

**ORDINANCES GOVERNING PG PROGRAM
IN ACCORDANCE TO NATIONAL EDUCATION
POLICY-2020 AND IMPLEMENTATION OF CHOICE
BASED CREDIT SYSTEM(CBCS) FROM ACADEMIC
SESSION 2022-23
(Applicable to all affiliated Colleges)**



**M. J. P. Rohilkhand University
Bareilly**

ORDINANCES FOR IMPLEMENTATION OF CHOICE BASED CREDIT SYSTEM(CBCS) TO ALL THE PG PROGRAMS OFFERED AT AFFILIATED COLLEGES OF M. J. P. ROHILKHAND UNIVERSITY

M.J.P. Rohilkhand University is switching over to Semester System from conventional annual system. It has been observed that grading system is better than conventional percentage system and due to this CBCS system is followed by almost all the premier institutions. Taking, a note of it and with an objective to maintain uniformity, it is proposed to adopt CBCS system in accordance to NEP guidelines from UGC and state government in all the PG programmes of affiliated colleges of MJPRU.

ORDINANCES GOVERNING THE PG PROGRAMS IN AFFILIATED COLLEGES AS PER NEP-2020 AND IMPLEMENTATION OF CHOICE BASED CREDIT SYSTEM AT PG LEVEL

The following ordinances shall govern the admissions, courses of study, examinations and other matters related to these programs. M. J. P. Rohilkhand University has adopted the semester system in postgraduate programmes as per directives of Higher Education Department, Uttar Pradesh Government to accelerate the teaching-learning process and enable vertical and horizontal mobility in learning from academic session 2022-23. The choice based credit system as well as semester system will provide flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The duration of different courses, subjects and subject combinations, entry exit and re-entry system shall be in accordance to NEP-2020 and different government orders issued to this effect. Teaching in academic year shall be divided into two semesters, each semester extending to about 15 weeks of teaching and one week for preparatory holidays and practical examinations Teaching including examinations for odd semesters will normally be during July to December and for even semesters from January May.

The new system will have the following features: -

FEATURES:

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

Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (core, elective/open elective or minor or skill-based courses). Under the CBCS, the requirement for awarding a PG degree or PG diploma is prescribed in terms of number of credits to be completed by the students.

Course: Usually referred to, as 'papers' is a component of a programme. All courses need not to carry the same weightage. 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 few of these.

Credit Point: It is the product of grade point and number of credits for a course.

Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

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 in all the semesters. It is expressed up to two decimal places.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

Programme: An educational programme leading to award of a PG degree or PG diploma.

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.

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

Transcript or 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.

SELECTION OF COURSES AND ADMISSION PROCESS

The college will register on the admission portal available on university website for confirmation of admission to any programme running in the University campus or affiliated college by depositing the requisite fee (excluding those for which an entrance examination is conducted for admission).

Departments/ colleges will complete the admission process following Pravesh Niyamavali of university.

The student have to select the faculty where admission is sought (Science/Arts/Commerce/Management etc) depending upon their eligibility.

University/ College will admit students as per availability of seats and as per eligibility.

In PG the CBCS based new syllabus shall be implemented from session 2022-23.

Concept of Electives: Each student has to choose minimum 3 Electives each of 4 credits.

- a) Elective-1: A Course/Paper chosen from any other discipline/Area.
- b) Elective-1: A course/Paper chosen from the same discipline/Subject.
- c) Elective-1: A course/Paper chosen from the same discipline for specialization in the area.

ABC (Academic Bank of Credit): A student can choose courses in the area of disciplinary/interdisciplinary from **MOOCS/ SWAYAM** Portal maximum of 12 credits. His Credits will be included in the PG Program/ Award.

ENTRY, EXIT AND RE-ENTRY PROCESS IN POST GRADUATE PROGRAM

- Student on completion of first year (2 semesters) of postgraduate programme may exit from the programme with a PG Diploma and after completion of two years (4 semesters) may exit with a PG degree.
- Student may be awarded UG(Research) at the completion of four years (8 semesters) including three years at UG level.
- Student will be allowed re-entry at the next level after exit.

The structure as approved by State Government is given below: -

New Proposed Year-wise Structure of UG/PG Programs

		Subject I	Subject II	Subject III	Subject IV	Vocational	Co-Curricular	Industrial Training/ Survey/ Project	Credits		(Min.-Max. Total Credits) After completion {Minimum Credits} [Max Duration in years]
		Major	Major	Major	Minor/ Elective	Minor	Minor	Major			
		4/5/6 Credits	4/5/6 Credits	4/5/6 Credits	4/5/6 Credits	3 Credits	2 Credits	3/6/8 Credits			
Year	Sem.	Own Faculty	Own Faculty	Any Faculty	Other Faculty	Vocational Faculty	Co-Curricular Course	Inter/Intra Faculty related to main Subject	Total	Min.-Max. of the semester/ year	
1	I	Th-1(6) or Th-1(4)+ Pract-1(2)	Th-1(6) or Th-1(4)+ Pract-1(2)	Th-1(6) or Th-1(4)+ Pract-1(2)	1 (4/5/6)	1	1		18+(0/4/5/6)+3+2	23-29	(50-52) {46} [4] Certificate in Faculty
	II	Th-1(6) or Th-1(4)+ Pract-1(2)	Th-1(6) or Th-1(4)+ Pract-1(2)	Th-1(6) or Th-1(4)+ Pract-1(2)		1	1		18+(0/4/5/6)+3+2	23-29 (50-52)	
2	III	Th-1(6) or Th-1(4)+ Pract-1(2)	Th-1(6) or Th-1(4)+ Pract-1(2)	Th-1(6) or Th-1(4)+ Pract-1(2)	1 (4/5/6)	1	1		18+(0/4/5/6)+3+2	23-29	(100-104) {92} [7] Diploma in Faculty
	IV	Th-1(6) or Th-1(4)+ Pract-1(2)	Th-1(6) or Th-1(4)+ Pract-1(2)	Th-1(6) or Th-1(4)+ Pract-1(2)		1	1		18+(0/4/5/6)+3+2	23-29 (50-52)	
3	V	Th-2(5) or Th-2(4)+ Pract-1(2)	Th-2(5) or Th-2(4)+ Pract-1(2)				1	1 (3)	20+3+2	25	(150-154) {138} [10] Bachelor in Faculty
	VI	Th-2(5) or Th-2(4)+ Pract-1(2)	Th-2(5) or Th-2(4)+ Pract-1(2)				1	1 (3)	20+3+2	25 (50)	
4	VII	Th-4(5) or Th-4(4)+ Pract-1(4)			1 (4/5/6)			1 (6)	20+(0/4/5/6)+6	26-32	(206-212) {194} [12] Bachelor (Research) in Faculty
	VIII	Th-4(5) or Th-4(4)+ Pract-1(4)						1 (6)	20+(0/4/5/6)+6	26-32 (56-58)	
5	IX	Th-4(5) or Th-4(4)+ Pract-1(4)						1 (6)	20+6	26	(258-264) {246} [16] Master in Faculty
	X	Th-4(5) or Th-4(4)+ Pract-1(4)						1 (6)	20+6	26 (52)	
6	XI	2 (6)	1 Research (4) Methodology					1 (8)	16+8		(270) [4] PGDR in Subject
6,7,8	XII- XVI							Ph.D. Research			Ph.D. in Subject

Notes: (a) 1, 2 & 5 (in blue ink) are the number of courses/papers in that semester of that subject. (b) Credits are given in (in red ink). (c) A student willing to take admission to the first year of Higher Education program after 12th class, will have to choose a Faculty with two main (Major) subjects for first year. Eligibility to such choice will have pre-requisites. Apart from two major subject (s)he has to choose in each semester one more (Major) subject of any faculty, one minor/ elective course of other faculty, one vocational course of his choice and one compulsory co-curricular course.

A BRIEF OUTLINE OF GRADING SYSTEM IS GIVEN AS UNDER:

A. IN SCIENCE DISCIPLINES

All PG Programmes offered in Science disciplines in affiliated Colleges.

The salient features are as under: -

1. There shall be four to six theory papers in each of above programs including one minor/elective paper/open elective paper in each semester (at least in three semesters out of four) or as decided by respective BoS. Further the minor/elective paper shall always be a theory paper. In I and/or II semester the minor/elective /course may be offered from own stream/subject/department. In III semester the student may be given the choice to opt from own stream/subject/department where as in IV semester the student has to opt from other stream/ subject/ department. The course opted from other stream/subject/department shall be termed as “open elective”.
2. There shall be practical lab courses in each semester. However, in final semester there would be project work either exclusively or along with the lab courses depending upon the curriculum.
3. Thirty marks shall be awarded based on internal assessment in each theory and lab and rest seventy marks shall be based on external evaluation. In project work (IV Sem), 100 marks shall be awarded based on project work, project report and dissertation. The project shall be evaluated jointly by the Internal and External examiner.
4. Each theory paper shall be of four (04) credits and lab course/courses shall be of six (06) credits in total divided into 1/2/3 labs in each semester. Accordingly in all programs having labs there shall be 20-24 credits for theory papers (Six theory papers X four credits= 24 credits) and 06 credits for Lab course (divided in to 1/2/3 labs). In non practical programme a project/viva etc. for 06 credits shall be introduced.
5. The distribution of marks shall be as given below:

(i) THEORY PAPERS

Internal Assessment			Internal- Assessment Marks	External Assessment	Total Marks
Assignment/Seminar /quiz etc.	*Test I	Overall performance (Attendance/ Learning etc.			
05	20	05	30	70	100

*If a student fails to appear in mid test due to health problems or any other genuine reasons an alternate test of 20 marks shall be conducted, the student has to furnish a valid medical certificate or has to explain genuine reason for his/ her absence from the test.

(ii). PRACTICAL (LAB COURSE)

Internal Assessment					External Assessment	Total Marks
Regularity in the Lab/ collection Model etc.	Assignment / Record	Viva	Field work/Excursion/ term work/ synopsis tec.	Marks	Marks	
10	10	05	05	30	70	100

6. The 10-point grading system shall be implemented as per UGC guidelines described as under:

i.

GRADES AND GRADE POINTS

Letter Grade	Grade Point
O(Outstanding)	10
A ⁺ (Excellent)	9
A (Very Good)	8
B+(Good)	7
B (Above average)	6
C(Average)	5
P(Pass)	4
F(Fail)	0
Ab (Absent)	0

(ii). The above grades shall be awarded based on marks obtained by the student in each theory paper/ lab course as per details given below:

Marks obtained in each theory paper/ lab course	Grades to be awarded
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95% or above	O
85-94%	A ⁺
75-84%	A
65-74%	B ⁺
55-64%	B
45-54%	C
36-44%	P
Below 36%	F
Absent	Ab

7. The other rules like calculation of Grade point, SGPA and CGPA shall remain same as per UGC guide lines for Choice Based Credit System and already being followed in the University campus programmes.

B. IN ARTS, HUMANITIES, LANGUAGE, COMMERCE AND OTHER DISCIPLINES:

The salient features are as under: -

1. There shall be four to six theory papers in each of above programs including one minor/ elective paper/open elective paper in each semester (at least in three semesters out of four) or as decided by respective BoS. Further the minor/elective paper shall always be a theory paper. In I and/or II semester the minor/elective /course may be offered from own stream/subject/department. In III semester the student may be given the choice to opt from own stream/subject/department where as in IV semester the student has to opt from other stream/ subject/ department. The course opted from other stream/subject/department shall be termed as “open elective”.
2. Thirty marks shall be awarded based on internal assessment in each theory paper and rest seventy marks shall be based on external evaluation.
3. Each theory paper shall be of four (04) credits.
4. In non practical streams a project/viva etc. for 06 credits shall be introduced in each semester. A project/viva/ teaching/training (wherever required) etc. for six credits shall be conducted in each Semester. The project /Viva teaching/training (in Education) etc. shall be of 100 marks to be awarded by one internal and one external examiner jointly.

5. The distribution of marks in theory papers shall be as given below:

THEORY PAPERS

Internal Assessment				External Assessment	Total Marks
Assignment/ Seminar, quiz etc.	*Test I	Overall performance (Attendance/ Learning etc.	Marks	Marks	
05	20	05	30	70	100

*If a student fails to appear in I and/or II test because of health problems or any other genuine reasons an alternate test of 20 marks shall be conducted, the student has to furnish a valid medical certificate or has to explain genuine reason for his/ her absence from the test.

6. The 10-point grading system shall be implemented as per UGC guidelines as per details given below:

(i) **GRADES AND GRADE POINTS**

Letter Grade	Grade Point
O(Outstanding)	10
A ⁺ (Excellent)	9
A (Very Good)	8
B+(Good)	7
B (Above average)	6
C(Average)	5
P(Pass)	4
F(Fail)	0
Ab (Absent)	0

- (ii) The above grades shall be awarded based on marks obtained by the student in each theory paper/ lab course as per details given below:

Marks obtained in each theory paper/ lab course	Grades to be awarded
95% or above	O
85-94%	A ⁺
75-84%	A
65-74%	B ⁺
55-64%	B
45-54%	C
36-44%	P
Below 36%	F
Absent	Ab

7. The other rules like calculation of Grade point, SGPA and CGPA shall remain same as per UGC guide lines for Choice Based Credit System and already being followed in Engineering and Management programs.

COMMON RULES FOR ALL THE DISCIPLINES OF THE COLLEGES CONCERNING EXAMINATION AND RESULT

8. CURRICULUM

- 8.1 The curriculum has been divided into 2 semesters in each academic year and shall include lectures, tutorials, laboratory examination, seminars and projects apart from this industrial training and educational tours etc. as decided in scheme and necessary instructions issued from time to time. Curriculum shall also include,
- 8.2 The subjects, distribution of credits and numbers of lectures for various semesters of each part of study and examination shall be as per the syllabi of the

appropriate program subject to changes by recommendations of respective Board of studies/Faculty Board.

- 8.3 Ordinarily, the academic session shall end by the end of May of any academic year. It shall be divided into two semesters, the odd semester (From July to December) and, Even Semester (from January to May). Each of the two semesters shall ordinarily consist of about fifteen weeks which shall include the mid semester and end semester examinations.

REGISTRATION

- (a) Student eligible for admission in in any year of the programs must get registered in the first week of August, or as notified in the Academic calendar by completing the necessary formalities as notified by the university/ college.
- (b) Notwithstanding the rules for promotion as per Clause 13 student shall not be permitted to register himself/herself in an even semester unless he/she was a registered student of the previous odd semester and had pursued the program of that semester as a regular student. However, promotion from odd semester to even semester shall be automatic irrespective of the result of odd semester.
- (c) In each semester a last date shall be fixed and notified in the beginning of the semester, after which admission/re-admission/promotion/registration shall not be ordinarily made.
- (d) A student, who has been registered in an odd semester of any part, shall pursue in that semester the regular lecture, tutorials, sessional marks, Laboratory examination etc. as mentioned in clause 5 and after satisfying the condition of attendance the student will be allowed to appear in the end semester examination at the end of each semester. He/she can appear in the mid semester tests as per the clause 5 and after satisfying such other conditions laid down in these Ordinances, he/she shall be eligible to appear in-Test/Examination on such dates as may be fixed by the University/college/Department.

- (e) In case of re-admission a student must be a registered student in the previous year in the same class.

REGULARITY AND ATTENDANCE:

- 9.1 A student shall be deemed to have pursued a regular course of study (in a subject) during each semester, and he/she has attended at least 75 percent classes and there is no negative report against him/her, i. e. he/she has not been debarred from attending the classes and appearing in the examination due to some serious misconduct. It is provided that the Head/Dean/Principal of the concerned department/faculty/college may condone shortage of percentage in attendance not exceeding 15 percent in each subject due to one or more of the following reasons, involving absence from the classes.
- (a) Participation in N.C.C. /N.S.S. Camps duly supported by a certificate from the O.C.N.C.C. /Program officer, N.S.S.
 - (b) Participation in University or College Team (S) Games or Inter State or Inter University Tournament (s) duly supported by a certificate from the competent authority of the University.
 - (c) Participation in any of the co-curricular activities organized by University/Institute/Department, duly certified by the competent authority.
 - (d) Prolonged illness duly certified by the Superintendent/CMO of government hospital.
- 9.2 For the purpose of the above ordinance, a subject shall be deemed to be borne on the list of subjects laid down in the prospectus of the examination concerned and shall consist of such paper or group of papers and the practical, project, dissertation, field work etc. in each of which or a group of which a candidate is required to pass separately.
- 9.3 Attendance verification form forwarded through Dean/head/Principal should be submitted with End Semester Examination forms.

- 9.4 The Academic Council/ Vice Chancellor shall have power to condone any deficiency of attendance for cogent reasons.

BACK PAPER EXAMINATION

There shall be back paper examinations preferably with regular exams for those students, who have got back papers. The student would have an option to appear in back exams in those subjects/papers in which the student has got back in part-I& II yearly results (including both semesters of that particular year). However, a special back paper examination shall be conducted for final year students for the papers of final year only.

EXAMINATION FEES: As notified from time to time.

DECLARATION OF RESULTS AND PROMOTIONS:

The academic performance of students shall be evaluated on the basis of:

- (i) Grades obtained in each subject
- (ii) Semester Grade point average (SGPA)
- (iii) Year Grade point average (YGPA)
- (iv) Cumulative Grade point average (CGPA)

CRITERIA FOR PASSING A PROGRAM:

i. Passing a Semester:

- (a) After the end of each End Semester Examination a student shall be awarded a grade in each subject of the semester courses according to his/her performance in this subject and a Semester Grade Point Average (SGPA) which shall be calculated as follows:

$$\text{SGPA} = \frac{\text{Sum of (Credits x Grade points) for all the Subjects of the semester}}{\text{Sum of (Credits) for all the Subjects of the semester}}$$

- (b) A student shall be considered to have passed the Semester if he/she has obtained pass Grade in each subject of the Semester Program (theory & practicals) separately. To pass a paper the sum of the sessional marks and end semester marks scored should be 36 % or more of the maximum marks.

- (c) A student shall be declared to have FAILED in the semester program if he/she fails to fulfill the above condition.
- (d) A student who has satisfied the conditions laid down in clause 16 and clause 8.4 who has pursued the course of the odd semester, shall be automatically promoted to the even semester irrespective of whether he/she passes or fails in the odd semester examination.

ii. Passing a Part:

- (a) At the end of each part, a student shall be awarded a Year Grade Point Average (YGPA) which shall be calculated as follows:

$$\text{YGPA} = \frac{\text{Sum of (Credits x Grade points) for all the Subjects of odd and even semesters of the part}}{\text{Sum of (Credits) for all the Subjects of odd and even semesters of the part}}$$

- (b) A student shall be considered to have PASSED the part if he/she has passed each semester as per clause 13.i.(b) and has secured an YGPA equal to or greater than the minimum prescribed below:

Minimum YGPA required for passing the part

Part I, II : **4.0**

- (c) A student can be promoted to next part (academic year) if he/she fulfills the above condition of YGPA as per clause **13. ii(b)** and if fails in up to the maximum of **four papers (including both semesters)** only. The paper/papers, in which a student is fail, shall be considered as **back paper. However, in no case a student having back paper in more than four papers can be promoted to next year. He/she can be promoted to final year even if he/she has cumulative back papers up to four subjects (in parts I) including theory and practicals.**
- (d) **In case of year back, he/she can take readmission by paying approved tuition fees in same year/part after the recommendation of concerned HoD/ Dean/ Principal.**
 - i. He/she can choose to pass all the subjects of academic year.

- ii. He/she can opt to pass the subjects in which he/she has failed. He/she can choose some other subjects to improve his/her grades.
- iii. In both the above cases he/she can opt to retain sessional marks of previous year. He can attend classes of the subjects for which he has registered and opt for new sessional marks in these subjects, subject to availability of teachers.
- iv. However, in no case, he/she will have the option of combination of old and new sessional marks of the registered subjects. **Undertaking to this effect of his/her choice/option will have to be submitted at the time of registration.**

GRACE MARKS:

A student can take a benefit of, total **03 grace** marks to be distributed between maximum of **two subjects** for passing the examinations in an academic year or promotion to the next year with a maximum of 4 carryovers of previous year only. However, benefit of Grace shall not be available for carry over subjects, if he/she fails to clear them in the next year also, the result shall be declared indicating the Grace & he/she shall not be entitled for honors. However the facilities of Grace shall be available to only those students who have secured appropriate YGPA for passing that particular part i.e. YGPA 4.0 or more for I& II years and CGPA 4.0 or more. The Grace marks shall not be counted for calculation of Grade/SGPA/YGPA/CGPA.

EXAMINATION FOR CARRY OVER SUBJECTS:

A student promoted to next year with carryover of maximum four papers (Lab & theory examination will be treated as separate papers) shall be allowed to appear in the examination of relevant subjects in back paper examination which will be conducted along with regular examination of odd semester and even semester respectively. **The Sessional marks which he/she had obtained as a regular student in the relevant subject will be carried as such.** In such cases the new grade(s) obtained by the student will replace the old grade(s)

- 11. A student shall be promoted to next part if he/she has obtained a minimum YGPA of 4.0 in Part I with maximum allowed carryovers of 4 back papers in the previous parts (as per clause 13.ii(b))

PASSING THE DEGREE PROGRAM:

Passing the degree program:

- i. At the end of Part-II of the program a student who has PASSED Part-I, Part-II, of degree program, shall be awarded a cumulative Grade Point Average (CGPA) which shall be calculated as follows.

$$\text{CGPA} = \frac{(S1 \times C1 + S2 \times C2 + S3 \times C3 + S4 \times C4)}{C1 + C2 + C3 + C4}$$

(For two year programme)

Where S1, S2, S3 and S4, are the SGPA's of each semester and C1, C2, C3 and C4 are the total credits in semester 1-4 respectively.

- ii. Illustration of Computation of SGPA and CGPA and Format for Transcripts

Computation of SGPA and CGPA

a. *Illustration* for SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus, $\text{SGPA} = 139/20 = 6.95$

b. *Illustration* for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 20 SGPA:6.9	Credit: 22 SGPA:7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA:6.0

$$20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0$$

Thus, **CGPA** = _____ = **6.512**

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- iii. Student shall be considered to have passed the Program if he/she has passed Part-I& Part-II of the program and has obtained a CGPA of 4.0 or more.
- iv. A student shall be declared to have failed in the part, if he/she fails to fulfill the above conditions.
- v. **The failed student shall have an option to repeat Part, provided he/she has not exceeded the maximum period as mentioned in clause 16(v).**
- vi. **Maximum Period of the Program:**

Notwithstanding anything to the contrary contained in these ordinances, a student shall not be permitted to continue his/her studies if he/she does not complete the program within a maximum period of double the duration of the program.

vii. Classification of Results:

- viii. On the basis of the CGPA, the result of each student shall be declared as follows:

CGPA	RESULT
(a). 8.0 and above, provided he/she has Passed all the Parts in a single attempt	Passed in First Division with Honors
(b). 6.0 and above, but excluding (a)	Passed in First Division
(c). 4.5 and above, but less than 6.0	Passed in Second Division

(d). 4.0 and above, but less than 4.5	Passed in Third Division
(d). Below 4.0	Failed

ix. Grade Cards:

- x. At the end of each semester examination a Grade Card shall be issued to every student which shall contain the following information. The letter Grades obtained in each subject and SGPA, YGPA, CGPA**
- xi. SEMESTER PASSED OR FAILED, PART-I/II PASSED OR FAILED -----PROGRAM PASSED IN I CLASS WITH HONOURS/ I/II CLASS OR FAILED** as the case may be.
- xii.** In addition, the Grade Card of the Final Semester of Part-II shall show the YGPA of the lower Part of the program. The grade card will also indicate the number of attempts taken to pass and grace marks, if any.
- xiii.** Each Grade Card shall also contain the following information. Table giving the correspondence between Grades, Grade Points and their relative merits. The Grade of Final Semester of Part-II shall also contain the formula for CGPA as mentioned above.
- xiv.** Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the university shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

Also, Empirical formula for conversion of YGPA/CGPA into equivalent percentage shall be $X = Y \times 10$ where X is equivalent percentage and Y is SGPA/ YGPA/CGPA.

COURSE COORDINATORS AND EXAMINERS:

- For every theory and every practical subject there shall be a coordinator, who shall be responsible for conduct of regular classes, examinations and evaluation of student performance in the course.
- An examiner from other Institution/Department/College shall be associated in the practical examination work.

- iii. If a course is being taught by more than one teacher, the course coordinator shall be responsible to coordinate the complete examination work including the normalization of the result.
- iv. A maximum of 50% of the theory papers should be set by internal paper setters (teachers). In case of non-availability of external paper this condition may be relaxed.

PAYMENT AND REFUND OF EXAMINATION FEES:

- i. **A candidate who fails to pass or who is unable to present himself/herself for any examination on any account shall not be entitled to a refund or adjustment of the fee to next ensuing examination. The examination fees to be charged per semester will be announced from time to time.**
- ii. On receipt of the fee prescribed for the examination the Principal of the college/ Head of Department, as the case may be shall verify the examination form and approve accordingly. The whole process shall be online. Once the examination forms are approved, the Examination Controller shall allow the issue of admit card. Based on that admit card the student shall be entitled to appear in the examination.

ADMIT CARD

- i. A candidate shall not be admitted into examination room unless he/she produces his/ her admit card to the Officer conducting the examination
- ii. The Examination Controller may, if satisfied that an admit card has been lost or destroyed on cogent reasons, issue a duplicate admit card on payment of a prescribed fee.

SCALE OF ACADEMIC AND OTHER FEES

- i. The academic fees shall be charged as per provisions of university/ government.
- ii. With the deposition of academic fee a student is considered to be admitted to the program. Once a student is admitted, fee will not be refunded.
- iii. A student who is re-admitted in any Part of the Program has to pay prescribed fees or as applicable for the Part for which he/she is repeating the Program and after having passed this part he/she has to pay the normal fee as prescribed to the category.

iv. In addition to the academic fee prescribed for the program, a student has to pay other fee such as Examination fees, Ordinance charges, Hostel, Sports fee, Society etc. as may be prescribed from time to time.

INTERPRETATION

If any question arises as to the interpretation of these regulations, the same shall be decided by the academic council. The academic council shall have the power to issue clarification to remove any doubt which may arise in regard to implementation of these regulations.

If any practical problems arises in execution of any clause of this ordinance, The Vice Chancellor shall be authorized to constitute a committee to look and recommend for any amendment/ revision in any of the existing clause and same may be implemented after approval of Vice Chancellor.