



MOTHERHOOD UNIVERSITY, Roorkee

ENLIGHTENING WORLD

ACADEMIC ORDINANCES AND REGULATIONS

w.e.f 2016-17 Academic Session

**Roorkee-Dehradun Road, Village Karoundi,
Post Bhagwanpur, Tehsil-Roorkee
Pin -247661
Distt-Haridwar
(Uttarakhand)**

ACADEMIC ORDINANCES & REGULATIONS

FOR UNDER GRADUATE, POST GRADUATE AND DIPLOMA CERTIFICATE COURSES OF STUDY AS PER CBCS

(M.A., M.B.A., M.Sc., M.Lib.I.Sc., M.Com., B.Pharm., B.A., B.B.A., B.C.A., B.Com. (Hons.), B.Com. B.Lib.I.Sc., B. Sc., B.Sc. (IT), B.Sc. (Ag) (Hons), LL.B., B.A.LL.B, Diploma in Engineering, D.Lib.I.Sc., Paramedical Courses – DMLT, BMLT, DRIT, BRIT and BPT)

1. DEFINITIONS:

- a) **Academic Programme/ Programmes** shall mean a programme of courses and/or any other component leading to Award of degree.
- b) **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- c) **Board of Faculty** shall mean the Board of Faculty concerned.
- d) **Course** means a component of the academic programme, carrying a distinctive code no. and specific Credits assigned to it.
- e) **University** shall mean Motherhood University, Roorkee.
- f) **External Examiner** shall mean an examiner who is not in the regular employment of the University.
- g) **Semester System** – A programme where in each academic year is apportioned into two parts known as semesters.
- h) **Student** shall mean a person admitted and registered for a programme in the Faculties of the University.
- i) **Degree/PG Degree** means all degrees in accordance with the guidelines of UGC.

- 2. The Ordinances and Regulations governing courses of study for Degrees, Diplomas, Certificates of Proficiency and Special Certificates, as were in force on the date immediately preceding the commencement of this ordinance, or as had been approved by the Academic Council on or before the said date, shall continue to apply, or shall apply, as the case may be, to the courses of study concerned, up to their amendment, notification or repeal by the Board of Management/Board of Governors on the recommendations of the Academic Council.

3. (a) The Academic Council may constitute a committee to review the Ordinance and Regulations referred to in clause 1, and recommend such changes in them as may be appropriate to effect structural rationality and uniformity in the same, and also to recommend the norms that may be followed in the framing of such Ordinances and Regulations and the distribution of the subject-matter thereof between each such Ordinance and the related Regulations.
- (b). The Vice-Chancellor shall take all necessary steps towards the application and observance of the recommendation of the Committee referred to in sub-clause (a), as approved by the Academic Council and the Board of Management/Board of Governors.
4. Admissions to all Masters Programmes, Degree & Diploma Programmes of Engineering, Pharmacy, Nursing, Education and Paramedical Courses shall be through entrance examinations conducted by the University or such agency as may be authorized by the University, and each programme shall be based on the Choice Based Credit System in which Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week.

5. Eligibility for Master, Under Graduate & Diploma certificate :

- a) Candidate shall be eligible for admission to a **Diploma Certificate (Diploma in Engineering)** after 10 with Math and for L.E admission (Direct admission in 2nd year) he shall be 10+2 with Math or 10+ITI from a Center/State Government recognized institution.
- b) Candidate shall be eligible for admission to a **Under Graduate Degree programme** in any of the Faculty unless he/she has successfully completed a 10 + 2 from recognized by the Center/State Government recognized institution.
- c) Candidate shall be eligible for admission to a **Master's degree programme** in any of the faculty unless he/she has successfully completed a three year undergraduate degree or earned prescribed number of credits for an undergraduate degree through the examinations conducted by a University/autonomous institution or possesses such qualifications recognized by the Motherhood University, Roorkee as equivalent to an undergraduate degree.
- d) In case of **Integrated Master's Degree programmes** of five or more years, no Candidate shall be eligible for admission unless he/she has successfully passed the 10+2 examinations conducted by a Board/University (either through formal schooling for 12 years or through open school system) recognized by the Central/State Government for this purpose or its equivalent.

6. Courses

- (a) A Degree programme shall consist of a number of courses and a 'Course' shall be a component (a paper) of a programme.
- (b) Every course offered by any department shall be identified by a unique course

code. A course may be designed to involve lectures/tutorials/laboratory work/seminar/project work/practical training/report writing/viva voce, etc or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably.

- (c) Degrees will be awarded as per "Specification of Degrees u/s 22, sub-section (3) of University Grants Commission Act, 1956 (3 of 1956)".

7. Semesters (Other than Annual Degree/Diploma Programmes)

- (a) An academic year shall consist of two semesters:

Odd Semesters (I, III, V and VII Semesters – as applicable): Generally from **July to November**

Even Semesters (II, IV, VI and VIII Semesters – as applicable): Generally from **December to April**

The Academic Calendar for each semester shall be notified well before the commencement of the semester by the University.

- (b) A semester shall normally extend over a period of 15 weeks. Each week shall have 30 hours of instruction including lab/field/project work as applicable.

8. Credits

- (a) Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the courses, credits shall be assigned on the basis of the number of lectures/tutorials/laboratory work/project work and other forms of learning required completing the course contents in a 15 week schedule.

- (b) 1 Credit = 1 hour of lecture/instruction per week (1 Credit course = 15 hours of lectures per semester). Instruction can be in the form of lectures/tutorials/laboratory work/fieldwork or other forms. In determining the number of hours of instruction required for a course involving laboratory/field-work, 2 hours of laboratory/field work shall be considered equivalent to 1 hour of lecture.

9. Roll Numbers and Enrollment Numbers

Admission cell shall allot an Enrollment number to the student after payment realization, thorough scrutiny and verification of the required documents for a particular Programme. At the entry point which shall remain same for the entire period of study in the University. After the completion of the admission procedure the Roll numbers for the students shall be allotted by the Examination Department.

10. Course-Code

All courses offered by any Department shall be identified by a unique course code.

Course Code	Subject	Lecture	Tutorial	Practical	Credits
MUMCM 101	Corporate Financial Accounting	L 2	T 1	P 0	C 3

In this example: MUMCM 101 is the course code in which, MU is the University Name i.e. Motherhood University, Roorkee; 'M' third character of the course code is the Master / UG / Diploma Programme; CM is the subject code; 101 is the serial number of the subject and Corporate Financial Accounting, is the title of the course.

11. Management and Administration of Choice Based Credit System

- (a) After approval of Admission of Students by the Vice Chancellor, the concerned Dean of Faculty will ensure Course Registration, issuance of Identity Cards, Preparation of Time Table and Academic Calendar in coordination with other Deans, Attendance and Consolidation of Awards in First Assessment and Second Assessment Examinations and forwarding the consolidated awards lists to the Controller of Examinations for scrutiny and distribution of Grade Sheets, Cumulative Grade Sheets and Provisional Pass Certificates.
- (b) In order to optimize the use of resources and talents, to avoid duplication of courses and for effective coordination of CBCS programmes within a faculty, there shall be a Faculty Committee consisting of all the teachers of all departments of the Faculty headed by the Dean.
- (c) The aforesaid Committee shall prepare the common time-table in consultation with the Head of the Departments of that Faculty.
- (d) The aforesaid Committee will deliberate on courses and specify the distribution of credits semester-wise and course-wise, for each course. It will also specify the number of credits for lecturers, tutorials, practical, seminars etc.
- (f) Courses (Core/Elective) shall be designed by the Board of Faculty and approved by the Academic Council.
- (g) Course teacher: A teacher offering a course will also be responsible for maintaining attendance and performance sheets of all the students registered for the courses.
- (h) Each teacher offering a course will give the attendance and performance sheets for Sessional Test I and Sessional Test II to the Head of the Department who shall consolidate all such performance sheets of courses pertaining to the programmes offered by the department including the end semester and forward it to the Controller of Examination through the Dean.

12. Mentor System

Every student shall have a teacher of the Department as his/her Student Mentor. All teachers of the department shall function as Student Mentor and will have more or less equal number of students. The Student Mentor will advise the students in choosing Elective courses and offer all possible student support services.

13. Structure of Master's Programme

- (a) The term **Master's programme** is used to denote M.A., M. Sc., M. Com., M.B.A., M. Pharm., or any other Masters Degree programmes offered by the various departments of the University.
- (b) A Master's Programme shall consist of:
- (i) Core courses prescribed for every programme which shall be mandatory for all students registered for that Master's programme. A Core course may carry 2 to 6 credits.
 - (ii) An Elective courses shall carry not more than 6 credits
 - (iii) A Self-Study Course shall carry not more than 6 credits
 - (iv) A course (Core/Elective/Self-study) may also take the form of a Dissertation/ Project work/Practical training/Field work/Internship/Seminar, etc. However, a dissertation/project work may carry up to 6 credits; a semester- long field work may carry 10-15 credits.
- (c) All Two -Year Masters programmes will have the following components.
- (i) Core Courses – Minimum 54 credits
 - (ii) Electives - Minimum 18 credits
 - (iii) Self-study courses - Maximum 9 credits (one minimum 03 credits course shall be mandatory but not to be included while calculating the grades)

The credits in the Master's programme of two years shall be distributed in the following manner:

Courses with credits	Semester I	Semester II	Semester III	Semester IV
Core	18	18	8-12	8-12
Elective/Optional	NIL	NIL	8-12	8-12
Self Study Courses		3	3	3

- (d) In order to qualify for a two-year master's degree a student must acquire a minimum of 72 credits including a minimum of 18 credits in electives choosing at least two electives (leading to a minimum 6 credits) offered by other departments/other streams of specialties in the Department and one qualifying self

study course of minimum 3 credits.

To qualify a three year Master's degree (MCA) a student must acquire a minimum of 108 credits. The minimum Core Courses shall be of 81 credits, Elective Courses 27 credits and Self Study Courses 12 credits, choosing at least three electives offered by other departments (leading to a minimum of 9 credits) and one qualifying self study course of minimum 3 credits.

Courses/ Papers	Semester	Semester	Semester	Semester	Semester	Semester
Core Papers	18	18	9-12	9-12	13	14
Elective/Optional	NIL	NIL	9	9	5	4
Self Study		3	3	3		

- (e) The minimum duration for completion of a two year Master's Programme in any subject shall be four semesters. The maximum period for completion shall be eight semesters.

However, the minimum duration for completion of a three year Master's Programme in any subject shall be six semesters. The maximum period for completion shall be ten semesters

- (f) Core courses shall be those, knowledge of which is deemed essential for students registered for a particular Master's programme. As such all core courses shall be mandatory and a student shall have to pass in all the core courses prescribed for the programme. Where feasible and necessary two or more programmes offered by the same department or two different departments may prescribe one or more common core courses. Core courses shall be spread over all the four semesters.

Note: However, in programmes like M.Sc- Microbiology, Pharmaceutical Chemistry, M. Pharm. etc. the IV semester may include only elective course in the form of semester long dissertation/field work/project training.

- (g) Elective courses are intended to allow students to specialize in one or more branches of the broad subject area; to acquire knowledge and skills in a related area that may have applications in the broad subject area; or bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc); or help pursue an area of interest to the student.
- (h) A Department may also allow students to choose two additional courses to enable them to acquire extra credits through self-study (Not to be taken into account for awarding grades/class). The Self Study courses shall be in advanced

topics in a subject (core or elective) under the supervision of a faculty member. The student shall be required to make a minimum of two seminar presentations (as sessional tests for assessment) for 40 marks and 60 marks for theory paper along with the other students of that department.

Structure of Under Graduate

- (a) The term ***Under Graduate Programme*** is used to denote B.A., B.Com, B.Com(Hons.), B.Sc., B.Sc. (IT), B.Sc. (Ag.) Hons., BBA, BCA or any other Under Graduate Degree programmes offered by the various Faculties of the University.
- (b) The Under graduate Programme shall consist of:
 - (i) Core courses prescribed for every programme which shall be mandatory for all students registered for that Under Graduate programme. A Core course may carry 2 to 4 credits.
 - (ii) An Elective courses shall carry not more than 6 credits
 - (iii) A Self-Study Course shall carry not more than 6 credits
 - (iv) A course (Core/Elective/Self-study) may also take the form of a Dissertation/ Project work/Practical training/Field work/Internship/Seminar, etc. However, a dissertation/project work may carry up to 6 credits; a semester- long field work may carry 10-15 credits.
- (c) The credits in the Under Graduate programme of Three years shall be distributed in the following manner:

Courses/ Papers	Semester	Semester	Semester	Semester	Semester	Semester
Core Papers	18	18	9-12	9-12	13	14
Elective/Optional	NIL	NIL	9	9	5	4
Self Study		3	3	3		

14. Attendance

- (a) The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course.
- (b) All teachers shall intimate the Head of the Department at least seven calendar days before the last instruction day in the semester, the particulars of all students who have less than 75% attendance in one or more courses.
- (c) A candidate who has less than 75% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists. However, it shall be open to the Dean to grant exemption to a candidate who

has failed to obtain the prescribed 75% attendance for valid reasons and such exemptions shall not under any circumstances be granted for attendance below 70%. The Dean of the concerned faculty can grant permission in the following situation

- i. Hospitalization of self for seven days or more but less than 15 days;
- ii. Natural calamity;
- iii. Immobilization for valid reasons..

- (d) Shortage up to a maximum of 10% may be condoned by the Vice-Chancellor on the recommendation of the Dean of the faculty. An application on prescribed format for condoning limited shortage of attendance will be made by the student at least two week prior to the start of the end-term examinations.

However, he/she may appear as an ex-student only in End Semester Examination of the course(s) in which he/she has failed, at the next semester examinations and subject to permission by the Academic Council at any further subsequent examination. A candidate who thus having ceased to be a regular student, acquires the minimum number of credits for promotion to III semester, shall re-register himself/herself as a regular student for appearing at the examination of III semester.

Provided that a regular candidate who having fulfilled the minimum attendance requirement, fails to secure the required number of credits for promotion to the III semester, may apply for re-registration as a regular student in the I or/and II semester.

- (e) He/She shall have to fulfill the attendance requirement afresh and shall again perform sessional work and practical and shall appear in the End Semester Examination of all the courses at the next examination of I and II semesters. Any marks obtained in the immediately preceding year and the attendance being disregarded. Similarly a regular candidate who having fulfilled the minimum attendance requirement, fails to secure the required number of credits for attaining degree, may apply for re registration as a regular student in III and/or IV semester. He/She shall have to fulfill the attendance requirement afresh and shall again perform Sessional work and practical and shall appear in the End Semester Examination of all the courses at the next examination of III and IV semesters. Any marks obtained in the immediately preceding year and the attendance being disregarded. However, no candidate shall be permitted to continue as a regular student for more than two times in any semester.

- (f) The Head of the Department shall announce the names of all students who will not be eligible to take the End semester examinations in the various courses and send a copy of the same to the Dean's Office. Registrations of such students for those courses shall be treated as cancelled. If the course is a core course, the candidate should register for and repeat the course when it is offered next.

Provided that a regular candidate who having fulfilled the minimum attendance requirement, fails to secure the required number of credits for promotion to the III

semester, may apply for re-registration as a regular student in I or/and II semester(s), in such courses in which he/she failed. He/She shall have to fulfill the attendance requirement afresh and shall again perform sessional work and practical and shall appear in the End Semester Examination of all the courses/the courses in which he/she had failed earlier, at the next examination of I and/or II semester(s). Any marks obtained in the immediately preceding year in such courses and the attendance being disregarded. Similarly a regular candidate who having fulfilled the minimum attendance requirement, fails to secure the required number of credits for attaining degree, may apply for re registration as a regular student in III and/or IV semester(s), in such courses in which he/she failed. He/She shall have to fulfill the attendance requirement afresh and shall again perform Sessional work and shall appear in the End Semester Examination of all the courses/the courses in which he/she had failed earlier at the next examination of III and/or IV semester(s). Any marks obtained in the immediately preceding year and the attendance being disregarded. However, no candidate shall be permitted to continue as a regular student for more than two times in any semester.

15. Examination and Evaluation

COMPONENT OF EVALUATION

Unless provided in the curriculum of respective academic programme, the components of Evaluation for each academic programme shall be as under:

- Continuous Assessment (CA)
- Mid-term Examination (MTE)
- End-term Examination (ETE)

Academic Council on the recommendations of Board of faculty shall approve the different components of Continuous Assessment (CA)

- (a) Evaluation will be done on a continuous basis, three times during each semester.

There will be Two Sessional tests and one End-semester examination. For the purpose of uniformity, there will be a uniform procedure of examination to be adopted by all teachers.

- (b) Sessional tests (of one to two hours duration) may employ one or more assessment tools such as objective tests, assignments, paper presentation, laboratory work, etc suitable to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment. Students shall compulsorily attend the two Sessional tests. The Sessional test as part of the continuous internal assessment shall be conducted and evaluated by the teacher offering the course.

A Student cannot repeat Sessional Tests. However, if for any compulsive reason the

student could not attend the test, the prerogative of arranging a special test lies with the teacher with the approval of the Head of the Department. In case of students who could not attend any of the Sessional tests due to medical reason or under extraordinary circumstances, a separate test may be conducted before the Examinations by the concerned faculty member after the recommendation of the Head of the Department and the Dean / Controller of Examination concerned and approval from the Hon'ble Vice-Chancellor.

- (c) The **Sessional tests** will carry 20% of total marks for the course. The marks of the two Sessional Tests shall be taken into account for the computation of Grades. For B.Sc (Ag.) Hons Sessional Test will carry 40%.
- (d) The **Continual Assignment** and Attendance will carry 10% of total marks for the course taken into account for the computation of Grades. For B.Sc (Ag.) Hons Sessional Test will carry 5%.
- (e) There shall be a **written End Semester Examination** which shall be of 3 hours duration carrying 70% of total Marks assigned for the course, covering the entire syllabus prescribed for the course. The End-semester Examinations shall be conducted by the University. For B.Sc (Ag.) Hons Sessional Test will carry 40%.
- (f) The **End Semester Practical Examinations** shall normally be held before the theory examination. The internal faculty shall associate themselves with the examination process. For B.Sc (Ag.) Hons Sessional Test will carry 15%.
- (g) Evaluation of Project Report / Dissertation and viva- voce

The distribution of marks for the dissertation will be as below:

Periodical presentation	- 20 % Marks
Dissertation	- 60 % Marks
Viva-voce	- 20 % Marks
Total	- 100 % Marks

Dissertation/project report shall be valued jointly by Internal and one external examiner.

16. Marks and Grading

- (a) A student shall not be allowed to repeat the End Semester examination in a course in which he / she has passed, to improve the score.
- (b) A student with arrears can reappear in examinations for a maximum of three times excluding the first appearance along with the subsequent examinations. The Sessional Marks obtained by the student shall be carried over for declaring the result.
- (c) A candidate who fails to obtain the minimum required marks to pass a semester may be allowed to appear only at the subsequent End Semester Examination as an Ex- student prescribed for that particular semester. In no case, supplementary or

special examination shall be held. The marks awarded at the subsequent examination and the sessional marks obtained earlier as a regular student shall be taken into account. Ex-student shall not be allowed to take regular admission in any of the semester.

- (d) Provided further that in case, a candidate fails to accumulate required number of credits to obtain the degree within a course period from the date of his/her first admission, he/she shall cease to be a regular student. He/She may be permitted to appear at the next immediately following end semester examinations of I and II and/or of III and IV semester(s), as the case may be, as an ex-student permitted by the Academic Council only if he/she has undergone a regular course of study in III and IV semester and after having fulfilled attendance and other requirements of III/IV semesters;
- (e) A candidate pursuing a regular course of study, promoted to III/IV semester cannot receive instruction or undertake sessional work in any course of the I/II semester. Provided that a candidate while studying as a regular student of III/IV semester, may appear in the End Semester Examination of the backlog courses of I/II semester as the case may be.
- (f) A candidate who fails to obtain minimum required marks to pass in the courses at the I or/and III Semester Examinations, or is unable to take that examination for reasons beyond his/her control may be allowed to pursue the course of study for the II and/or IV semester examination as the case may be, approved by the Hon'ble Vice Chancellor of the concerned Respective Dean.
- (g) No candidate shall be eligible for M.A./M.Sc./M.Com Degree in a subject unless he/she has passed in all courses for the I, II, III, and IV semester examinations.
- (h) No candidate shall be eligible for Under Graduate Degree in a subject unless he/she has passed in all courses for the I, II, III, IV, V and VIth semester examinations.
- (i) No candidate shall be promoted to Second Year of if :
 - a) The minimum passing marks in each theory subject (including internal assessment) shall be 40% or equivalent grade 'P'.
 - b) The minimum passing marks in a project/practical subject (including internal assessment if any) shall be 50%.
 - c) A candidate, in order to pass, must secure a required CGPA of 5 in the aggregate in a particular academic year inclusive of both semesters of the academic year.
 - d) There shall be no pass marks in extracurricular activities. However, these marks shall be added in the result.

(17) Grading System

- (i) The marks and the grades obtained in the courses corresponding to the best 72 credits including the best 54 core credits and the best 18 credits for electives will be taken into consideration account in arriving at the CGPA (for two year Masters' Programme).
- (ii) The marks obtained by a student in a course shall be indicated by a grade point and a letter grade.
- (iii) A student is considered to have completed a course successfully and earned the prescribed credits, if he/she secures a letter grade P or higher. A course successfully completed cannot be repeated for the purpose of improvement.
- (iv) The F-grade once awarded stays in the grade card of the student and is not deleted even when he/she completes the course successfully later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears.
- (v) A student who secures F-grade in a core course has to pass it compulsorily. A candidate who does not pass a core course in the stipulated period, may be permitted to re-register for the same course.
- (vi) If a student who secures F-grade in an elective wants to change the elective he/she has to register by paying the prescribed fee and attend the classes for that course when it is offered.
- (vii) If a student secures F-grade in the project Work/Dissertation, either he/she shall improve it and re-submit, if it involves only re-writing/ incorporating the revisions suggested by the evaluators or the student can re-register by paying the prescribed re-registration fee and complete the same in the subsequent semesters.

(viii) Conversion of Percentage of Marks to Grade points and Letter Grade For Master/ Under Graduate / Diploma Courses

The percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade. A Ten (10) point scale shall be used for the evaluation of the performance of the student as given below:

Marks	Grade Value	Grade	Description
91 to 100	10	O	Outstanding
81 to 90	9	A+	Excellent
71 to 80	8	A	Very Good
61 to 70	7	B+	Good
51 to 60	6	B	Above Average
41 to 50	5	C	Average
Equal to 40	4	P	Pass
Less than 40	0	F	Fail

18. COMPUTATION OF SGPA AND CGPA

Following procedure shall be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

Semester Grade Point Assessment (SGPA)

SGPA is a measure of performance of work done in a semester. It is the ratio of sum of the product of the number of Credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of Credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where C_i is the number of Credits of the 1st course and G_i is the grade point scored by the student in the 1st course.

Cumulative Grade Point Assessment (CGPA)

The CGPA is a measure of overall cumulative performance of a student over all semesters. It is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of the Academic Programme, i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA of the 1st semester and C_i is the total number of Credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

i. Computation of SGPA and CGPA

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

Thus, **SGPA = 139/20 = 6.95**

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit : 20 SGPA: 6.9	Credit : 22 SGPA: 7.8	Credit : 25 SGPA: 5.6	Credit : 26 SGPA: 6.0	Credit : 26 SGPA: 6.3	Credit : 25 SGPA: 8.0

Thus, **CGPA = $20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0$**
= 6.73

144

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts

Note: Transcript (Format): Based on the above Letter grade, grade points and SGPA and CGPA, the transcript for each semester and a consolidated transcript shall be issued indicating the performance in all semesters.

19. Performance sheets; Results and Student Redress:

- The system of evaluation shall be transparent and students shall have the right to examine their marked answer scripts and for redress. The teacher of a course shall give the attendance and performance sheets for Sessional Test I and Sessional Test II to the Head of the department who in turn shall consolidate all such sheets and forward these to the Controller of Examination through the Dean

of the Faculty.

- ii. After the successful conduct of the End Semester examination the Controller of Examinations shall finalize the results and issue result on the given format to the Students/ Notice Board.

20. CREDIT BASED PROGRAM FOR UNDERGRADUATE COURSES

Outline of Choice Based Credit System:

1. **Core Courses (DSC):** A course, which should compulsorily be studied by a candidate as a core requirement.
2. **Elective Course:** Generally a course which can be chosen from a pool of courses which provide extended scope. These courses shall be of three type viz.:

2.1 Discipline Specific Elective(DSE) Course

2.2 Dissertation /Project

2.3 Generic Elective (GE) Course

3. **Ability Enhancement Courses (AEC):** These courses shall be of two types:

- 3.1 **Ability Enhancement Compulsory Courses (AECC):** i) Environmental Science, ii) English/ Modern Indian Language communication, iii) Intellectual Property Rights (IPR). These are mandatory to all disciplines.

3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value based and/or skill based knowledge.

CBCS for B.Sc. Program

Semester	Core Course Credit-12	AECC Credit-2	SEC Enhancement) Credit-2	Discipline Specific Elective DSE Credit-6
I	DSC-1A	English /MIL/ Environment Science/IPR		
	DSC-1A			
	DSC-1A			
II	DSC-1B	English /MIL/ Environment Science/IPR		
	DSC-1B			
	DSC-1B			
III	DSC-1C		SEC-I	
	DSC-1C			
	DSC-1C			
IV	DSC-1D		SEC-II	
	DSC-1D			
	DSC-1D			
V			SEC-III	DSE-1A
				DSE-2A
				DSE-3A
VI			SEC-IV	DSE-1B
				DSE-2B
				DSE-3B

AECC: Ability Enhancement Compulsory Course

CBCS for B.A./B.Com Program

Semester	Core Course Credit-12	AECC Credit-2	SEC (Skill Enhancement) Credit-2	Discipline Specific Elective DSE Credit-4	Generic Elective GE Credit-4
I	English/Mil-1	English /MIL/ Environment Science/IPR			
	DSC-1A				
	DSC-2A				
II	MIL/English-1	English /MIL/ Environment Science/IPR			
	DSC-1B				
	DSC-2B				
III	English/Mil-2		SEC-I		
	DSC-1C				
	DSC-2C				
IV	MIL/English-2		SEC-II		
	DSC-1D				
	DSC-2D				
V			SEC-III	DSE-1A	GE-I
				DSE-2A	
				DSE-3A	
VI			SEC-IV	DSE-1B	GE-II
				DSE-2B	
				DSE-3B	

AECC: Ability Enhancement Compulsory Course

21 GRADE REPORT CARD

A copy of the Grade Report Card is issued to each student at the end of each Academic year. The duplicate copy, if required can be obtained on payment of prescribed fee.

22. WITHHOLDING THE GRADE REPORT

The grade report of a student may be withheld if he/she has not paid his/ her dues or if there is a case of indiscipline pending against him/ her or for any other such reasons.

23. STUDENTS GRIEVANCE COMMITTEE

In case of any written representation/complaints received from the students within seven days after completion of the examination regarding setting up of the question paper etc. along with specific recommendations of the course Co-ordinator & Dean of the Faculty, the same shall be considered by the Students Grievance Committee to be constituted by the Hon'ble Vice-Chancellor. The Hon'ble Vice-Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination

24. AWARD OF DEGREES/DIPLOMA

- a) A student will be awarded a degree/diploma if he/she obtains a minimum CGPA of 5 in the total earned Credits which will vary depending upon the degree programme and is to be decided by the Academic Council for each degree/diploma programme.
- b) A student has to earn a minimum SGPA of 4.0 in the current semester to move into the next consecutive semester. The student should obtain a minimum CGPA of 5 to move into next year of study.

The criteria for award of division shall be as follows:

- a) The student obtaining CGPA greater than or equal to 5.00 but less than 6.00 shall be placed in Second Division.
- b) If the CGPA is greater than or equal to 6.00 but is less than 8.00, the student shall be placed in First Division.
- c) If the CGPA is greater than or equal to 8.00, and if the student has cleared all his/her papers in first attempt, he/she shall be awarded the degree in First Division with Honours.

25. CONVOCATION

- a) The Convocation of the University shall be held at a date fixed by the Academic Council. The Registrar shall, report to the Academic Council the names of all such persons who fulfill the requirements prescribed for various Degrees of the University and have become qualified under these regulations for admission into award of such Degrees.
- b) If a candidate is unable to attend the Convocation held after the University examinations in which he/she qualified for admission into a Degree, he/she may obtain his/her degree in absentia by submitting an application in prescribed format.
- c) If the Convocation is not held due to some unforeseen reasons or unavoidable circumstance within one year from the passing of examination, the Degrees may be awarded after completing necessary formalities after a date which will be decided by the Academic Council.

Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
