

Scheme for Implementation of Choice Based Credit System (CBCS) at Post-Graduate Level

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Preamble:

The aim of higher education is to nurture creativity and develop critical consciousness through Teaching, Research & Innovation, Extension Activities and Community Outreach. In order to achieve these objectives there is an urgent need to create new knowledge with organic links, to encourage, promote and strengthen the scientific temper and cater to the heterogeneous needs of our society. This can be done through creation of a culture of knowledge and building critical higher order competencies of the human capital with social consciousness.

In the changing global scenario, there is a need to prioritize cross-cultural, inter- and multi-disciplinary learning integrated with technology along with the development of multiple abilities and the inclusion of missing perspectives. New knowledge should be inclusive, integrated, value-based, skill-based, socially relevant, pluralistic and cutting-edge to ensure that the benefits reach one and all. The knowledge being generated through research and innovation initiatives should be documented in publications with high impact factor. New Knowledge should consist of the application of existing knowledge to the relevant needs of the society. Appropriate strategies should be adopted so that new and innovative methodologies of teaching and learning including ICT enabled teaching, e-Learning, Online Courses. And for this necessary changes are to be brought about in the curriculum at the higher education level.

Education, Research and Innovation are the cardinal means to Nation Building, essential for the preservation of social standards and social cohesion. Education should illustrate the benefits of Research and Innovation in terms of development of analytical ability and to nurture Life Skills. There is a need to formulate policy to develop mechanism to illustrate and highlight the benefits of Research and Innovation in addressing problems of National and International scale like: Food Security, Clean Drinking Water, Controlling Environment Change, Sanitation and Hygiene, Energy Security and Sufficiency and Industrial Production. There is a need to establish mechanisms for connecting and interacting with global research community. University curriculum should provide flexibility to undertake commissioned projects from Industry, Public and Private Sector, Non-Government Organizations (NGOs) and Government agencies as research and innovation projects to provide customized solutions. Post-graduate curriculum should allow formation of collaborations and partnerships with Industry for establishing Centres of Excellence in research and innovation where funding may come from the industry while Universities may provide academic and infrastructural support. Course curricula should be redesigned with special emphasis on developing research temperament and innovative thinking by including systemic training in research writing and methodology, hands on training and do it yourself

The UGC has launched a number of initiatives in the recent past to bring about equity, efficiency and academic excellence in higher education. The important ones, among others, include improvement in designing curricular provisions leading to upgradation of course contents, pedagogical procedures, examination reforms and implementation of CBCS at Under-Graduate level.

Education undoubtedly plays a critical role in shaping the economy of both the individual and the nation. There are quite a large number of educational institutions, engaged in imparting education in the country. Majority of them have recently switched over to semester system to match with international educational pattern. However, the present system is charged to churning out young minds lacking knowledge, problem solving skills, values and confidence. It might be because of lack of relationship between education and skill requirement in the modern world. The present situation necessitates transformation and redesigning of curricular provisions, not only by revisiting the course contents but also by focusing on learner centric approach of teaching and learning.

Majority of the institutions have been following marks or percentage based evaluation system, which does not provide adequate freedom to the students to study the subjects/courses of their choice nor it promotes mobility of students across different institutions. There is a need to provide for flexibility so that students, depending upon their interests, can choose inter-disciplinary, intra-disciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also provide for additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will also facilitate us benchmarking of courses in accordance with best international academic practices. In fact, the CBCS has a number of advantages listed as under:

Advantages of the Choice Based Credit System:

- CBCS is internationally acknowledged system and allows mobility of students across institutions of higher learning.
- It focuses from teacher-centric to student-centric education.
- Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
- CBCS allows greater freedom to students to choose inter-disciplinary, intra-disciplinary courses s also skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude).
- CBCS makes education broad-based and at par with global standards. One can earn credits by completing courses with different permutations and combination. For example, Physics with Economics, Microbiology with Chemistry or Environment Science, etc.
- CBCS offers flexibility to students to earn credits at their own pace.

- CBCS allows students to earn credits from across different institutions to complete their programs as credits earned from one institution can be transferred to another.
- CBCS allows integration of best courses from best teachers through Massive Open Online Courses (MOOC's) by using ICT tools

CHOICE BASED CREDIT SYSTEM (CBCS):

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marking system. Therefore, it is necessary to introduce uniform grading system across the institutions of higher learning. This will benefit the students to move across institutions not only within India but also across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates on a common scale. The main feature of the CBCS is to make post-graduate education student centric rather than system centric or teacher centric. Thus, in addition to dedicated focus on a discipline through core papers, elective papers are also proposed which will give students the freedom to choose the allied/applied/broad areas of their discipline and also the areas of other disciplines of their interest. For achieving these objectives, the CBCS strives to create a guideline for holistic syllabus. In order to bring out uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA), based on student's performance in examinations, the UGC has brought out the guidelines which facilitates the implementation of the CBCS.

PROGRAMMES LEADING TO THE AWARD OF POSTGRADUATE DEGREES/DIPLOMAS ACCORDING TO CHOICE BASED CREDIT SYSTEM

1. Definitions of Key Words:

- 1.1 **'Choice-Based Credit System (CBCS)'**: The CBCS provides choice for the students to select course from the prescribed courses (Elective or soft-skill courses). It provides a 'cafeteria' approach in which the students can take courses of their choice, learn at their own pace, study additional courses and acquire more than the minimum required credits, and adopt an inter-disciplinary approach to learning.
- 1.2 **'Academic Year'**: Two consecutive (one odd + one even) semesters shall constitute one academic year.
- 1.3 **'Course'**: Usually referred to as paper, it is a component of a Programme. All courses need not carry the same weight. Each course should define the learning objectives and the learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/term papers/assignments/presentations/self-study work, etc., or a combination of some of these.
- 1.4 **'Credit'**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work, per week.
- 1.5 **'Credit Point'**: It is the product of the grade point and the number of credits for a course.
- 1.6 **'Grade Point'**: It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.7 **'Letter Grade'**: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 1.8 **'Programme'**: An educational programme leading to the award of a Degree, Diploma or Certificate.
- 1.9 **'Credit-Based Semester System (CBSS)'**: Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- 1.10 **'Semester'**: Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.
- 1.11 **'Semester Grade- Point Average (SGPA)'**: It is a measure of performance of the work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 1.12 **'Cumulative Grade Point Average (CGPA)'**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

1.3 **Transcript/ 'Grade Card' 'or Certificate':** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

2. Eligibility for Admission:

A candidate may be admitted to the Master's Degree programme if he/she has obtained a Bachelor's degree under 10+2+3 system, recognized by the University, or a degree recognized as its equivalent, provided that such a candidate has attained the minimum eligibility/qualification at the time of admission, as decided by the University from time to time.

3. Type of Courses:

Each programme may have three types of courses, viz., Core courses, Elective courses, and Self-study/Skill-based courses.

3.1. Core courses:

3.1.1. The core courses are those courses whose knowledge is deemed essential for the students registered for a particular Master's degree programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

3.1.2. The core courses shall be mandatory for all the students registered for that Master's degree programme.

3.1.3. The core courses shall be spread over all the semesters of the programme.

3.2. Elective courses:

The elective courses can be chosen from a pool of papers. These courses are intended to:

- * allow the student to specialize in one or more branches of the broad subject area;
- help the student to acquire knowledge and skills in a related area that may have applications in the broad subject area;
- help the student to bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.); and
- help the student to pursue an area of interest.
- The student may also choose additional elective courses offered by the University to enable him/her to acquire extra credits from the discipline, or across the discipline.

3.3. Self-study/Skill-based Courses:

The self-study courses are optional, not mandatory. Being non-credit courses, the performance of students in these courses shall be indicated either as "satisfactory" or as "unsatisfactory", instead of the Letter Grade and this shall not be counted for the computation of SGPA/CGPA.

Note: A course (Core/Elective/Self-study/skill-based) may also take the form of a Dissertation, Project work, Practical training, Field work or Internship/Seminar.

1. Mobility Options and Credit Transfers:

The students shall be permitted to opt inter-disciplinary and horizontal mobility and can take courses of their choice, learn at their paces, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach to learning.

- 4.1. A student can take the courses of any other university subject to equivalence of the core/elective courses and availability of seats, adopting due administrative process and formal consent of the university/universities. The University shall constitute an Equivalence Committee for the purpose.
- 4.2. A student availing inter-university mobility shall continue to be a bonafide student of the University where he initially got admission and in case he/she earns credit from a different university, the credits earned shall be transferred to his/her parent University.
- 4.3. It shall be the responsibility of the student to assess the feasibility and practicality of vertical mobility (across universities) as it doesn't entitle a student to be exempted or relaxed from any of the requisites (sessionals, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.
- 4.4. The mobility option should not be interpreted as inter-university migration.
- 4.5. The mobility across the disciplines is also subject to availability of desired elective course, faculty, infrastructure and no. of students (as fixed by the University/department from time to time) opting that elective course.
- 4.6. The mobility shall be permissible from the Regular Mode to the Regular Mode of learning only, and cannot be replaced by Open/Distance/Online in place of regular mode.

5. Credits:

A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15 week schedule. 2 hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

- (i) 1 credit = 1 hour of instruction per week (1 credit course = 15 contact hours of instruction per semester)
- (ii) 3 credits = 3 hours of instruction per week (3 credit course = 45 contact hours of instruction per Semester)
- (iii) 1 credit = 1 hour of tutorial per week (1 credit course = 15 contact hours of instruction per semester)

A core/elective course with practical component may carry upto 6 credits while a core/elective course without practical component may carry upto 5 credits; a self-study course shall normally carry not more than 3 credits. However, a dissertation/ project

work/field work may carry up to 16 credits (along with other core/elective courses); and a semester-long dissertation/project work/field work may carry upto 24 credits.

6. Course Coding:

Each course offered by a school/department is identified by a unique course code indicating school, department, programme, semester, course no., core (C) /elective course (E), Serial No. of the course, No. of credits attached to lectures, tutorials, practical and total number of credits for the course respectively.

For example, the course code for fifth core course of the first programme in the second semester in department of Chemistry under the school of Chemical Sciences carrying 4 credits (3 lectures and one practical) may be- SCS CHEM 01 02 05 C 3014. However, the concerned Board of Studies/School Board may recommend a specific course codification pattern for the approval of the Academic Council.

7. Duration of Programme:

The minimum duration for completion of a one-year Post-Graduate Diploma programme shall be two consecutive semesters (one odd and one even semester), for a two-year A Master's degree programme in any subject there shall be four consecutive semesters (two odd and two even semesters) and for a three-year Master's programme, there will be six semesters, i.e. three odd and three even semesters. *The maximum period for completion shall be four semesters, Eight semesters and twelve semesters, respectively (e.g. Double the period of duration of the regular course).*

Provided that a semester or a year may be declared by the Academic Council a zero semester or a zero year for a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a scholarship/fellowship subject to the fulfillment of requirements laid down in this respect by the regulations. Such a zero semester/year shall not be counted for calculation of the duration of the programme in the case of such a student.

8. Student Advisor:

The Department in which the student gets admitted shall appoint an Advisor for him/her from amongst the members of the faculty concerned. All faculty members of the department shall function as Student Advisors and shall have more or less equal number of students. The Student Advisor shall advise the student in choosing courses and render all possible support and guidance to him/her.

9. Course Registration

9.1. The registration for courses shall be the sole responsibility of the student. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course, unless he/she has been registered for the course by the scheduled date fixed by the University.

9.2. Every student has to register in each semester (in consultation with his/her Student Advisor)

for the courses he/she intends to undergo in that semester by applying in the prescribed proforma in triplicate, duly signed by him/her, the Student Advisor and the Head of the Department, within the deadline notified for the purpose by the University.

- 9.3 Late registration may be permitted by the Head/Incharge of the Department up to a maximum of six weeks after the commencement of the semester, on payment of late registration fee of Rs. 100/-.
- 9.4 A student shall register for a minimum of 20 credits and can register for a maximum of 30 credits in a semester (subject to 100 (± 4) credits throughout the duration of the two year PG programme), unless specified otherwise by the University for a programme of study/course.
- 9.5 Withdrawal from a course may be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal shall enable the student to earn a minimum of 20 credits. Withdrawal from a course may not be allowed for those who had late registration.
- 9.6 A student may be allowed by the Head/Incharge of the Department to add a course or substitute a course for another course of the same type (elective or self-study/skill-based), for valid reasons with the consent of the Student Advisor not later than two weeks from the date of commencement of the semester.
- 9.7 If a student registers himself/herself for more elective courses than the prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average, only the prescribed number of elective courses for the programme of study shall be included in the descending order of the grades obtained by him/her.
- 9.8 The elective courses opted and registered by the student either from parent or other department and attempted in the end semester examination shall have to be qualified. Such elective courses shall not be replaced. However, a student shall have the option of choosing an elective course from other departments irrespective of the semester in which the course is offered. For example; a student of odd/even Semester can opt an elective course of other department offered in any odd/even semester respectively.

10. Examination and Internal Assessment

The internal assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively.

10.1. Internal Assessment

10.1.1 Internal Assessment shall be done on a continuous basis, taking into account the student's class performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester. For the sake of uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all faculty members.

10.1.2. Internal Assessment Test 1 shall be held around the sixth week of the semester for the syllabi

covered till then.

10.1.3 Internal Assessment Test 2 shall be held around the twelfth week for the syllabi covered between seventh and twelfth week.

10.1.4 For conducting Internal Assessment, one or more assessment tools, such as written tests, assignments, oral quizzes, paper presentation, laboratory work, etc., suitable to the course may be employed.

10.1.5 The Internal Assessment for theory shall consist of the following components with marks indicated against each:-

(i) Attendance	5 marks
Below 75%	Nil
75% to <80%	1 mark
80 % to <85%	2 marks
85% to <90%	3 marks
90% to <95%	4 marks
95% to 100 %	5 marks
(ii) Assignments/Presentations and Class Participation	5 marks
(iii) Internal Assessment Test-1	10 marks
(iv) Internal Assessment Test-2	10 marks
(v) Deleted	

These criteria shall be made known to the students at the commencement of each semester.

For practical examination, 70 percent of the marks will be awarded through an end semester practical exam and remaining 30 percent of the marks will consist of internal assessment to be awarded by concerned faculty member(s) of the concerned department. Maximum 05 marks to be awarded for attendance of students (Same as mentioned in case of internal assessment for theory examination).

Assessment of Seminar paper:

The seminar paper shall be assessed on the basis of the contents of the paper submitted and its presentation, equally. The assessment will be made by the concerned teacher/advisor/supervisor. A Seminar presentation paper will not exceed 4 credits per semester.

10.1.6. The Head/Incharge of the Department may allow a student to repeat one sessional test, if his/her application in this regard is considered as genuine on valid reasons.

10.1. A student is required to secure a minimum of 'P' grade in the Internal Assessment and in the End Semester examinations in the aggregate. However, he/she shall have to pass the practical examination separately, with a minimum of 'P' grade.

10.2. End Semester Examination:

10.2.1. The End semester Examinations covering the entire syllabus prescribed for the course and carrying 70% of weightage, shall be conducted by the Examination Branch of the University, in consultation with the Head of the Department.

10.2.2. The Examiners or Board of Examiners shall be appointed for each course by the Board of Studies of the Department concerned.

10.2.3. The distribution of weightage for the valuation of semester-long project work/ dissertation shall be:

- | | | |
|------|-----------------------|-------|
| I. | Periodic presentation | : 30% |
| II. | Project Report | : 40% |
| III. | Viva voce- | : 30% |

Or

as decided by the Board of Studies of the Department concerned.

10.2.4. The hall ticket/admit card shall be issued to the student on the recommendation of the Head of the Department, subject to the following conditions:

- (i) Having fulfilled the requirement of attendance as prescribed, and,
- (ii) Submission of a "No dues" certificate in the prescribed form.

10.3. Letter Grades and Grade Points:

An absolute grading system shall be adopted to grade the students.

10.3.1. Under the absolute grading system, marks shall be converted to grades based on pre-determined class intervals.

10.3.2. In the End-semester theory or practical examinations, the examiner shall award the marks and these marks shall be further converted into Grades/Grade points by the examination branch in accordance with the provisions of the Ordinance.

10.3.3. Detail Marks Sheet issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

10.3.4. The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

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

Note:

- (i) F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination. However, students appearing in their final Semester Examination, may be permitted to appear in the reappear papers of the preceding odd Semesters.
- (ii) The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade).
- (iii) The students shall have to qualify at the Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.
- (iv) There shall be no rounding off of SGPA/CGPA.
- (v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.
- (vi) In order to be eligible for the award of the Master's degree of the University, a student must obtain CGPA of 4 at the end of the programme.
- (vii) Provided that the student who is otherwise eligible for the award of the degree/diploma but has secured a CGPA of less than 4 at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same type in lieu thereof in the extra semesters provided in Clause 7 on "Duration of Programme".

- 10.40) The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

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

10.4. Setting of question papers and Evaluation

- 10.4.1. The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the examiners (Internal and/or External ordinarily in the ratio of 60:40) out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/ specialization.

In case of unavailability of external examiners, the Vice Chancellor may allow the evaluation to be performed by the internal examiners only so that the declaration of results is not delayed.

The question papers shall be moderated by a Board of Moderators to be appointed by the Controller of Examinations out of the panel drawn by Head/Incharge of the concerned department.

- 10.4.2. In the case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. For the assessment of practical component, half of the examiners in the team shall be invited from outside the University from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) approved by the competent authority.
- 10.4.3. In case of the Project reports, Thesis and Dissertation, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) approved by the competent authority.

10.4.4 The result of the students shall be subject to moderation by a Board of Moderators appointed by the University for each programme/course.

10.4.5 Pattern of Question Papers in End-Semester Exams. for assessment and evaluation of students:

1. Question no. 1 shall consist of short answer type questions of specific word length from all the units with internal choice. The questions shall be set in such a manner that the students shall have to attempt at least one short-answer type question from each unit.

2. Students shall have to attempt one question from each unit and the question paper shall provide internal choice for each question to be attempted from each unit.

10.5. Re-appear Examination/Improvement of Grades

Re-appear Examination: The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they couldn't score 'P' grade in the extra semesters provided in Clause 7 on "Duration of Programme" with the following provisions:

10.5.1. A student securing "F" Grade in a course shall be permitted to repeat/ reappear in the End-Semester Examination of the Course for a maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.

10.5.2. If a student secures "F" Grade in a Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).

10.5.3. Such students may avail the chance to re-appear only within the maximum duration of the programme.

10.5.4. Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters. However, a student in the final semester is allowed to re-appear in the courses of both odd and even semesters.

10.5.5. A 'Re-appear' examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

10.5.6. A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.

10.6 Re-evaluation/Re-checking:

A student may apply for revaluation/rechecking of his/her answer scripts within thirty days of the declaration of the result.

10.6.1. For re-evaluation/re-checking of the answer scripts, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detail Marks Certificate or the copy of the result sheet and a Fee of Rs. 1000/- for each Course/Paper.

10.6.2. (a) If after the first revaluation, the difference of the original marks and re-evaluated marks is up to plus or minus 5% of the maximum marks of the paper, there shall be no change in the marks originally scored by the student.

(b) If after the first re-evaluation, the difference of the original marks and re-evaluated marks is more than 5% and less than 10%, the average of the two scores will be considered as final score and the result shall be revised accordingly.

(c) If after the first re-evaluation, the difference comes to more than plus or minus 10% of the maximum marks of the paper, the answer script shall be re-evaluated by a third examiner.

(d) After the second re-evaluation, the average of the *nearest* two awards/marks shall be taken as final and result shall be revised accordingly.

10.7. Minimum Credit requirements:

10.7.1. For a one-year Post Graduate programme, the credit requirements for the award of the Post Graduate Diploma shall be 52 credits (± 4 Credits), including a minimum of 9 credits from the elective courses (of which at least 4 credits shall be from elective course offered by another Department).

10.7.2. For a two-year Master's Degree programme, the credit requirements for the Master's degree shall be 100 credits (± 4 Credits), including a minimum of 18 credits from elective courses (of which at least 8 credits shall be from elective courses offered by other Departments).

10.7.3. For a three-year Master's programme, the credit requirements for the Master's degree shall be 150 credits (± 6 Credits), including a minimum of 27 credits from elective courses (of which 12 credits shall be from elective courses offered by other Departments).

11. Computation of SGPA and CGPA

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

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

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

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

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

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

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

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

12. Illustration of the Computation of SGPA and CGPA

12.1. Illustration of Computation

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

Thus, SGPA= 100/13= 7.69

12.2 Illustrations for computing CGPA:

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

$$\text{CGPA} = \frac{(20 \times 6.9) + (22 \times 7.8) + (25 \times 5.6) + (26 \times 6.0) + (26 \times 6.3) + (25 \times 8.0))}{(20 + 22 + 25 + 26 + 26 + 25)}$$

$$(969.144) = 6.73$$

Note: Formula to calculate percentage from CGPA/SGPA = CGPA or SGPA x 10; and formula to calculate percentage to CGPA or SGPA = Percentage/10

e.g. In case of example mentioned in table 12.2, the percentage of CGPA = $6.73 \times 10 = 67.30$.

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

13. Removal of Student Name from the Programme:

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

- (a) A student who has failed to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.
- (b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree / diploma.
- (c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board, and
- (d) A student who has failed to attend the classes as stipulated under Ordinance XV (II).

13.2. Promotion Rules

- (a) A student who has appeared in the first semester examination shall be promoted to the second semester, irrespective of his/her performance in the first semester examination.
- (b) A student shall be promoted to the 3rd semester only when he/she has cleared at least 50% of the prescribed courses of 1st & 2nd Semester, taken together at the end of the second semester. A student failing to clear at least 50% of the prescribed courses of 1st and 2nd Semester will be treated as 'Ex-student' and will be allowed to re-appear in the end semester examination of 1st or 2nd Semester, or both as applicable. However, such students will not be allowed to repeat internal assessment. After passing the said semesters the student will be promoted to 3rd Semester and shall be treated as a regular student.
- (c) A student shall be declared to have passed the programme of study and award of the degree if he/she has secured the required credits with at least 'P' grade.

3. Miscellaneous

- (1) If a programme approved by the Academic Council, if a regulation is issued by the Academic Council, which is at variance with the provisions of this Ordinance, then the Ordinance shall prevail.
- (2) *Notwithstanding anything stated in this Ordinance, for any unforeseen issue arising, and not covered under the Ordinance of the University, or in the event of difference in interpretation, the Vice Chancellor may take an appropriate decision.*