

***Ordinance - Choice Based Credit System***  
***(w.e.f. Academic Session 2017-18)***

1. The ordinance shall be applicable from the academic session 2017-18 to all P.G. Programmes being run in University Teaching Departments (UTDs) and Colleges affiliated to the University.
2. Admission to these programmes will be made as per eligibility conditions and guidelines decided by the concerned departments and mentioned in Handbook of Information (HBI)/Ordinance(s) of the University from time to time.
3. The duration of the programme leading to the degree may be extended from its normal period by two years. Each year shall be divided into two semesters *i.e.* July to December and January to June.
4. The following courses shall be covered under Choice Based Credit System:
  - (a) Core Courses (CC)
  - (b) Core Elective Courses (CEC)
  - (c) Open Elective Courses (OEC)
5. The tentative break-up for different categories of courses for a particular programme shall be as under:
  - (a) 60 percent of the programme credit be earned from core courses.
  - (b) 30 percent of the programme credit be earned from core elective courses.
  - (c) 10 percent of the programme credit be earned from open elective courses.
  - (d) Each University Teaching Department shall offer at least one open elective course for the students of other departments in each semester and the students have to register in open elective course(s) so as to earn 10 percent of the programme credit. Same course(s) can be offered in Even/Odd Semester by the department.
6. (i) For starting the open elective course(s), the minimum students' strength is fixed as 10 and the maximum 50 for each section/class. If the number of students are more than 50, then second unit may be started keeping in view the minimum number as 10 for the second unit. However, the course will continue if the students leave the course and the number falls less than 10.

(ii) Students must submit their option for open elective course(s) within a week after the commencement of classes of first semester to the Chairperson of their department/Principal of the College. For 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> semester, they must submit their option for open elective course(s) at the end of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> semester, respectively.

7. Credit is 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/tutorial) or two hours of practicals/Project Supervision/Field Work. The course credits shall range between 2-4 for theory and practicals/Project Supervision/Field Work (Core Courses/Core Electives Courses/Open Electives Courses).

8. The criteria for Credit versus Marks for a particular course shall be as under:

Contact Hrs. per Week	Course Credits	Total Marks
4 (Theory)	4	100
4 (Practical)	2	50
3 (Theory)	3	75
2 (Theory)	2	50

9. The credits for the two year/three year programmes shall be as under:

**(A) Two year**

Course Type	Minimum Credits	Maximum Credits
Core Courses	60	60
Elective Courses	30	40
Open Elective Courses	10	12
<b>Total Credits</b>	<b>100</b>	<b>112</b>

**(B) Three year**

Course Type	Minimum Credits	Maximum Credits
Core Courses	90	90
Elective Courses	45	60
Open Elective Courses	15	18
<b>Total Credits</b>	<b>150</b>	<b>168</b>

10. The continuous evaluation for theory and practical courses shall be as under:

**(A) Theory Courses**

Component	Weightage (4 Credits)	Weightage (3 Credits)	Weightage (2 Credits)	Evaluation
Mid-term Exam	20	15	10	Internal
Assignment	05	05	05	Internal
Class Attendance	05	05	05	Internal
End-term Exam	70	50	30	External
<b>Total</b>	<b>100</b>	<b>75</b>	<b>50</b>	

**(B) Practical Courses**

<b>Component</b>	<b>Weightage (4 Credits)</b>	<b>Weightage (3 Credits)</b>	<b>Weightage (2 Credits)</b>	<b>Evaluation</b>
End-term Exam:				
(a) Experiment (Including written text)	70	50	30	Internal/External
(b) Viva-voce	20	15	10	Internal/External
(c) Evaluation of Lab Records	10	10	10	Internal/External
<b>Total</b>	<b>100</b>	<b>75</b>	<b>50</b>	

11. The examination for the first and third semester shall ordinarily be held in the month of December and for the second and fourth semester in the month of May on such dates as notified by the Controller of Examinations from time to time.
12. The last date(s) by which the examinations forms and fees, with or without late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
13. The medium of instruction and examination shall be English unless otherwise provided in the scheme of the examination of the programme. The medium of the instruction in open elective course(s) shall be decided by the concerned department delivering the course. However, the students can attempt questions in English/Hindi in examination as per their choice given while opting the open elective course.
14. The examination of first, second, third, fourth semesters shall be open to a student:
  - (a) who has passed the requisite examination and his/her name is submitted to the Examination Branch by the Chairperson of the Department/Principal of the College, and
  - (b) who is on the rolls of the department for the semester concerned preceding the examination and attended not less than 75 percent of the lecture(s)/practical(s) in each semester. However, the relaxation in attendance, if any, shall be governed by the rules mentioned in HBI/Ordinance(s) of the University.
15. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the competent bodies from time to time. A candidate who fails in an examination or having been eligible but fails to appear in the examination, shall, unless decided otherwise by the Academic Council, take the examination according to the syllabus prescribed by the University for regular students appearing for that examination.

16. The supplementary examinations will be held for re-appear candidates as under:

<b>Semester</b>	<b>When Held</b>
First Semester	Alongwith Third Semester
Second Semester	Alongwith Fourth Semester
Third Semester	Alongwith Fourth Semester
Fourth Semester	After Fourth Semester

17. There shall be a span of 10 days *i.e.* October 1-10 for odd semesters and March 01-10 for even semesters every year to conduct the mid-term examination in the different departments. The schedule of examination will be notified by the Chairperson of the department/Principal of the College. The Chairperson/Principal is authorized to give one more opportunity to the students for mid-term examination if he/she could not appear in the scheduled mid-term examination due to genuine reasons. Such students shall immediately make a written request, citing the reasons and evidence of the cause, if required.
18. The syllabus of each course shall be divided into four units. The time duration of mid-term examination shall be of two hours and cover two units only and the end-term examination shall cover all the four units of the syllabus.
19. The ratio of internal and external evaluation of theory courses shall be 30:70 *i.e.* Internal - 30 marks and External - 70 marks. The bifurcation of internal marks shall be given as under:
- (i) Attendance - 05 Marks (The marks for attendance shall be given as follows: (a) Attendance 91 percent onwards - 5 marks, (b) Attendance 81 percent to 90 percent - 4 marks, (c) Attendance 75 percent to 80 percent - 3 marks).
  - (ii) Assignment (including presentation) - 05 Marks
  - (iii) Mid-term Examination - 20 Marks/15 Marks/10 Marks as mentioned in Clause 10.
20. (i) For mid-term examination, the examiner is required to set five questions in all. The first question will be compulsory consisting of short questions covering two units of the syllabus. In addition, four more questions will be set unit-wise comprising two questions from each of the two units. The students shall be required to attempt three questions in all selecting at least one question from each unit including the compulsory question.

(ii) The Chairperson/Principal will ensure that the result of mid-term examination is displayed on the Department Notice Board upto 31<sup>st</sup> October in case of odd semester and 31<sup>st</sup> March for even semester.

(iii) Internal Assessment of open elective course(s) must be sent by the concerned teacher duly signed and countersigned by the Chairperson to the concerned department/Principal of the College within a week after the commencement of semester examination.

(iv) The awards of internal assessment must be sent to the Controller of Examinations within 20 days, after the commencement of the examinations, by the Chairperson/Principal after countersigning on each page.

21. For end term examinations the examiner is required to set nine questions in all. The first question will be compulsory consisting of short questions (2 marks each) covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each of the four units. The students shall be required to attempt five questions in all selecting one question from each unit including the compulsory question.
22. The evaluation of the theory component of the course(s) towards the end of the semester, at least 50 percent of core courses offered in different programmes across the disciplines, shall be undertaken by the external examiners from outside the University, who may be appointed by the competent authority. In such courses, the question papers will be set as well as evaluated by the external examiners.
23. In case of evaluation of practical component of such core courses, the team of examiners *i.e.* internal and external shall be constituted on 50-50 basis *i.e.* half of the examiners in the team shall be invited from outside the University for conducting the examination.
24. (i) The evaluation of summer training reports shall be undertaken by the internal and external examiners. The internal evaluation (50 percent) based on seminar presentation, will be carried out by Committee of two members constituted by the Chairperson/Principal. The external evaluation (50 percent) based on seminar presentation, will be carried out by the examiner appointed by the University. The summer training equivalent to one course shall be allotted two credits.

(ii) The evaluation of research project shall be undertaken by the external examiner appointed by the University. The research project equivalent to one course (100 marks) shall be allotted four credits.

25. The students must obtain at least 40 percent marks in external examination. But there is no condition of minimum pass percentage in internal examination. However, a student will be declared 'pass' only if he/she obtain at least 40 percent marks in aggregate *i.e.* internal plus external.
26. Absolute grading system will be followed in which the marks are converted into grades based on the pre-determined class intervals as follows and a multiplication factor of 10 shall be used to convert CGPA into equivalent percentage.

Letter Grade	Description	Grade Points	Marks
O	Outstanding	10	85-100
A+	Excellent	9	75-84
A	Very Good	8	65-74
B+	Good	7	55-64
B	Above Average	6	50-54
C	Average	5	41-49
P	Pass	4	40
F	Fail	0	Less than 40
Ab	Absent	0	Absent

27. A student obtaining Grade F shall be considered fail and will be required to appear in the entire examination.
28. For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
29. The following procedure shall be followed to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):
- (a) SGPA is a measure of performance of work done in a semester. It 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 the sum of the number of credits of all the courses undergone by the student.

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

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.

### Illustration for SGPA

Course	Credit (C <sub>i</sub> )	Grade Letter	Grade Point (G <sub>i</sub> )	Credit Point (C <sub>i</sub> x G <sub>i</sub> )
Course 1	3	A	8	3x8 = 24
Course 2	4	B+	7	4x7 = 28
Course 3	3	B	6	3x6 = 18
Course 4	3	O	10	3x10 = 30
Course 5	3	C	5	3x5 = 15
Course 6	4	B	6	4x6 = 24
	20			139

Thus, SGPA = 139/20 = 6.95

(b) The CGPA is a measure of performance of work done in all the semesters of the programme. It is calculated by taking into account all the courses undergone by a student during all the semesters of a programme.

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

Where S<sub>i</sub> is the SGPA of the i<sup>th</sup> semester and C<sub>i</sub> is the total number of credits in that Semester.

### Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit : 20 (C <sub>1</sub> ) SGPA : 6.9 (G <sub>1</sub> )	Credit : 22 (C <sub>2</sub> ) SGPA : 7.8 (S <sub>2</sub> )	Credit : 25 (C <sub>3</sub> ) SGPA : 5.6 (S <sub>3</sub> )	Credit : 26 (C <sub>4</sub> ) SGPA : 6.0 (S <sub>4</sub> )	Credit : 26 (C <sub>5</sub> ) SGPA : 6.3 (S <sub>5</sub> )	Credit : 25 (C <sub>6</sub> ) SGPA : 8.0 (S <sub>6</sub> )

Thus, CGPA = (20x6.9)+(22x7.8)+(25x5.6)+(26x6.0)+(26x6.3)+(25x8.0)/144 = **6.73**

(c) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

30. Based on the grades earned and grade points, the University shall issue a transcript with SGPA to all the registered students after every semester. The certificate shall display the course details like code, title, number of credits, grades secured, *etc.*
31. To be eligible for promotion from first year to second and from second year to third year of the programme, the students must be on the rolls of the department for the semester concerned preceding the examination.
32. On the completion of the programme, a consolidated transcript with CGPA indicating the performance in all semesters will be issued to all the registered students.

33. The degree shall be awarded to the successful students on the basis of the combined results of all the semesters of the programme within 180 days of the end of concerned academic session.