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**SANT GAHIRA GURU VISHWAVIDYALAYA
SARGUJA, AMBIKAPUR (C.G.)**

**SANT GAHIRA GURU ORDINANCE 46:
MASTER DEGREE (P.G.) PROGRAMMES**

PROPOSED DRAFT ORDINANCE 46:

O.M.D.1.: This Ordinance shall be called "The Sant Gahira Guru Master Degree (Semester Study) Programme with Choice based Credit System.

O.M.D.2.: This Ordinance shall come into the force from the Academic Semester 2017-18.

Notwithstanding anything in the earlier laws of the Sant Gahira Guru Master Degree Programmes in the different faculties (*Ayurveda, Commerce, Education, Fine Arts, Law Life Sciences, Medicine, Management, Science & Social Sciences*) under the "semester system", the "Semester with Choice based Credit System" shall be regulated and conducted as per the provisions of this ordinance.

O.M.D.3. Definitions:

In this Ordinance, unless the context otherwise requires:

- a. "**Academic Council**" means Academic Council of the University.
- b. "**Administrative Grade Letter**" means the alphabet indicating the administrative comment in place of Grade Letter to indicate the Credit Withdrawn (W), Unfair Means (U), Absent in SEE (X). The Administrative Grade Letter has zero Grade Point associated with it.

- c. "Board of Studies" means PG Board of Studies in any subject constituted under the university statutes.
- d. "Core Course" means the course pertaining to main subject or theme of the master programme.
- e. "Credit" means the unit by which the academic activity of course work is measured. In these Regulations, One Credit means one hour of Class Room Teaching per week in case of theory papers and 1.5 hours in practical / laboratory work.
- f. "Credit Courses" means the course classified as Compulsory Core Courses(CCC), Elective Core Courses(ECC), Seminar (SEM),Project Work(PRJ), Field Study(FST), Self Study Course(SSC), Other Supportive Courses(OSC), Educational/Study Tour (EST) and Research (RPJ).
- g. "Credit Monitoring" means an act to monitor the credit by a Credit Monitoring Committee (CMC) consists of the Head (as Chairperson) and three senior most teachers on the Roll of the Department. In case, when the Department does not have the required number of the teachers in the department than the Vice chancellor may constitute the said committee by nominating the number of expert(s) required by the Ordinance from any other university or institute who are not below the post of Professor.
- h. "Credit Points" means the product of 'credits assigned to the course' and 'the Grade Point secured for the same course by the student'.
- i. "Semester Grade Point Average (SGPA)" means the Semester Grade Point average computed on the basis of the formula prescribed in the ordinance. It measures the performance of a student in a given Semester. The SGPA is the ratio of the 'total credit points earned by the student in all the credits earned in the concerned semester' and the 'total number of credits earned in that Semester'.
- j. "Cumulative Grade Point Average (CGPA)" means the Cumulative Grade Point weightage average of SGPA computed on the basis of the formula prescribed for the entire Programme. It measures the overall performance of a student in a Master degree programme. The CGPA is the ratio of the 'total credit points earned by the student in all the credits earned in the Master degree programme' and the 'total number of credits earned in that Master degree programme'.
- k. "Degree" means Post Graduate Degree in any subject.
- l. "Departmental Staff Council (DSC)" means a Council of the Department consisting of its whole time faculty which falls in the category of teacher. The DSC will be empowered to consider and decide the academic matters, as specified in Master Degree Ordinances and Regulations.
- m. "Elective Course" means the course, which can be offered as 'optional subject' to the provisions of this Ordinance and the respective syllabus from inter or intra subjects and or disciplines including interdisciplinary or multidisciplinary nature.
- n. "Fee" means the fee prescribed by the University for the respective Master Degree Programme from time to time.
- o. "Grade Letter" means the alphabet indicating the performance of a student in a particular course. It is the transformation of the scaled marks secured by the student in a Course. Grade letters are O, A, B, C, D, E, and F.
- p. "Grade Point" means the numerical weightage allotted to each stratum of scaled marks corresponding to each 'Grade letter'.
However, the "Administrative Grade Letter" as defined will represent the categories mentioned in the OMD.3 sub clause 'b' of this ordinance.

- q. "Master Degree Programme" means a Masters Degree Programme in any subject studied at Master degree level under any faculty of the University.
- r. "Semester End Examination (SEE)" means the examination due to be conducted after the end of the respective semester.
- s. "Semester" means an academic term constituting 20(twenty) weeks. Each semester shall have at least 15 (fifteen) weeks of direct class room teaching. The Academic Year shall be of bi- semesters. Odd Semesters shall be normally from mid June to mid December and Even Semesters shall be from mid December to mid June.
- t. "Student" means student admitted to Master Degree Programme in any subject being run under the University Ordinance and Regulations.

O.M.D.4.Course Structure:

- 1. A Master Degree programme shall consist of the duration of at least two academic years consisting four semesters. A candidate will be required to complete this programme within 4 years from the date of his/her first admission in the semester - I.

Provided that subject to the approval of the UGC Regulations, when the Master Degree Programme is of one academic year and spreads in the two academic semesters then the study has to be completed within a period of two years from the date of admission in the Semester -I.

- 2. Subject to the provisions of this Ordinance the programme/study shall be based on (a) Semester System Examination, (b) Continuous Assessment, (c) Choice Based Credit System, and (d) Semester Grade Point Average and Cumulative Grade Point Average Systems.

- 3. "Core Course" means a 'course/subject', the knowledge of which is considered essential for a student of the respective programme. This may also include elective courses.
- 4. 'Elective Course' allow students to acquire knowledge and skills in areas of their choice. Such course(s) may be offered by concerned department and / or other departments within the university. This may be inter or/ and intra departments/institution subject to the approval by the university.

- 5. The Course of respective Master Degree Programme shall have following (i) Course Code(CC), (ii)Course Title (CT), (iii) Course type such as Compulsory Core Courses(CCC), Elective Core Courses(ECC), Seminar (SEM), Project Work(PRJ), Field Study(FST), Self Study Course(SSC), Other Supportive Courses(OSSC), Educational/Study Tour (EST) and Research Publications(RPJ) (iv) Credits Assigned, (v) Number of Contact Hours for Lecture(L), Tutorial (T) and Practical or other (P) to be assigned per week.

S No.	Course Code	Course Title	Course Type	Credits	Contact Hours Per week		
					L	T	P

- 6. Fifteen (15) hours of theory teaching will lead to one credit((which means one hour per week theory teaching in a semester is equivalent to one credit) and in case of practical 45 hours of laboratory work will lead to two credit). (Which means 3 hour practical classes per week in a semester is equivalent to two credits). Each semester of Master's course shall offer 30 credits or more. Number of semester of Examinations and minimum credit required to be earned for Master Degree in various post-graduate courses specified as under: .

S No.	Course Code	Number of Semesters	Minimum Required Credit
1.	All Two Year Master Degree Programme	Four	120
2.	All One Year Master Degree Programme	Two	60

Note: The curriculum may be described in the syllabus in form of 'Courses' or 'Papers'. The number of papers, course type and credits with detailed syllabus for each course shall be described in the 'syllabus of the respective course'. Candidate will be required to earn minimum credits prescribed for the respective Master Degree.

7. Each course shall be assigned a specific number of credits. A course or paper is identified by a course code designated by a string of six alphanumeric characters and a course title. In a course code the first three characters of the string indicate the Department offering the course and the later three alphanumeric characters designate a particular course. In the case of compulsory core courses (CCC) the fourth character identifies the semester numeric digit and in case of the elective core courses (ECC) the fourth character indicates the cluster of specialization. For compulsory theory core courses the fifth character is '0', for laboratory core courses it is '1' and for project/seminar it is '2' and for research publications in journals it is '3'.

The examination shall comprise of the requirement of four (in case of one year course two) semesters and the Subjects for each semester will be as per the schedule of the structure of the Master Degree Programme with the particulars mentioned therein.

8. CBCS offers flexibility for effective teaching learning processes in terms of number of contact hours for Lecture (L), Tutorial (T) and Practical or other (P) to be assigned per week for a course or paper.

9. Type of courses

There shall be following categories of courses in the MASTER DEGREE Regular Programme:

9.1. Compulsory Core Course (CCC)

A course, prerequisite for a student to obtain the Degree in the concerned Programme.

9.2. Elective Core Course (ECC)

A course, which is to be chosen by the student from a pool of courses offered by the Department.

9.3. Other Supportive Course (OSC)

Subject to the availability of the course and provisions of university rules, a student admitted in a Master Degree Programme shall have option to offer Other Supportive Courses including Interdisciplinary (ID)/Multidisciplinary (MD) courses/ offered by a Department/cluster of Departments. For formation of a cluster, two or more Departments shall come together for offering ID/MD courses, depending on their available expertise and infrastructure. The Departmental Staff Council (DSC) shall be competent to decide the nature and scope and number of such courses to be offered by the concerned Department in collaboration with other Departments/.

9.4. Self Study courses (SSC)

Since one of the main objectives of the CBCS is to enable the students to learn on their own. The Self Study course(s) shall be offered to realize this objective. A list of Self Study course(s) shall be designed by different faculty of the Department and after the approval of the DSC, the course(s) shall be made available to the students for self study. Such a course(s) shall have advisory academic support of the faculty, who proposed the course, and the same faculty shall evaluate the student at the end of the semester for a Course Report of 50 marks and a viva voce examination of 50 marks. The number of credits that can be earned in a semester in SSC shall be limited to 4.

• 9.5. Seminar (SEM):

The aim of the seminar is to give students an exposure to recent developments and advance topic of research interests. The seminar preparations can be undertaken only after the prior approval of the CMC of the Department. The CMC will allot Seminar Credits on merit basis out of desiring students. The said preparations will be undertaken under the guidance and supervision of a teacher of the parent department. No teacher will be allowed to guide more than three students at a time in a semester. The guiding teacher will make continuous internal assessment of the seminar. At the end of the 'Semester End Examination' the seminar will be conducted and credits will be awarded by a Board of three examiners consisting of the Head of the Department, guide and one faculty member other than a guide.

9.6. Project Work (PRJ) or Field Study (FST):

The aim of the Project Work or Field Work is to introduce students with the research methodology in the subject and to prepare them for pursuing research in theoretical, experimental or computational areas of the subject. The Project Work or Field Study has to be conducted under the guidance of a teacher of the concerned department or a scientist or any other suitable person with proven research excellence in the concerned field of study. One can conduct the Project Work or Field Work in an outside institution of national or international repute on the prior approval by the CMC of the department concerned.

The CMC will allot the Credits Project Work or Field Study to the desirous depending on their capacity and subject to the availability of the resources on the basis of their merit. The guiding teacher will make continuous

assessment of the Project Work or Field Study of a candidate under his/her supervision. SEE for the said Project Work or Field Study will be held at the unit where the study has been under taken by a Board of three examiners consisting of the concerned Head, Guide/Supervisor and one other senior faculty.

9.7. Education Study Tour (EST):

Subject to the provisions of the syllabus of the concerned Master degree Programme, the concerned Department may arrange educational tour/study tour. It will be compulsory on the part of student to join the same and on completion of tour, he/she will be required to submit its report to the University Department. The time spent for the purpose will be considered for computation of attendances in the respective semester/term. The Department may design & arrange the educational tour considering nature, scope & requirement of the respective subject. The requirement of the tour has to be incorporated in the respective syllabus. The university will determine the university contribution for tour for each student and escorting staff by administrative decision approved by the Finance Committee.

9.8. Research Publications in Journals (RPJ):

One research publication as a coauthor in a journal above impact factor 1.0 will be assigned two credits and that in other ISSN bearing journals will be assigned one credits.

10. A Master Degree study is a regular fulltime programme.

Therefore, no student admitted in the said programme will be allowed to join any other programme of study during this period. This will be obligatory for the student to ensure that he has not sought admission in any other programme during this period.

O.M.D.5.Admission:

1. A candidate, who has passed Bachelor Degree programme in the concerned subject/discipline from this university or any other university established by law and recognized by the Sant Gahira Guru for the purpose of admission in the Master Degree programme of this university shall be eligible to apply for admission in the respective Master Degree programme of this university.

Provided further that a candidate, who has passed Bachelor Degree programme from the Faculty of Arts/Social Science shall be eligible to submit his candidature for any subject of the Master degree programme(s) of the said faculties except the Master degree programme in Mathematics run under the same faculties. A candidate can apply for Master Degree in Mathematics only when he has passed Bachelor degree with subject of Mathematics either from Faculty of Social Sciences/ Science.
2. The University may prescribe further stipulation with respect to minimum qualifications subject to the approval of the Academic Authorities of the university.
3. The University may prescribe different qualifications for different courses.
4. The admissions shall be granted strictly on the basis of the merit list.
5. The Department/ University may with the previous permission of the Vice-Chancellor (including the approval of the scheme entrance test/examination), hold entrance test and /or Oral examination for admission in the respective Master degree programme of the department.
6. In case when the Department conducts Entrance Test and/ or Oral Test, the university will give at least "Fifty per cent" weightage to the marks obtained by the candidate at the concerned qualifying examination.

7. It will be obligatory for the authorities involved in the admission process to strictly observe the reservation policy in admissions formulated time to time by the Union Government or State Government, UGC, Rehabilitation Council and adopted by the University. The data based information in this regard has to be provided to the university within a period of 15 days after the completion of the admissions in the respective degree.

8. Admitting authority shall have to prepare and publish the merit list in the two fold as mentioned below:-
 - (i) Candidates, who have passed the qualifying examination indicating category against each of the name in the last column such as General/S.T./S.C./S.E.B.C./Physically Challenged/Women etc.
 - (ii) Candidates, who have passed the qualifying examination from a foreign university.
9. Admission granted by the University/Department to any student shall be provisional till the enrolment/registration/enlistment is made by the University. When the admission is granted on the bases of provisional eligibility certificate, the conditions & instructions given by the University should be complied within the time limit fixed by the University or latest by the beginning of next semester otherwise, term kept by such students will be forfeited and no fees on any account will be refunded.

O.M.D.6.Medium of Instruction and Examinations :

1. English or Hindi shall be the medium of instruction & examination.
2. No student shall be allowed to change the medium to appear in the examinations once he/she has opted any medium for particular Semester.
3. No student shall be allowed to opt or write papers with two different medium in one examination.

4. Notwithstanding anything in this ordinance the University may declare English as compulsory medium for instructions and/or examinations for any Master Degree Course keeping academic considerations in mind

O.M.D.7.Mandatory Requirement of Attendance to appear in Examination:

1. The Choice Based Credit System (CBCS) Programme of the University is a comprehensive and continuous evaluation programme. Therefore; no students shall be allowed to appear in the examination unless he has at least 75% (seventy five per cent) attendance separately in all the papers/courses.
2. The respective term/ semester of the student shall be liable for rejection in case the attendance is short in any paper/subject due to the reasons, whatsoever.

Provided that the Vice chancellor may on the medical ground condone the requirement of attendance not exceeding 10% (ten percent) short to the required minimum attendance on the recommendation of the Head of the concerned Department that the illness was of such a serious nature (recorded by the doctor treating him/her) that it was beyond his or her control to attend the classes during the said period. The production of false certificate in this regard will be a ground for rejection from the Master degree programme and criminal action.

Provided further that the Vice chancellor may on any other reasonable ground condone 5% (five per cent) attendance lesser than to the required 75% (seventy five per cent) to his satisfaction on the recommendation of the concerned Head of the Department.

3. A student, who represented the university/ institution/ Department/ Centre/ State or Nation in Sports, N.C.C., N.S.S., Cultural or other Activities conducted and / or sponsored officially by such institution(s) or agencies shall be entitle to

relaxation of ten percent in the attendance required for the purpose. Such cases should also be recommended by the concerned Head before he/she proceeds for leave and forwarded his application with appropriate documents to prove his participation. Submission of his case without prior permission will not be considered in any case.

Explanation: The University in no case will grant relaxation in attendance to a student, separate or combined on all the heads mentioned in O.M.D. 7 exceeding 15% (fifteen percent). Therefore, no candidate, who does not have 60% (sixty) or more than 60% (sixty per cent) attendance, will not be allowed to appear in the examination for reasons and grounds whatsoever.

O.M.D.8. Advisory for Students:

1. Each Department shall develop 'Advisory Mechanism' to address complex nature of the issues including advice to elect the course(s) from the category of elective courses.
2. Each Department will appoint Advisors in appropriate number required for the purpose.
3. The Department may Prepare "Student Hand Book" containing the detail of the courses available at the Department. This includes both the 'Core' and 'Elective Course (s)':
4. A student subject to the availability of the elective courses will be required opt course(s) and submit his 'Option in writing' in triplicate on the prescribed 'Performa' for his registration in the concerned semester to the Head of the Department immediately after the commencement of the respective semester; i.e. on or before the last date notified by the concerned department.

5. The last date for registration and permission for election of subject should not exceed more than two weeks after the commencement of the semester.
6. A student may be permitted to withdraw from his registration from two weeks from the date of the registration.
7. A student may be permitted to withdraw from/change the elective subject opted by him after the allocation. However, he/she will not be allowed to withdraw/ change the same on or before the last date fixed for exercising his/her option to opt the same. Provided further that no student will be allowed to withdraw or change the option, who has been allowed for late registration/permission or entry.

O.M.D.9. Semester Schedule:

1. A Semester shall consist of the duration of Fifteen weeks (90 working Days)
2. First Semester of each Academic year will commence from July 15th of every Academic year.
3. Mid-academic year Semester(s) will commence on the stipulated date notified by the university or within in a period of seven days after the completion of the examination of the preceding semester for those students, who fall in this category can seek provisional admission.
Their admission will be regularized within a period of seven days after the date of the declaration of the result of the said semester.

O.M.D.10. Examination Schedule:

1. **Proposed Time of Examinations:** The examinations of the "Even Semester(s)" shall commence in the month of May in case of "Odd Semester(s)" it may commence in the month of December.

2. **Examination Application:** A candidate shall be required to apply on the prescribed 'Examination Application Form' for the 'Semester End Examination' to the Registrar/Dean/ Controller of Examinations through the Head of the concerned Department.
3. 'Examination Application Form' must consist with following particulars and certificates signed by the appropriate authorities:
 - (a) Candidate has attended minimum number of lectures etc. in respect of all the Courses.
 - (b) Statement of 'No due Certificate' with regard to all the dues including the fee due on all the heads.

O.M.D.11. Salient Features of the Choice Based Credit System:

1. PG Departments of the different Faculties of the University shall design the Semester based Choice Based Credit System (CBCS) for Master Degree programme. Students will be provided choice to select courses offered by the respective Department of the same faculty or any other Department of the same or any other Faculty, depending on his/her interest, needs and long term goals as well as the feasibility in terms of the available expertise and infrastructure at the Department level.
2. Each PG Department shall design and offer courses after the due consideration and approval of the **Departmental Staff Council (DSC)** and concerned authorities of the University.
3. **Composition of the DSC:** The DSC shall consist of all the regular faculty of concerned Department and the Head of the Department shall chair it. The DSC shall recommend to the Vice chancellor for approval the constitution of "Credit Monitoring Committee (CMC)", which consists of the Head of the Department and three senior most teachers of the

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department. The Department having the faculty strength of less than three (including HOD) shall co-opt maximum up to two members of the rank of Professor of the same subject from other Universities with the permission of the Vice-Chancellor. The Vice chancellor shall have prerogative to drop, alter or substitute any name suo moto or on the further recommendation of the same. In the absence of the HOD, the DSC/CMC shall be chaired by the next senior faculty member of the concerned Department.

4. Registration of candidates in first and subsequent semesters after the last date will not be permitted. For subsequent semesters, no minimum credit earning criteria will be applicable. Credit registration at least once in all Compulsory Credit Course shall be binding. However, earning all CCC credits for accumulation of the prescribed minimum credits shall not be required.

5. A student shall be evaluated through CCA (Comprehensive Continuous Assessment) and Semester End Examination (SEE). The distribution of marks between the CCA and the Semester end examination shall be in the ratio of 30:70. Each paper/ Course shall consist of 100 marks. However, the Programme governed by the provisions of different Councils in case of inconsistency shall be exempted from this requirement.

6. The candidate will be required to finalize the number of credits at the time of the registration in the semester and no change will be permitted after seven days of the commencement of the semester. The CMC of the concerned Department will forward the credits registration detail of all the students enrolled in the semester. The prior approval of the CMC will be essential and its decision shall be final and binding.

7. Each course shall be assigned a specific number of credits.

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8. The marks obtained by a student in a course shall be converted into Grade Points and Credit Points based on scale-normalized marks. The performance of a student in a Semester shall be expressed as Semester Grade Point Average (SGPA) and the combined performance of a student in all the semesters of the Master degree programme shall be expressed as Cumulative Grade Point Average (CGPA).

9. The Department is under obligation to arrange all Compulsory Core Courses and the special number of Elective Core Courses so that the students enrolled for the course can complete/obtain prescribed minimum number of credits. However, it will not be at all obligatory for the department to make provision for all the Elective Core Courses. Department can add, remove or substitute any course and course both in the Core and/or Elective Course(s).

10. There will be no provision to conduct supplementary, due paper of special examination for any examination. Students with 'F' or 'E' Grade will be provided an option to re-register themselves in the said course subject to their desire as 'Self Study Course' or in a 'Regular Course' subject to the feasibility and availability of the resources in the department. The credit earned will not be considered in any case if the candidate has not re-registered and the same has not been approved by the CMC of the department at the time of the registration in the respective semester.

O.M.D.12. Credits: Weightage and Distribution:

1. The term 'Credit' refers to the weightage given to a course and means the unit by which the academic activity of course work is measured. In these Regulations, One Credit means one hour of Class Room Teaching per week in case of theory papers. For a theory course of 6 credits, 6 'contact hours' per week will be assigned in time-table and thus in a semester 90 contact hours will be assigned to a 5 credit course.

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2. The minimum number of credits to be earned for a degree will be 30 times the number of semesters specified in the syllabus for the degree. For example for a two year four semester course the minimum numbers of credit to be earned will be 120. In case where a candidate earned more than the minimum number credits specified, the best credits upto minimum number of credits will be considered for CGPA. However, the total credits for different courses may be different subject to the nature and design of the course concerned and norms formulated by the regulatory authorities.

3. Distribution of Credits: Ordinarily, all semester shall have uniform distribution of credits.

4. Credit Card: Every department will be under an obligation to maintain academic credit card on the prescribed Form developed and provided by the University Examination Department for students. The Credit card shall be issued to the students before the commencement of the next semester and a student will be under the obligation to attach the copy of the same with the application for registration as student in the next semester. The department will prepare two copies of the Credit Card one each for the student and for the office record of the department.

O.M.D.13.Assessment and Evaluation:

1. The CBCS is student centric not only in the teaching-learning processes but also in their evaluation process. In CBCS, the evaluation process is divided into two parts. The first part consists of Comprehensive Continuous Assessment (CCA) and the second part consists of the Semester End Examination. The division of marks between the two shall be as per the provisions of this ordinance in ratio 30:70. In the CBCS, the evaluation process shall follow the norm that the faculty, who teaches the course, shall conduct the

Comprehensive Continuous Assessment (CCA) and the Semester End Examination (SEE). The concerned faculty shall be accountable for transparency and reliability of the entire evaluation of the student in the concerned Course.

2. The comprehensive continuous assessment and evaluation (based on the performance of the student) process in CBCS is in continuous model is conducted for the purpose to bring periodically in to the notice of the candidate about his/her progress. The assessments divided into four discrete components for reporting the scores to the student as earned by him/her. The CMC shall announce policy for CCA for all the courses in the Department in the beginning of the Semester and the same shall be communicated to the students.

3. The details of the Comprehensive Continuous Assessment and Semester End Examination are summarized in the Table below:

Component	Unit covered in a Course/Paper	Mode of Evaluation	Weightage In Percentage	Marks	Period of Continuous Assessment
CCA-I	First 30%	Assignment/Field Project Study/ Tour	10%	10	First part of the Semester, *Completed by the First(5 th) Week
CCA-II	Succeeding 30%	Seminar Presentation	10%	10	Second part of the semester, *Completed by the Tenth(10 th) Week
CCA-III	Remaining 40%	Written/MCQ Test	10%	10	Third part of the Semester, *Completed by the Fifteenth(15 th) Week
CCA-Sub Total			30%	30	
SEE	100%	Semester End Examination	70%	70	To be completed between 18 th - 20 th week of the Semester.

4. The marks/grades awarded for the continuous assessment shall be notified to the students within a period of ten days from the date of the completion of the assessment. In case a student fails to secure 12 out of 30 in the CCA (all three components taken). He/she shall not be allowed to appear for the Semester End Examination.
5. Students may seek clarifications within period of a week from the date of the notification of the said result. No clarifications will be entertained after the expiry of the said period.
6. The Department will constitute a committee consists of three members and the Head will be the ex officio chairperson of the Committee to supervise the whole Examination Process.
7. The marks awarded by the teacher(s) are shall be kept confidential unless moderated and approved by the CMC/Dept. Examination committee constituted for the purpose. The Committee shall be under consideration to maintain the standards of the evaluation.

O.M.D.14. Semester End Examination:

1. Semester End Examination shall be conducted between 18th - 20th week of the semester.
2. The duration for per course shall be of three hours for theory courses and four hours for practical/laboratory courses, and half hour for seminar, project work or field study presentations.
3. Question papers for Semester End Examination shall be set keeping in mind to examine the candidates' creativity, comprehension, problem solving capacity, application side of the subject, interpretation and awareness capacities. It should not be expected from the students to reproduce the answers by memorizing the answers.

4. Paper Setting:

- 4.1.1. The question paper for the end-semester examinations for each course shall be set by the paper setter appointed for the purpose. It shall be the responsibility of the paper setter to ensure that the syllabus for the course is adequately covered in the question paper.
- 4.1.2. The questions may comprise; objective type, short notes, Descriptive or any other types as per the policy developed and designed by the department and approved by the competent academic authorities of the university and notified in advance. The University may retain the earlier pattern of setting papers which includes the requirement of 10/8 questions and students may be provided with choice to answer respectively 5/4 questions. The maximum marks of SEE shall be 70. All questions shall carry the marks mentioned in the paper.
- 4.1.3. The answer scripts for End-Semester Examinations shall be evaluated preferably, by the respective paper-setters and or the mechanism developed by the university.
- 4.2.1. **Appointment of paper-setter/examiner:** The Boards of Studies in each subject shall draw a panel of paper-setters/examiners ordinarily in the month of August every alternate year and forward the same to the Academic Council which shall approve the panel of Paper-Setter/Examiner. While drawing the panel, the Chairman of the Board of Studies shall take into consideration the confidential aspect of the assignment.
The Vice chancellor if present preside the meeting of the Board but will not cast his vote. In his absence the Chairperson of the Board will preside the meeting.
However, the University may constitute group of teachers to set the paper through workshop method.
Provided further that the university may develop question bank with the help of examiners appointed subject to the provisions of this ordinance.

4.2.2. A person to be appointed as a Paper-Setter must be a full time teacher of the University/Colleges having at least 3 years Post Graduate teaching experience.

4.2.3. However, in exceptional circumstances, the Vice-Chancellor may relax the condition of experience and or alter or remove any paper setter.

4.3.1. Moderation Board and moderation of Question Papers: There shall be a Moderation Board for each subject/programme of study and it shall consist of-

- a) Dean of the School concerned
- b) Head of the concerned Department,
- c) Two senior teachers nominated by the Head of the Department/ Departmental committee recommended by the Dean of school and finally approved by the Vice Chancellor.

4.3.2. The functions of the Board shall be:

- a) To ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately.
- b) To delete question(s) set from outside syllabus and to make necessary substitution, if required.
- c) To remove ambiguity in the language of question, if any.
- d) To moderate the questions properly giving ample opportunity to candidates of both average and exceptional capabilities,

e) To ensure proper distribution and indication of marks for each question or part or parts thereof, time in this regard.
f) To bring to the notice of the Controller of Examinations lapses or omission on the part of the Paper-Setter, if any.

4.4. Evaluation:

- 1. The CBCS is student centric scheme, not only in the teaching-learning processes but also in the evaluation process.
- 2. In CBCS, the evaluation process is divided into two parts. The first part consists of Comprehensive Continuous Assessment (CCA) and the second part consists of the Semester End Examination.
- 3. The division of marks between the two shall be as per the provisions of this Ordinance i.e. the CCA will have a weightage of 30 and SEE of 70 out of 100.
- 4. In the CBCS, the evaluation process shall follow the norm that the faculty, who teaches the course, shall conduct the Comprehensive Continuous Assessment (CCA) and the Semester End Examination (SEE) and the concerned faculty shall be accountable for transparency and reliability of the entire evaluation of the student in the concerned Course.
- 5. In Comprehensive Continuous assessment and Semester End Examination evaluation for each course shall be carried out on the basis of performance of students.
- 6. Continuous Assessment means 'internal assessment tests or' 'sessional tests' and end-on semester means theoretical or practical laboratory examinations along with

Project work/Field study/Educational Tour or preparation of dissertation or Term paper.

7. Each course shall carry credits as may be prescribed by Board of Studies time to time in the syllabus. The weightage assigned to 'Continuous Assessment' and 'Semester End Examination' shall be taken into the consideration for the purpose of determining the grade obtained by the student in a course.
8. Grade point shall be calculated for each course in 10 point scale system on the basis of total marks obtained in CCA and SEE.
9. The Vice Chancellor on the recommendation of Board of Studies and approved by the Academic Council shall appoint Paper Setter-cum Examiner or constitute Board of Examiners for each course of study subject to the provisions of this Ordinance.
10. The Semester End Practical Examinations shall be jointly conducted by an external and an internal examiner.

O.M.D.15. Result Preparation:

1. The final result of the examination shall be prepared on the basis of 'comprehensive continuous assessment' and 'semester end examination' along with credits earned by the respective student.

The results after computation and tabulation shall be placed before the Vice Chancellor for approval after it has been moderated/scrutinized by a Board consisting of the Head of the concerned Department and not less than two faculty members appointed by the Dean.

2. Grade Assignments:

The grades in a course will be assigned on the basis of combined marks obtained in CCA and SEE. The total of maximum marks in CCA and SEE shall be 100 in all courses with a weightage of 30% to CCA. The letter grades and points will be assigned as per table given below.

Total Marks of CAA and SEE	Grade	Grade Definition	Grade Point
90 < X <= 100	O	Outstanding	10
80 < X <= 90	A	Excellent	9
70 < X <= 80	B	Very good	8
60 < X <= 70	C	Good	7
50 < X <= 60	D	Fair	6
39 < X <= 50	E	Average	5
Les than 40	F	Failed	0

3. **Credit Point Assignments:** Credit points earned in a course will be equal to product of Credit assigned to the course in the syllabus and grade point earned by the student on the basis of combined score in CCA and SEE.

4. Grade Card and/Mark sheet:

The University will issue the 'Grade Card' and "Mark Sheet" at the end of each semester to each student registered for the respective course from the examination. The Grade Card shall consist of at least the following particulars:

Basic Details: i. Name of the Student. ii. Father's Name. iii. Roll Number. iv. Enrolment/Registration/Unique Number.
 Performance Details: For each course i. Course Code. ii. Course Title, iii Course type, iv. Credit of course, v. CAA marks, SEE Marks, Total Marks, Grade Point, Credit Point

Summary Performance Details: i. Total credit points earned in the semester, ii. Total credit earned in the semester, iii. SGPA, iv. Credit earned in Previous Semesters and v. CGPA (calculated till the end of current semester)

5. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated on the credited average of the grade points obtained as given below.

$$CGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where

- C_i: Number of credits earned in the ith course of Semester for which SGPA is to be calculated.
- P_i: Grade Point Earned in ith course
- i: 1, 2, ..., n represents the number of courses in which a student is registered in the concerned semester.

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where

- C_i: Number of credits earned in the ith course of Course till date for which CGPA is to be calculated.
- P_i: Grade Point Earned in ith course
- i: 1, 2, ..., n represents the number of courses in which a student is registered in the concerned semester.

6. The Cumulative Grade Point Average (CGPA) of all the courses after completing the programme or all semesters at the final stage of study shall be awarded in the Final Cumulative Grade Card. The Final Grade of the Master degree programme will be assigned on the basis of Final CGPA as per table given below.

CGPA	Letter Grade	Classification
9.00 to 10.00	O	Outstanding
8.00 to 8.99	A	Excellent
7.00 to 7.99	B	Very good
5.50 to 6.99	C	Good
4.50 to 5.49	D	Fair
3.60 to 4.49	E	Average
0 to 3.59	F	Failed

- 7. Equivalent Percentage of marks may be computed as ten times of CGPA. The candidates with CGPA equal to or higher than 5.5 (Letter Grade C) will be considered with good academic record and shall be treated as eligible wherever the minimum percentage of 55% is specified.
- 8. In case of LLM examination and other cases wherever specified specifically the candidates with CGPA less than 4.8 will be declared failed.

O.M.D.16. Promotion Rules:

- a) A candidate is eligible to continue the classes of next semester immediately after the examinations of one semester is over and he/she can appear the next semester examination with any number of back/reappear papers.
- b) A candidate shall have to appear in 1st semester examinations to be eligible for promotion to 2nd semester. If and student could not appear or apply for 1st semester examination then he/she must have to take re-admission in 1st semester afresh.
- c) A candidate may get chance to clear the all courses double the duration of the course of study, i.e. for 2 year course within four years, for 3 year courses within 6 years, for 4 year courses within eight years and for 5 year courses within ten years.

O.M.D.17.: When a candidate at a 'University Semester End Examination' fails to obtain minimum marks for passing in that particular courses he/she will be required to reappear in that

course without keeping term for that semester. The candidate will have to reappear in the semester end examination by paying fresh examination fee along with an application form. Such candidate when obtains minimum or more than minimum marks for passing in the course, his/her actual marks of reappearance will be carried forward for award of class/CGPA.

O.M.D.18. RANKS:

First and Second Ranks will be awarded after completion of the course of study at the end of the final semester examination on the day of publication of final results.

On the basis of Average percentage of results as declared and on this basis of CGPA, Ranks will be awarded to the candidates in subject.

O.M.D.19. General Guidelines:

i) There will be no provision for repeat of betterment i.e. scope for appearing and paper again for obtaining better result.

ii) If a candidate after admission in first semester could not continue the classes or could not obtain eligibility to get admission in first semester examination then he/she is to get re-admission in first semester again as fresh and he/she will not be allowed to continue study in other semester.

iii) Candidates should be registered under Sant Gahira Guru within 3 months of study, if not obtained earlier. The conditions for obtaining Registration must be followed as specified in the Application form. Without Registration number of Sant Gahira Guru no students will be allowed to get admission in first semester examination or 2nd semester course of study.

iv) The dates of commencement and termination of each semester shall be as fixed by the Academic Council.

v) It will be obligatory for the Head of Department to take appropriate measures against Ragging & Gender problems arising in the University Department. In case of occurrence of any such incident, the violator shall be dealt with very seriously and appropriate stringent action be taken by the Head of Department by observing principle of natural justice. The Head of Department may appoint a committee to inquire in to the matter which will also observe the principle of natural justice. The committee will submit its report to the head of Department who will forward the, same with his comment there upon to the University Registrar, for taking further necessary action in the matter.

vi) Candidates must forward their applications for admission to University examination to the registrar on or before the prescribed date with a certificate of attendance duly signed by the Head of the Department along with the examination fees fixed by the University.

vii) Thirty percent internal evaluation shall be within the exclusive purview of the concerned Head of Department which requires purity, transparency accuracy in the evaluation & assessment of students. The benefits of re-assessment scheme will not be made available to the students as regards the internal assessment.

viii) There will be theory and practical examination if prescribed in the syllabus, at the end of the fourth semester. The viva voce examination will be conducted at the end of the fourth semester.

ix) Subject to the provisions of University Act, Statutes, Ordinances, Rules and Regulations, the University will prepare, design and enact syllabus/prospectus for different Master Degree programmes under the different faculties time to time.

O.M.D.20.: EMPOWERING CLAUSE: Subject to the provisions of this ordinance, the University shall run Master Degree programme(s) prepared and approved by the Academic authorities of the University including the Board of Studies and Faculty of the respective subject and approved by the Academic Council and the Executive Council.