ORDINANCE NO. 14

CHOICE BASED CREDIT SYSTEM

(As per UGC Guidelines on Adoption of Choice Based Credit System and UGC-Credit Framework for Online Learning Courses through SWAYAM, Regulation, 2016)

1. The Ordinance will provide flexibility in designing curriculum and assigning credits based on the course content and hours of teaching in University Teaching Departments (UTDs) and Autonomous colleges affiliated to University. Hence, here after it is referred as an Ordinance for academic programmes in UTDs.

2. The Ordinance will be applicable to all regular full-time and part-time undergraduate and post-graduate programmes conducted in UTDs.

3. The UTD of the University will be responsible for Instituting, Planning, Monitoring, and Assessing their educational programmes. The departmental committee of the concerned UTD will take such decisions.

4.1 New academic programmes, in UTDs, will be introduced and governed by the Regulations duly approved by the Executive Council of the University.

4.2 The existing academic programmes will be modified by the departmental committee of the UTD and/ or concerned Board of Studies.

5. Head of a concerned UTD will ADMIT students into different programmes as per the criteria evolved by the UTD/ University / Government.

6.1 The semester will consist of 16-18 weeks of academic work. One credit is equivalent to one hour (60 minutes) of teaching (lecture or tutorial) or two hours (120 minutes) of practical work/ field work per week in a semester. The credits associated with the courses will be valid credits, while credits associated with comprehensive viva-voce will be virtual credits.

6.2 The concerned UTD must workout the required minimum number of Credits for the award of the degree on an average of valid 20 credits per semester for all the programmes, except B.E./ B.Pharm. / Honours programmes where required minimum number of credits will be worked out on an average of valid 24-26 credits per semester. The distribution of the credits among theory, practical, field work, project work, etc. in a semester will also be worked out by the concerned UTD.

In case of admissions through lateral entry in some programmes, the required minimum number of credits for the award of the degree will be calculated in the same manner as described above but for remaining duration of the programme.

6.3 The required minimum number of credits for each programme may be distributed among the courses under Core, Ability Enhancement and Skill development, Electives-Discipline Centric and Generic categories and notified by the concerned UTD.

7.1. The UTD will offer the courses of 20-30 credits for full-time programmes and 12-18 credits for part-time programmes in a semester.

7.2 The UTDs will offer elective-generic courses in each programme to its own students and the students of other programmes under choice on first come first served basis. The number of seats in the course will depend on available facilities in the UTD.

7.3 The students will have the choice to opt a course in each semester under elective-generic category available within the UTD or in other UTDs but from same level of the programmes. An alternate choice will also be available to the students to opt a course in each semester under elective-generic category including skill development course from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) platform.

7.4 The students can also opt a course under elective-Discipline Centric category from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) platform.

7.5 The university will take a decision for allowing the online courses of SWAYAM if:
  (i) Suitable teaching staff is not available in the Institute/ School for running the course.
  (ii) The facilities for offering the elective courses sought for by the students are not available in the institution but available on the SWAYAM platform.
  (iii) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.

7.6 Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the fee to SWAYAM for registering the course, if required.

7.7 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 institution. 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.

7.8 The Institution can only allow up to 20% of the total courses being offered in a particular program in a Semester through the online learning courses provided through SWAYAM platform.

7.9 The requirement of project / dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National Laboratories / Institutes / Universities / Government approved Companies / Industries. Minor project in any semester should not exceed 4 credits while major project / dissertation should be of maximum of 12 credits in a semester.

7.10 The minimum duration of a programme shall be as per guidelines of the UGC and other statutory bodies like AICTE/ BCI/ NCTE/ PCI etc. The maximum duration of a

programme shall be twice of the minimum duration of the programme.

8. Requirement of attendance will be as per University Ordinance governing the examinations or the guidelines of the statutory body. In general attendance of atleast seventy-five percent of 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 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.

9. A student will be eligible for award of a degree when he/ she earns minimum required number of valid and virtual credits specified for the programme within maximum duration of the programme, but not before minimum duration of the programme.

10.1 Each course will be assessed for 100 marks, out of which 60 marks will be for end-semester examination and 40 marks will be for continuous evaluation. In case of Laboratory / Field /Project work based courses, appropriate distribution of marks for Practical Record/ Project Report, Practical end-Semester exam, viva, if any be decided by the UTD.

10.2   During the semester, a teacher offering the course will do the continuous evaluation of the student at three points of time 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 two best tests out of three will be awarded to the student. In each course, there shall be End Semester Exam. of 60 marks. Each student has to appear in at least two tests and End Semester Examination; otherwise, the student will be awarded Ab Grade in that course.

10.3   The Teacher offering the course will be responsible for setting the question paper and evaluating the answer books of tests and end-semester examination of that course. If due to some unavoidable reasons, it is not possible, then the concerned Head / Director will make an alternate arrangement in consultation with Chairman, BOS for the conduct of examination.

10.4   Total of marks obtained in end-semester examination and best two tests under continuous evaluation will decide the grade in the course.

10.5   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 |

10.6   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.

10.7   If a student obtains F or Ab Grade in any course, he /she will be treated to have failed in the course. He / she has to reappear in the examinations of the course as and when conducted or arranged by the UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course.

10.8   The theoretical and practical courses can be repeated whenever offered or arranged by the UTD but within maximum duration of the programme. He / she can avail multiple repeat attempts to pass the course.

10.9   The UTD, where students from other UTDs are registered for choice based elective - generic category course(s), will send the Grade to the concerned UTD where the student is enrolled. The semester / final result will be declared by the UTD where the student has taken admission.

10.10 Evaluation and Certification of MOOCs:

The host institution and the PI shall be responsible for evaluating the students registered for the MOOCs course launched by him/her.

The evaluation should be based on predefined norms and parameters and shall be based on a comprehensive evaluation throughout the length and breadth of course based on specified instruments like discussions, forums, quizzes, assignments, sessional examinations and final examination.

Whereas an online examination would be the preferred mode, the PI shall be authorised to decide on the mode of conducting the final examination. This shall be announced in the overview of the Course at the time of offering the course.

In case, a pen and paper final examination is to be conducted, the same shall be offered through any college/school volunteering to conduct the same. The decision in this respect will be of the PI and the host institution.

After conduct of the examination and completion of the evaluation, the PI through the host institution shall award marks/grade as per the evaluation scheme announced.

The final marks/grade shall be communicated to the students as well as the parent institution of the student, within 4 weeks from the date of completion of the final examination.

The parent Institution shall, incorporate the marks/grade obtained by the student, as communicated by the Host Institution through the PI of the SWAYAM course in the marks sheet of the student that counts for final award of the degree/diploma by the University with the proviso that the programs in which Lab/Practical Component is involved, the parent institution will evaluate the students for the practical/Lab component and accordingly incorporate these marks/grade in the overall marks/grade.

A certificate regarding successful completion of the MOOCs course shall be signed by the PI and issued through the Host Institution and sent to the Parent Institution.

The parent Institution shall give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM platform in the credit plan of the program.

11.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of valid and virtual 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.

11.2 SGPA is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

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

where C_i is the number of credits of the ith course in a semester and G_i is the grade point scored by the student in the ith course.

11.3 CGPA is a measure of overall cumulativeperformance 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 total credits of all courses in all the semesters completed, i.e.

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

where S_i is the SGPA of the ith semester and C_i is the total number of credits in the ith semester.

12. On completing all requirements for award of the degree, the CGPA will be calculated and this value will be indicated on the degree along with Division. The Final degree 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 in first attempt 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 or above
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 division	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

In case of B.Pharm./ M.Pharm. programmes first division will be awarded if the student obtains CGPA of 6.50 or above in first attempt. No pass division will be awarded.

13. The student will be promoted to the next semester if he/ she secures at least 12 valid credits in a semester. In case the student secures less than 12 valid 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 will be declared pass in that semester. If a student secures at least 12 valid credits and fails in one or more courses offered in that semester then he/ she will be promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/ she fails.

    In case of B.E./ B.Pharm. programmes the students will be promoted as per following conditions:

- The student should not carry more than 5 courses (combining theory and practical) in Ist year, IInd year or IIIrd year to be promoted to the next year.
- The student cannot be promoted to IIIrd year, if he/ she carries any course of Ist year with F or Ab grade.
- The student cannot be promoted to IV year, if he/she carries any course of IInd year with F or Ab grade.

14.1   Repetition of a theory / practical course is allowed only to those candidates who get F or Ab in the course. The student has to pay the prescribed fee for repeating the course.

14.2   On account of valid reasons, a student may withdraw from a semester. In such case the semester will be treated as zero semester.

14.3   In case of zero semester, the student will not be promoted to the next semester till he/ she clears that semester. The UTD may allow such a student to register in that semester again whenever it is offered by the concerned UTD. The student has to pay semester fee again in such cases. If the student withdraws within one month from starting of the semester then semester fee will not be charged again.

14.4   The practical course can be repeated as and when it is offered.

15. Evaluation will be internal with feedback system i.e., marked answer books will be shown to the student for his/her perusal and will be collected back by the teacher for record for six months after declaration of the result.

16. The decision of the teacher regarding the evaluation and the grade shall be final. However, a student can submit in writing for review of his Marks/Grade to the Head/ Director who will place the case before the Board of comprehensive *viva-voce*. The decision of the board will be final. Result of the review will be declared by the concerned Head/ Director.

Review is effective only if the grade improves. Review will be allowed if -
- The prescribed fee is paid.
- The candidate applies within 7 days of the declaration of the grade in that course.

17. The practicals will be assessed continuously and at the end of each semester evaluation of practicals will be done by two examiners. The grades obtained in the practicals will be shown separately in the grade-sheet.

18.1   Dissertation / project report/ internship of 3-6 credits will be assessed by the internal supervisor, in general, however, UTD may get it assessed by an internal supervisor and an external expert.

18.2   The dissertation / major project/ internship report of 12-18 credits will be assessed by one external examiner to be appointed by the Vice-Chancellor from the panel of examiners suggested by Head/ Director and the supervising teacher / the examiner appointed by the Head/ Director of the UTD.

19.1   A comprehensive viva-voce of 4 virtual credits will be conducted at the end of each semester of the programme by a board of four examiners, at least ONE of whom shall be external. The Vice-Chancellor will appoint the external examiner in consultation with Head/Director of the UTD. Three will form a quorum. Head/Director will coordinate the comprehensive viva - voce. The grades awarded in the viva-voce shall be shown separately in the grade-sheet.

19.2   If a programme has large number of students then more number of boards may be constituted as per requirement. The board may include at least two experts including one internal and one external.

19.3   The external expert of comprehensive viva-voce board shall also conduct an academic audit and make an assessment of overall knowledge gain by the students in the semester, standard of the question papers, syllabus covered, marking in valuation of the answer books, etc. and shall submit its report to the Vice Chancellor through Head/ Director.

19.4   An honorarium of Rs. 2000/- per day shall be paid to each examiner of the Board of Comprehensive Viva-Voce. It may be revised by the Executive Council of the University from time to time.

20.1   The Grade sheet in each pre-final semester will be prepared in two copies and signed by the Programme Co-ordinator and Head/ Director. Out of the two one will be issued to the student and the other will be kept in the UTD office as record.

20.2   The Grade sheet in final semester will be prepared in Triplicate by the UTD. These will be signed by the Programme Co-ordinator, Head/ Director of UTD and the Controller of Examinations of the University. One copy will be kept by the Exam. Section of the University, the second one will be issued to the student and the third one will be kept for record in the UTD.

20.3   Suggestive formats of the Grade sheet for pre-final and final semesters are provided in the Annexure-A and Annexure-B. However, minor changes can be made by the concerned School/ Institute as per requirement of the programme.

21. The UTDs will manage their own examination expenditures within the available income of 90% of their respective examination fees.

22. In case any dispute arises regarding interpretation of these rules or in giving effect to the provisions of this Ordinance the matter shall be referred to the Vice Chancellor whose decision thereon will be final.

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

    Equivalent Percentage = CGPA x10

    The percentage will be rounded off upto second decimal point.

24. The provisions herein will supersede the existing Ordinance(s)/ Regulations for regular UG and PG programmes in UTDs, to the extent herein prescribed.

25. The guidelines issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/ PCI issued time to time will be adopted for implementation.

26. In matters not covered under this Ordinance, general rules of the University shall be applicable.

27. If UGC notifies any change in future in its Regulations governing Choice Based Credit System (CBCS)/ MOOCs, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University.

(sample copy A) Logo in water mark

University Logo

_____Name of the University_____
NAAC ACCREDITED "_____" GRADE

<u>GRADE SHEET</u>

Name of the Institute/ School of Studies:

Address of the Institute/ School of Studies:

Name of the Programme:

Batch: _____	Semester: ………..
Enrolment No.:	Roll No.:
Name of the Student:	Examination: December-2015
Father's/ Husband's Name:	Mother's Name:

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1				
	Course 2				
	Course 3				
	Course 4				
	Course 5				
	Course 6				
TOTAL					
SGPA					

* Grade in Repeat Examination.

RESULT SEMESTER-WISE										
SEMESTER	**I**	**II**	**III**	**IV**	**V**	**VI**	**VII**	**VIII**	**IX**	**X**
CREDITS										
SGPA										
ATTEMPT										
RESULT										

SGPA: Semester Grade Point Average

Date of Result:

Co-ordinator	Head/ Director

_____Name of the University_____

GRADE SHEET

University Logo

Name of the Institute/ School of Studies:

Address of the Institute/ School of Studies:

Name of the Programme:

Batch: 2015-17	Semester: ………..
Enrolment No.:	Roll No.:
Name of the Student:	Examination: December-2015
Father's/ Husband's Name:	Mother's Name:

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	4	A	8	32
	Course 2	3	C	5	15
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
	Course 5	3	B	6	18
	Course 6	6	P*	4	24
TOTAL		24	-		157
SGPA					6.54

* Grade in Repeat Examination.

RESULT SEMESTER-WISE										
SEMESTER	I	II	III	IV	V	VI	VII	VIII	IX	X
CREDITS										
SGPA										
ATTEMPT										
RESULT										

SGPA: Semester Grade Point Average

FINAL RESULT: PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

Equivalent Percentage=CGPAx10   CGPA: Cumulative Grade Point Average

Date of Result:

Co-ordinator	Head/ Director	Controller of Examinations