculum and syllabus of a Master's Programme shall be developed by the Board of Studies of the concerned Department and shall be implemented after obtaining approval from the Academic Council.
- 11.2 The Department may offer a number of choices for the courses under Discipline Based Elective Courses, Open Elective (Interdisciplinary) Courses and Mandatory Non-Credit Elective Courses as per the availability of the faculty and physical resources.

## **12. Programme Code and Course Coding Pattern**

### **12.1 Programme Code**

Each Programme offered by a Department will be specified by a Programme Code which will denote the name and level of the Programme. Name of the Programme will be denoted by three alphabet in upper case where level of Programme will be denoted by digit and/or alphabet.

## 12.2 Course Coding

Each course offered by a Department will be identified by a unique alphanumeric course code comprising letters and digits which will include the Programme code, level of Programme, Semester, Course Type, Course Number of a particular Programme of Studies and credit load in the following manner:

- The first three letters in upper case will denote Programme Code (**Ex. Chemistry – CHE**)
- The next digit will denote the level of programme as defined in the Model Framework of NEP 2020 in the following manner:
  - (i) *8 for 1<sup>st</sup> year (two semesters) of 2 year Master's Programme/ 1 year Postgraduate Diploma*
  - (ii) *9 for 2<sup>nd</sup> year (two semesters) of 2 year Master's Programme*
- Subsequently, the next digit will denote the Semester.

(Since **One year** consists of **Two semesters** and a specific number has been prescribed for each year of Bachelor's/ Bachelor's (Hons./Research)/ Master's Degree Programme, hence the semester(s) will be denoted by **1** or **2**. The **1<sup>st</sup> semester** of a particular year of a programme will be denoted by **1** and the **2<sup>nd</sup> semester** will be denoted by **2**.)

For example the **3<sup>rd</sup>** semester of a 2 year Master's programme will be denoted as **XYZ 9 1**, where **9** denotes the **2<sup>nd</sup> year** of 2 year Master's programme and **1** denotes the **3<sup>rd</sup> semester**. Similarly the **1<sup>st</sup> & 2<sup>nd</sup>** semester (i.e. First Year) of a 2 year Master's Programme will be denoted as **XYZ 8 1** & **XYZ 8 2** respectively.

In this way, if a student admitted in a 2 year Master's programme exits after completing one year (two semesters) under multiple entry/exit option and awarded with One Year Postgraduate Diploma, the semester grade reports, which contains the courses wherein she/he has passed, will reflect the accurate level of the programme completed by a student.

Similarly, a student who is admitted directly in the **2<sup>nd</sup> year** of a Master's programme after 4 year Bachelor's with Hons./Resarch under multiple entry/exit option and passes out successfully, she/he will be issued the semester grade reports consisting of courses with codes **XYZ 9 1** and **XYZ 9 2** )

In the same way, the courses of **7<sup>th</sup> & 8<sup>th</sup>** Semesters of **4<sup>th</sup> Year** of B.Sc.(Hons.) in Physics will be denoted as **PHY 8H 1** & **PHY 8H 2** respectively.

- The next two alphabets in upper case will denote the type of course.  
(Discipline Based Core Course – **DC**, Discipline Based Core Elective – **DE**, Open Elective (Interdisciplinary) Course – **OE**, Mandatory Elective Non- Credit Course – **ME**, SWAYAM – **SW**)
- The next three digits will denote the course number of a particular Programme of Studies across the semesters irrespective of course type. Whenever a new course(s) in a programme is created or any modification in an existing course(s) takes place, a new number in ascending order will be assigned to them.
- And the last two digits will denote the number of credits bearing a particular course. (Non-credit courses will be denoted by **00** digit)

For example, the course code of eleventh number of course which is a Discipline Based Core Course of four credits of Two Year Master's in Biotechnology Programme offered in the Third semester will be **BTN 9 1 DC 011 04.**

Similarly, the course code of sixteenth number of course of Two Year Master's Programme in History and Open Elective (interdisciplinary) in nature having four credits offered in Second semester will be **HIS 8 2 OE 016 04.**

- 12.3 Every time when a new course is prepared by the BoS of the Department (even merely changing minor content and not the course title shall also be considered as a new course), it shall be allotted a new number in seriatim and accordingly a new course code will be assigned.
- 12.4 However, the University may decide a different course codification pattern for any Programme in future as per the demand of the situation.

### 13. **Student Mentor:**

13.1 The Department shall appoint a Mentor for each student from amongst the faculty members of the Department. All faculty members of the Department shall function as Student Mentors and shall generally have more or less equal number of students. The Student Mentor shall advise the student in choosing courses and render all possible support and guidance to her/him.

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

- 14.1. Timely registration for courses in each semester shall be the sole responsibility of the student. No student shall be allowed to pursue a course without registration, and no student shall be entitled to any credits in the course, unless she/he has been registered for the course by the scheduled date fixed by the Academic Section of the University/ concerned Departments.
- 14.2. Every student has to register herself/himself in each semester (in consultation with her/his Student Mentor) for the courses she/he intends to undertake in that semester by applying online through Samarth portal or in the prescribed offline proforma in triplicate (one copy each for student, for the student's file to be maintained in the departmental office and for the office of the Controller of

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Examinations), duly signed by her/him, the Student Mentor, the concerned Course Teacher and finally approved by the Head/In charge of the concerned Department within the deadline notified for the purpose by the Academic Section of the University/concerned Departments.

- 14.3. Registration done in different courses within the stipulated period of time by a student shall not ordinarily be permitted to be changed. However, in exceptional cases, a student may be allowed by the Head of the concerned Department to add a course, replace a course (elective) with another course of the same type (elective) or withdraw from a course for valid reasons by applying on prescribed proforma (in triplicate as mentioned above in 14.2) with the consent of the Student Mentor not later than one week from the last date of course registration in a particular semester. Further, withdrawal from a course shall be permitted only if the courses registered after the withdrawal shall enable the student to earn the minimum prescribed credit in a semester. This duly approved change/withdrawal shall be notified by the office of the concerned Department under intimation to both the Course Teachers and office of the CoE.
- 14.4 A student shall register for a minimum of 16 credits and can register for a maximum of 24 credits in a semester unless specified otherwise by the University for a Programme of study. In the third semester, however, the minimum limit of credits for registered courses for a student may be relaxed to 12 credits and in the fourth semester to 8 credits, but no such relaxation shall be given in the upper limit.
- 14.5 Subject to the fulfillment of other conditions, a student may register herself/himself for more elective courses over and above in addition to the prescribed number of credits to be earned /accumulated for award of Degree of a Programme of Study.
- 14.6 In calculation of Cumulative Grade Point Average (CGPA), the elective courses so accumulated by a student shall be arranged in descending order on the basis of Grade Points obtained by her/him ensuring the presence of eight (08) credits from the Open Electives (interdisciplinary) of other Departments/Schools in case of two years Master's Degree Programme and four (04) credits in case of one year Programmes.
- 14.7 The calculation of CGPA shall be done by computing the Grade Points obtained in those elective courses which are placed higher amongst the total elective courses arranged in descending order keeping in view of the ceiling of credit assigned/fixed for the award of Degree of a Master's Programme.
- 14.8. A student shall have the option of choosing an elective course(s) from other Departments/Schools irrespective of the semester in which they are placed provided that the concerned other Department is offering those course(s) in that duration of time. For example; a student in 2nd semester (January-June) can opt an elective course placed in 4th semester (January-June) in the course structure of a programme of other department, if it is offered in January-June Semester.
- 15 **Squeezing of credits:**
- 15.1 In case while taking-in the elective courses for computation of CGPA in the manner defined in Clause 14.6 & 14.7, if the total credits exceed than the ceiling of the credits fixed for award of Degree (80 credits), then the credit



value of the elective course (taken for computation of CGPA) situated at the bottom shall be squeezed to the extent that the total assigned credit (80 credits) of a Programme is completed.

# **16. Conduct of Examination, Assessment and Evaluation :**

16.1 The examination of all the courses required for a Master's Degree Programme shall be internal in nature and generally consisting of Continuous Internal Assessment and End-Semester Examination. For the preparation of final grade in a particular course, the Continuous Internal Assessment (Formative in nature) and the End-Semester Examination (Summative in nature) shall have the weightage of 30% and 70%, respectively.

16.2 Each course, irrespective of credits assigned to it, shall be evaluated out of 100 points. These points should not be construed with traditional system of marks. The points obtained by a student in a course are indicator of percentage of marks and not the raw marks. Since, the University has adopted the system of grading, hence, the marks shall not be reflected in a grade sheet of a student. However, if required, the students or the prospective employer or any other Higher Educational Institutions may take the following reference for calculating maximum marks and obtained marks for a Programme/Course:

## **For Maximum Marks of a Course –**

- 1 Credit Course = 25 marks course
- 2 Credit Course= 50 marks course
- 3 Credit Course= 75 marks course
- 4 Credit Course= 100 marks course
- and so on.

## **For marks obtained by a student–**

The obtained points may be converted into marks by taking them as percentage of marks. For example:

- (i) If a student has obtained 80 points in a 4 Credit Course, then it may be converted as: 80 marks out of 100.
- (ii) If a student has obtained 80 points in a 2 Credit Course, then it may be converted as: 40 marks out of 50.
- (iii) If a student has obtained 80 points in a 1 Credit Course, then it may be converted as: 20 marks out of 25.

In such course(s), where direct numerical grades are awarded in place of points, these numerical grades shall be converted into marks by using the following formula:

$$\text{Marks in the Course} = \text{Numerical grade in the Course} \times 10$$

However, any change in the above pattern of calculation may be recommended by the UATEC, from time to time.

### 16.3 Continuous Internal Assessment:

- 16.3.1 The Continuous Internal Assessment of the students' learning and performance shall be carried out by the Course Teacher(s). Considering the nature of the course, the teacher(s) shall decide the mode of Continuous Internal Assessment, which may include one or more assessment tools, such as student's class performance, assignments, class tests, take-home tests, term paper(s), presentations, oral-quizzes, case studies and laboratory work etc.
- 16.3.2 Each Course Teacher shall design the Continuous Internal Assessment system for the course she/he offers with the approval of the Departmental Committee (DC). This approved design of Continuous Internal Assessment shall be announced to the students of the respective courses at the beginning of each semester by the concerned teacher.
- 16.3.3 Generally, each course shall be taught by one teacher only, who shall maintain all the records related to attendance, teaching and assessment in a systematic manner. In an exceptional case, if a teacher is assisted in teaching by other teacher, the teacher (in-charge of the course) shall be responsible for coordinating teaching and assessment including award of final grade.
- 16.3.4 In case a student fails to appear in any Continuous Internal Assessment conducted by the Course Teacher at any occasion, it will be taken care of by the concerned Course Teacher at her/his level before End-Semester Examination.

### 16.4. End-Semester Examination:

- 16.4.1 Generally, End-Semester theory question paper shall include a limited number of very short answer type questions followed by short and long questions covering the entire syllabus in such a way that the question paper ensures assessing students' knowledge, understanding, application and analysis-synthesis/reflection of the subject. Thus, a standard model format of the End-Semester Examination of a **4-credit paper** consisting of 70 points shall be as under –

Section-A: 10 very short/objective type questions of 01 point each = 10 points  
(10 objective type questions (*may include one or more than one form out of MCQ, fill in the blanks, match the pair etc.*)/ Very short answer type questions (*to be answered in approximately 20 words*) covering the entire syllabus to be given.)

Section-B: 05 short questions of 06 points each = 30 points

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(Out of 06 short questions, 05 questions are to be attempted in approximately 200 words each by the examinee).

Section-C: 02 long questions of 15 points each = 30 points  
(Out of 03 long questions, 02 questions are to be attempted in approximately 600 words each by the examinee).

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

Section-A: 10 very short/objective type questions of 01 point each = 10 points  
(10 objective type questions (*may include one or more than one form out of MCQ, fill in the blanks, match the pair etc.*)/ Very short answer type questions (*to be answered in approximately 20 words each*) covering the entire syllabus to be given.)

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

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

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

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

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

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

However, a different format of the End-Semester question paper for some particular course (e.g., project, dissertation or laboratory/field work etc.)

may be prescribed by the Board of Studies (BoS) of the Department for a particular Master's Programme.

- 16.4.2 The duration of the End-Semester theory examination generally shall be of 3 hours for a 4 credits course. The duration of the examination shall be 2 ½ hours and 2 hours for 3 credits and 2 credits courses respectively.
- 16.4.3 The Head of the respective Department shall appoint one or more QP Moderation Committee(s), as per the need, consisting of preferably three faculty members in each for moderation of question papers of End-Semester Examinations and communicate the same to the Controller of Examinations. The task of moderation shall be organized by the Committee at the departmental level.

The paper setter and the moderator(s) shall ensure and certify that question paper is comprehensive to cover all important topics/themes/course/units and fit for assessing the mastery of the entire course. They shall also ensure and certify that not more than 10% questions from the previous year question paper have been repeated. For this purpose, the CoE Office shall provide the last year questions to the Department in advance.

- 16.5 In exceptional cases, depending upon the nature of a particular course, a totally different mode of assessment and evaluation may be prescribed by the BoS of the Department for a particular course. However, it must be reflected in the detailed syllabus of the course and be available to the students at the beginning of the semester.
- 16.6 Any partial or complete change in the system of examination (Assessment & Evaluation) may be recommended by the UATEC which shall be implemented only after the approval of the Academic Council.
- 16.7 A student is required to secure a minimum of 'P' grade in the Continuous Internal Assessment and in the End-Semester Examination, taking together, in a course.

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

- 16.8.1 All the examination answer-scripts shall be made available to the students after evaluation by the respective teachers as per the schedule decided by the concerned teacher or the University. In case of the End-Semester Examination, the evaluated answer scripts shall be made available to the students within 10 days of the last examination for the semester. Thereafter, within a week, all the answer scripts along with the statement of marks shall be sent by the concerned teacher through her/his Department to the Office of the Controller of Examinations for declaration of the results.
- 16.8.2 If a student is not satisfied with the evaluation of her/his answer script, she/he must submit a written objection to the concerned Head of the

Department (offering the course) within 12 days from the last examination conducted in a semester. Such complaint shall be looked after by a panel of three faculty members, including the concerned teacher, to be nominated by the Head of the Department, whose decision shall be final. The revised points, if any, shall be submitted by the panel to the concerned Head of Department who shall further submit it to the Controller of Examinations. This complete process of grievance redressal by the panel and the further submission of marks by the Head of Department, generally, should not take more than 7 days from the date of receipt of the grievance. However, in case of any controversy, the matter shall be referred to the Vice-Chancellor for final decision and action.

- 16.8.3 Once evaluated answer books shall be submitted to the Controller of Examinations. There shall be no re-evaluation/re-totaling thereafter.

**16.9 Letter Grades and Grade Points:**

- 16.9.1. An indirect absolute grading system shall be adopted to grade the students. Under this grading system, points shall be converted to grades based on pre-determined class intervals.
- 16.9.2. In the End-Semester theory or practical examinations, the examiner shall award the points and these points after adding the points of Continuous Internal Assessment shall be further converted into Numerical Grade points and Letter Grade in accordance with the provisions of this ordinance.
- 16.9.3. Detail Grade Sheet issued by the Controller of Examinations office at the end of the semester shall carry points /percentage and equivalent grades (numerical and letter) both.
- 16.9.4. The 10-point Grading System, with the Letter Grades as given under shall be followed:

Letter Grade	Numerical Grade Point	Class Interval (in %)
O (Outstanding)	10	90 to $\leq 100$
A+ (Excellent)	9	80 to $<90$
A (Very Good)	8	70 to $<80$
B+ (Good)	7	60 to $<70$
B (Above Average)	6	50 to $<60$
C (Average)	5	45 to $<50$
P (Pass)	4.5	40 to $<45$
F (Fail)	0	$<40$
Ab (Absent)	0	Absent

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*Note:*

- (i) F= Fail, and the students graded with 'F' in a Programme or Course shall be required to re-appear in the examination.
- (ii) The minimum qualifying Grade Point for a course shall be 4.5 (i.e., 'P' grade).
- (iii) The students shall have to qualify in the Continuous Internal Assessment and the End-Semester examinations taking together.
- (iv) Before awarding numerical grade to the points obtained in a course, only the total of Continuous Internal Assessment and End-Semester Examination shall be rounded off to remove the decimal point. Thus, no separate rounding off shall be done of the points obtained in different components of Continuous Internal Assessment and End-Semester Examination.
- (v) There shall be rounding off of SGPA/CGPA up to two decimal points.
- (vi) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.
- (vii) In order to be eligible for the award of a Master's Degree, a student must obtain CGPA of 4.50 at the end of the Programme.
- (viii) The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

CGPA	Class/ Division
Above 9	Outstanding
Above 8 to 9	First Class (With Distinction)
6 to 8	First Class
5.5 to < 6	High-Second Class
5 to < 5.5	Second Class
4.5 to < 5	Third Class

**16.10. Re-appear in Backlog Course(s) in the End-Semester Examination:**

- 16.10.1 Once a student has fulfilled the attendance requirements in a course as per the provisions mentioned in this ordinance but has failed to score minimum grade required to qualify the Course or failed to appear in the End-Semester Examination of the course, such course(s) will be treated as Backlog Course(s) and the student may be allowed to re-appear in such Backlog Course(s) in the End-Semester Examination of next odd/even semester as the case may be.
- 16.10.2. Such student may avail the chance to re-appear only within the maximum duration stipulated in this Ordinance for accomplishment of the

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Programme. The re-appearance in the Backlog Course(s) shall be permitted only in the End-Semester Examination of the concerned course(s) and the marks obtained by the student in the Continuous Internal Assessment conducted earlier for the particular course(s) shall be carried forward to be added with the marks obtained by her/him in the latter attempt.

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

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

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

16.10.6 A student who has got the Migration/Transfer Certificate issued from the University shall not be allowed to re-appear in the End-Semester Examination.

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

16.11.1 If a student wishes to improve her/his grade(s) in any course (s), s/he can re-appear in the End-Semester Examination in the subsequent odd/even semester(s), whenever the examination of the particular course(s) is held, on payment of Rs. 2000/- (may be revised time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, within the maximum permissible duration for the Programme of study of the student.

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

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

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

**16.12 Repeating course(s):**

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

16.12.2 If a student repeats a course she/he has to fulfill all the desired requirements afresh including attendance, Continuous Internal Assessment and the End-Semester Examination. In such case the course content shall be based on the syllabi of the course in force at the time of repeat of the course. However, at the time of repeating, if the same course is not being offered by the Department due to any reason, the student may choose any other course of similar nature and credits from the available courses on recommendation of the Mentor and approval of the concerned Head of Department.

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

**17. Promotion Rules:**

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

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

- (i) In a two-semester programme, a student shall have to earn minimum 10 credits in the first semester in order to provisionally promote in the next semester.



- (26)
- (ii) In a programme of studies of four semester duration, a student will be provisionally promoted from 1<sup>st</sup> semester to 2<sup>nd</sup> semester even if she/he fails to secure 'P' Grade in all the courses of 1<sup>st</sup> semester subject to the condition that she/he has fulfilled the minimum requirement of 75% attendance.
  - (iii) Provided that in order to provisionally promote to the third semester a student shall be required to earn at least 20 credits in the courses of the first and second semesters combined.
  - (iv) Provided further, for provisional promotion from the third semester to fourth semester, a student shall be required to earn at least 45 credits in the courses up to 3<sup>rd</sup> semester.

17.3 In case a student is unable to clear the **required number of courses** in particular semester(s) as prescribed in para 17.2 either due to getting less than 'P' Grade or not appearing in the End-Semester examinations after fulfilling the attendance requirements as per the provisions of this Ordinances, she/he shall be deemed as '**Failed**' in a semester. In such case(s), a student has to re-appear in the End-Semester Examination of the backlog course(s) in subsequent odd/even semester(s) within the maximum permissible duration of the Programme on payment of Rs. 1000/- (may be revised time to time by the University) per course. Since, such student does not need to attend the classes of the course(s) again; the marks of Continuous Internal Assessment obtained by her/him in the course(s) earlier shall be carried forward and to be added with the marks obtained by her/him in the latest End-Semester Examination of the respective course(s).

17.4 A student shall also be deemed as '**Failed**' in a semester when she/he is unable to clear the **required number of courses** in particular semester(s) as prescribed in para 17.2 due to not appearing in the End-Semester Examinations on account of shortage of attendance as per the criteria mentioned in 22.4 of this ordinance. Such student has to repeat the courses in the subsequent odd/even semester(s), whenever the courses are being offered, within the maximum permissible duration of the Programme, on payment of the prescribed fees as per the clause 16.12.3.

17.5 A student shall be declared to have passed the Programme of study and award of the degree if she/he has earned the required credits with at least 'P' grade.

17.6 The re-examination of End-Semester Examination of the failed or provisionally promoted students shall be as per the clauses/sub-clauses

under 16.10 above. However, only in a case where a student of final semester (within the minimum prescribed duration of the Programme) fails to appear or to achieve 'P' grade in maximum three courses including all backlogs after the result declaration of final semester, the Department may ask the concerned course Teacher(s) to conduct re-examination of End-Semester Examinations of such course(s) within a month from commencement of the next semester relaxing the condition of odd/even semester as given in 16.10.5 the student shall have to pay a fee of Rs. 1000/- per course.

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

17.8 **Minimum Credit Requirements:**

For a two-year Master's Degree Programme, the credit requirements shall be 80 credits, including core, elective courses and MENC. A minimum of 8 credits shall be from Open Elective Courses offered by other Department(s).

**19. Computation of SGPA and CGPA:**

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

- 19.1. 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 in a particular semester and sum of the number of credits of all the courses undergone by a student in that semester, i.e.,

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

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

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

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

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

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

19.4 Since, the calculation of CGPA is not based on all the courses undergone by student, rather it is governed by other provisions laid down in this ordinance like, clause 7.2.3, 14.6 etc., the CGPA may differ from the corresponding calculations based on SGPA only.

## 20. Illustration of Computation of SGPA and CGPA:

### 20.1. Illustration for computing SGPA:

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

Thus,  $SGPA = 100/13 = 7.69$

### 20.2 Illustrations for computing CGPA:

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

Thus,  $CGPA = 124/16 = 7.75$

**Note:** Formula to calculate percentage from  $CGPA/SGPA = CGPA$  or  $SGPA \times 10$ ; and formula to calculate percentage to  $CGPA$  or  $SGPA = \text{Percentage}/10$ ,

e.g., In case of example mentioned in Table 16.2, the percentage of  $CGPA = 7.75 \times 10 = 77.50\%$

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

## **21. Removal of Student Name from the Programme:**

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

- (a) A student who has failed to fulfill 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.
- (c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Disciplinary Committee/ Proctorial Board or any other procedure deemed fit by the University.
- (d) A student who has failed to attend the classes as stipulated under the clause of attendance requirements in this ordinance.

## **22. Attendance Rules:**

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

22.2 Waiving of attendance-deficit up to a maximum of 25% is permissible by the course teacher to accommodate following situations:

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

22.3 Hence, it shall be mandatory/compulsory to every student to have attendance in 75% classes held in particular course. No waiver, for whatsoever reason, shall be given. Accordingly, no application requesting waiver below 75% attendance shall be entertained by the University. However, a further relaxation up to 10% or the days spent (whichever is lesser) on the basis of situations mentioned under a, b, c & d of Clause 22.2 above [not on the basis of (e) of Clause 22.2] may be considered by the Vice-Chancellor on the recommendation of the Head/In charge of the Department. In any other situation no appeal can be made for this purpose even to the Vice-Chancellor.

22.4 A student, however, shall not be allowed to appear in the End-Semester Examination of the courses which are not covered under above mentioned clauses 22.1, 22.2 and 22.3. Such a student shall be permitted to repeat the courses in the subsequent odd/even semester(s), whenever the courses are being offered, within the maximum permissible duration of the Programme, on payment of the prescribed fees as per the clause 16.12.3. However, in the first semester, for repeating the courses, it shall be mandatory for a student to have minimum 40% attendance in aggregate [taken together all the courses registered in the parent department by her/him in the semester]. If a student does not put in at least 40% of aggregate attendance in the first semester, she/he shall have to leave the Programme without claiming refund of any fees, and her/his admission shall be treated as cancelled.

22.5 The attendance of a candidate shall be counted from the last date of registration (without fine) or date of beginning of classes, whichever is the later. However, if a new student is admitted late after the commencement of the classes, s/he must get herself/himself registered in the desired

courses following the due procedure within 5 working days after the admission, failing which her/his attendance shall be counted after 5 working days from the date of admission.

- 22.6 In a case of changed registration as per the clause 14.3 of this ordinance the total classes held for calculating percentage of attendance in the newly registered course for a particular student shall be counted from the fresh registration in that particular course.
- 22.7 Monthly records of attendance of students in each of the courses taught by a teacher is to be prepared and submitted by the concerned teacher to the Office of the Head/In charge of the Department (HoD) and the Controller of Examinations' (CoE) office by the 10<sup>th</sup> day of the next month after displaying it to the students in the course and taking their signatures. The teacher will keep the original record of attendance with her/him and submit it finally to both the offices with her/his remarks regarding the eligibility of a student for appearing in the end semester examination within three working days after the last class or teaching day in the semester, whichever is later. Any failure in compliance in this matter must be informed by the concerned teacher to the Head of Department and the Controller of Examinations with justification.
- 22.8 There shall be an Attendance Monitoring Committee in the Department under the Chairmanship of the Head or her/his nominee for proper monitoring of attendance records and taking suitable action(s) as per the requirements.

### **23 Power to Relax and Amendments**

- 23.1 All the above clauses are subject to the amendments, as and when required, as per the decisions pertaining to rules, regulations and norms of the University Statutory Bodies and other Regulatory Bodies etc. from time to time.
- 23.2 Notwithstanding what is contained in the foregoing clauses of this ordinance, the Academic Council may, in exceptional circumstances consider at its discretion and for reasons to be recorded, relax any of the provisions.
- 23.3 Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/advice, if required, of UATEC. The decision of the Vice-Chancellor shall be final.

24. **Power to remove Difficulties:**

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

Annexure: Curriculum framework developed by the 'Task Force of implementation of NEP-2020'