

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 4th 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*

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

2nd 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

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

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

Exit 3: If the 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

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

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

Exit 4: If the 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

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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):

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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

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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: UGC CBCS System for Universities /Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/ internship/ apprenticeship/ community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II						
Level 5	1	Core 1 (6 Credits)	DSE	1 (4 Credits)	Vocational Course	1 (4 Credits)	# Inter/Intra Faculty	6+6+4+4 =20	(40)
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	6+6+4+4 =20	Undergraduate Certificate in Main Faculty
		1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	6+6+4+4 =20	Undergraduate Diploma in Main Faculty
Level 6	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	6+6+4+4 =20	(80)
		1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	6+6+4+4 =20	
Level 7	5	1 (6 Credits)	1 (4 credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6 =20	(120)
		1 (6 Credits)	2 (4 credits) + (4 credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 Field project/internship/ apprenticeship (6 Credits)	6+4+4+6 =20	
Level 8	7	1 (6 Credits)	1 (4 credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 Field project/internship/ Apprenticeship or Research Project (6 Credits)	6+4+4+6 =20	(160)
		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)	1 Field project/ internship/ Apprenticeship or Research Project (10 Credits)	6+4 +10 =20	
Total		48 credits	16 credits	32 credits	12 Credits	08 Credits	28 Credits	160 Credits	

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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 free in 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 4th 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 (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) + Pie submission viva-voce 1/1/2 Credit (25 Marks) + External viva-voce 1/1/2 Credit (25 Marks)							

P-Practical, T-Training, W-Workshop

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

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

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

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

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

where S_i is the i^{th} year, C_i is the number of credits of the i^{th} course in the semester (S_i) and G_i is the grade point scored by the student in the i^{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+	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^{th} year and C_i is the total number of credits in the i^{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 CGPA = 1229.60 / 160 = 7.685 = 7.69 (rounded off to second decimal point)
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
Total	160		1229.60	

19. On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated, and this value will be indicated on the certificate/diploma/degree. The 3-years (6 semester) and 4-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 follows 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.

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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 Kuladhupati on the recommendation of the Higher Education Department.

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SAMPLE COPY FOR FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1

Logo in water mark

Unvrersity
Logo

_____ Name of the Unvrersity _____

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 (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

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 (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

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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 (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



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 (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

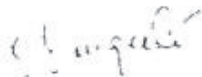
FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA Cumulative Grade Point Average Equivalent Percentage = CGPAx10

Date of Result

Assistant Registrar/Controller
Examinations

Vice-chancellors



(Prof. Sangeeta Shukla)



(Prof. R. J. Rao)



(Prof. Kapil Dev Mishra)

(Prof. T. N. Thapak)



Ordinance 14 B

Ordinance for three/four years Undergraduate Degree (CBCS Annual 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 Bachelor's degree or four-year 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 be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated colleges including autonomous colleges for their regular as well as non-collegiate (private) students. Autonomous Colleges/UTDs may opt for semester system under Ordinance 14A
4. Admission rules and guidelines for admission to these programmes will be framed by the State Government for admission in colleges and by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government
5. Students who have successfully 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 state government/university, as the case may be, 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/State Government

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8. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC and other statutory bodies concerned so that 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/autonomous 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) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects Categories
 - i) Major Subject (56 credits)
 - ii) Minor Subject (26 credits)
 - iii) Generic Elective (18 credits)
 - iv) Skill Enhancement Courses/Vocational Courses (12 credits)
 - v) Ability Enhancement Courses/Foundation Courses (24 credits)
 - vi) Field projects/internship/apprenticeship/community engagement and service (24credits)

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

Entry 1 The entry requirement for 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

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

2nd Year

Entry 2. The entry requirement for *Level 6 is 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 requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels

3rd Year

Entry 3 The entry requirement for *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, Second and Third years and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7

4th Year

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 for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a

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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 of the undergraduate programme (Programme duration first year of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years of the undergraduate programme (Programme duration First two years of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years)	120
Level 8	Bachelor Degree in the faculty of Major Subject (Honours/Research) (Programme duration Four years)	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 a duration of 15 weeks resulting in the award of **one credit**.
 - Credits for internship shall be *one credit per week* of internship, subject to a *maximum of 12 credits in a year*
11. The minimum duration of the *undergraduate degree programme* shall be of three academic years whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years
- 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 as and when she/he enters the programme again

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 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 can be chosen by the student 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 on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for 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 with an intention to seek exposure of other field is called a Generic Elective course.

P.S. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.

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12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC) or Foundation Courses
- 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 are mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to 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/Central Board of Studies (CBS) constituted as per Clause 34A of the M P University Act, 1973. The allowed deviation from the CBS prescribed syllabi for BOS of University/autonomous colleges will be 20% at the maximum

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: ANNUAL SYSTEM

13.1. First Year (Level 5):

A student shall be declared to have successfully completed the Level 5 if he/she acquires 12 credits in core courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective, 4 credits in SEC/Vocational Course, 8 credits in AEC/Foundation Course, and 4 credits in Field Projects/internship/apprenticeship/community engagement and services

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 12th 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 subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines

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13.2. Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires 12 credits in core courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective, 4 credits in SEC/Vocational Course, 8 credits in AEC/Foundation Course, and 4 credits in Field Projects, internship/apprenticeship/community engagement and services

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

13.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires 12 credits in discipline specific elective courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective, 4 credits in SEC/Vocational Course, 8 credits in AEC/Foundation Course, and 4 credits in Field Projects, internship/apprenticeship/community engagement and services preferably related to major and/or minor subjects

13.4. Fourth Year (Level 8):

(a) Bachelor with Honours

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires 20 credits in discipline specific elective courses of the major subject, 4 credits course in Research Methodology, 4 credits in dissertation, and 12 credits in internship/apprenticeship related to the major subject

(b) Bachelor with Research

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires 20 credits in discipline specific elective courses of the major subject, 4 credits course in Research Methodology, 4 credits in minor subject, and 12 credits for Research Projects and disciplinary/interdisciplinary Undergraduate thesis related to the major subject

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



13.5 Additional Courses:

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

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

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13.7. Table 2: Proposed Structure for Undergraduate Programme: Annual System

Level	Year	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/appre- nticeship/communityeng agementand service		Credits in a Year	Qualification title (Credit requirement)
		Subject I	Subject II				Subject III	# Inter/Intra Faculty		
Level5	1	No. of courses (Credits)	No. of courses (Credits)	No. of courses (Credits)	No. of courses (Credits)	No. of courses (Credits)	No. of courses (Credits)	No. of courses (Credits)	6x4+4x4 =40	(40) UndergraduateC ertificate in MainFaculty
		1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	1# (4 Credits)			
Level6	2	1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	1# (4 Credits)	1# (4 Credits)	6x4+4x4 =40	(80) Undergraduate Diploma in Main Faculty
		1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	1# (4 Credits)			
Level7	3	1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	1# (4 Credits)	1# (4 Credits)	6x4+4x4 =40	(120) Bachelor Degree in Main Faculty
		1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	1# (4 Credits)			
Level8	4	2 (6 Credits)	1 Research Methodology (4 Credits)				1 (6 Credits)	1 (6 Credits)	6x4+4x4 =40	(160) Bachelor Degree (Honours) in Main Faculty Bachelor Degree (Research) in Main Faculty
		2 (4 Credits)	1 (4 Credits)				1 (6 Credits)	1 (6 Credits)		
Total		56 Credits		18 Credits	12 Credits	24 Credits	24 Credits	24 Credits	160 Credits	

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14. Choice to Select the MOOC Courses:

- a The College/UTD/autonomous college can allow up to 40% of the total credits being offered in a particular programme in a year 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 College/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 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 College/UTD
- c The College/UTDs 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 College/UTD
- d The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform
- e The College/University will take a decision for allowing 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 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 free in adequate measure by the College/UTD/autonomous college. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations
- f The requirement of project/dissertation, as notified by the respective College/UTD/autonomous college need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State

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Laboratories/Institutes/Companies/Industries with the approval of College/
UTD/autonomous college

- 15 Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the year end examination. For special reasons such as prolonged illness deficiency in 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 valuations. The year end theory examinations for Major subject, Minor subject and Generic Elective will be of 3 hours while Vocational (SEC) and Foundaton Course (AECC) will be of 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 16.14.
- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. Where the internal assessment is for 30 marks, the continuous evaluation of the student will be conducted at four times (one in each quarter of the academic session) by conducting four tests of 10 marks each. Of these, three must be written tests and the fourth may be written test /Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best three tests out of four will be awarded to the student. Each student shall have to appear in at least three tests and Year End 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 year-end exam. viva, if any be decided by the University/autonomous college. In case of internal assessment of 50 marks, the college/UTD/University shall distribute and design their assessment so that at least one test is conducted in a quarter of an academic year.
- 16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

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- 16.4 Total marks obtained in Year-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.5
- 16.5 The grading will be made on 10-point scale as described below

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

- 16.6 In case, statutory bodies of the programme issue the guidelines regarding 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 Fail or Ab grade in any course(s), he/she will be treated to have supplementary/failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/Autonomous college. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat year-end examination to decide the grade in the repeat course(s).

- 16.8 The student will be promoted to the next year if he/she secures at least half of the total credits (viz. 20 credits out of 40 credits in annual system) in a year. In case the student secures less than half of the total credits in any year, then the student will be declared fail in that year and he/she will be asked to repeat the entire year and that year will be treated as zero year. In such cases the student will not be promoted to the next year.

If a student passes in all the courses offered in any year then will be declared pass in that year. If a student secures at least half of the total credits in a year and fails in some courses offered in that year then he/she will be provisionally promoted to the next year with supplementary in those courses in which he/she fails.

Abail

If the student fails to pass all the courses in the next supplementary examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned year even after the aforesaid second chance, she/he shall be treated as fail in that year and will be asked to repeat the entire year and that year will be treated as zero year.

If the 4-th year of undergraduate programme is not offered in the present college, admissions in another college within the same university shall be allowed in cases of provisional promotions to the 4-th 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 year. 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 year. In such case that year will be treated as zero year.
- 16.11 In case of zero year, the student will not be promoted to the next year till he/she clears that year. The university may allow such a student to re-register in that year in the coming years. The student has to pay annual fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic year then annual fee will not be charged again.
- 16.12 The provision for revaluation of answer book in annual system will be available as per the existing rules of the University.
- 16.13 The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

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Final

16.14. Table 3: Structure of Credit Course (Yearly System)

SN	Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
			Theory	Practical	Tutorial	Internals (Through CCE)	External (Year-End Exam)	Internal	External (Year-End Practical Exam)	
1	Core/GE/DSE (6)	Type-1	6	NA	NA	30	70	NA	NA	NA
2	Core/DSE/GE (6)	Type-2	4	2	NA	30	70	NA	100	NA
3	Core/DSE/GE (6)	Type-3	2	4	NA	30	70	50 (Through CCE)	50	NA
4	Core/DSE/GE (6)	Type-4	5	NA	1	30	70	NA	NA	100
5	DSE/SEC (Vocational Courses) (4)	Type-1	4	0	NA	30	70	NA	NA	NA
6	DSE/SEC (Vocational Courses) (4)	Type-2	3	1(P,T,W,etc)	NA	30	70	NA	100	NA
7	DSE/SEC (Vocational Courses) (4)	Type-3	1	3(P,T,W,etc)	NA	NA	100	50 (Through CCE)	50	NA
8	DSE/SEC (Vocational Courses)(4)	Type-4	3	NA	1	30	70	NA	NA	100
9	AECC (Foundation Course) (4)	Type-1	4	NA	NA	NA	100	NA	NA	NA
10	AECC (Foundation Course) (4)	Type-2	2	2*	NA	NA	50	NA	50	NA
11	Field-Projects / Internship / Apprenticeship / Community engagement & service (4/6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service 3/4 Credits (75 Marks) (ii) Evaluation of Report 1/2Credit (25 Marks)							
12	Research Methodology(4)	Type-4	3	NA	1	30	70	NA	NA	100
13	Dissemination/Research Project (4/6)	NA	Evaluation of Thesis 2/4 Credits (50Marks)+ Pre submission viva-voce 1/1Credit(25 Marks)+ External viva-voce 1/1 C credit(25 Marks)							

P-Practical T-Tutoring W-Workshop

Note: *Paper like (i) Yoga, Meditation, (ii) Digital Awareness & (iii) Personality Development and Character Building, should have 50% practical component in the evaluation process. Environmental education, women empowerment etc. can have projects.

17. Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the state government/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 AGPA/CGPA:

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

$$AGPA(Y_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where Y_i is the i -th year, C_i is the number of credits of the i -th course in the year (Y_i) and G_i is the grade point scored by the student in the i th course

18.2 The Annual Grade Point Average (AGPA) 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 AGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of AGPA and CGPA in annual system will be done as per follows.

Calculation of AGPA:

Course	Credits (C)	Grade	Grade Point (GP)	Credit Points (C x GP)	AGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	276/40 = 6.90
Course 2	6	C	5	30	
Course 3	6	B+	7	42	
Course 4	6	O	10	60	
Course 5	4	B	6	24	
Course 6	4	P	4	16	
Course 7	4	A+	9	36	
Course 8	4	C	5	20	
TOTAL	40		-	276	

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

$$CGPA = \frac{\sum[C_i \times AGPA(Y_i)]}{\sum C_i}$$

where $AGPA(Y_i)$ is the AGPA of the i -th year and C_i is the total number of credits in the i -th year.

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Calculation of CGPA:

Year	Credits	AGPA	Credits x AGPA	CGPA
1	40	7.50	300.00	CGPA = Total (Credits x AGPA) Total Credits CGPA = 1229.60 / 160 = 7.685 = 7.69 (rounded off to second decimal point)
2	40	7.58	303.20	
3	40	7.32	292.80	
4	40	8.34	333.60	
Total	160		1229.60	

19. On completing all requirements for 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 and 4-years 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 upto second decimal point

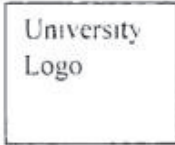
20. The student will be examined by the university as per the prevailing syllabus and scheme of examination
21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree
22. A Grade Card shall be issued to all the students after every academic year based on the grades earned. The course details (code, title, number of credits, grade secured) along with AGPA of every year and CGPA earned till that Academic Year will be displayed in the grade card
23. Grade sheets for the colleges/UTD autonomous college will be prepared based on model Annexures Y-1 to Y-4 for annual system
24. **Credit Transfer:**

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- 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 admission is sought by the student
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the state government 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 directions of the state government shall be applicable
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department



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_____ 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 (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	6	B+	7	42
	Course 4	6	O	10	60
	Course 5	4	B*	6	24
	Course 6	4	P	4	16
	Course 7	4	A+	9	36
	Course 8	4	C	5	20
TOTAL		40	-		276
AGPA		276/40			6.90

* Grade in Repeat Examination.

YEAR	I
TOTAL CREDITS	
OBTAINED CREDITS	
ADDITIONAL CREDITS	
AGPA	
ATTEMPT	
RESULT	

AGPA Annual Grade Point Average

CGPA: Cumulative Grade Point Average Equivalent Percentage=CGPAx10

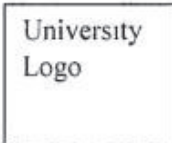
Date of Result:

Assistant Registrar/Controllor
Examination/Head, UTD

SAMPLE COPY FOR SECOND YEAR

ANNEXURE-Y-2

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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 (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	6	B+	7	42
	Course 4	6	O	10	60
	Course 5	4	B*	6	24
	Course 6	4	P	4	16
	Course 7	4	A+	9	36
	Course 8	4	C	5	20
TOTAL		40	-		276
AGPA		276/40		6.90	

* Grade in Repeat Examination.

RESULT YEAR WISE		
YEAR	I	II
TOTAL CREDITS		
OBTAINED CREDITS		
ADDITIONAL CREDITS		
AGPA		
ATTEMPT		
RESULT		

AGPA: Annual Grade Point Average

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

Date of Result:

Assistant Registrar/Controllor Examination/Head, UTD

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SAMPLE COPY FOR FOR THIRD YEAR

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ANNEXURE-Y-3

University
Logo

Name of the University _____

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch 2021-24	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 (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	6	B+	7	42
	Course 4	6	O	10	60
	Course 5	4	B*	6	24
	Course 6	4	P	4	16
	Course 7	4	A+	9	36
	Course 8	4	C	5	20
TOTAL		40	-		276
AGPA		276/40			6.90

* Grade in Repeat Examination

RESULT YEAR WISE			
YEAR	I	II	III
TOTAL CREDITS			
OBTAINED CREDITS			
ADDITIONAL CREDITS			
AGPA			
ATTEMPT			
RESULT			

AGPA Annual 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



SAMPLE COPY FOR FOR FOURTH YEAR

Logo in water mark
University
Logo

ANNEXURE-Y-4

Name of the University _____

GRADE SHEET

Name of the Institute
Address of the Institute
Name of the Programme

Batch 2021-24	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 (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	6	B+	7	42
	Course 4	6	O	10	60
	Course 5	4	B*	6	24
	Course 6	4	P	4	16
	Course 7	4	A+	9	36
	Course 8	4	C	5	20
TOTAL		40	-		276
AGPA		276/40			6.90

* Grade in Repeat Examination

RESULT YEAR WISE				
YEAR	I	II	III	IV
TOTAL CREDITS				
ADDITIONAL CREDITS				NA
AGPA				
ATTEMPT				
RESULT				

AGPA Annual Grade Point Average

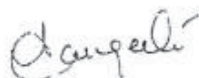
FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

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)