

**ORDINANCE FOR KNOWLEDGE ENHANCEMENT CERTIFICATE
COURSES, CERTIFICATE, DIPLOMA AND POSTGRADUATE
DIPLOMA PROGRAMMES**

1. SCOPE:

- 1.1 The ordinance shall be applicable from the academic session 2023-24 to Knowledge Enhancement Certificate Courses, Certificate programmes (regular or part-time), Diploma programmes and Post Graduate Diploma Programmes being run in University Teaching Departments (UTDs) and Colleges affiliated to the University.
- 1.2 This ordinance is with the provisions of Academic Bank of Credits and is based on National Education Policy-2020.
- 1.3 The architecture of the programs and course contents shall be designed in a manner that suits offline/ Online/ Blended modes.
- 1.4 This ordinance is applicable to:
 - 1.4.1 **Certificate courses** enable students to improve their knowledge, skills and competencies in the domain of employment enhancement, value addition, professional, life and social skills. Value Addition Courses for Co-curricular and community engagement activities i.e. Sports/NCC/NSS/ YRC/University Outreach Program etc., may be offered as per the policy of the University.
 - 1.4.2 **Knowledge Enhancement certificate course/programme** is short-term course or programme that is designed to supplement the core curriculum of a degree program. These courses are usually provide students with additional skills and knowledge that may be relevant to their field of study or as per interest of student. It can be pursued with any regular course of study.
 - 1.4.3 **Part-time Certificate Programmes** are the short term programmes. The courses under part-time certificate programme will be held either in the evenings or on weekends.
 - 1.4.4 **Diploma Courses**, aimed to equip the learner with knowledge, skills

and competencies in order to obtain the diploma certification.

1.4.5 **Post Graduate Diploma programs** are aimed to address the emerging areas of knowledge having innovative and interdisciplinary nature which may subsequently be developed into full-fledged master degree programs in accordance with NEP – 2020 guidelines. The minimum qualification for PG Diploma is Undergraduate or as specified in information brochure.

2. NOMENCLATURE

Nomenclature of the programme for award of Certificate/Degree will be as under:

Title	Type	Nomenclature
Certificate Course	Certificate	Certificate in < Subject/Course/Discipline >
Diploma Programme	Diploma	Diploma in <Subject/Course/Discipline>
Post Graduate Diploma Programme	Diploma	Postgraduate Diploma in <Subject/Course/Discipline>

3. Eligibility and criteria for admission:

- a) A candidate may be admitted to the Certificate or Diploma or Postgraduate Diploma if he or she has attained the minimum eligibility/qualification as mentioned in admission prospectus/Information Brochure/admission booklet.
- b) The eligibility, admission criteria and weightage for admission to various programmes offered by the University shall be as decided by the University from time to time.
- c) The admission shall be done on the basis of merit of qualifying examination or entrance test conducted by the University among the applicants.
- d) The Reservation policy of state Govt. shall be followed during lateral admission.

4. DEFINITION OF KEYWORDS:

4.1 Course: Usually referred to as paper, it is a component of a Programme. All courses need not carry the same weightage. A course may be designed

to comprise credits for lectures/tutorials/laboratory work/field work/outreach activities/project work/internship/apprentice/practical training/ viva/seminars/term-papers/assignments/presentations/self-study work/ clinical component, etc., or a combination of some of these with objectives and learning outcomes.

- 4.1.1 Lecture:** Component of a course which is taught by a teacher through lectures covering the contents of a course.
- 4.1.2 Tutorial:** Component of a course which involves problem-solving, learning through discussions and remedial teaching related to the contents and periphery of a course with the direct involvement of a teacher.
- 4.1.3 Practicum:** A course or a component of a course which enables students to learn or to attain skills or to get procedural knowledge for the contents of a course through practical/laboratory activity/project and to apply learnt/studied principles/theory/ concepts related to the chosen field of learning, work/vocation, or professional practice in the field of learning, work/vocation under the supervision of a teacher.
- 4.1.4 Seminar:** A course or a component of a course which makes students to learn a specific topic through in-depth exploration and analysis of facts about the topic in a set-up that involves presentation, interactive discussions and collaborative learning under the supervision of a teacher.
- 4.1.5 Internship:** A course requiring students to participate in professional employment- related activity or work experience or co-operative education activity with an entity external to the educational institution normally under the supervision of an employee of an organization or an individual professional. A key aspect of the internship is induction into actual, formal and organized work situations. Internship involves working with local industry (Government or Private Organizations), business establishments, artists, craft persons, etc. to provide opportunities for students to actively engage in on-site experiential learning.

4.1.6 Studio Activity: A studio activity involves engagement of students in creative, artistic or experimental activities involving visual, digital, audio, video and other professional experiential work.

4.1.7 Field Work/Practice/Survey/Project: A course or a component of course which enables students to participate in field-based learning/project, involving application of knowledge in solving/analyzing/exploring a real-life situation/difficult problem under the supervision of a teacher/mentor.

4.1.8 Project Work: A course or a component of a course which facilitates students to apply their knowledge, skills and critical thinking ability to complete a specific task in a given time frame through conceptualization, exploration and analysis of research-based activities to suggest tangible solutions for a given problem related to the chosen field of learning.

4.1.9 Community Engagement and Service: A course or a component of a course which exposes the students to the socio-economic issues prevailing in society so that the theoretical learning can be supplemented by actual life experiences to understand and generate solutions to real-life problems.

4.2 Credit: A unit by which the course work is measured. A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15- week schedule. Two hours of laboratory work/field work etc. is generally considered equivalent to 1 hour of lecture.

- i. 1 Credit = 1 Theory/Tutorial period of one-hour duration per week, (15 Hours per semester) or
- ii. In case of practical, 1 Credit = 1 Practical period of two-hour duration per week (30 Hours per semester)

A one-credit of Seminar or Internship or Studio activities or Field practice

/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement, or as specified by the Board of Studies.

The marks distribution according to the credit hours is 25 marks per credit.

- 4.3 Credit Point:** It is the product of the grade point and the number of credits for a course.
- 4.4 Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 4.5 Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. It means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 4.6 Credit-Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- 4.7 Semester Grade Point Average (SGPA):** It is a measure of performance of the work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 4.8 Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 4.9 Transcript/ 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.

4.10 Academic Bank of Credits (ABC): An academic service mechanism to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning.

4.11 Academic Bank Account: An individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the Student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree/diploma/certificates etc. by an awarding institution.

5 Course Coding: The unique code for each course shall be provided by academic branch of the University.

6 Programme Duration

Certificate/Diploma/ Degree (in the field of learning and discipline)	Duration	Minimum Credit Requirement
Certificate Courses/ Programmes		02 - 40 Credits
<i>Add-on Certificate Course</i>	<i>03 to 06 months</i>	<i>02- 04 Credits</i>
<i>Short term certificate Programme</i>	<i>03 to 06 months</i>	<i>20- 24 Credits</i>
<i>Certificate Programme</i>	<i>09 to 12 months</i>	<i>40- 48 Credits</i>
Diploma Programme	2 Years (4 Semesters)	80-88 Credits
PG Diploma Programme	1 year (2 Semesters)	40-44 Credits

8. COURSE CODING

The unique code for each course shall be provided by academic branch of the University.

9. ISSUANCE OF CERTIFICATE

Students who are declared to have qualified all the course work as prescribed for concerned Certificate/Diploma Program will be awarded relevant certificate.

10. MAXIMUM DURATION TO COMPLETE CERTIFICATE COURSE/DIPLOMA PROGRAM

Duration of Certificate Course/Diploma Program + Two years.

11. Course Curriculum, Syllabus and Pedagogical Practices

The course curriculum and syllabus of every Certificate Course and Diploma Program shall be developed by the concerned Board of Studies (BOS) and be implemented after obtaining approval of the Academic Council. The course content and structure Courses may vary from discipline to discipline depending upon the learning requirement of the program. The curriculum of each theory Course is to be divided in four units. However, the total credit to be earned for award of Certificate/diploma shall be as per this ordinance. The concerned BOS may decide the mode of delivery of course i.e. offline/online/blended as per university Policy.

12. Pedagogical Practices

Effective learning requires an appropriate curriculum, an apt pedagogy, continuous formative assessment and adequate student support. The intention is to contextualize curriculum through meaningful pedagogical practices, which determine learning experiences directly influencing learning outcomes. Active, cooperative, collaborative and experiential learning pedagogies are some of the examples. The use of technology in creating a learning environment that connects learners with content, peers and instructors all through the learning process, respecting learners' pace is the need of the hour.

- a) Classroom processes must encourage rigorous thinking, reading and writing, debate, discussion, peer learning and self-learning.
- b) The emphasis is on critical thinking and challenge to current subject orthodoxy and develops innovative solutions. Curricular content must be presented in ways that invite questions, not as a body of ready knowledge to be assimilated or reproduced. Faculty should be facilitators of questioning and not authorities on expertise.
- c) Classroom pedagogy should focus on the 'how' of things, i.e. applying theory and ideas. All courses, including social sciences and humanities, should design projects and practicums to enable students to get relevant hands-on experiences.
- d) Learning must be situated in the Indian context to ensure no sense of alienation from their context, country and culture.
- e) Classroom processes must address issues of inclusion and diversity since students are likely to be from diverse cultural, linguistic, socio-economic and intellectual backgrounds.
- f) Cooperative and peer-supported activities must be part of empowering students to take charge of their own learning.
- g) Faculty will have the freedom to identify and use the pedagogical

approach best suited to a particular course and student.

- h) Pedagogies like PBL (Problem/Project Based Learning) and Service Learning be brought into practice as part of the curriculum. Experiential learning in an internship with a specified number of credits is to be made mandatory.
- i) UGC suggests implementing Blended Mode (BL) as a new mode of teaching-learning in higher education. BL is not a mere mix of online and face-to-face mode, but it refers to an well-planned combination of meaningful a activities in both modes. The blend demands consideration of several factors, mainly focusing on learning outcomes and the learner- centered instructional environment.

13. COURSE REGISTRATION:

- a. After admission, the department running the certificate/diploma courses/programme shall submit the Programme registration form to Registration branch of the University by the scheduled date fixed by the University.
- b. Every student will also submit his/her Course registration form in prescribed Performa online/offline mode to the chairperson of the department running certificate/diploma programme within seven days from commencement of classes of every semester. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course, unless he/she has been registered for the course.
- c. Late registration may be permitted by the Head/Incharge of the Department up to a maximum of four weeks after the commencement of the semester, on payment of late registration fee of Rs. 500/-, or as revised from time to time.

14. CREDIT HOURS FOR DIFFERENT TYPES OF COURSES AND MARKS DISTRIBUTION

The workload relating to a course is measured in terms of credit hours. A credit is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a

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semester (minimum 15 weeks).

Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component.

For example, a three-credit lecture course in a semester means three lectures of one hour per week. Therefore, each lecture of one-hour is counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching. Required contact hours to earn credits will be as follows:

Nature of Work	Course Credits	Contact hours per week	Contact hours in a semester (15 weeks)
Lecture	01	01	15
Tutorial per paper	01	01	15
Practical, Seminar, Internship, field practice/project, or community engagement, etc.	01	02	30

Note: Tutorial batch size (UG programme: 20-25, PG Programme: 12-15)

The distribution of credits among the lectures/tutorial/practicum will be as follows:

Courses	Total Credits	L (Credits)	T (Credits)	P (Credits)	MARKS			
					TI	TE	PI	PE
Only Theory	4	3	1	-	30	70	-	-
	3	2	1	-	25	50	-	-
	2	1	1	-	15	35	-	-
Theory and Practicum	4	3	-	1 (2 hrs)	25	50	5	20
	4 (Where pract. is dominant)	2	-	2 (4 hrs)	15	35	15	35
	3	2	-	1 (2 hrs)	15	35	5	20
	2	1	-	1 (2 hrs)	5	20	5	20
When Practicum is separate course	2	-	-	2 (4 hrs)	-	-	15	35
	3	-	-	3 (6 hrs)	-	-	25	50
	4	-	-	4 (8 hrs)	-	-	30	70
AEC/VAC	2	2			15	35	-	-
SEC	3	2		1 (2 hrs)	15	35	5	20
	2	1		1 (2 hrs)	5	20	5	20
DSEC	4	3		1 (2 hrs)	25	50	5	20
Minor/VOC	4	2		2 (4 hrs)	15	35	15	35
Internship	4			4 (8 hrs)			30	70

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L= Lecture; T= Tutorial, P= Practicum; Ti= Theory Internal Assessment; TE= Theory End Semester Examination; PI= Practicum Internal; PE= Practicum End Semester examination, AEC= Ability Enhancement Course, VAC= Value added Course, SEC= Skill Enhancement Course, VOC= Vocational Course

15. MEDIUM OF INSTRUCTIONS AND EXAMINATION

- a. For Arts/Tourism/Home Science/Commerce/Social Sciences subjects, the medium of instructions shall be bilingual i.e. Regional Language (Hindi)/English.
- b. The question paper shall be set in both English and Regional Language (Hindi), wherever feasible, except in the case of
 - i. English, in which the questions shall be set in English.
 - ii. Sanskrit, in which the questions shall be set in Sanskrit/Hindi.
 - iii. Other languages, in which the questions shall be set in the language concerned.
- c. The students shall write their answers:
 - i. in English, in case of English language
 - ii. in the language concerned, in the case of Modern Indian Languages
 - iii. English/ Regional Language (Hindi) in the case of other subjects.
- d. For Physical Sciences/Life Sciences Subjects, the medium of instructions shall be mainly English. Regional Language (Hindi) medium will also be offered wherever feasible. The question paper shall be set in English. Bilingual question paper (s) will be provided, wherever possible. The students can write their answers in English/Hindi.

16. LEARNING ASSESSMENT

A variety of assessment methods that are appropriate to a given discipline/subject area and a programme of study will be used to assess progress towards the course/programme learning outcomes. Evaluation will be based on continuous assessment, in which sessional and the terminal examinations will contribute to the final grade. Sessional will

consist of class tests, mid-semester examination(s), homework assignments, class presentations etc., as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; open-book tests; problem-based assignments; practical assignment laboratory reports; observation of practical skills; individual project/reports (case-study reports); team project reports; oral presentations, including seminar; viva voce interviews; computerized adaptive assessment etc

16.1 Internal Assessment

The internal assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively. For practical examination also, 70 percent of the marks will be awarded through an end semester practical exam and remaining 30 percent of the marks will consist of internal assessment to be awarded by concerned faculty member(s) of the department

- 16.1.1 Internal Assessment shall be done on a continuous basis, taking into account the student's class performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester.
- 16.1.2 First Internal Assessment Test shall be held around the sixth week of the semester for the syllabi covered till then. Second Internal Assessment Test shall be held around the twelfth week for the syllabi covered between seventh and twelfth week. Third Internal Assessment Test, if required, may be held around the fourteenth week for the syllabi covered between seventh and fourteenth week. However, the best scores in any two sessional tests shall be counted.
- 16.1.3 For conducting Internal Assessment, one or more assessment tools, such as written tests, assignments, oral quizzes, paper presentation, laboratory work, seminar, etc., suitable to the course may be employed.
- 16.1.4 The Internal Assessment for theory shall consist of the following

components with marks indicated against each:

	Marks out of			
Total Marks	100	75	50	25
Internal Assessment	30	25	15	5
Attendance* below 55 = 0 mark Between 55 to < 65 = 1 Marks Between 65 to < 70 = 2 Marks Between 70 to < 75 = 3 Marks Between 75 to < 80 = 4 Marks 80 and More than 80 = 5 Marks	5	5	5	5
Assignments/Presentations/Seminars and Class Participation	5	5	-	-
Sessional Examination	20	15	10	-
Total	30	25	15	5

16.1.5 The Internal Assessment for practical shall consist of the following components with marks indicated against each:

	Marks out of			
Criteria	100	75	50	25
Internal Assessment	30	25	15	5
Attendance* below 55 = 0 mark Between 55 to < 65 = 1 Marks Between 65 to < 70 = 2 Marks Between 70 to < 75 = 3 Marks Between 75 to < 80 = 4 Marks 80 and More than 80 = 5 Marks	5	5	5	5
Practical Assignments/ Practical File/Practical Sessional	25	20	10	-
Total	30	25	15	5

16.1.6 The seminar paper shall be assessed on the basis of the contents of the paper submitted and its presentation, equally. The assessment will be made by the concerned teacher/advisor/supervisor.

16.1.7 The Chairperson/Principal may allow a student to repeat one sessional test within the same semester, if his/her application in this regard is considered as genuine on valid grounds.

16.1.8 The Chairperson/Principal shall display the internal assessment awards of each course on the notice board of the

Department/Institute/Centre at least seven days before the commencement of the end semester examinations to give an opportunity to the students to make representation, if any.

- 16.1.9 The Chairperson/Principal shall forward the internal assessment marks awarded by the concerned teacher on the basis of class test, written assignment/ Presentation/Seminar and attendance in the classes etc. to the Controller of Examinations as per the following schedule: (i) The Internal Assessment/Sessional marks should be supplied by the Heads of the Departments/Principals of the Colleges/Heads of the Institutions invariably within 15 days after the commencement of the examination or as notified by the COE. (ii) Thereafter, a late fee @ Rs.100/ per student per subject shall be levied upon the Department/ College/ Institute upto 10 days from the expiry of last date or 15 days of the commencement of the examinations. This penalty/late fee shall be charged from the the Depart/College/Institute (iii) If still, internal assessment/sessional marks are not supplied by the Department/College/institute, then the result of the candidate(s) shall be declared by proportionating the marks of concerned theory/practical paper in which he/she has been declared as pass. Marks of candidates having reappear shall not be proportionate in this case.

16.2 End Semester Examination

- 16.2.1 The end semester examination for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June on such dates as may be notified by the Controller of Examinations.
- 16.2.2 The examination schedule containing the dates of receipt of examination forms with and without late fee, shall be notified by the Controller of Examinations **from time to time**.
- 16.2.3 Students failing in one or more courses of end semester examinations will be entitled to clear them during the regular semester examinations of courses to be held in subsequent years.

- 16.2.4 The examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time.
- 16.2.5 Every student shall be examined in the courses as prescribed in the syllabus and scheme of examination approved by the Academic Council from time to time.
- 16.2.6 The Chairperson/Principal shall preserve the records pertaining to internal assessment awards for verification, if needed, by the University up to four months from the date of declaration of the semester examination results.
- 16.2.7 The candidate shall be allowed to appear in the examination if he/she fulfils the following requirements: -
1. Bears a good character
 2. Has been on the rolls of the Department/College/Institution during the semester.
 3. The Candidates will be required to attend atleast 75% of the lectures delivered / practical in each paper held. The Chairperson of the Department /Principal of the College concerned will be competent to condone 20% of the lectures delivered in each paper theory/practical/tutotrial/assignment/seminars/moot courts, etc.
If the percentage of attendance is deficient on account of –
 - (i) participation in Inter-University, University or Inter-Collegiate Sports Tournaments/Youth Festivals, University Level Debates, National and International Tournaments, with the previous sanction of the Chairperson/Principal; or
 - (ii) attendance at the N.C.C./N.S.S. Camps or University Educational Excursions or other extra-curricular activities, certified by the Chairperson/Principal;
 - (iii) attendance at Mountaineering Courses :- (a) by N.C.C./ N.S.S. students; (b) by students sent by the Youth Welfare Department;
 - (iv) Voluntary donation of blood, certified by a Govt. Doctor of

Gazetted rank or University Medical Officer.

Credit may be given for the number of days on which lectures were delivered or tutorials or practical work done during this period of attendance or participation aforesaid, provided that the total period of absence shall not exceed 21 days in an academic year and that for (iv) above it shall not exceed 2 days. These students will submit a certificate from the Secretary, Sports Council or the Director, Youth Welfare or any other authorized Officer, as the case may be. However, a sports person who is unable to take the examination because of participation in coaching camps/tournaments may be permitted to move to the next class and keep terms in higher classes. He/she may, thereafter, be permitted to appear in the subsequent examination(s) cleared from one examination to another, till the entire course is completed and he/she becomes eligible for the degree.

Note: Over and above the limit for condonance of attendance, a female candidate shall be eligible for 2% additional condonance in her attendance on account of menstrual leave without insisting upon her written application.

4. Hs submitted a “No dues” certificate in the prescribed form.

16.2.8 The minimum percentage of marks to pass the examination in each semester shall be:

- (i) 40% in each theory paper
- (ii) 40% in each practical examination or viva-voce/Project/Training Report/ Dissertation/research project, wherever prescribed.
- (iii) 40% in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper).

16.3 Setting of Question Papers and Evaluation

- 16.3.1 The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the examiners (Internal and/or External ordinarily) out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/specialization/area of interest.
- 16.3.2 In case of External Examiner, the question paper setting may be given to a teacher having minimum three years of teaching experience at relevant level i.e. UG/PG.
- 16.3.3 In the case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. The External examiners shall be invited from amongst the panel of examiners proposed/recommended by the Head/Director of the concerned Department/Institute/Centre. In case of unavailability of external examiners due to unavoidable circumstances, the Controller of Examinations may allow the conduct of practical examination by the Internal examiners so that the conduct of examination and declaration of results is not delayed.
- 16.3.4 In case of the Project reports, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) proposed/recommended by the Head/Dean of the concerned Department and approved by the Vice Chancellor/ Vice Chancellor's nominee.
- 16.3.5 The pattern of Question Papers for End-Semester theory examinations shall be as under:

Question 1: Compulsory	Short answer type questions from all units
Question 2	Two questions from Unit-I and the student should answer one question

Question 3	Two questions from Unit-II and the student should answer one question
Question 4	Two questions from Unit-III and the student should answer one question
Question 5	Two questions from Unit-IV and the student should answer one question

All the questions shall carry equal marks

The question paper must be set in consonance with Course Outcomes/OBE.

16.4 Letter Grades and Grade Points

- 16.4.1 In the End-semester theory or practical examinations, the examiner shall award the marks and these marks shall be further converted into Grades/Grade points by the examination branch in accordance with the provisions of the Ordinance.
- 16.4.2 Detailed Marks Card issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.
- 16.4.3 The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Class Interval (in %)
O (Outstanding)	10	9 to 10	90 to 100
A+ (Excellent)	9	8 to < 9	80 to < 90
A (Very Good)	8	7 to < 8	70 to < 80
B+ (Good)	7	6 to < 7	60 to < 70
B (Above Average)	6	5 to < 6	50 to < 60
C (Average)	5	4.5 to < 5	45 to < 50
P (Pass)	4	4 to < 4.5	40 to < 45
F (Fail)	0		< 40
Ab (Absent)	0		Absent

Note:

- F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination. However, students appearing in their final Semester Examination, may be permitted to appear in the reappear papers of all preceding

Semesters.

- ii. The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade).
- iii. The students shall have to qualify at the Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.
- iv. There shall be no rounding off of SGPA/CGPA.
- v. The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.
- vi. In order to be eligible for the award of the Certificate/Diploma/Degree of the University, a student must obtain CGPA of 4 at the end of the programme.
- vii. Provided that the student who is otherwise eligible for the award of the certificate/diploma/degree but has secured a CGPA of less than 4 at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same nature in lieu thereof in the extra semesters within the maximum duration of the programme.
- viii. The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

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

16.5 Re-appear Examination:

The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they couldn't score 'P' grade with the following provisions:

- 16.5.1 A student securing "F" Grade in a course shall be permitted to repeat/ reappear in the End-Semester Examination of the Course for a maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.
- 16.5.2 If a student secures "F" Grade in a Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to resubmit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).
- 16.5.3 Such students may avail the chance to re-appear only within the maximum duration of the programme.
- 16.5.4 Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters. However a student in the final semester/exit stage is allowed to re-appear in the courses of both odd and even semesters.
- 16.5.5 A 'Re-appear' examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.
- 16.5.6 A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.

However, the credits earned by the student shall be credited to the Academic Bank of Credits as per the relevant guidelines/Ordinance, as amended from time to time.

- 16.5.7 In exceptional circumstances, the University may allow Mercy chance to the students to clear the backlog for which the candidate shall be charged a prescribed fee per course/paper. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Principal/Dean of the School of the respective Department/Faculty/College.
- 16.5.8 In case of students participating in NSS, NCC, Sports, Cultural, Extension Activities or activities of similar nature, with the prior approval of the Vice Chancellor on the recommendations of the respective Head(s) of the Department, during the duration of the scheduled term-end examinations, special examinations may be conducted. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.
- 16.5.9 The Vice Chancellor/ Controller of Examinations, shall also have right to award grace marks in marginal cases of failure and /or division change. The maximum grace marks could be 1% of the total maximum marks assigned to the semester to the best advantage of the student.

16.6 Computation of SGPA and CGPA

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

- 16.6.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and sum of the number of credits of all the courses undergone by a student, i.e.

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

Where C_i is the number of credits of the i^{th} course and G_i is the grade

point scored by the student in the i^{th} course.

16.6.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

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

where S_i is the SGPA of the i^{th} semester and C_i is the total no. of credits in that semester.

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

16.7 Illustration of Computation of SGPA and CGPA

16.7.1 Illustration of the Computation

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	$3 \times 8 = 24$
Course II	4	B+	7	$4 \times 7 = 28$
Course III	3	B	6	$3 \times 6 = 18$
Course IV	3	O	10	$3 \times 10 = 30$
Total credits for the semester=13				Total Credit points earned= 100
				SGPA=100/13 = 7.69

16.7.2 Illustration for Computing CGPA

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA= 8.0

Thus,

$$\begin{aligned} \text{CGPA} &= \frac{((20 \times 6.9) + (22 \times 7.8) + (25 \times 5.6) + (26 \times 6.0) + (26 \times 6.3) + (25 \times 8.0))}{(20 + 22 + 25 + 26 + 26 + 25)} \\ &= (969.4/144) = 6.73 \end{aligned}$$

Note:

Formula to calculate percentage from CGPA/SGPA= CGPA or SGPA x 10;

and formula to calculate percentage to CGPA or SGPA = Percentage/10

e.g. In case of example mentioned in above table, the percentage of

CGPA = $6.73 \times 10 = 67.30$

16.8 Improvement of Grades: For improvement of grades, a student shall have to apply on the prescribed form available on the University Website or the Examination Branch of the University, along with the original Detailed Marks Certificate or the copy of the result sheet and the prescribed fee, as revised from time to time.

After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed for completion of Undergraduate Program (i.e.) within 7 years from the academic session of admission. Only improved marks (higher score) will be taken into account.

A student improving the Division/grade shall not be considered for Gold Medal/Rank Certificate.

16.9 Transcript (Format):

Based on the above, letter grades, grade points, SGPA, and the CGPA, the Transcripts/Detailed Marks Certificates (DMCs)/ Grades shall be issued to the candidates for each semester and a consolidated transcript indicating the performance in all the semesters. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA.

17 REMOVAL OF THE NAME OF A STUDENT FROM THE PROGRAMME:

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

17.1 A student who has failed to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.

17.2 A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the Degree /Diploma.

17.3 A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board, and A student who has failed to attend the classes for ten teaching days continuously.

18 Promotion Rules

A student will be promoted from an odd semester to the next even semester without any restrictions on the minimum number of credits earned. However for promotion from an even semester to the next odd semester, a student should have earned at least 50% of the credits of the current and all previous semesters taken together. A student failing to earn at least 50% of the credits from the prescribed courses of all present and all previous semesters taken together will be treated as an 'Ex-student' and will be allowed to repeat in the end semester examination of the previous semesters as applicable (for example for a student going from semester 4 to 5 who becomes an Ex. Student, he/ she shall be required to repeat all the papers of semester 3 and semester 4 in the next odd/even semester). However such student will not be allowed to repeat the internal assessment for the said paper/s of the respective semester/s as the case may be. After passing the said semesters, the student shall be promoted to the next odd semester and shall be treated as a 'Regular' student.

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

19 Credit Transfer through Academic Bank of Credits (ABC):

- a. The University shall provide the facility of Academic Bank of Credits in consonance with UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) Scheme in Higher Education) Regulations, 2021, as amended from time to time.
- b. Each student shall have to register on Academic Bank of Credits (ABC) portal for creation of the unique ABC ID.
- c. Credits earned and deposited with Academic Bank of Credits (ABC)

shall be valid for the purpose of redemption to a Certificate/Diploma/Degree, for varying duration as specified in the Ordinance subject to a maximum duration of 7 years.

- d. Provided that once any credit is redeemed for the award of a degree, diploma or certificate, such credit shall be irrevocably debited from the student's Academic Bank Account and cannot be reused for the award of any other formal academic qualifications.
- e. A student can take the courses of any other university subject to equivalence of the DSC courses and availability of seats, adopting due administrative process and formal consent of the University/Universities through the Equivalence Committee(s).

20 POWER TO REMOVE DIFFICULTIES:

If any difficulty arises in giving effect to the provisions of this Ordinance, the Vice Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to ratification of such order by the Statutory bodies of the University