

## Ordinance 14 B

### *Ordinance for three/four years Undergraduate Degree (CBCS Annual Mode)*

(As per the Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2021-22
2. The provisions of this Ordinance shall apply to the three-year Bachelor's degree or four-year Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B A ), Bachelor of Science (B Sc ), Bachelor of Commerce (B Com ), Bachelor of Computer Application (B C A ), Bachelor of Business Administration (B B A ), Bachelor of Home Science (B H Sc ) and other similar Undergraduate programmes notified by the University
3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated colleges including autonomous colleges for their regular as well as non-collegiate (private) students. Autonomous Colleges/UTDs may opt for semester system under Ordinance 14A.
4. Admission rules and guidelines for admission to these programmes will be framed by the State Government for admission in colleges and by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme. Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government.
5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.
6. The admission shall be made on merit calculated on the basis of criteria notified by the state government/university, as the case may be, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time.
7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University/State Government.

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8. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/noims in this regard issued by the State Government/UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education
9. Depending upon the academic and physical facilities available the university/college/autonomous college may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies
10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects Categories:
  - i) Major Subject (56 credits)
  - ii) Minor Subject (26 credits)
  - iii) Generic Elective (18 credits)
  - iv) Skill Enhancement Courses/Vocational Courses (12 credits)
  - v) Ability Enhancement Courses/Foundation Courses (24 credits)
  - vi) Field projects/internship/apprenticeship/community engagement and service (24credits)

N B For B B A / B C A /B H Sc and like programmes, a group/subject shall be chosen as Major/Minor/Generic Elective

Qualification and Credit Requirements are given in Table 1. The *entry and exit* options for students, who enter the undergraduate programme, are as follows

#### **1st Year**

**Entry I** The entry requirement for Level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements

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

#### **2nd Year**

*Entry 2.* The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements

*Exit 2:* If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels

#### **3rd Year**

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

*Exit 3:* If the student passes all the courses of Level 5 to 7 i.e. First, Second and Third years and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7

#### **4th Year**

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

*Exit 4:* If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a

total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8

**Table-1: Qualification Type and Credit Requirements**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year of the undergraduate programme (Programme duration: first year of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years of the undergraduate programme (Programme duration: First two years of the undergraduate programme)	80
Level 7	Bachelor's Degree in the faculty of the Major Subject (Programme duration: Three years)	120
Level 8	Bachelor's Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years)	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for a duration of 15 weeks resulting in the award of **one credit**.
- Credits for internship shall be *one credit per week* of internship, subject to a *maximum of 12 credits in a year*.

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years.
  - A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years respectively, there shall be no such bar for non-collegiate (private) students.

## 12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

### 12.1. Core Course:

Such courses which shall compulsorily be studied by the student as a core requirement of the programme

### 12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course

#### 12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)

#### 12.2.2 Dissertation/Project

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

#### 12.2.3 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject with an intention to seek exposure of other field is called a Generic Elective course.

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

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### 12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC) or Foundation Courses
- Skill Enhancement Courses (SEC) or Vocational Courses

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc

- 12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University/Autonomous college/Central Board of Studies (CBS) constituted as per Clause 34A of the M P University Act, 1973. The allowed deviation from the CBS prescribed syllabi for BOS of University/autonomous colleges will be 20% at the maximum

## 13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: ANNUAL SYSTEM

### 13.1. First Year (Level 5):

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

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty, a student passing grade 12 with commerce faculty can take major and minor subjects from commerce arts faculty whereas a student passing grade 12th with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines

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**13.2. Second Year (Level 6):**

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

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

**13.3 Third Year (Level 7):**

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

**13.4. Fourth Year (Level 8):**

**(a) Bachelor with Honours**

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

**(b) Bachelor with Research**

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

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



**13.5 Additional Courses:**

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

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

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

Level	Year	Main Faculty (as per prerequisite)		Any Faculty		Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/appre- nticeship/communityeng agement/command service	Credits in a Year	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III	Generic Elective Course					
Level 5	1	1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	No of courses (Credits)	No of courses (Credits)	6x4+4x4 =40	Undergraduate Certificate in Main Faculty (40)
		1 (6 Credits)	Minor	Generic Elective Course		2 (4 Credits)	1# (4 Credits)			
Level 6	2	1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	No of courses (Credits)	No of courses (Credits)	6x4+4x4 =40	Undergraduate Diploma in Main Faculty (80)
		1 (6 Credits)				2 (4 Credits)	1# (4 Credits)			
Level 7	3	1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	No of courses (Credits)	No of courses (Credits)	6x4+4x4 =40	Bachelor Degree in Main Faculty (120)
		1 (6 Credits)				2 (4 Credits)	1# (4 Credits)			
Level 8	4	2 (6 Credits)	1 Research Methodology (4 Credits)				No of courses (Credits)	1 (6 Credits)	6x4+4x4 =40	Bachelor Degree (Honours) in Main Faculty (160)
		2 (4 Credits)	1 (4 Credits)				1 (6 Credits)	1 (6 Credits) Internship/Apprenticeship Or Research Project		
Total		56 Credits		18 Credits	12 Credits	24 Credits		24 Credits	160 Credits	

#### 14. Choice to Select the MOOC Courses:

- a The College/UTD/autonomous college can allow up to 40% of the total credits being offered in a particular programme in a year through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer
- b The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the College/UTD/autonomous college or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD
- c The College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the College/UTD
- d The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform
- e The College/University will take a decision for allowing the online courses of SWAYAM if
  - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution
  - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required
  - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the College/UTD/autonomous college. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations
- f The requirement of project/dissertation, as notified by the respective College/UTD/autonomous college need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State

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

- 15 Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the year end examination. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges.

**16. Examination & Evaluation:**

- 16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations. The year end theory examinations for Major subject, Minor subject and Generic Elective will be of 3 hours while Vocational (SEC) and Foundaton Course (AECC) will be of 2 hours duration. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.14.
- 16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions. Where the internal assessment is for 30 marks, the continuous evaluation of the student will be conducted at four times (one in each quarter of the academic session) by conducting four tests of 10 marks each. Of these, three must be written tests and the fourth may be written test /Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best three tests out of four will be awarded to the student. Each student shall have to appear in at least three tests and Year End Examination, failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical year-end exam, viva, if any be decided by the University/autonomous college. In case of internal assessment of 50 marks, the college/UTD/University shall distribute and design their assessment so that at least one test is conducted in a quarter of an academic year.
- 16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.



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

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

- 16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table

- 16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated to have supplementary/failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University/Autonomous college. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat year-end examination to decide the grade in the repeat course(s)

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

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

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

If the 4-th year of undergraduate programme is not offered in the present college, admissions in another college within the same university shall be allowed in cases of provisional promotions to the 4-th year of the undergraduate programme.

- 16.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the year. The student has to pay the prescribed fee for repeating the course.
- 16.10 On account of valid reasons, a student may withdraw from a year. In such case that year will be treated as zero year.
- 16.11 In case of zero year, the student will not be promoted to the next year till he/she clears that year. The university may allow such a student to re-register in that year in the coming years. The student has to pay annual fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic year then annual fee will not be charged again.
- 16.12 The provision for revaluation of answer book in annual system will be available as per the existing rules of the University.
- 16.13 The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

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

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

P-Practical T-Training W-Workshop

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

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

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

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

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

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

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

18.2 The Annual Grade Point Average (AGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The AGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

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

**Calculation of AGPA:**

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

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

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

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

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**Calculation of CGPA:**

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

19. On completing all requirements for award of the undergraduate certificate/diploma/degree the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 above but less than 8.0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

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

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point

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

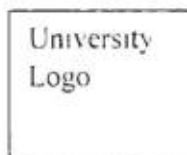
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- 24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time
- 24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time
- 24.3 Except for the cases of provisional promotions, the universities established by M.P University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student
25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the state government whose decision thereon shall be applicable
26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation
27. In matters not covered under this Ordinance, general rules of the University shall be applicable, otherwise the directions of the state government shall be applicable
28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department



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\_\_\_\_\_ Name of the University \_\_\_\_\_

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme:

Batch.	Year: .. ... ..
Enrolment No .	Roll No.:
Name of the Student	Examination*
Father's/Husband's Name	Mother's Name:

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

\* Grade in Repeat Examination.

YEAR	I
TOTAL CREDITS	
OBTAINED CREDITS	
ADDITIONAL CREDITS	
AGPA	
ATTEMPT	
RESULT	

AGPA Annual Grade Point Average

CGPA: Cumulative Grade Point Average Equivalent Percentage=CGPAx10

Date of Result\*

Assistant Registrar/Controllor  
Examination/Head, UTD

SAMPLE COPY FOR SECOND YEAR

ANNEXURE-Y-2

Logo in water mark

University  
Logo

Name of the University \_\_\_\_\_

GRADE SHEET

Name of the Institute:

Address of the Institute:

Name of the Programme:

Batch: _____	Year: . . .
Enrolment No.:	Roll No :
Name of the Student.	Examination.
Father's/Husband's Name.	Mother's Name.

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

\* Grade in Repeat Examination.

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

AGPA: Annual Grade Point Average

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

Date of Result:

Assistant Registrar/Controller  
Examination/Head, UTD

*Handwritten signature*

SAMPLE COPY FOR FOR THIRD YEAR

Logo in water mark

ANNEXURE-Y-3

University  
Logo

Name of the University \_\_\_\_\_

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

Batch 2021-24	Year
Enrolment No	Roll No
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

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

\* Grade in Repeat Examination

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

AGPA Annual Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Assistant Registrar/Controller  
Examinations



SAMPLE COPY FOR FOR FOURTH YEAR

Logo in water mark

University  
Logo

ANNEXURE-Y-4

Name of the University \_\_\_\_\_

GRADE SHEET

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

Batch 2021-24	Year
Enrolment No	Roll No
Name of the Student	Examination
Father's/Husband's Name	Mother's Name

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

\* Grade in Repeat Examination

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

AGPA Annual Grade Point Average

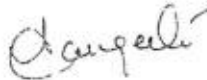
FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

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

Date of Result:

Assistant Registrar/Controller  
Examinations

Vice-chancellors



(Prof. Sangeeta Shukla)



(Prof. R. J. Rao)



(Prof. Kapil Dev Mishra)

(Prof. T. N. Thapak)