

Eklavya University, Damoh

ORDINANCE No. 88 A

Ordinance for three/four Years Undergraduate degree (CBCS Semester Mode)

Implementation of New Education Policy 2020 in

**B.Com./ B.Com (Hons.) /B.B.A. / B.Sc./ B.Sc. (Hons.) / B.C.A. / BPA/ B. Music, B. Dance / BA
(Music/Dance/Theatre), / BFA / BA (Drawing/Painting/Sculpture) / B.A. / B.A.(Hons)/ BSW /
BA- B.Sc. Yogic Sc./B.P.E.S / B.Plan / B.Des / BJMC.**

(This ordinance is framed as per the "Guidelines for multiple entry and exit in Academic programs offered in Higher Education Institutions" issued by UGC, under NEP 2020)

88 A.1 Title of the Degree : B.Com., B.Com (Hons.) /B.B.A. / B.Sc./ B.Sc. (Hons.) / B.C.A. / BPA/ B. Music, B. Dance / BA (Music/Dance/Theatre), / BFA / BA (Drawing/Painting/Sculpture) / B.A. / B.A.(Hons)/ BSW / BA/ B.Sc. Yogic Sc./B.P.E.S / B.Plan / B.Des / BJMC.

88 A.2 Faculty Name : Faculty as stated in Ordinance 16, 16A, 18, 25, 25A, 27,34, 36, 38,40,42, 44,44A, 46, 48,57,69,71,78

88 A.3 Course Name : Bachelor Degree

Undergraduate (Honors/Research) will be offered in different specializations as covered in ordinance no. 16, 16A, 18, 25, 25A, 27, 34, 36, 38, 40, 42, 44, 44A, 46, 48, 57, 69, 71, 78 of Eklavya University,Damoh(M.P.)

1. The provisions of this Ordinance shall be applicable to pre published ordinance of Eklavya University from the academic session 2021-22 onwards.
2. The provisions of this Ordinance shall apply to the three-years/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/ Research) undergraduate programs such as tabled below and other similar Undergraduate programs notified by the University.

| S.No. | Title of the Degree | Faculty Name | Course Name | Ordinance No. |
|-------|---------------------|-------------------------------------|-----------------------|---------------|
| 1 | B.Com | Bachelor of Commerce | 3 year Degree program | 16 |
| 2 | B.Com (Hons.) | Bachelor of Commerce | 4year Degree program | 16A |
| 3 | B.B.A | Bachelor of Business Administration | 3 year Degree program | 18 |
| 4 | B.Sc. | Bachelor of Science | 3 year Degree program | 25 |
| 5 | B.Sc. (Hons.) | Bachelor of Science | 4 year Degree program | 25A |
| 6 | B.C.A. | Bachelor of Computer Application | 3 year Degree program | 27 |
| 7 | BPA | Bachelor of Performing Arts | 4 year Degree program | 34 |
| 8 | B. Music, B. Dance | Bachelor of Arts | 3 year Degree program | 36 |

| | | | | |
|----|----------------------------------|---|-----------------------|-----|
| 9 | BA(Music/Dance/Theatre) | Bachelor of Arts | 4 year Degree program | 38 |
| 10 | BFA | Bachelor of Fine Arts | 4 year Degree program | 40 |
| 11 | BA(Drawing/Painting/Sculpture) | Bachelor of Arts | 3 year Degree program | 42 |
| 12 | B.A. | Bachelor of Arts | 3 year Degree program | 44 |
| 13 | B.A. (Hons.) | Bachelor of Arts | 4 year Degree program | 44A |
| 14 | BSW | Bachelor of social work | 3 year Degree program | 46 |
| 15 | BA/B.Sc. Yogic Sc. Yogic Science | Bachelor of Arts /Bachelor of Science | 3 year Degree | 48 |
| 16 | B.P.E.S | Bachelor of Physical Education & Sports | 3 year Degree program | 57 |
| 17 | B,Plan | Bachelor of Planning | 4 year Degree program | 69 |
| 18 | B.Des. | Bachelor of Design | 4 year Degree program | 71 |
| 19 | BJMC | Bachelor of Journalism & Mass Communication | 3 year Degree program | 78 |

3. The Ordinance shall apply to all such programs being run by the University in its Teaching Departments (UTDs/SOS (School of Studies) and its constituent units for their regular as well non collegiate (private) students.
4. Admission rules and guidelines for admission to these programs will be framed by the University for Admission in its UTDS/SOS.
5. Students who have completed Grade 12 School Leaving Certificate from based Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognized by the State Government/University will be eligible for admission to these undergraduate programs.
6. The admission shall be made on merit calculated on the basis of criteria notified by the University/State Govt. keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
7. Student enrolment in a program/course shall be restricts to the seats allotted by the University.
8. The in-take capacity shall be determined in advance by the University following the guidelines/norms issued by the State Government/UGC, MPPURC Bhopal and other statutory bodies concerned. The same could be incorporated in the admission guidelines for the information of the concerned and uploaded on the institutional website or admission portal of the Department of Higher education.
9. Depending upon the academic and physical facilities available, the university may year mark seats a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the second year/third year/fourth year of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
10. To enable multiple entry and exit points in the academic programs, qualifications such as certificates, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four year undergraduate programme shall

comprise courses under the following subjects/categories.

- I. Disciplinary/interdisciplinary Major (core course – DSE) (64 credit).
- II. Disciplinary/interdisciplinary Minor (32 Credits)
- III. Generic Enhancement Courses (8 Credits)
- IV. Skill enhancement Courses/Vocational Courses (12 Credits)
- V. Ability Enhancement Courses (08 Credits)
- VI. Field projects/internship/apprenticeship/community engagement and service/research project (28 Credits)

N.B. for BBA/BCA/BHSc and like programs, a group/subject shall be chosen as Major/Minor/Generic Elective.

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme, are as follows-

1st Year (First & Second Semester Level 5)

Entry 1 The entry requirement for first semester in Level 5 is successful completion of Class 2 from MP Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognized by the State Government/University, A programme of study leading to entry into the first year of the Bachelor's Degree is open to those who have met the admission requirement.

Exit 1 If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If she/he wants to exit, can exit the programme with Undergraduate certificate in hand.

2nd Year (Third & Fourth Semester-Level 6)

Entry2, The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

Exit 2 If a student passes all the courses of Level 5 & 6 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of her/his Major subject. If she/he wants to exit, can exit the programme with Undergraduate Diploma in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

3rd Year (Fifth & Sixth Semester-Level 7)

Entry 3 The entry requirement for semester six in Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's Degree is open to those who have met the admission requirements.

Exit 3 If the students passes all the courses of Level 5 to 7 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the Undergraduate Degree in the faculty of her/his Major subject. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

4th Year (Seventh & Eighth Semester-Level 8)

Entry 4 An individual seeking admission to a Bachelor's degree (Honours/Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three year bachelor degree (level 7). After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

Exit 4 If the students passes all the courses of level 5 to 8 and earns the requisite credits, the student become entitled to an Undergraduate Degree (Honours/Research) in the faculty of her/his Major subject. A Bachelor's degree (Honourse/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table 1: Qualification Type and Credit Requirements

| Levels | Qualification title | Credit requirements |
|---------|---|---------------------|
| Level 5 | Undergraduate certificate in the faculty of the Major subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year or two semester of the undergraduate programme) | 40 |
| Level 6 | Undergraduate Diploma in the faculty of the Major subject for those who exit after two years (four semesters) of the undergraduate programme (programme duration First two years or four semesters of the undergraduate programme) | 80 |
| Level 7 | Bachelor Degree in the faculty of the Major subject (Programme duration Three years or six semesters) | 120 |
| Level 8 | Bachelor Degree in the faculty of Major subject (Honours/Research) (Programme duration Four years or eight semesters) | 160 |

The credits will be awarded by the University. The credit can be calculated as follows-

- One hour of theory of one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- Credits for internship shall be one credit per week of training subject to a maximum of six credits in a semester.

11. The minimum duration of the undergraduate degree programme shall be of three academic years/six semesters, whereas that of undergraduate degree leading to Honours/Research shall be of four academic years/eight semesters.

- A student who leaves the course any time in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

The Maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Rcscarch) programme for regular students shall be 6 and 8 years, respectively.

12. Types of Courses

Each of the subject/categories (i) to (v) as specified in clause 10 shall comprise of courses, courses are the basic units of education and/or training. Types of courses shall be as follows:

12.1 Core Course: Such courses which shall compulsory be studied by the student as a core requirement of the programme.

12.2 Elective Course:

Generally, a course which the student can choose from a pool of course, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called and Elective Course.

12.2.1 Discipline Specific Elective (DSE) Course:

Elective course offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related elective course of interdisciplinary nature (to be offered by main discipline/subject of study).

12.2.2 Dissertation/Project

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project. It is consolidated a special course involving the application of knowledge in solving/analyzing/exploring a real-life situation/difficult problem for a bachelor degree with honours/research. A project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guideline of a faculty member.

12.2.3 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective course.

12.3 Ability Enhancement Course (AEC):

The ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses

"AECC" courses are the courses based upon the content that leads to Knowledge enhancement, Such as.

- Environmental Education
- English/Hindi Communication is mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major Subject. They are aimed to provide hands-on training competencies, skill etc.

12.4 The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**13.1 First Semester:**

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC)

13.2 Second Semester (Level 5):

A Student shall be declared to have successfully completed the second semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Course (AEC)

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfills the pre-requisites prescribed by the concerned Board of studies A student passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty whereas a student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (when will be called as However, allotment for choice will be subject to the provisions of admission guidelines.

13.3 Third Semester:

A student shall be declared to have successfully completed the third semester. If he/she acquires 6 credits in core courses of the major subject. 6 credits in core course of the minor subject, 4 credits in Generic Elective and 4 credits in skill Enhancement course (SEC)/Vocational Course.

13.4 Fourth Semester (Level 6):

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in skill Enhancement Course (SEC)/Vocational Course.

The students shall be given a single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be the student's responsibility to earn additional credits to fulfill the minimum requirement of such credits prescribed for the major course only after fulfillment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

13.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Course of the major subject, 4 credits in skill Enhancement Course (SEC)/Vocational Course, 4 credits in discipline specific elective (DSE) of the major and 6 credits in field projects/internship/apprenticeship/community engagement and service, preferably related to major and/or minor subjects.

13.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Course of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credits in field projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects.

13.7 Seventh Semester:**Bachelor with Honours/Research**

A Student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core courses of the major subject, 4 credits in Research methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in core courses of the Major subject, 4 credits in research methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in research project.

13.8 Eighth Semester (Level 8):**Bachelor with Honours/Research**

A student shall be declared to have successfully completed the eighth semester with honours, if he/she acquires if he/she acquires 6 credits in core courses of the Major subject, 4 credits in dissertation, and 10 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires if he/she acquires 6 credits in core courses of the Major subject, 4 credits in minor and 10 credits in research project.

The nomenclature of degree shall strictly confirm to the relevant provision of the act/regulation/guidelines of the UGC.

13.9 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to 6 credits per year in the tenure of the 3-year undergraduate degree programme after paying due fee for registration and examination.

13.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

13.11 Table-2 Proposal Structure for Undergraduate Programme: UGC CBCS for Eklavya University

| Level | Semester | Main Faculty (As per prerequisite) | | | | Any faculty Subject III | Skill enhancement Course (SEC) | Ability Enhancement Course (AEC) | Field Project internship/ Apprenticeship/ Community engagement and service | Credits | Qualification title (Credits requirement) |
|---------|----------|---------------------------------------|-----------------------|------------------|------------------|----------------------------|---|---|---|--|---|
| | | Subject I | | Subject II | | | | | | | |
| | | Major | | Minor | | | | | | | |
| | | Core | DSE | | | | | | | | |
| Level 5 | 1 | 1 (6 Credits) | | 1 (6 Credits) | 1 (4 Credits) | | 1 (4 Credits) | | 6+6+4+4=20 | (40) Undergraduate Certificate in Main Faculty | |
| | 2 | 1 (6 Credits) | | 1 (6 Credits) | 1 (4 Credits) | | 1 (4 Credits) | #Inter/Intra Faculty | 6+6+4+4=20 | | |
| Level 6 | 3 | 1 (6 Credits) | | 1 (6 Credits) | 1 (4 Credits) | 1 (4 Credits) | | | 6+6+4+4=20 | (80) Undergraduate Diploma in Main Faculty | |
| | 4 | 1 (6 Credits) | | 1 (6 Credits) | 1 (4 Credits) | 1 (4 Credits) | | | 6+6+4+4=20 | | |
| Level 7 | 5 | 1 (6 Credits) | 1 (4 Credits) | | | 1 (4 Credits) | | 1Field project/internship/appr enticeship (6 Credits) | 6+6+4+4=20 | Bachelor Degree in Main Faculty (120) | |
| | 6 | 1 (6 Credits) | 1 (4 Credits) + | | | | | 1Field project/internship/appr enticeship (6 Credits) | 6+6+4+4=20 | | |
| Level 8 | 7 | 1 (6 Credits) | 1 (4 Credits) | 1 (4 Credits) | | | | 1Field project/internship/appr enticeship 1Field project/ internship/apprentices hip (6 Credits) | 6+6+4+4=20 | (160) Bachelor Degree in Main Faculty Bachelor Degree (Research) in Main faculty | |
| | 8 | 1 (6 Credits) | | 1 (4 Credits) | | | | 1Fieldproject/internshi p/apprenticeship (6 Credits) | 6+4+10=20 | | |
| Total | | 48 Credits | 16 Credits | 32 Credits | 16 Credits | 12 Credits | 08 Credits | 28 Credits | 160 Credits | | |

14. Choice to select the MOOC Course:

- a. The UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer.
- b. The student will have the choice to opt elective-generic/skill Enhancement/Ability Enhancement courses from the courses available within the UTD in other UTDs of the same universities but from same level of the programs. An alternate choice will also be available to the students to opt for courses from Massive learning for Young Aspiring Minds) platform with the permission of the UTD.
- c. The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in course will depend on available facilities in the UTD.
- d. The students can also opt for a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- e. The University will decide to allow the online course of SWAYAM
 - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
 - (ii) Every Student opting for a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course if required.
 - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available adequate measure by the UTD. The patent institution must designate a course coordinator/facilitator to guide the student throughout the course and facilitate/conduct the lab/practical sessions/examinations
- f. The requirement of project/dissertation, as notified by the respective UTD/Autonomous College/needs to be undertaken by the candidate for the specific credits. The project may be undertaken in any of the National and state Laboratories/Institutes/Companies/Industries with the approval of UTD.

15. Requirement of attendance will be as per University Ordinance governing the examinations In general; attendance of at least seventy-five percent of theory lectures and practical separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

16. Examination & Evaluation:

- 16.1 Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocational (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.15.
- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any will be decided by the UTD/University shall distributed and designed their assessment so that at least two tests are conducted in a semester.
- 16.3 UTD/University may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- 16.4 Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.5.
- 16.5 The grading will be made on 10-point scale as described below

| Letter Grade | Grade Points | Description | Range of Marks (%) |
|--------------|--------------|---------------|--------------------|
| O | 10 | Outstanding | 90-100 |
| A+ | 9 | Excellent | 80-89 |
| A | 8 | Very good | 70-79 |
| B+ | 7 | Good | 60-69 |
| B | 6 | Above Average | 50-59 |
| C | 5 | Average | 40-49 |
| P | 4 | Pass | 35-39 |
| F | 0 | Fail | 0-34 |
| Ab | 0 | Absent | Absent |

- 16.6 In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above-mentioned table

- 16.7 If a student obtains F or Ab grade in any course(S), he/she will be treated as having failed in the course(s) She/he has to reappear in the examinations of that course(s) as and wear conducted by the University/UTD. Marks obtained in repeat semester-end examination to decide the grade in the repeat course(s)
- 16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester In case the student secures less than half to the total credits in any semester then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester in such cases the student will not be promoted to the next semester
- If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to be next semester with ATKTKT (Allowed To Keep Term) in those courses in which he/she fails
- If the student fails to pass all the courses in the next ATKTKT examination the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance In that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester
- 16.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course
- 16.10 On account of valid reasons, a student may withdraw from a semester In such a case, that semester will be treated as zero semester
- 16.11 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester The University may allow such a student to re-register in that semester in the coming semester. The student has to pay semester fee again in such case any may not be eligible for scholarships. If the student withdraws within one month from starting the academic semester, fee will not be charged again
- 16.12 The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 16.13 The theoretical and practical course can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course
- 16.14 Applicable to UTDs in the same universities The UTD, where student from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission

16.15. Table 3: Structure of Credit Course (Semester System)

| Course (credit) | Course Type | Credits Allocated | | | Distribution of Theory Marks | | Distribution of Practical Marks | | Tutorial Marks |
|-----------------|---|--|--------------|----------|------------------------------|------------------------------|---------------------------------|----------|----------------|
| | | Theory | Practical | Tutorial | Internal (Through CCE) | External (End Semester Exam) | Internal | External | |
| 1 | Core(6) | 6 | NA | NA | 40 | 60 | NA | NA | NA |
| 2 | Core(6) | 4 | 2 | NA | 60 | 60 | 40 | 60 | NA |
| 3 | Core(6) | 2 | 4 | NA | 40 | 60 | 50 (Through CCE) | 50 | NA |
| 4 | Core(6) | 5 | NA | 1 | 40 | 60 | NA | NA | 100 |
| 5 | GE/DSE/SEC(4) | 4 | 0 | NA | 40 | 60 | NA | NA | NA |
| 6 | GE/DSE/SEC(4) | 3 | 1(P,T,W,etc) | NA | 40 | 60 | NA | 100 | NA |
| 7 | DSE/SEC(4) | 1 | 3(P,T,W,etc) | NA | 40 | 60 | 50(Through CCE) | 50 | NA |
| 8 | DSE/SEC(4) | 3 | NA | 1 | 40 | 60 | NA | NA | 100 |
| 9 | AECC(4) | 4 | NA | NA | 40 | 60 | NA | NA | NA |
| 10 | Field-Projects/Internship/Apprenticeship/Community engagement & service(6/10) | (i) Field-Projects/Internship/Apprenticeship/Community engagement & service 4/6 Credits (75Marks) | | NA | | | | | |
| 11 | Research Methodology(4) | (ii) Evaluation of Report 2/4 Credit (25Marks) | | NA | 40 | 60 | NA | NA | 100 |
| 12 | Dissertation/Research Project(4/6/10) | Evaluation of Thesis 2/4/6/Credits (50Marks)+Pre Submission viva-voce 1/1/2 Credit 05Marks+External viva-voce 1/1/2(Credit25Marks) | | NA | 40 | 60 | NA | NA | 100 |

P=Practical, T= Training, W= workshop

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project

18. Calculation of SGPA/CGPA:

- 18.1 Semester Grade Point Average (SGPA) is a measure of performance of the student in a semester. It is the ratio of total credit points secured by a student in various courses registered in that semester and the total course credits taken during that semester, i.e.

$$SGPA(S_1) = \frac{\sum (C_1 \times G_1)}{\sum C_1}$$

Where S_1 is the 1th Year, C_1 is the number of credits of the 1th course in the semester (S_1) and G_1 is the grade point scored by the student in the 1th course

- 18.2 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit point secured by the student, except the credits of additional courses if any. The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the grade sheet-

Calculation of SGPA

| Course | Credits(C) | Grade | Grade Point(GP) | Credit Points(CxGP) | SGPA(Total Credit Point/Total Credit) |
|---------|------------|-------|-----------------|---------------------|---------------------------------------|
| Course1 | 6 | A | 8 | 48 | 146/20=7.30 |
| Course2 | 6 | C | 5 | 30 | |
| Course3 | 4 | B- | 7 | 28 | |
| Course4 | 4 | O' | 10 | 40 | |
| TOTAL | 20 | | - | 146 | |

- 18.3 CGPA is a measure of the overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum [C_1 \times SGPA(S_1)]}{\sum C_1}$$

Where $SGPA(S_1)$ is the SGPA of the 1th year and C_1 is the total number of credits in the 1th

Calculation of CGPA:

| Semester | Credits | SGPA | Credits x AGPA | CGPA |
|----------|---------|------|----------------|--|
| 1 | 20 | 7.50 | 150.00 | CGPA=Total(Credits x SGPA) / Total Credits CGPA=1229.60/160 =7.685 =7.69(rounded off to second decimal point) |
| 2 | 20 | 7.58 | 151.60 | |
| 3 | 20 | 7.32 | 146.40 | |
| 4 | 20 | 8.34 | 166.80 | |
| 5 | 20 | 7.58 | 151.60 | |
| 6 | 20 | 7.32 | 146.40 | |
| 7 | 20 | 8.34 | 166.80 | |
| 8 | 20 | 7.50 | 150.00 | |
| Total | 160 | | 1229.60 | |

19. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-year (8 semester) undergraduate degrees should also indicate the Division obtained as per follows

| Division | Criterion |
|---------------------------------|---|
| First division with distinction | The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 |
| First division | The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0 |
| Second division | The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50 |
| Pass | The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00 |

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded of to the second decimal point

20. The student will be examined by the University as per the prevailing syllabus and scheme of examination
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree
22. A Grade Card shall be issued to all the student after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
23. Grade sheets will be developed by the University/autonomous college on model Annexures S1 to S4
24. **Credit Transfer:**
- 24.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time
- 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits as per the provisions of this regulation as amended from time to time
- 24.3 Except for the cases of provisional promotions, the universities established by M P University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State Govt whose decision thereon shall be applicable
26. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/NCTE/PCI/RCI issued from time to time will be adopted for implementation
27. In matters not covered under this Ordinance, general rules of the University shall be applicable, otherwise, the state government's directions shall be applicable
28. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department.

SAMPLE COPY FOR FIRST TO FIFTH SEMESTER**ANNEXURE-S-1****Name of the University****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

| | |
|-------------------------|---------------|
| Batch | Year |
| Enrollment No. | Roll No. |
| Name of the Student | Examination |
| Father's/Husband's Name | Mother's Name |

| Course Code | Course Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|--------------|--------------|---------|-------|-------------|--|
| | Course 1 | 6 | A | 8 | 48 |
| | Course 2 | 6 | C | 5 | 30 |
| | Course 3 | 4 | B+ | 7 | 28 |
| | Course 4 | 4 | O | 10 | 40 |
| TOTAL | | 20 | | - | 146 |
| SGPA | | 146/20 | | | 730 |

Grade in Repeat Examination

| SEMESTER WISE RESULT | | | | | |
|-----------------------------|---|----|-----|----|---|
| SEMESTER | I | II | III | IV | V |
| TOTAL CREDITS | | | | | |
| OBTAINED CREDITS | | | | | |
| ADDITIONAL CREDITS | | | | | |
| SGPA | | | | | |
| ATTEMPT | | | | | |
| RESULT | | | | | |

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

| | |
|-------------------------|---------------|
| Batch | Year |
| Enrollment No. | Roll No. |
| Name of the Student | Examination |
| Father's/Husband's Name | Mother's Name |

| Course Code | Course Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|-------------|--------------|---------|-------|-------------|--|
| | Course 1 | 6 | A | 8 | 48 |
| | Course 2 | 6 | C | 5 | 30 |
| | Course 3 | 4 | B+ | 7 | 28 |
| | Course 4 | 4 | O | 10 | 40 |
| TOTAL | | 20 | | - | 146 |
| SGPA | | 146/20 | | | 7.30 |

Grade in Repeat Examination

| SEMESTER WISE RESULT | | | | | | |
|----------------------|---|----|-----|----|---|----|
| SEMESTER | I | II | III | IV | V | VI |
| TOTAL CREDITS | | | | | | |
| OBTAINED CREDITS | | | | | | |
| ADDITIONAL CREDITS | | | | | | |
| SGPA | | | | | | |
| ATTEMPT | | | | | | |
| RESULT | | | | | | |

SGPA Semester Grade Point Average

| FINAL RESULT PASS | | | |
|-------------------|------|-----------------------|----------|
| TOTAL CREDITS | CGPA | EQUIVALENT PERCENTAGE | DIVISION |
| | | | |

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

| | |
|-------------------------|---------------|
| Batch | Year |
| Enrollment No. | Roll No. |
| Name of the Student | Examination |
| Father's/Husband's Name | Mother's Name |

| Course Code | Course Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|--------------|--------------|---------|-------|-------------|--|
| | Course 1 | 6 | A | 8 | 48 |
| | Course 2 | 6 | C | 5 | 30 |
| | Course 3 | 4 | B+ | 7 | 28 |
| | Course 4 | 4 | O | 10 | 40 |
| TOTAL | | 20 | | - | 146 |
| SGPA | | 146/20 | | | 7.30 |

Grade in Repeat Examination

| SEMESTER WISE RESULT | | | | | | | |
|----------------------|---|----|-----|----|---|----|-----|
| SEMESTER | I | II | III | IV | V | VI | VII |
| TOTAL CREDITS | | | | | | | |
| OBTAINED CREDITS | | | | | | | |
| ADDITIONAL CREDITS | | | | | | | |
| SGPA | | | | | | | |
| ATTEMPT | | | | | | | |
| RESULT | | | | | | | |

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4

Name of the University

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

| | |
|-------------------------|---------------|
| Batch | Year |
| Enrollment No. | Roll No. |
| Name of the Student | Examination |
| Father's/Husband's Name | Mother's Name |

| Course Code | Course Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|-------------|--------------|---------|-------|-------------|--|
| | Course 1 | 6 | A | 8 | 48 |
| | Course 2 | 4 | C | 5 | 20 |
| | Course 3 | 10 | B+ | 7 | 70 |
| TOTAL | | 20 | | | 138 |
| SGPA | | 138/20 | | | 6.90 |

Grade in Repeat Examination

| SEMESTER WISE RESULT | | | | | | |
|----------------------|---|----|-----|----|---|----|
| SEMESTER | I | II | III | IV | V | VI |
| TOTAL CREDITS | | | | | | |
| OBTAINED CREDITS | | | | | | |
| ADDITIONAL CREDITS | | | | | | |
| SGPA | | | | | | |
| ATTEMPT | | | | | | |
| RESULT | | | | | | |

SGPA Semester Grade Point Average

| FINAL RESULT PASS | | | |
|-------------------|------|-----------------------|----------|
| TOTAL CREDITS | CGPA | EQUIVALENT PERCENTAGE | DIVISION |
| | | | |

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination