

|         |          | Main Faculty (As per pre-requisite) |                                   | Any Faculty                              |                  |                                |                                  |  |             |  |
|---------|----------|-------------------------------------|-----------------------------------|--|------------------|--------------------------------|----------------------------------|--|-------------|--|
|         |          | Subject I                           |                                   | Subject II                               | Subject III      | Skill Enhancement Course (SEC) | Ability Enhancement Course (AEC) | Field Project / Internship / Apprenticeship / Community engagement and service | Credits     | Qualification Title (Credit Requirement)   |
| Level   | Semester | Major                               |                                   | Minor                                    | Generic Elective | Vocational Course              |                                  | # Inter / Intra Faculty  |             |  |
|         |          | Core                                | DSE                               |  |                  |                                |                                  |  |             |  |
| Level 5 | 1        | 1<br>(6 Credits)                    |                                   | 1<br>(6Credits)                          | 1<br>(4 Credits) |                                | 1<br>(4 Credits)                 |  | 6+6+4+4=20  | (40) Undergraduate Certificate in Main Faculty   |
|         | 2        | 1<br>(6 Credits)                    |                                   | 1<br>(6Credits)                          | 1<br>(4 Credits) |                                | 1<br>(4 Credits)                 |  | 6+6+4+4=20  |  |
| Level 6 | 3        | 1<br>(6 Credits)                    |                                   | 1<br>(6Credits)                          | 1<br>(4 Credits) | 1<br>(4 Credits)               |                                  |  | 6+6+4+4=20  | (80) Undergraduate Diploma in Main Faculty   |
|         | 4        | 1<br>(6 Credits)                    |                                   | 1<br>(6Credits)                          | 1<br>(4 Credits) | 1<br>(4 Credits)               |                                  |  | 6+6+4+4=20  |  |
| Level 7 | 5        | 1<br>(6 Credits)                    | 1<br>(4 Credits)                  |  |                  | 1<br>(4 Credits)               |                                  | 1<br>Field Project / Internship / Apprenticeship<br>(6 Credits)                | 6+4+4+6=20  | (120) Bachelor Degree in Main Faculty  |
|         | 6        | 1<br>(6 Credits)                    | 2<br>(4 Credits) +<br>(4 Credits) |  |                  |                                |                                  | 1<br>Field Project / Internship / Apprenticeship<br>(6 Credits)                | 6+4+4+6=20  |  |
| Level 8 | 7        | 1<br>(6 Credits)                    | 1<br>(4 Credits)                  | 1<br>Research Methodology<br>(4 Credits) |                  |                                |                                  | 1<br>Field Project / Internship / Apprenticeship<br>(6 Credits)                | 6+4+4+6=20  | (160) Bachelor Degree (Honours) in Main Faculty Bachelor Degree (Research) in Main Faculty |
|         | 8        | 1<br>(6 Credits)                    |                                   | 1<br>(4 Credits)                         |                  |                                |                                  | 1<br>Field Project / Internship / Apprenticeship<br>(10 Credits)               | 6+4+10=20   |  |
| Total   |          | 48 Credits                          | 16 Credits                        | 32 Credits                               | 16 Credits       | 12 Credits                     | 08 Credits                       | 28 Credits   | 160 Credits |  |

## Ordinance 14 A

### *Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)*

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2021-22
2. The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's degree or four-year/eight-semester Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B A ), Bachelor of Science (B Sc ), Bachelor of Commerce (B Com ), Bachelor of Computer Application (B C A ), Bachelor of Business Administration (B B A ), Bachelor of Home Science (B H Sc ) and other similar Undergraduate programmes notified by the University
3. The Ordinance shall apply to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated autonomous colleges for their regular as well as non-collegiate (private) students
4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS and by the State Government for admission in colleges Admission to the 4<sup>th</sup> year (Level 8) shall be available only in the institutions offering a 4-year Undergraduate Programme Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the Government's reservation policy
5. Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal, or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes
6. The admission shall be made on merit calculated on the basis of criteria notified by the University/ State Govt , keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University
8. The in-take capacity shall be determined in advance by the University/autonomous college following the guidelines/norms issued by the State Government/UGC and other statutory

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bodies concerned. The same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education.

9. Depending upon the academic and physical facilities available, the university/college may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) qualification (Table 1). The four-year undergraduate programme shall comprise courses under the following subjects/categories:
  - i) Disciplinary/interdisciplinary Major (Core Course + DSE) (64 credits)
  - ii) Disciplinary/interdisciplinary Minor (32 credits)
  - iii) Generic Elective (16 credits)
  - iv) Skill Enhancement Courses/Vocational Courses (12 credits)
  - v) Ability Enhancement Courses (08 credits)
  - vi) Field projects/internship/apprenticeship/community engagement and service/research project (28 credits)

N.B.. For B B A /B C A /B H Sc and like programmes, a group/subject shall be chosen as Major/Minor/Generic Elective.

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

#### **1st Year (First & Second Semester-Level 5)**

**Entry 1** The entry requirement for first semester in Level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal, or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student passes all the courses of Level 5 and earns the requisite number of credits, the student will become entitled to an *Undergraduate certificate in the faculty of*

*her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand

#### **2<sup>nd</sup> Year (Third & Fourth Semesters-Level 6)**

**Entry 2.** The entry requirement for fourth semester in *Level 6 is the successful completion of Level 5* A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements

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

#### **3<sup>rd</sup> Year (Fifth & Sixth Semester-Level 7)**

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

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

#### **4<sup>th</sup> Year (Seventh & Eighth Semester-Level 8)**

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

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

**Table-1: Qualification Type and Credit Requirements**

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

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

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

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

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

The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students

## 12. TYPES OF COURSES

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

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

### 12.2. **Elective Course:**

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

#### 12.2.1 **Discipline Specific Elective (DSE) Course:**

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

#### 12.2.2 **Dissertation/Project**

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

#### 12.2.3 **Generic Elective (GE) Course**

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

### 12.3. **Ability Enhancement Courses (AEC):**

The Ability Enhancement Courses (AEC) are of two types

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

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

- Environmental Education

- English/Hindi Communication is mandatory for all disciplines

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

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

### 13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

#### 13.1. First Semester:

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

#### 13.2. Second Semester (Level 5):

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

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

#### 13.3. Third Semester:

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

#### 13.4. Fourth Semester (Level 6):

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

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

#### 13.5. Fifth Semester:

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

#### 13.6. Sixth Semester (Level 7):

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

#### 13.7. Seventh Semester:

##### Bachelor with Honours/Research

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

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

#### 13.8. Eighth Semester (Level 8):

##### Bachelor with Honours/Research

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



dissertation, and 10 credits in field project/ internship/ apprenticeship related to the major subject

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

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC

**13.9 Additional Courses:**

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

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



13.11 Table-2: Proposed Structure for Undergraduate Programme: UG:CBCS System for Universities /Autonomous Colleges

| Level   | Semester | Main Faculty<br>(as per prerequisite) |                                   |   | Any Faculty      | Skill<br>Enhancement<br>Course<br>(SEC) | Ability<br>Enhancement<br>Course<br>(AEC) | Field projects/<br>internship/<br>apprenticeship/<br>community<br>engagement and<br>service | Credits     | Qualification title<br>(Credit<br>requirement)   |                               |
|---------|----------|---------------------------------------|-----------------------------------|---|------------------|---|---|---|-------------|--|-------------------------------|
|         |          | Subject I                             |                                   | Subject II                                  |                  |   |   |   |             |  | Subject III                   |
|         |          | Core                                  | DSE                               | Minor                                       |                  |   |   |   |             |  | Generic<br>Elective<br>Course |
| Level 5 | 1        | 1<br>(6 Credits)                      |                                   | 1<br>(6 Credits)                            | 1<br>(4 Credits) |   |   |   | 6+6+4+4 =20 | (40)<br>Undergraduate<br>Certificate in Main<br>Faculty  |                               |
|         | 2        | 1<br>(6 Credits)                      |                                   | 1<br>(6 Credits)                            | 1<br>(4 Credits) |   |   |   | 6+6+4+4 =20 |  |                               |
|         | 3        | 1<br>(6 Credits)                      |                                   | 1<br>(6 Credits)                            | 1<br>(4 Credits) |   |   |   | 6+6+4+4 =20 |  |                               |
|         | 4        | 1<br>(6 Credits)                      |                                   | 1<br>(6 Credits)                            | 1<br>(4 Credits) |   |   |   | 6+6+4+4 =20 |  |                               |
| Level 7 | 5        | 1<br>(6 Credits)                      | 1<br>(4 credits)                  |   |                  |   |   | 1<br>Field project/internship/<br>apprenticeship<br>(6 Credits)                             | 6+4+4+6 =20 | (120)<br>Bachelor Degree in<br>Main Faculty  |                               |
|         | 6        | 1<br>(6 Credits)                      | 2<br>(4 credits) +<br>(4 credits) |   |                  |   |   | 1<br>Field project/internship/<br>apprenticeship<br>(6 Credits)                             | 6+4+4+6 =20 |  |                               |
| Level 8 | 7        | 1<br>(6 Credits)                      | 1<br>(4 credits)                  | 1<br>Research<br>Methodology<br>(4 Credits) |                  |   |   | 1<br>Field project/internship/<br>Apprenticeship or<br>Research Project<br>(6 Credits)      | 6+4+4+6 =20 | (160)<br>Bachelor Degree<br>(Honours) in Main<br>faculty<br>Bachelor Degree<br>(Research) in Main<br>faculty |                               |
|         | 8        | 1<br>(6 Credits)                      |                                   | 1<br>(4 Credits)                            |                  |   |   | 1<br>Field project/ internship/<br>Apprenticeship or<br>Research Project<br>(10 Credits)    | 6+4 +10 =20 |  |                               |
| Total   |          | 48 credits                            | 16 credits                        | 32 credits                                  | 16 credits       | 12 Credits                              | 08 Credits                                | 28 Credits  | 160 Credits |  |                               |

#### 14. Choice to Select the MOOC Courses:

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

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

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

**16 Examination & Evaluation:**

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

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16.5 The grading will be made on 10-point scale as described below

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

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

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

16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/UTD/Autonomous college. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

16.8 The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned

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semester even after the aforesaid second chance. In that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

If the 4<sup>th</sup> year of undergraduate programme is not offered in the present autonomous college, admissions in another autonomous college/UTD within the same University shall be allowed in cases of provisional promotions to the 4th year of the undergraduate programme.

- 16.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- 16.10 On account of valid reasons, a student may withdraw from a semester. In such a case, that semester will be treated as zero semester.
- 16.11 In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting the academic semester, the semester fee will not be charged again.
- 16.12 The provision for review of answer book in semester system will be available as per the existing rules of the University/Autonomous college.
- 16.13 The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD/Autonomous college but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 16.14 Applicable to UTDs in the same universities. The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



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

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

P-Practical, T-Learning, W-Workshop

17 **Evaluation and Certification of MOOCs and Vocational courses:**

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

18. **Calculation of SGPA /CGPA:**

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

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

where  $S_i$  is the  $i^{\text{th}}$  year,  $C_i$  is the number of credits of the  $i^{\text{th}}$  course in the semester ( $S_i$ ) and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course

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

**Calculation of SGPA**

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

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

$$CGPA = \frac{\sum[C_i \times SGPA(S_i)]}{\sum C_i}$$

where SGPA ( $S_i$ ) is the SGPA of the  $i^{\text{th}}$  year and  $C_i$  is the total number of credits in the  $i^{\text{th}}$  semester



**Calculation of CGPA:**

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

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

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

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

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

The percentage will be rounded off up to the second decimal point

*Arch*

20. The student will be examined by the University as per the prevailing syllabus and scheme of examination
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree
22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card
23. Grade sheets will be developed by the University/autonomous college based on model Annexures S1 to S4
24. **Credit Transfer:**
  - 24.1 The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time
  - 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time
  - 24.3 Except for the cases of provisional promotions, the universities established by M P University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State Govt whose decision thereon shall be applicable
26. The guidelines, related to this programme, issued by the statutory bodies e.g., UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation
27. In matters not covered under this Ordinance, general rules of the University shall be applicable, otherwise, the state government's directions shall be applicable
28. If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department.



SAMPLE COPY FOR FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Logo in water mark

University  
Logo

Name of the University \_\_\_\_\_

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

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

\* Grade in Repeat Examination

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

SGPA Semester Grade Point Average

CGPA: Cumulative Grade Point Average Equivalent Percentage = CGPAx10

Date of Result

Assistant Registrar/Controller  
Examination/Head UTD

*Asall*

SAMPLE COPY FOR FOR SIXTH SEMESTER

Logo in water mark

ANNEXURE-S-2

University  
Logo

Name of the University \_\_\_\_\_

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

|                         |               |
|-------------------------|---------------|
| Batch 2021-25           | Year          |
| Enrolment No            | Roll No       |
| Name of the Student     | Examination   |
| Father's/Husband's Name | Mother's Name |

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

\* Grade in Repeat Examination

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

SGPA Semester Grade Point Average

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

CGPA Cumulative Grade Point Average Equivalent Percentage = CGPAx10

Date of Result

Assistant Registrar/Controller  
Examinations

*Agall*

SAMPLE COPY FOR FOR SEVENTH SEMESTER

ANNEXURE-S-3

Logo in water mark

University  
Logo

\_\_\_\_\_ Name of the University \_\_\_\_\_

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

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

\* Grade in Repeat Examination

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

SGPA. Semester Grade Point Average

CGPA. Cumulative Grade Point Average Equivalent Percentage = CGPAx10

Date of Result

Assistant Registrar/Controller  
Examination Head, UTD

*Handwritten signature*

SAMPLE COPY FOR FOR EIGHTH SEMESTER

Logo in water mark

ANNEXURE-S-4

University  
Logo

Name of the University \_\_\_\_\_

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

|                         |               |
|-------------------------|---------------|
| Batch 2021-25           | Year          |
| Enrolment No            | Roll No       |
| Name of the Student     | Examination   |
| Father's/Husband's Name | Mother's Name |

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

\* Grade in Repeat Examination

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

SGPA Semester Grade Point Average

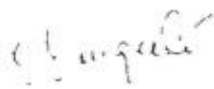
| FINAL RESULT PASS |      |                       |          |
|-------------------|------|-----------------------|----------|
| TOTAL CREDITS     | CGPA | EQUIVALENT PERCENTAGE | DIVISION |
|                   |      |                       |          |


CGPA Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Assistant Registrar/Controller  
Examinations

Vice-chancellors

  
(Prof. Sangeeta Shukla)

  
(Prof. R. J. Rao)

  
(Prof. Kapil Dev Mishra)

(Prof. T. N. Thapak)

