

**ORDINANCE GOVERNING  
UG PROGRAM  
IN ACCORDANCE TO  
NATIONAL EDUCATION POLICY-2020  
AND  
IMPLEMENTATION OF CHOICE BASED CREDIT  
SYSTEM(CBCS) FROM  
ACADEMIC SESSION 2021-22  
(Applicable to all affiliated Colleges)**



**M. J. P. Rohilkhand University  
Bareilly-243006**

## **ORDINANCES GOVERNING THE UG PROGRAMS IN AFFILIATED COLLEGES AS PER NEP-2020 AND IMPLEMENTATION OF CHOICE BASE CREDIT SYSTEM AT UG LEVEL**

The National Education Policy-2020(NEP-2020) has been implemented at UG level excluding UG single subjects and UG(Hons) programs.

The following ordinances shall govern the admissions, courses of study, examinations and other matters related to these programs. M. J. P. Rohilkhand University has adopted the semester system in Undergraduate courses as per directives of Higher Education Department, Uttar Pradesh Government to accelerate the teaching-learning process and enable vertical and horizontal mobility in learning from academic session 2021-22. The choice based credit system as well as semester system will provide flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The common minimum syllabus has been approved by the government in many courses and remaining courses are also in the process of being updated, which shall be adopted by the University through the prescribed statutory process as per directives from UP Govt. The duration of different courses, subjects and subject combinations, entry exit and re-entry system shall be in accordance to NEP-2020 and different government orders issued to this effect. Teaching in academic year shall be divided into two semesters, each semester extending to about 15 weeks of teaching and one week for preparatory holidays and practical examinations Teaching including examinations for odd semesters will normally be during July to December and for even semesters from January to June.

The new system will have the following features: -

### **1. FEATURES:**

- 1.1 Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 1.2 Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or skill-based courses). Under the CBCS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- 1.3 Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not to carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/

outreach activities/ project work/ vocational training/viva/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of few of these.

- 1.5 Credit Point:** It is the product of grade point and number of credits for a course.
- 1.6 Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 1.7 Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points in all the semesters. It is expressed up to two decimal places.
- 1.8 Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.9 Programme:** An educational programme leading to award of a degree, diploma or certificate.
- 1.10 Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 1.11 Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 1.12 Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade \secured) along with SGPA of that semester and CGPA earned till that semester.

## **2. SELECTION OF COURSES AND ADMISSION PROCESS**

- The college will register on the admission portal available on university website for confirmation of admission to any programme running in the affiliated college by depositing the requisite fee.
- Departments/ colleges will complete the admission process following pravesh niyamavali of university.

- The student has to select the faculty where admission is sought (Science/Arts/ Commerce/Management etc).
- University/ College will admit students as per availability of seats and as per eligibility.
- Student will select three major subjects out of which two major subjects will be compulsorily from the chosen faculty within the subjects available in the college and the third major subject can be from the chosen faculty or any other faculty. The college may lay down options for the third major subject if to be opted from any other faculty keeping in view subjects offered in the college and sanctioned seats.
- One minor elective paper may be chosen from own faculty or different faculty in the first four semesters (i.e. first two years of UG Program) from amongst the subjects available in the college. University/ College will allocate minor elective paper as per availability of subjects/ seats. This minor elective paper shall only be the paper of a subject and not the full subject. No pre-requisite is required for minor paper. The student has to take this paper in I or II semester in I Year and III or IV semester in II Year (i. e. one paper per year). In summary the student shall be required to study only two minor elective papers in first two years of undergraduate program.
- However out of third major and fourth minor one must be from different faculty.
- Each student will opt for a vocational course in the first four semesters as decided by the Principal of the college. However, if there is a practical problem in choosing a vocational course due to non-availability of such courses in the college/colleges, the students may be asked to select this course within the available on line courses at UGC, Swayam/ MOOCS portals etc after admission.
- In B.A. (Hons) / B.Sc. (Hons) / B.Com. (Hons) as well as single subject UG programs the CBCS based new syllabus shall be implemented from session 2022-23.
- In PG the CBCS based new syllabus shall be implemented from session 2022-23.

### **3. ENTRY, EXIT AND RE-ENTRY PROCESS IN UNDERGRADUATE PROGRAM**

- Student on completion of first year (2 semesters) of Undergraduate programme may exit from the programme with a certificate and after completion of two years (4 semesters) may exit with a Diploma.
- Student will be awarded Degree after completion of three years (6 semesters).
- Student will be awarded UG(Research) at the completion of four years (8 semesters).
- Student will be allowed re-entry at the next level after exit.
- Student will be allowed conditional subject change in the second/ third year on the basis of prescribed prerequisites and availability of seats.

#### 4. COURSE CREDITS DISTRIBUTION SEMESTER-WISE

##### New proposed year wise structure of UG/PG Programs

		Subject-1	Subject-2	Subject-3	paper-4	Vocational	Co-curricular	Industrial Training/Survey/Project	Credits		(Minimum/Maximum total credits after completion) (Minimum credits)
		Major	Major	Major	Minor/elective	Minor	Minor	Major			
		4/5/6 credits	4/5/6 credits	4/5/6 credits	4/5/6 credits	3 credits		3/6/8 credits			
Year	Sem	Own Faculty	Own Faculty	Own Faculty or Any Faculty	Own Faculty or other Faculty	Vocational Faculty	Co-curricular course	Inter/ Intra Faculty related to main subject	Total	Min./Max. of the Semester/Year	
1	I	Th.1(6) or Th.1(4) + Lab.1(2)	Th.1(6) or Th.1(4) + Lab.1(2)	Th.1(6) or Th.1(4) + Lab.1(2)	1(4/5/6)	1	1		18 + (0/4/5/6) +3 +2	23-29	(50-52) (46) Certificate in faculty
	II	Th.1(6) or Th.1(4) +	Th.1(6) or Th.1(4)	Th.1(6)		1	1		18 + (0/4/5/6) +3 +2	23-29 (50-52)	

		Lab.1(2)	.1(4) + Lab.1(2)	or Th .1(4) + Lab.1(2)					4/5/6)+3+2		
2	III	Th.1(6) or Th.1(4) + Lab.1(2)	Th.1(6) or Th.1(4) + Lab.1(2)	Th .1(6) or Th .1(4) + Lab.1(2)	1(4/5/6)	1	1		18+(0/4/5/6)+3+2	23-29	(100-104) (92) Diploma in Faculty
	IV	Th.1(6) or Th.1(4) + Lab.1(2)	Th.1(6) or Th.1(4) + Lab.1(2)	Th .1(6) or Th .1(4) + Lab.1(2)		1	1		18+(0/4/5/6)+3+2	23-29 (50-52)	
3	V	Th.2(5) or Th.2(4) + lab1(2)	Th.2(5) or Th.2(4) + lab1(2)				1	1(3)	20+3+2	25	150-154 (138) Bachelor in Faculty
	VI	Th.2(5) or Th.2(4) + lab1(2)	Th.2(5) or Th.2(4) + lab1(2)				1	1(3)	20+3+2	25 (50)	
4	VII	Th.4(5) or Th.4(4) + Lab 1(4)			1(4/5/6)			1(6)	20+(0/4/5/6)+6	26-32	206-212 (194) Bachelor (Research) in Faculty
	VIII	Th.4(5) or Th.4(4) + Lab 1(4)						1(6)	20+(0/4/5/6)+6	26-32 (56-58)	
5	IX	Th.4(5) or Th.4(4) + Lab 1(4)						1(6)	20+6	26	258-264 (246) Master in Faculty
	X	Th.4(5) or Th.4(4) + Lab 1(4)						1(6)	20+6	26 (52)	
6	XI	2(6)	1(4) Research Methodology					1(8)	16+8		270 PGDR in Research

6,7,8	XII- XVI							Ph.D. Research			Ph.D. in subject
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## 5. ADMISSIONS IN THE ABOVE PROGRAMS:

- 5.1 The admission to the Part-I or first year of the programs under Faculty of Science/Commerce/Arts/Management etc leading to Certificate/Diploma/Degree/Degree(research) shall be made on the basis of the marks obtained at 10+2 level and the merit list prepared therein by the Colleges/University campus or any other mode as approved by the admission committee.
- 5.2 The eligibility condition for admission to Part-I of any of these Programs is that the candidate should have passed the intermediate exam of U.P. Board or any other equivalent qualifying exam of 10+2 level with minimum percentage and the subjects as mentioned in the advertisement and information brochure/ pravesh niyamavali from time to time.
- 6.1 Minimum standards of physical fitness, age and other requirements shall be as prescribed from time to time.
- 6.2 The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause 6.1.

## 7. CURRICULUM

- 7.1 The curriculum has been divided into 2 semesters in each academic year and shall include lectures, tutorials, laboratory examination, seminars and projects apart from this industrial training and educational tours etc. as decided in scheme and necessary instructions issued from time to time. Curriculum shall also include, co-curricular and vocational courses in accordance to National Education Policy-2020 and various Government orders to this effect. Student on completion of first year (2 semesters) of undergraduate program may exit from the program with a certificate and after completion of two years (4 semesters) may exit with a Diploma. Student will be awarded Degree after completion of three years (6 semesters). The student will be awarded UG(Research) at the completion of four years (8 semesters). However above provisions are subject to accruing minimum credits as prescribed in clause 4 for getting



certificate/diploma/degree at the completion of I Yr./II Yr. /III Yr. respectively. The student will be allowed re-entry at the next level after exit. Student will be allowed conditional subject change in the second/ third year on the basis of prescribed prerequisites and availability of seats.

7.2 The subjects, distribution of credits and numbers of lectures for various semesters of each part of study and examination shall be as per the syllabi of the appropriate program subject to changes by recommendations of respective Board of studies/Faculty Board.

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

#### **7.4 REGISTRATION**

- (a) Student eligible for admission in any year of the programs must get registered in the first week of August, or as notified in the Academic calendar by completing the necessary formalities as notified by the university/ college.
- (b) Notwithstanding the rules for promotion as per Clause 13 student shall not be permitted to register himself/herself in an even semester unless he/she was a registered student of the previous odd semester and had pursued the program of that semester as a regular student. However promotion from odd semester to even semester shall be automatic irrespective of the result of odd semester.
- (c) In each semester a last date shall be fixed and notified in the beginning of the semester, after which admission/re-admission/promotion/registration shall not be ordinarily made.
- (d) A student, who has been registered in an odd semester of any part, shall pursue in that semester the regular lecture, tutorials, sessional marks, Laboratory examination etc as mentioned in clause 7 and after satisfying



the condition of attendance the student will be allowed to appear in the end semester examination at the end of each semester. He/she can appear in the mid semester tests as per the clause 10 and after satisfying such other conditions laid down in these Ordinances, he/she shall be eligible to appear in- Test/Examination on such dates as may be fixed by the University/college/Department.

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

## **8. REGULARITY AND ATTENDANCE:**

8.1 A student shall be deemed to have pursued a regular course of study (in a subject) during each semester, and he/she has attended at least 75 percent classes and there is no negative report against him/her, i. e. he/she has not been debarred from attending the classes and appearing in the examination due to some serious misconduct. It is provided that the Head/Dean/Dean/Principal of the concerned department/faculty/college may condone shortage of percentage in attendance not exceeding 15 percent in each subject due to one or more of the following reasons, involving absence from the classes.

- (a) Participation in N.C.C. /N.S.S. Camps duly supported by a certificate from the O.C.N.C.C. /Program officer, N.S.S.
- (b) Participation in University or College Team (S) Games or Inter State or Inter University Tournament (s) duly supported by a certificate from the competent authority of the University.
- (c) Participation in any of the co-curricular activities organized by University/Institute/Department, duly certified by the competent authority.
- (d) Prolonged illness duly certified by the Superintendent/CMO of government hospital.

8.2 For the purpose of the above ordinance, a subject shall be deemed to be borne on the list of subjects laid down in the prospectus of the examination concerned and shall consist of such paper or group of papers and the

practical, workshop practice, etc. in each of which or a group of which a candidate is required to pass separately.

- 8.3 Attendance verification form forwarded through Dean/Head/Principal should be submitted with End Semester Examination forms.
- 8.4 The Academic Council/ Vice Chancellor shall have power to condone any deficiency of attendance for cogent reasons.

## **9. LETTER GRADES AND GRADE POINTS:**

9.1 The progress of a student in each semester shall be continuously evaluated and at the conclusion of the semester the student shall be awarded a Letter Grade (O, A+, A, B+, B, C, P, F, Ab) in each of the subjects, he/she has studied during the semester. The Grade awarded to the students shall depend on his/her performance in Sessional marks as well as End Semester Examination.

9.2 There shall be nine Letter Grades, the first seven (O, A+, A, B+, B, C, P,) are Pass Grades whereas the (F) stands for Fail Grade and the last one the ab denotes that the students was absent in the examination. The following table gives the correlation between the Letter Grades, the Grade points assigned to them, the ranges of marks percentages to decide them and also description of their merits.

### **9.3 Grade Points and Percentage of Marks**

<b>Grade</b>	<b>Grade Point</b>	<b>Percentage Marks</b>
O(outstanding)	10	95% or above
A <sup>+</sup> (Excellent)	9	85 – 94%
A (Very good)	8	75- 84%
B+ (Good)	7	65 – 74%
B (Above average)	6	55 – 64 %
C (Average)	5	45 – 54 %
P	4	35 – 44%
F	0	Below 35%

Ab	-----	absent
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## 10. EXAMINATION:

For each subject there shall be one written End Semester Examination (of not less than 3 hrs. duration for subjects having credits 3 or more and of only 2 hours duration for subjects having credits 2). For sessional marks, there shall be one mid semester written tests (of 1 hour duration) of 20 marks to be conducted by the college.

The weightage of different elements shall be as follows:

### (a) Theory Subjects: Marks

(i) Sessional Marks	<b>25</b>
(ii) End Sem. Examination	<b>75</b>
<b>Total Marks</b>	<b>100</b>

**Sessional marks shall be awarded according to following scheme:**

(i) One Mid Semester Test	<b>20 marks</b>
(ii) Assignments/Quiz	<b>05 marks</b>

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**Total            25 marks**

### Note:

- a. Student without getting registration shall not be allowed to attend the classes. Even if a Student attends the regular classes/ Mid Semester Exams/ End Semester Examination without registration then in that academic year his/her candidature will be treated as null and void and such student will not have any right to claim for Attendance benefits /Mid Semester marks /End Semester Marks /End Semester Lab Examination.
- b. If student misses mid semester test on medical grounds such as hospitalization or any other unavoidable circumstances the **permission of make up test of 20 marks will be given by HoD/ Dean/Principal** in consultation with the subject coordinator. The student should inform prior to examination for seeking relaxation then only above permission may be granted.

c. The eligibility criteria for suitability for sitting in examination will be decided by HoD / Principal on the basis of qualifying criteria for promotion laid down at clause 13.2.

**(b) Practical subjects: Marks**

(i) Sessional Marks 25

(ii) End Sem. Practical Exam 75

**Total Marks 100**

**(a) Sessional Marks shall be awarded as per following scheme:**

	Marks
(2) Lab Performance/Demonstration	15
(3) Lab Record	5
(4) Viva-voce and/ or Quiz	5
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<b>Total</b>	<b>25</b>
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**(b) Marks of End Semester Lab Examinations:**

i. Write up /theory work 20

ii. Viva 25

iii. Execution/Performance/Demonstration 30

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**Total 75**

**(c) Back Paper Examination**

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

**11. EXAMINATION FEES: AS NOTIFIED FROM TIME TO TIME.**

**12. DECLARATION OF RESULTS AND PROMOTIONS:**

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

(i) Grades obtained in each subject

- (ii) Semester Grade point average (SGPA)
- (iii) Year Grade point average (YGPA)
- (iv) Cumulative Grade point average (CGPA)

### **13. CRITERIA FOR PASSING A PROGRAM:**

#### **13.1 Passing a Semester:**

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

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

- (b) A student shall be considered to have passed the Semester if he/she has obtained pass Grade in each subject of the Semester Program. To pass a paper the sum of the sessional marks and end semester marks scored should be 35% or more of the total/maximum marks.
- (c) A student shall be declared to have FAILED in the semester program if he/she fails to fulfill the above condition.
- (d) A student who has satisfied the conditions laid down in clause 13.2 (g) (i) and clause 7.4 who has pursued the course of the odd semester, shall be automatically promoted to the even semester irrespective of whether he/she passes or fails in the odd semester examination.

#### **13.2. Passing a Part:**

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

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

- (b) A student shall be considered to have PASSED the part if he/she has passed each semester as per clause 13.1 and has secured an YGPA equal to or greater than the minimum prescribed below:

**Minimum YGPA required for passing the part**

Part I, II& III : 4.0

- (c) A student can be promoted to next part (academic year) if he/she fulfills the above condition of YGPA as per clause 13.2(b) and if fails in up to the maximum of **FOUR PAPERS (including both semester of that part/year)** only. The paper, in which a student is fail, shall be considered as **back paper. However, in no case a student having back paper in more than four papers can be promoted to next year. He/she can be promoted to final year even if he/she has cumulative back papers up to four subjects (in parts I&II) including theory and practicals.**
- (d) **In case of year back, he/she can take readmission by paying approved tuition fees in same year/part after the recommendation of concerned HoD/ Dean/ Principal.**
- i. He/she can choose to pass all the subjects of academic year.
  - ii. He/she can opt to pass the subjects in which he/she has failed. He/she can choose some other subjects to improve his/her grades.
  - iii. In both the above cases he/she can opt to retain sessional marks of previous year. He can attend classes of the subjects for which he has registered and opt for new sessional marks in these subjects, subject to availability of teachers.
  - iv. However, in no case, he/she will have the option of combination of old and new sessional marks of the registered subjects. **Undertaking to this effect of his/her choice/option will have to be submitted at the time of registration.**

**(e) Grace Marks:**

A student can take a benefit of, total **03 grace** marks to be distributed between maximum of **two subjects** for passing the examinations in an academic year or promotion to the next year with a maximum of 2 carryovers of previous year only. However, benefit of Grace shall not be available for carry over subjects, if he/she

fails to clear them in the next year also, the result shall be declared indicating the Grace & he/she shall not be entitled for honours. However the facilities of Grace shall be available to only those students who have secured appropriate YGPA for passing that particular part i.e. YGPA 4.0 or more for I, II& III years and CGPA 4.0 or more. The Grace marks shall not be counted for calculation of Grade/SGPA/YGPA/DGPA.

**(f) Examination for carry over subjects:**

- i. A student promoted to next year with carryover of maximum two papers (Lab & theory examination will be treated as separate papers) shall be allowed to appear in the examination of relevant subjects in back paper examination. **The Sessional marks which he/she had obtained as a regular student in the relevant subject will be carried as such.**
- ii. A student shall be promoted to next part if he/she has obtained a minimum YGPA of 4.0 in Part I & II with maximum allowed carryovers of 4 back papers in the previous parts (as per clause 13.2 (c))
- iii. In such cases the new grade(s) obtained by the student will replace the old grade(s)

**(g) Passing the degree program:**

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

$$\text{CGPA} = \frac{(S_1 \times C_1 + S_2 \times C_2 + S_3 \times C_3 + S_4 \times C_4 + S_5 \times C_5 + S_6 \times C_6)}{C_1 + C_2 + C_3 + C_4 + C_5 + C_6}$$

**(For three year course)**

Where S1, S2, S3, S4, S5 and S6 are the SGPAs of each semester and C1, C2, C3, C4, C5 and C6 are the total credits in semester 1-6 respectively.

**Illustration of Computation of SGPA and CGPA and Format for Transcripts**

- i. Computation of SGPA and CGPA



**Illustration for SGPA**

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

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

**Illustration for CGPA**

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

<b>Semester 5</b>	<b>Semester 6</b>		
Credit : 26 SGPA:6. 3	Credit : 25 SGPA: 8.0		

$$20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0$$

Thus, **CGPA = \_\_\_\_\_ = 6.73**

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- ii. Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the HEIs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

Also, Empirical formula for conversion of YGPA/CGPA into equivalent percentage shall be **X = Y x 10** where X is equivalent percentage and Y is YGPA/CGPA.

- iii. Student shall be considered to have passed the Program if he/she has passed Part-I, Part-II, Part-III of the program and has obtained a CGPA of 4.0 or more.
- iv. A student shall be declared to have failed in the part, if he/she fails to fulfill the above conditions.

**The failed student shall have an option to repeat Part, provided he/she has not exceeded the maximum period as mentioned in clause (h).**

**(h) Maximum Period of the Program:**

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

**(i) Classification of Results:**

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

<b>CGPA</b>	<b>RESULT</b>
(a). 8.0 and above, provided he/she has Passed all the Parts in a single attempt	Passed in First Division with Honors
(b). 6.0 and above, but excluding (a)	Passed in First Division
(c). 5.0 and above, but less than 6.0	Passed in Second Division
(d) 4.0 and above but less than 5.0	Passed in third Division
(d). Below 4.0	Failed

**ii. Grade Cards:**

**At the end of each semester examination a Grade Card shall be issued to every student which shall contain the following information. The letter Grades obtained in each subject. And SGPA, YGPA, CGPA SEMESTER PASSED OR FAILED, PART-I/II/III PASSED OR FAILED - -----PROGRAM PASSED IN I CLASS WITH HONOURS/ I/II CLASS OR FAILED as the case may be.**

- iii. In addition, the Grade Card of the Final Semester of Part-IV shall show the YGPAs of all the lower Parts of the program. The grade card will also indicate the number of attempts taken to pass and grace marks, if any.
- iv. Each Grade Card shall also contain the following information. Table giving the correspondence between Grades, Grade Points and their relative merits. The Grade of Final Semester of Part-III shall also contain the formula for CGPA; i.e.

$$\text{CGPA} = \frac{(\text{S1} \times \text{C1} + \text{S2} \times \text{C2} + \text{S3} \times \text{C3} + \text{S4} \times \text{C4} + \text{S5} \times \text{C5} + \text{S6} \times \text{C6})}{\text{C1} + \text{C2} + \text{C3} + \text{C4} + \text{C5} + \text{C6}}$$

#### **14. COURSE COORDINATORS AND EXAMINERS:**

- i. For every theory and every practical subject there shall be a coordinator, who shall be responsible for conduct of regular classes, examinations and evaluation of student performance in the course.
- ii. An examiner from other Institution/Department shall be associated in the practical examination work.
- iii. If a course is being taught by more than one teacher, the course coordinator shall be responsible to coordinate the complete examination work including the normalization of the result.
- iv. A maximum of 50% of the theory papers should be set by internal paper setters (teachers). In case of non-availability of external paper this condition may be relaxed.

#### **15. PAYMENT AND REFUND OF EXAMINATION FEES:**

- i. **A candidate who fails to pass or who is unable to present himself/herself for any examination on any account shall not be entitled to a refund or adjustment of the fee to next ensuing examination. The examination fees to be charged per semester will be announced from time to time.**

- ii. On receipt of the fee prescribed for the examination the Principal of the college/ Head of Department, as the case may be shall verify the examination form and approve accordingly. The whole process shall be online. Once the examination forms are approved, the Examination Controller shall allow the issue of admit card. Based on that admit card the student shall be entitled to appear in the examination.

## **16. ADMIT CARD**

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

## **17. SCALE OF ACADEMIC AND OTHER FEES**

- i. The academic fees shall be charged as per provisions of university/ government.
- ii. With the deposition of academic fee a student is considered to be admitted to the program. Once a student is admitted, fee will not be refunded.
- iii. A student who is re-admitted in any Part of the Program has to pay prescribed fees or as applicable for the Part for which he/she is repeating the Program and after having passed this part he/she has to pay the normal fee as prescribed to the category.
- iv. In addition to the academic fee prescribed for the program, a student has to pay other fee such as Examination fees, Ordinance charges, Hostel, Sports fee, Society etc. as may be prescribed from time to time.

## **18. INTERPRETATION**

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

