# SHRI DAVARA UNIVERSITY

# CHHATTISGARH

# FIRST ORDINANCES

As per section 28(1) of Chhattisgarh Private Universities (Establishment and Operation) Act 2005

In exercise of power of conferred by sub–section (2) of section 28 of Chhattisgarh Private Universities (Establishment and Operation) Act, 2005, the Vice Chancellor makes the following First Ordinances:

1. Short, Title and Commencement and definitions under the context otherwise requires:

    (i)     These Ordinances may be called Shri Davara University, Chhattisgarh, First Ordinances.

    (ii)     They shall come into force from the date of publication in Official Gazette.

2. Short Title, Scope, Commencement and Definition; unless the context otherwise requires,

    (i)     "**ACT**" means Chhattisgarh Private Universities (Establishment and Operation) Act 2005 and subsequent amendments.

    (ii)     "**University**" means Shri Davara University Chhattisgarh (SDU) established under section 28(1) of Chhattisgarh Private Universities (Establishment and Operation) Act 2005.

    (iii)     "**C.G.P.U.R.C.**" means Chhattisgarh Private Universities Regulatory Commission.

    (iv)     The "**Ordinances**" means the First Ordinances of Shri Davara University Chhattisgarh framed under section 28(1) of Chhattisgarh Private Universities (Establishment and Operation) Act 2005.

    (v)     "**Authority**" means competent authority as per the Act including Governing Body, Board of Management, Academic Council and/or Any Other Authority duly constituted by Governing Body.

    (vi)     "**Seal**" means the common seal of the University.

(vii)     "**Admission Policy**" means Admission Policy and Selection Procedure as notified in the Ordinance/ Statute of the University.

(viii)    "**Government**" means the Government of Chhattisgarh.

(ix)      "**Statutes**", "**Ordinances**" and "**Regulations**": means respectively, since the Statutes, Ordinances and Regulations of the Shri Davara University Chhattisgarh made under the Act.

(x)       "**Academic Year**" means a period of twelve months devoted to complete the requirements specified in the scheme and curriculum of the concerned Programme (s) and apportioned into "Semesters" or annual term as applicable stipulated in the Ordinance.

(xi)      "**Programme (s)**" means prescribed area(s) or Programme(s) of the study and/or any other competent(s) leading to the conferment or award of Degree, Diploma, Certificate or any other Academic Distinction or Title of the University.

(xii)     "**Apply**": means submission of the application for admission by an applicant on a prescribed form with all the required documents and processing fees either by hand or by registered post duly receipted.

(xiii)    "**Subject**" means basic unit(s) of Programme of the Institute, teaching, training research etc., by whether names may be called, as prescribed under the scheme of curriculum.

(xiv)     "**Decided by the University/University may decide/Decision of the University**" means as decided by the Vice-Chancellor with the Approval of Chancellor.

(xv)      "**Approved**" by university means approved by the competent authority of the University.

(xvi)     "**Rules**" means the rules made by the University under the Act.

(xvii)    "**Fee**s" means collection made by the University from the student by whether name it may be called, which is not refundable.

(xviii)   "**A.I.C.T.E.**" means All India Council for Technical Education established under All India Council for Technical Education Act, 1987 (Central Act 52 of 1987).

(xix)     "**Admission Committee**" means Admission committee duly constituted by Chancellor/Vice Chancellor of the University for conducting admission process

and as provided in Admission Policy.

(xx)     "**School**" means a division of the University for learning in a particular field.

(xxi)     "**Applicant**" means a candidate seeking admission to the University.

(xxii)     "**Discipline**" means a branch/stream of Science/ Arts and Humanities/ Commerce/ Engineering/ Management/ Law/ Architecture/ others etc., as approved by the University as given in the Admission Policy.

(xxiii)     "**Hostel**" means a place of residence for the student, maintained by the University. This facility is optional and students are also allowed to stay outside.

(xxiv)     "**Prescribed**" means prescribed by rules made under the Act.

(xxv)     "**Regulatory Body**" means a body established by the Central Government for laying down norms and condition for ensuring Academic Standard for Higher Education, such as University Grants Commission (UGC), All India Council for Technical Education (AICTE), Bar Council of India (BCI), Council of Architecture (CoA), National Council for Teacher Education (NCTE), Medical Council of India (MCI), Pharmacy Council of India (PCI), National Assessment and Accreditation Council (NAAC), Indian Council of Agricultural Research (ICAR), Distance Education Council (DEC), Council of Scientific and Industrial Research (CSIR), and includes the Chhattisgarh Government.

(xxvi)     "**Chancellor**" means the Chancellor of the University.

(xxvii)     "**Governing Body**" means Governing Body of the University constituted as per the Act.

(xxviii)     "**Academic Council**" means Academic Council of the University constituted as per the Act.

(xxix)     "**Board of Management**" (BoM) means Board of Management of the University constituted as per the Act.

(xxx)     "**Schedule of Examination**" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations.

(xxxi)     "**Department**" means a unit of a School.

(xxxii)     "**HOD**" means Head of the respective Departments.

(xxxiii)     "**N.R.I.**" means Non-Resident Indian as defined under the Income Tax Act.

(xxxiv)    "**A.I.U.**" means Association of Indian Universities.

(xxxv)     "**N.C.T.E.**" means National Council for Teachers Education.

(xxxvi)    "**I.C.C.R.**" means Indian Council for Cultural Relations.

(xxxvii)   "**B.C.I.**" means Bar Council of India

(xxxviii)  "**Qualifying Examination**" means an examination, the passing of a Qualifying Examination makes students eligible for admission to a particular Programme of study leading to a Bachelor Degree, Master Degree, M. Phil., Doctorate Degree or Diploma or Certificate conferred by the University.

(xxxix)    "**ATKT**" Candidate means a candidate who has failed in securing not more than 35% of the total number of marks in the Semester examination where the calculation of 35.2% shall always be rounded off and is appearing in the examination of the same Semester again which is conducted with the next Semester Examination.

(xl)       "**Equivalent Examination**" means an equivalent Examination conducted by:

           (a)  Any recognized Board of Secondary Education.

           (b)  Any Indian or International University or Organization or Institution recognized by any Statutory Authority or

           (c)  Any Indian University incorporated by any law in force for the time being and recognized by the University as equivalent to its corresponding Examination.

(xli)      "**Gap Period**" means the period between the last date of attendance in the previously recognized educational institution and the date of taking admission to the University.

(xlii)     "**Entrance Test**" means an Entrance Test conducted by the University for a particular Program/Programme.

(xliii)    "**SDUCET**" means the Shri Davara University Common Entrance Test conducted by the Shri Davara University, Chhattisgarh for admission to academic program of the University.

(xliv)     The Ordinance shall come into force with effect from the date of their approval by the State Government and/or their notification in the State Gazette as per the Act, which is earlier.

(xlv)    The Ordinance is subject to the provisions of the Chhattisgarh Private Universities (Establishment and Operation) Act 2005 as amended from time to time.

(xlvi)    The rules shall be applicable for all the programs offered by the Faculties, Schools, Institutes, Centers and Institutions run by the University and any matter relating and incidental thereto.

(xlvii)    The provisions of these rules will be prevailed overall Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as the case may be framed from time to time.

(xlviii)    Unless the context otherwise requires, any abbreviation or shorten from of word shall present and mean exactly that word as defined in the Statutes, Ordinances, Regulations, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as the case may be framed from time to time.

Word and expression used herein and define in these Ordinances shall have the meaning assigned to them in the Act.

**In case of any dispute the English Version of the Ordinances will be considered final.**

# Ordinance No. 1

## ADMISSION OF STUDENTS, TRANSFER OF STUDENTS AND MAINTENANCE OF DISCIPLINE

1. In this ordinance, unless there is anything repugnant in the subject or context:

   (a) "equivalent examination" means an examination which has been cond

       (i) any recognized Board of Senior Secondary Education, or

       (ii) any Indian University other than this university incorporated by any law in force for the time being and recognized by the University as equivalent to its corresponding examination,

   (b) Qualifying examination means an examination the passing of which makes a student eligible for admission to a particular year/ semester in a course of study leading to a bachelor's or post graduate degree or diploma conferrable by this university.

   (c) Admissions to all courses except the one where the admission is governed by an external agency shall be governed by the following principles.

       (i) Admission shall not be a matter of right.

       (ii) Eligibility certificate will be issued by the Dean of the concerned faculty of the university but it shall not entitle for conferment of admission.

       (iii) Admission shall be governed as per instructions issued by the university and the State Government from time to time.

2. A student seeking admission can submit his application on prescribed form for admission as per the schedule notified by the University from time to time.

   Admissions in the Teaching Department will be regulated on merit and according to norms prescribed by the rules of admission, either through common entrance test (CET) or through criteria prescribed time to time. The Board of Management of the University shall frame rules for admission applying general conditions of admission laid down in the admission rules of the University / State Government.

3. The application for admission shall among others be accompanied by

(a) The School or College Leaving Certificate signed by the Head of the Institution last attended by the student,

(b) True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Chhattisgarh, or a University other than this University, he/she shall submit in addition to the school or college leaving certificate an eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University as the case may be together with immigration fee of rupees as prescribed by the Board of Management.

Provided that if it does not become possible for the applicant to obtain a migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose, he may be allowed such time as the University may specify. Provided also that no immigration fee shall be payable by a student migrating from any statutory university in Chhattisgarh or a statutory Board of Secondary Education or Intermediate Education in Chhattisgarh.

4.

(a) No student shall be admitted to an institution for pursuing a course of study for the initial year of the first degree under any faculty unless he has passed the final examination held under the 10+2 C.G. Board examination or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.

(b) No student enrolled in the University shall be admitted to any subsequent higher class/ semester in any institution unless he has passed the semester examination qualifying him to appear for the examination for which he will be preparing. Provided that a student who is eligible to appear at second examination or ATKT examination may be provisionally admitted to a subsequent higher class but he shall revert to the lower class, if he is not declared successful at such examination.

"Provided further that the Vice-Chancellor shall have powers to grant admission in

cases of candidates:

(i) who qualify for admission as a result of revaluation and who seek admission within 15 days from the date of declaration of the result. Their attendance to be counted from the date of such admission.

(ii) Candidates coming on transfer from other Universities because of the transfer from of their parents/guardians beyond the last date for admission is given above on the clear understanding that their attendance shall be counted from the date of commencement of the session.

(c)     No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student of the University.

(d)     Without prejudice to the provision contained in sub-clause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Board of Management wherever by any general or special direction, such permission is necessary.

(e)     An applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.

(i) No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice-Chancellor in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of Studies in case of post-graduate examination.

(ii) No person who is under sentence of rustication or has been disqualified from appearing at the examinations from another University or a teaching institution connected with that University shall be admitted to any course of study in any institution maintained by or affiliated to this University during the period of rustication or disqualification.

5.     A student shall be enrolled as a member of an institution as soon as he is admitted by the Head of the institution and has paid the prescribed fees.

6.    The Head of the Department may permit a student to change his optional subjects for a course or with the approval of the Vice-Chancellor, to change the faculty. No change thereafter shall be permitted.

7.    No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a transfer certificate and no transfer from one such institution to another shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.

8.

    (a)    A student, who during an academic session desire to leave the institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons therefor and further stating the name of the institution; if any, which he wishes to join.

    (b)    On such orders being passed, the student in question shall-

       (i) Make payment of all fees due to the institution up to the month of the application for the transfer certificate; and

       (ii) refund whatever, if any, scholarship or studentship has been paid to him from the funds of the institution, if required by the Head of the Department to do so.

    (c)    When the student has made all the aforesaid payment, the Head of the Department shall issue a transfer certificate.

9.    A student migrating from one Department to another under the jurisdiction of the University shall not be required to pay such installments of tuition fees as he has already paid in the Institution from which he is migrating.

10.    Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.

11.

    (a)    When a student has been guilty of breach of discipline within or outside the precincts of the university or an institution or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying the Vice-Chancellor, the registrar, the Dean of the student welfare may

according to the nature and gravity of the offence:

(i) Suspend such a student from attending classes for not more than a week at a time; or

(ii) Expel such a student from his institution;

(iii) disqualify such a student from appearing at the next ensuing examination; or,

(iv) rusticate such a student.

(b)      Before inflicting any punishment as aforesaid, the Head of the Department shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

(c)      The Head of the Department, concerned shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.

(d)      The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.

(e)      A student who has been rusticated shall not be admitted to another Department within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two year. Other Universities shall be informed of the fact of the rustication.

(f)      The rustication of a student from an institution shall entail the removal of his name from the register of enrolled students.

12.

(a)      There shall be a Proctorial Board whose constitution/powers/duties shall be such as may be prescribed by Regulations.

(b)      There shall be an Academic Flying Squad consisting of the following members, which shall visit the Department, if the education standards are maintained;

(i) Any Dean nominated by VC            Chairman

(ii) Any three Senior Professors nominated by VC      Member

(iii) Nominee of Vice-Chancellor           Member

The Academic Flying Squad will be constituted every three years. It may discharge duties to improve standard of education, which may be assigned by the Board of Management from time to time.

13.    There shall be a code of conduct for students as may be prescribed by Regulations. It shall be compulsory for all students comply with its provisions. In the event of non-observance of the code by a student, it shall be the duty of the Head of Department to take disciplinary action.

# Ordinance No. 2

ENROLMENT OF THE STUDENTS AND THEIR ADMISSION TO COURSE OF STUDY

1.

   (a)     Any person, who shall have passed the Senior Secondary school Certificate Examination of the Board of Secondary Education, Chhattisgarh or an Examination recognized by the University as equivalent to it, may be enrolled as a Student of the University.

   (b)     A candidate who after passing Senior Secondary School Certificate Examination (10+2) of C.G. Board of Secondary Education, Raipur or any other equivalent Examination recognized by a University shall be eligible for appearing at the Undergraduate Semester I Examination.

2.     Application for enrollment as a student of the University shall be made to the Registrar in the prescribed form and it shall be accompanied by an enrolment fee as prescribed by the competent authority of the University. Such application shall be submitted through the Head of the Department where the student has been admitted.

   Provided also that a regular candidate shall submit examination form after getting enrolled. However attendance in the course shall be sent by the Head of Department to the Registrar of the University on or before fifteen days of the commencement of the examination.

3.     No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his/her name is borne on the register of enrolled students. Except in a case in which a student does not hold the minimum qualifications prescribed for admission to the course of study concerned, the fee for enrolment paid by a student shall not be refunded under any circumstances.

4.     No person who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.

5.

   (a)     A student who is enrolled in the University may apply for a change, correction or alteration in own name or surname as per the procedure to the Registrar of the

University with a fee as prescribed by the Board of Management from time to time provided a mistake has occurred in writing the name or change is warranted due to marriage etc.

(b)     The Registrar, if he/she is satisfied with the reasonableness of the request, may pass order for the change or correction of the name of the student.

(c)     Any change, addition or modification, shall be recorded in the University register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.

(d)     Under no circumstances shall any alteration be made in the University certificate, diploma, degree and other document issued in favour of the applicant prior to the order for change or correction in the name.

(e)     In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.

(f)     The application for change or correction in the name shall be made either through the Head of the Department where the student is studying or in case of other by a notarized affidavit.

(g)     The Fee deposited with the application, shall not be refunded to the student unless his application is rejected.

# Ordinance No. 3

## CONDUCT OF EXAMINATION

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar/Controller of Examinations in accordance with such directions as may be issued by the Board of Management in consultation with the Academic Council.

2. The Controller of Examination under the supervision of Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.

   The dates of commencement of examination together with the detailed programme of each examination shall be published at the commencement of the semester. The dates of examination once announced will not be changed without the permission of the Vice-Chancellor.

3. The Vice-Chancellor, on the recommendation of the Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness or fracture in writing hand, provided that such an amanuensis shall be a man/woman possessing qualification of at least one class/examination lower than the examinee concerned.

   Provided also that amanuensis and visually challenged person be given additional time of 20 minutes per hour (subject to maximum of one hour) for writing the examination on production of medical certificate from Chief Medical Officer.

4. The Vice-Chancellor may appoint Flying Squad to inspect the examination Centers consisting of one or more persons. The Flying squad so appointed shall have the powers to visit and inspect any examination Center at any time and have the powers to take personal search of the examinees if so required. The Flying Squad will report the cases of unfair means if noticed during their visit to the Center Superintendent of Examination for necessary action. The Flying Squad shall submit its report immediately to the Controller of Examinations, who shall take such action or steps as may be considered necessary. During the course of inspection of the examination Center the members of the Flying

Squad shall act as invigilators.

5.  The Board of Management may cancel an examination at all centers if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.

6.  The Board of Management may issue such general instructions, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.

7.  Subject to the provisions of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedure about the conduct of examination.

8.

   (a)  The Result Committee for each of the faculties will be constituted by the Academic Council.

   (b)  The functions of the Result Committee shall be as follows: -

   (i)  To scrutinize and pass the results of the examination conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in any case where the result is unbalanced.

   (ii)  To scrutinize complains against Question papers, evaluation of answer books and to take necessary action,

   (iii)  To decide cases of candidates who answered wrong paper,

   (iv)  To decide cases of candidates whose answer-books were lost in transit;

   (v)  To decide cases of mistakes made by the paper setters, moderators, examiners, Invigilators, Superintendent of examination center, tabulators, Collators, Coordinators and any other persons concerned with examinations whose cases are referred to the committee.

   (vi)  To exercise such other powers as the Academic Council may delegate to it from time to time provided that the Result Committee shall have the powers to scrutinize and revise the results before declaration and in special cases after declarations of results.

   (vii)  If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matters shall be referred to the Board of Management through the Vice-Chancellor with the recommendation of the Result Committee.

9.     The Vice-Chancellor shall appoint two tabulators or two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination, if necessary.

10.    If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of the Examination direct.

11.    Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of the Examination who shall place the matter before the Board of Management.

12.    Except as otherwise decided by the Board of Management, the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.

13.    The Board of Management may, by a resolution, authorize the Controller of Examination to publish the results of the examinations as passed by the Result Committee on the notice board of the office of the University and/or on the website of the University.

14.    No examinee shall leave the examination hall within half an hour of the start of the commencement of examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour from the commencement of examination.

15.    Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.

16.    A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer-book supplied. Only the second answer-book shall be sent for valuation. The first answer-book shall be cancelled and sent to the controller of the examination by the Center Superintendent.

17.    The Center Superintendent of an examination center shall take action against an examinee who is found using or attempting to use unfair means in the examination hall

or within the premises of the examination center during the hours of examination, in the following manner: -

(a)     The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.

(b)     The statement of the examinee and the invigilator shall be recorded.

(c)     The examinee shall be issued a fresh answer-book marked 'Duplicate-Using Unfair Means' to attempt answers within the remaining time prescribed for the examination.

(d)     All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialed shall be forwarded to the controller of Examination by name, in a separate confidential sealed packet marked "Unfair Means" along with the observations of the Superintendent

(e)     The material so collected from the examinee together with both the answer-books, viz., the answer-book collected while using unfair means and the other supplied afterward, will be sent to an expert in the subject appointed by the Vice-Chancellor by the controller of Examinations for assessing both the answer-books separately and to report if the examinee has actually used unfair means in view of the material collected.

(f)     While evaluation, if the Examiner finds similarity in the answers in many answer-books or he finds cash, cheque etc. in the answer book, this would be considered a case of unfair means.

(g)     The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Board of Management on the recommendations of the Vice-Chancellor every year.

"The Committee shall consist of:

(i)   One teacher member of the Board of Management, one of the Deans of Faculties, one teacher who is a member of the Academic Council, and one Senior Principal of Government Colleges nominated by the Vice-Chancellor;

(ii)  Controller of Examinations or his nominee not below the rank of Deputy

Registrar – (Secretary)

The Vice-Chancellor shall appoint one of the members included under (a) to be the Chairman of the Committee

(h)     The Committee shall after examining the cases, decide the action to be taken in each case and report to the Board of Management all cases of the use of unfair means together with the decision of the committee in each case.

(i)     Once the decision of the UFM committee is approved by the Board of Management it will not change in any case.

18.   Where an Examinee want to see his/her answer book (Review), shall apply within 15 days from the declaration of the result and the university shall decide the case as per the guidelines issued from Board of Management time to time.

19.   The rate of remuneration for the different personnel involved in the conduct of examination, evaluation etc. shall be decided by the Board of Management.

20.   Examination fees to be charged for various Programmes at the University will be decided by the Academic Council and approved by the Board of Management from time to time.

21.   The Controller of Examination/ Registrar of the University shall notify the fees payable by the students for various Programmes of examinations after the same is approved by the Vice-Chancellor/ Registrar. A student who has not paid the prescribed fees before the commencement of the examination shall not be eligible to appear in the examination. The Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

(a)     The Candidate, who fails to present himself/ herself for Examination, shall not be entitled to any refund offers or to have it kept in deposit for a subsequent Examination. However, if a woman candidate is unable to appear at the Examination for maternity reasons her fees may be held over for the next Examination, provided that the application for crediting the Fees for the next Examination must be made to the Controller of Examination/ Registrar of the University for the Examinations within three months of the completion of the Examination concerned and shall be supported by a Medical Certificate.

(b)     Provided, however, that a candidate shall not be entitled to the adjustment of

examination fees if he/ she changes the faculty or his subject in case of Undergraduate and Postgraduate examinations.

(c)　The fees paid by a regular candidate who is debarred from appearing at an examination due to a shortage in attendance at lectures/ practical's, will not be refunded under any circumstances.

There shall be no refund of revaluation fees irrespective of change in the marks of a candidate.

(i)　A candidate who due to sickness or other causes is unable to present himself/ herself at an examination shall not receive a refund of fees, provided that the Vice Chancellor/ Registrar on the recommendation of the Controller of Examination /Registrar of the University, made after feeling satisfied by considering the facts and making required investigation through documents submitted to him, about the genuineness or merit of it, order of it, order for adjustment of the following portion of the fees towards the immediately next Examination.

(ii)　The Examination fees of a candidate who dies before appearing at the Examination may be refunded in full to his/ her guardian.

(iii)　The entire fees paid by a candidate whose application for appearing at an Examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

22.　Until and otherwise mentioned, all examination of the University shall be held under of Choice Based Credit System.

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

(b)　The concerned Department shall workout the required minimum number of Credits for the award of the degree on an average of valid 20 credits per semester for all the programmes, except B.E./ B.Pharm. / Honours programmes where required minimum number of credits will be worked out on an average of valid 24-26 credits per semester. The distribution of the credits among theory,

practical, field work, project work, etc. in a semester will also be worked out by the concerned Department.

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

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

(d)   The Department shall offer the courses of 20-30 credits for full-time programmes and 12-18 credits for part-time programmes in a semester.

(e)   The Department shall offer elective-generic courses in each programme to its own students and the students of other programmes under choice on first come first served basis. The number of seats in the course shall depend on available facilities in the Department.

(f)   The students shall have the choice to opt a course in each semester under elective-generic category available

(g)   The Department will offer the courses of 20-30 credits for full-time programmes and 12-18 credits for part-time programmes in a semester.

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

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

(j)   The students can also opt a course under elective-Discipline Centric category

from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) platform.

(k) The University will take a decision for allowing the online courses of SWAYam if:

  (i) Suitable teaching staff is not available in the Department for running the course.

  (ii) The facilities for offering the elective courses sought for by the students are not available in the institution but available on the SWAYAM platform.

  (iii) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.

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

(m) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the institution. The parent institution must designate a course coordinator/ facilitator to guide the students throughout the course and to facilitate/ conduct the lab./practical sessions/ examinations.

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

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

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

23. Requirement of attendance will be as per University Ordinance governing the examinations or the guidelines of the statutory body. In general attendance of atleast seventy-five percent of lectures and practicals separately will be required in each course to sit in the semester end examination.

   For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

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

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

26.

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

   (b) During the semester, a teacher offering the courses will do the continuous evaluation of the student at three points of time by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test / Quiz / Seminar/ Assignment for theoretical courses. Marks obtained in two best tests out of three will be awarded to the student. In each course, there shall be End Semester Exam. of 60 marks. Each student has to appear in at least two tests and End Semester Examination; otherwise, the student will be awarded Ab Grade in that course.

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

Chairman, BOS for the conduct of examination.

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

(e)　　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 |

(f)　　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.

(g)　　If a student obtains F or Ab Grade in any course, he /she will be treated to have failed in the course. He / she has to reappear in the examinations of the course as and when conducted or arranged by the Department. Marks obtained earlier in continuous assessment may be carried forward and added to the marks

obtained in repeat end-semester examination to decide the grade in the repeat course.

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

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

(j) Evaluation and Certification of MOOCs:

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

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

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

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

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

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

The parent Institution shall, incorporate the marks/grade obtained by the student, as communicated by the Host Institution through the PI of the SWAYAM course in the marks sheet of the student that counts for final award of the degree/diploma by the University with the proviso that the programs in which Lab/Practical Component is

involved, the parent institution will evaluate the students for the practical/Lab component and accordingly incorporate these marks/grade in the overall marks/grade.

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

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

27.

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

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

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

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

(c) CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

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

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

28. On completing all requirements for award of the degree, the CGPA will be calculated and this value will be indicated on the degree along with Division. The Final degree should also indicate the Division obtained as per follows:

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

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

29. The students will be promoted to the next semester if he/ she secures at least 12 valid credits in a semester. In case the student secures less than 12 valid credits in any semester, then the student will be declared fail in that semester and he/ she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

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

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

(a) The student should not carry more than 5 courses (combining theory and practical) in Ist year, IInd year or IIIrd year to be promoted to the next year.

(b) The student cannot be promoted to IIIrd year, if he/ she carries any course of Ist year with F or Ab grade.

(c)     The student cannot be promoted to Iv year, if he/ she carries any course of IInd year with F or Ab grade.

30.

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

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

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

(d)     The practical course can be repeated as and when it is offered.

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

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

(a)     The prescribed fee is paid

(b)     The candidate applies within 7 days of the declaration of the grade in that course.

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

34.

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

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

35.

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

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

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

    (d)    An honorarium shall be paid to each examiner of the Board of Comprehensive Viva-Voce, as may be decided by the Board of Management from time to time.

36.

    (a)    The Grade sheet in each pre-final semester will be prepared in two copies and signed by the Programme Coordinator and Head. Out of the two, one will be issued to the student and the other will be kept in the Department office as record.

    (b)    The Grade sheet in final semester will be prepared in Triplicate by the

Department. These will be signed by the Programme Coordinator, Head of Department and the Controller of Examinations of the University. One copy will be kept by the Exam. Section of the University, the second one will be issued to the student and the third one will be kept for record in the Department.

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

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

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

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

Equivalent Percentage = CGPA x10

The percentage will be rounded off up to second decimal point.

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

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

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

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

# Ordinance No. 4

### NEW EDUCATION POLICY (2020): UG & PG DEGREE PROGRAM

Ordinance applicable for all the Certificate, Diploma, Under Graduate and Post Graduate Programs except for those governed/regulated/approved by BCI, PCI, NCET, AICTE, MCI and ICAR.

(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 2024-25.

2.  The provisions of this Ordinance shall apply to the three-year/six-semester Bachelor's Degree or four-year/eight-semester Bachelor's degree (Honours/ Research) undergraduate programines, One year/two year Master's Degree Program approved under the faculties of Journalism/ Mass Communication/ Media, Arts/ Humanities/ Social Science, Business Administration/ Commerce/ Management/ Finance, Library and Information Science, Hotel Management/ Hospitality/ Tourism/ Travel, Vocational Education, and Sciences as notified through Gazette of the Government of Chhattisgarh (S.No. 568 dated 18th October 2023) and referred to in the statute No. 17 of the University.

3.  Rules and guidelines for admission to these programs will be framed by the University according to the guidelines issued by the State Government from time to time.

4.  Students who have completed Grade 12 School Leaving Certificate from Board of Secondary Education, Chhattisgarh, Raipur, or an equivalent examination from any other board recognized by the State Government/University will be eligible for admission to these programs.

5.  The admission shall be made on the basis of merit calculated based on the respective qualifying examination.

6.  Student enrolment in a program shall be restricted to the seats allotted by the University. To start any under graduate program the student intake will be 60 and for the post graduate program it will be 40. The basic unit will be multiples of the unit can also be set up by the Board of Management (BOM) with information to CGPURC.

7.  The in-take capacity shall be determined at least three months in advance by the university/institution through its academic bodies in accordance with the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission brochure for the information of all concerned and uploaded on the institutional website.

8.  Admission Paths for Undergraduate Programme (First Degree)

    (a)  Students who have successfully completed Grade 12 School Leaving Certificate shall be eligible for admission to a first-degree programme.

    (b)  The admission shall be made on merit on the basis of criteria notified by the university, 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 concerned from time to time.

    Student enrolment shall be in accordance with the academic and physical facilities available keeping in mind the norms regarding the student-teacher ratio, the teaching-non-teaching staff ratio, laboratory, library, teaching-learning tools.

    (c)  Depending upon the academic and physical facilities available, the HEIs may earmark seats for lateral entrants to the second year/third year/fourth year of a first-degree programme, if the student has either (a) successfully completed the first year/second year/third year of the same programme in any institution, or (b) already successfully completed a first-degree programme and is desirous of and academically capable of pursuing another first-degree programme in an allied subject

9.  Operational Details-

    To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, degree are organized in a series of levels in an ascending order from level 5 to level 10. Level 5 represents certificate and level 10 represents research degree (Table 1). The four-year undergraduate programme may comprise courses as below:

    (a)  Disciplinary/interdisciplinary major (40-56 credits)

    (b)  Disciplinary/interdisciplinary minor (20-28 credits)

(c)    Vocational studies (12-18 credits)

(d)    Field projects/internship/apprenticeship/community engagement and service (24-32 credits).

Qualification Type and Credit Requirements will be according to Table. 1. The entry and exit options for students, who enter the undergraduate programme, are as follows:

**1st Year**

**Entry 1:** The entry requirement for first semester in Level 5 is successful completion of Class 12 from CG Board of Secondary Education, Raipur, or an equivalent examination from any other board recognized 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 fulfill the admission requirements.

**Exit 1:** A certificate will be awarded when a student exits at the end of year 1 (Level 5). The first year of the undergraduate programme builds on the secondary education and requires 36-40 credits during the first year of the undergraduate programme for qualifying for an undergraduate certificate.

**2nd Year**

**Entry 2.** The entry requirement for Level 6 is a certificate obtained after completing the first year (two semesters) of the undergraduate programme. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

**Exit 2:** At the end of the 2nd year, if a student exits, a diploma shall be awarded (Level 6). A diploma requires 72-80 credits from levels 5 to 6, with 36-40 credits at level 6.

**3rd Year**

**Entry 3.** The entry requirement for Level 7 is a diploma obtained after completing two years (four semesters) of the undergraduate programme. A programme of study leading to the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's

ability to undertake and complete a Bachelor's degree programme.

**Exit 3:** On successful completion of three years, the relevant degree shall be awarded (Level 7). A Bachelor's degree requires 108-120 credits from levels 5 to 7, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 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 normally 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 degree with Research.

**Exit 4:** On the successful completion of the fourth year, a student shall be awarded a degree (Honours/ Research). A Bachelor's degree (Honours/ Research) requires a total of 144-160 credits from levels 5 to 8, with 36-40 credits at level 5, 36-40 credits at level 6, and 36-40 credits at level 7, and 36-40 credits at level 8.

10.    Master's Programme

Admission paths for the postgraduate programme:

Students shall be admitted to a two-year programme with the second year devoted entirely to research for those who have completed the three-year Bachelor's programme

(a)    Students completing a four-year Bachelor's programme with Honours/ Research, may be admitted to a one-year Master's programme

(b)    There may be an integrated five-year Bachelor's/Master's programme.

**Entry 5:** The entry requirement for Level 9 is

(a)    A Bachelor's Degree (Honours/ Research) for the one-year/two-semester Master's degree programme.

(b)    A Bachelor's Degree for the two-year/four-semester Master's degree programme.

(c)    A Bachelor's Degree for the one-year/two-semester Post-Graduate Diploma programme.

A programme of study leading to the Master's degree and Post-Graduate Diploma is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake postgraduate study in a specialist field of enquiry.

**Exit 5:** For postgraduate programmes, there shall only be one exit point for those who join the two-year Master's programme, that is, at the end of the first year of the Master's programme. Students who exit after the first year shall be awarded the Post-Graduate Diploma.

11.　　Credit Requirements

(a)　　A one-year/two-semester Master's degree programme builds on a Bachelor's degree with Honours/Research and requires 36-40 credits for individuals who have completed a Bachelor's degree with Honours/ Research.

(b)　　The two-year/four-semester Master's degree programme builds on a Bachelor's degree and requires a total of 72-80 credits from both years of the programme, with 36-40 credits in the first year and 36-40 credits in the second year of the programme at level 9.

(c)　　A one-year/two-semester Post-Graduate Diploma programme builds on a Bachelor's degree and requires 36-40 credits for individuals who have completed a Bachelor's degree. A student will be allowed to enter/re-enter only at the odd semester and can only exit after the even semester. Re-entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test records.

The validity of credits earned will be to a maximum period of seven years or as specified by the ABC. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) scheme in Higher Education) Regulations, 2021.

**N.B.** For all Bachelors and Master's Degree programmes, a group/subject shall be chosen as Major/Minor/Generic Elective, Qualification and Credit Requirements are given in Table 1.

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

| Levels | Qualification title | Credit Requirements |
|---|---|---|
| Level 5 | Undergraduate Certificate (in the field of learning/discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme) | 36-40 |
| Level 6 | Undergraduate Diploma (in the field of learning/discipline) for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme) | 72-80 |
| Level 7 | Bachelor' Degree (Programme duration: Three years or six semesters). | 108-120 |
| Level 8 | Bachelor' Degree (Honours/ Research) (Programme duration: Four years or eight semesters). | 144-160 |
| Level 8 | Post-Graduate Diploma for those who exit after the successful completion of the first year or two semesters of the two-year Master's degree programme). (Programme duration: One year or two semesters) | 36-40 |
| Level 9 | Master's Degree (Programme duration: Two years or four semesters after obtaining a Bachelor's degree). | 72-80 |
| Level 9 | Master's Degree (Programme duration: One year or two semesters after obtaining a four-year Bachelor's Degree (Honours/ Research). | 36-40 |
| Level 10 | Doctoral Degree | Minimum prescribed credits for course work and a thesis with published work. |

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

(a)     One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.

(b)     Credits for internship shall be one credit per week of training. subject in a maximum of six credits in a semester.

12.    The minimum duration of the undergraduate degree programme shall be of three academic years/six semesters, whereas that of undergraduate degree leading to Honors/Research shall be of four academic years/eight semesters

(a)     A student who leaves the Programme anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(b)     The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) programme for regular students shall be 6 and 8 years, respectively.

13.    TYPES OF PROGRAMMES

Each of the subject/categories (1) to (5) as specified in clause 10 shall comprise of Programmes. Programmes are the basic units of education and/or training. Types of Programmes. shall be as follows:

(a)     Core Programme: Such Programmes which shall compulsorily be studied by the student as a core requirement of the programme.

(b)     Elective Programme: Generally, a Programme which the student can choose from a pool of Programmes, 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 Programme.

(c)     Discipline Specific Elective (DSE) Programme: Elective Programmes offered from the main discipline/subject of study are referred to as Discipline Specific Elective the University may also offer discipline related Elective Programmes of

interdisciplinary nature (to be offered by man discipline/subject of study)

(d)     Dissertation/ Project An elective Programme designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a Programme independently with advisory support by a teacher/faculty member is called dissertation/project It considered a special Programme involving the application of knowledge in solving/ analysing/ exploring a real-life situation/difficult problem for a 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.

(e)     Generic Elective (GE) Programme

An elective Programme chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective Programme

(f)     Ability Enhancement Programmes (AEC):

The Ability Enhancement Programmes (AEC) are of two types

(i)  Ability Enhancement Compulsory Programmes (AECC)

(ii) Skill Enhancement Programmes (SRC) or Vocational Programmes

(iii) "AECC" Programmes are the Programmes based upon the content that leads to Knowledge enhancement, such as,

(iv) Environmental Education

(v) English/Hindi Communication is mandatory for all disciplines. SEC Programme is value-based/skill-based and may also be designed to skills of the Major Subject They are aimed to provide hands-on raising competencies, skills, etc.

(g)     The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%

14.    STRUCTURE FOR UNDERGRADUATE PROGRAMME:  SEMESTER SYSTEM

**(a) First Semester:**

A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Programme of the major subject, 6 credits in Core Programme of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Programme (AEC)

**(b) Second Semester (Level 5):**

A student shall be declared to have successfully completed the second semester of the he/she acquires 6 credits in Core Programme of the major subject, 6 credits in Core Programme of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Programme (AEC)

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 student passing Grade 12 with arts faculty can choose major and minor subjects from arts faculty only Majer and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subjects can be chosen from any faculty However, allotment of choices will be subject in the provisions of admission guidelines.

**(c) Third Semester:**

A student shall be declared to have successfully completed the third semester of he/she acquires 6 credits in Core Programmes of the major subject, 6 credits in Care Programme of the minor subject, & credits in Generic Elective and 4 credits in Skill Enhancement Programme SEC)/ Vocational Programme.

**(d) Fourth Semester (Level 6):**

A student shall be declared to have successfully completed the fourth semester, of he/she acquires 6 credits in Core Programmes of the major subject, 6 credits in Care Programme of the minor subject, & credits in Generic Elective and 4 credits in Skill Enhancement

Programme (SEC) Vocational Programme.

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

**(e) Fifth Semester:**

A student shall be declared to have successfully completed the fifth semester, if he/she requires & credits in Core Programmes of the major subject, 4 credits in Skill Enhancement Programme (SEC)/ Vocational Programme, 4 credits in Discipline Specific Elective (DSE) of the major subject and 6 credits in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and/or minor subjects

**(f) Sixth Semester (Level 7):**

A student shall be declared to have successfully completed the sixth semester, if he/she requires 6 credits in Core Programmes of the major subject, 8 credits in Discipline Specific Elective (DSE) of the major subject and 6 credits in Field Projects internship/ apprenticeship/ community engagement and services, preferably related to major and/or minor subjects

**(g) Seventh Semester:**

**<u>Bachelor with Honours/ Research</u>**

A student shall be declared to have successfully completed the seventh semester with honours, if he/she acquires 6 credits in core Programmes of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subject, and 6 credits in field project internship/apprenticeship related to the major subject A student shall be declared to have successfully completed the seventh semester with research, if he/she acquires 6 credits in core Programmes of the Major subject, 4 credits in Research Methodology, 4 credits in discipline specific elective (DSE) of the major subjects, and 6 credits in research project.

**(h) Eighth Semester (Level 8):**

**Bachelor with Honours/Research**

A student shall be declared to have successfully completed the eighth semester with honours, if he/she requires 6 credits in core Programmes of the Major subject, 4 credits in dissertation, and 10 credits in field project/internship/apprenticeship related to the major subject.

A student shall be declared to have successfully completed the eighth semester and research, if he/she requires 6 credits in core Programmes of the Major subject, 4 credits in Minor, and 10 credits in research project.

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

**(i) Additional Programmes**

In the categories of minor subject, generic elective and skill enhancement Programmes/ Vocational Programmes, a student may earn up to 6 credits per year of the 3-year undergraduate degree programme after paying due fees for registration and examination.

**(j)** A student may change the generic elective subject in each yeni of the dear under graduate degree programme dissertation, and 10 credits in field project/internship/apprenticeship related to the main subject.

**(k) Table -2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University**

| | | Main Faculty (as per …………………..) | | Any Faculty | Skill Enhancement Programme (SEC) | Ability Enhancement Programme (AEC) | Field projects/ internship/ apprenticeship/ community engagement and service | Credits | Qualification (Credit requirement |
|---|---|---|---|---|---|---|---|---|---|
| | | Subject I | Subject II | Subject III | | | | | |
| Level | Semester | Major | | Minor | Generic Elective Programme | Vocational Programme | | Inter/Intra Faculty | | |
| | | Core | DSE | | | | | | | |
| Level 15 | 1 | 1 (6 | | 1 (6 | 1 | | 1 | | 6+6+4+4=20 | (40) Undergraduat |

| Level | Sem | | | | | | | | Total | Degree |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Credits) | | Credits) | (4 Credits) | | | (4 Credits) | | | e Certificate in Main Faculty |
| | 2 | 1 (6 Credits) | | 1 (6 Credits) | 1 (4 Credits) | | 1 (4 Credits) | | 6+6+4+4=20 | Certificate in Main Faculty |
| Leve l 6 | 3 | 1 (6 Credits) | | 1 (6 Credits) | 1 (4 Credits) | 1 (4 Credits) | | | 6+6+4+4=20 | (80) Undergraduate Certificate in Main Faculty |
| | 4 | 1 (6 Credits) | | 1 (6 Credits) | 1 (4 Credits) | 1 (4 Credits) | | | 6+6+4+4=20 | |
| Leve l 7 | 5 | 1 (6 Credits) | 1 (4 Credit) | | | 1 (4 Credits) | | 1 Field projects/ internship/ apprenticeship (6 Credits) | 6+6+4+4=20 | (120) Bachelor Degree in Main Faculty |
| | 6 | 1 (6 Credits) | 1 (4 Credits ) + (4 Credit) | | | | | 1 Field projects/ internship/ apprenticeship (6 Credits) | 6+6+4+4=20 | |
| Leve l 8 | 7 | 1 (6 Credits) | 1 (4 Credit) | 1 Research Methology (4 Credits) | | | | 1 Field projects/ internship/ apprenticeship or Research Project (6 Credits) | 6+6+4+4=20 | (160) Bachelor Degree (Honors) in Main Faculty |
| | 8 | 1 (6 Credits) | | 1 (4 Credits) | | | | 1 Field projects/ internship/ apprenticeship or Research Project (10 Credits) | 6+6+4+4=20 | Bachelor Degree (Research) in Main Faculty |
| **Total** | | **48 Credits** | **16 Credits** | **32 Credits** | **16 Credits** | **12 Credits** | **08 Credits** | **28 Credits** | **160 Credits** | |

15.    Choice to Select the MOOC Programmes:

(a)    The University can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning Programmes. provided under SWAYAM platform or any other MOOC platform recognized by the central Government or the state government for credit transfer.

(b)    The students will have the choice to elective-generic/ Skill Enhancement Programmes from the Programmes available within The University in other the state universities but from same level of the programmes an alternate choice will also be available in the students to opt for Programmes from Massive Open Online Programmes (MOOCs) available at SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) platform with the permission of The University.

(c)    The University shall offer electing-generic Programmes in the programme on mend basis across the disciplines. The number of seats in the Programme will depend on available facilities in the University.

(d)    The students can also opt for a Programme under DSE of Major subject from Massive Open Online Programmes (MOOCs) available at SWAYAM platform.

(e)    The University will decide to allow the online Programmes of SWAYAM if -

(i)    The Programmes offered on SWAYAM would supplement the teaching-learning process in the institution.

(ii)    Every student opting for a Programme available on SWAYAM platform would be required to register for the Programme at SWAYAM The student will pay the stipulated fee to SWAYAM for registering the Programme, if required.

(iii)    While allowing the online learning Programmes offered by SWAYAM, I shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the Programmes shall be made available five in adequate measure by the University The parent instruction must designate a Programme coordinator/facilitator to guide the students throughout the Programme and facilitate/conduct the lab/practical sessions/examinations.

(iv)    The requirement of project/ dissertation, as notified by the respective University needs to be undertaken by the candidate for the specified credits The project may

be undertaken in any of the National and State Laboratories/instructors Companies /Industries with the approval of The University.

16. Requirement of attendance will be as per University Ordinance governing the examinations in general, attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each Programme to sit in the semester end examination.

For special lessons such as prolonged illness deficiency in the percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each Programme may be conduct by the Vice Chanceller.

17. Examination & Evaluation:

(a) Generally, each Programme will correspond to an examination paper comprising of external and internal evaluations The semester end theory examinations for Major, Manor, Genetic and DSE will be 3 hours while Vocational (SSC) and Ability Enhancement Programme (AEC) will be 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 15.

(b) The question paper of the external examination should preferably contain long answer, short answer and objective type questions The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each of these, two must be written tests and the third may be written test Quiz/Seminar/Assignment for theoretical Programmes. Macks obtained in best two tests out of three will be awarded to the student Each student shall have to appear in at least two tests and End Semester Examination, fading which, the student will be awarded Ab Grade in that Programme In case of Laboratory/Field/Project work based Programmes, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any well be decided by the University in case of internal assessment, the University shall distribute and design their assessment so that at least two tests are conducted in a semester

(c) University may design their mode of internal assessment with due approval from

the respective academic council in view of the "Evaluation Reforms m Higher Educational Institutions, 2019" published by the UGC.

(d)     Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the Programme as explained in 16.5

(e)     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 |

(f)     In case statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner If the marks obtained by the student in a Programme are less than the minimum percentage of marks, then F grace will be awarded Otherwise, the grades will be awarded as per above-mentioned table.

(g)      If a student obtains F or Ab grade in any Programme(s), he/she will be treated as laying failed in the Programme(s) he/she has to reappear in the examinations of that Programme as his/her conducted by the University Marks obtained and earn continuous assessment may be earned forward and added to the marks obtained in semester-end examination to decide the grade in the repeat Programme(s)

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

(i)     If a student passes in all the Programmes offered in any semester, then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some Programmes offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed to Keep Term) in those Programmes in which he/she fails.

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

(j)     Repetition of a theory/practical Programme is allowed only to those candidates who get F or Ab grade in the Programme or has failed in the semester. The student has to pay the prescribed fee for repeating the Programme.

(k)     On account of valid reasons, a student may withdraw from a semester in such a case, that semester will be treated as zero semester

(l)     In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester The University may allow such a student to re-register in that semester in the coming semesters The student has to pay semester fee again in such case and may not be eligible for scholarships If the student withdraws within one month from starting the academic semester, the semester fee will be not charged again

(m)     The provision for review of answer book in semester system will be available as per the existing rules of the University

(n)     The theoretical and practical Programmes can be repeated whenever offered or

conducted by the University but within the maximum duration of the programme he/she can avail multiple repeat attempts to pass the Programme

(o)     Applicable to University in the same universities. The University, where students from other University are registered for choice based elective Programme(s), will send the Grade to the concerned University where the student is enrolled. The result will be declared by the University where the student has taken admission.

## Table 3: Structure of Credit Programme (Semester System)

| | Programme (Credit) | Programme Type | Credits Allocated | | | Distribution of Theory Marks | | Distribution of Practical Marks | | Tutorial Marks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Theory | Practical | Tutorial | Internal (Theory) | External (Semester Exam) | Internal | External (Semester Practical Exam) | |
| 1. | Core (6) | Type – 1 | 6 | NA | NA | 40 | 60 | NA | NA | NA |
| 2. | Core (6) | Type – 2 | 4 | 2 | NA | 40 | 60 | 40 | 60 | NA |
| 3. | Core (6) | Type – 3 | 2 | 4 | NA | 40 | 60 | 50 | 50 | NA |
| 4. | Core (6) | Type – 4 | 5 | NA | 1 | 40 | 60 | NA | NA | 100 |
| 5. | GE/DSE/SEC (4) | Type – 1 | 4 | 0 | NA | 40 | 60 | NA | NA | NA |
| 6. | GE/DSE/SEC (4) | Type – 2 | 3 | 1 | NA | 40 | 60 | NA | 100 | NA |
| 7. | DSE/SEC (4) | Type – 3 | 1 | 3 | NA | 40 | 60 | 50 | 50 | NA |
| 8. | DSE/SEC (4) | Type – 4 | 3 | NA | 1 | 40 | 60 | NA | NA | 100 |
| 9. | AECC (4) | | 4 | NA | NA | 40 | | NA | NA | NA |
| 10. | Field-Projects/ Internship/ Apprenticeship /Community Engagement & Service (6/10) | NA | | | | | | | | |
| 11. | Research Methodology (4) | Type | 3 | NA | 1 | 40 | 60 | NA | NA | 100 |
| 12. | Dissertation / Research Project | NA | | | | | | | | |

18.     Evaluation and Certification of MOOCs and Vocational Programmes: The guidelines of the University/ SWAYAM Portal/ UGC shall be followed for evaluation and MOOCS, Vocational Programmes, certification of Field- Projects Internship/Apprenticeship/Community engagement & services/Research Project.

19. Calculation of SGPA /CGPA:

(a) Semester Grade Point Average (SGPA) is a measure of performance of the students in a semester It is the ratio of total credit points secured by a student in various Programmes registered in that semester and the total Programme credits taken during that semester, i.e.

$$SGPA(S_1) = \Sigma(C_1 \times G_1)/\Sigma C_1$$

where S, is the $1^{st}$ year, $C_1$ is the number of credits of the $1^{st}$ Programme in the semester $(S_1)$ and $G_1$ is the grade point scored by the student in the $1^{st}$ Programme.

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

Calculation of SGPA

| Programme | Credits© | Grade | Grade Point (GP) | Credit Points (C x GP) | SGPA (Total Credit Point/Total Credit) |
|---|---|---|---|---|---|
| Programme1 | 6 | A | 8 | 48 | |
| Programme2 | 6 | C | 5 | 30 | 146/20=7.30 |
| Programme3 | 4 | B+ | 7 | 28 | |
| Programme4 | 4 | O | 10 | 40 | |
| **TOTAL** | **20** | | | **146** | |

(c) CGPA is a measure of the overall cumulative performance of a student over all the semester completed The CGPA is the ratio of total credits points secured by a student in Various Programmes in all the semester completed and the sum of the credits of all Programmes in all the semesters completed

The CGPA will be calculated as per follows:

$$CGPA = E(Ci \times (SGPA)\ Si)\ au$$

where SGPA $(S_1)$ is the SGPA of the $1^{st}$ year and $G_1$ is the total number of credits in the $1^{st}$ semester.

**Calculation of CGPA:**

| Semester | Credits | SGPA | Credits x AGPA | CGPA |
|---|---|---|---|---|
| 1 | 20 | 7.50 | 150.00 | |
| 2 | 20 | 7.58 | 151.60 | **CGPA-Total (Credits x SGPA) = Total Credits** |
| 3 | 20 | 7.32 | 146.40 | |
| 4 | 20 | 8.34 | 166.80 | **CGPA** |
| 5 | 20 | 7.58 | 151.60 | **=1229.60/160** |
| 6 | 20 | 7.32 | 146.40 | **= 7.685** |
| 7 | 20 | 8.34 | 166.80 | **=7.69 (Rounded off to second decimal point)** |
| 8 | 20 | 7.50 | 150.00 | |
| **Total** | **160** | | **1229.60** | |

20.  On completing all requirements for the 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 (6 semester) and 4 years 8 semester undergraduate degree should also indicate the division obtained as per follows:

| Division | Criterion |
|---|---|
| First division with distinction | The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above. |
| First division | The candidates have earned minimum number of credits required for the award of the degree with CGPA of 6.50 or above but less than 8.0 |
| Secon 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.

Equivalent Percentage = CGPA x 10

The percentage will be rounded off up to second decimal point.

21. The student will be examined by the University as per the prevailing syllabus and scheme of examination.

22. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/diploma/degree.

23. A Grade Card shall be issued to all the students after every semester based on the grades earned. The Programme details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

24. Grade sheets will be developed by the University based on model Annexures S1 to S4.

25. Credit Transfer:

(a) 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.

(b) The member institutions of the Academic Bank of Credit established vide University Grant 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.

(c) Except for the cases of provisional promotions, the universities established by Chhattisgarh Private University Regulatory Commission Act, 2005 shall facilitate credit transfer of students between them However, the student may be required to fulfil some eligibility criteria, drawing parity for a Programme, framed by the University in which the student seeks admission.

26. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to State Govt whose decision thereon shall be applicable.

27. The guideless, related to this programme, issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/PCIURCI/CGPURC/HE Issued from time to time will be adopted for implementation.

28. In matters not covered under this Ordinance, general rules of the University shall be applicable, otherwise, the state government's directions shall be applicable.

29. If UGC notifies any change in future in is Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval of the Vice-Chancellor on the recommendation of the Higher Education Department or approval of the Board of Management of the University and shall be implemented with immediate effect.

University
Logo

**SAMPLE COPY FOR FIRST TO FIFTH**

**ANNEXURE-S-1**

Logo in water mark
-------- Name of the University ---------

GRADE SHEET

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

| | |
|---|---|
| Batch | Year |
| Enrollment No. | Roll No. |
| Name of the Student | Examination |
| Father's/Husband's Name | Mother's Name |
| | |

| Programme Code | Programme Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|---|---|---|---|---|---|
| | Programme 1 | 6 | A | 8 | 48 |
| | Programme 2 | 6 | C | 5 | 30 |
| | Programme 3 | 4 | B+ | 7 | 28 |
| | Programme 4 | 4 | O | 10 | 40 |
| TOTAL | | 20 | - | | 146 |
| SGPA | | 146/20 | | | 7.30 |

*Grade in Repeat Examination

| RESULT SEMESTER WISE | | | | | |
|---|---|---|---|---|---|
| **SEMESTER** | **I** | **II** | **III** | **IV** | **V** |
| TOTAL CREDITS | | | | | |
| OBTAINED CREDITS | | | | | |
| ADDITIONAL CREDITS | | | | | |
| SGPA | | | | | |
| ATTEMPT | | | | | |
| RESULT | | | | | |

*SGPA Semester Grade Point Average
CGPA Cumulative Grade Point Average Equivalent Percentage = CGPAx10

**Date of Result**                                       **Registrar / Controller Examination**

| SAMPLE COPY FOR SIXTH |
|---|

**ANNEXURE-S-2**

University Logo

Logo in water mark

-------- Name of the University ---------

## GRADE SHEET

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

| Batch 2021-25 | Year |
|---|---|
| Enrollment No. | Roll No. |
| Name of the Student | Examination |
| Father's/Husband's Name | Mother's Name |
|  |  |

| Programme Code | Programme Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|---|---|---|---|---|---|
|  | Programme 1 | 6 | A | 8 | 48 |
|  | Programme 2 | 6 | C | 5 | 30 |
|  | Programme 3 | 4 | B+ | 7 | 28 |
|  | Programme 4 | 4 | O | 10 | 40 |
| TOTAL | | 20 | - | | 146 |
| SGPA | | 146/20 | | | 7.30 |

*Grade in Repeat Examination

| RESULT SEMESTER WISE | | | | | |
|---|---|---|---|---|---|
| **SEMESTER** | I | II | III | IV | V |
| TOTAL CREDITS | | | | | |
| OBTAINED CREDITS | | | | | |
| ADDITIONAL CREDITS | | | | | |
| SGPA | | | | | |
| ATTEMPT | | | | | |
| RESULT | | | | | |
| FINAL RESULT PASS | | | | | |
| **Total Credits** | **CGPA** | | **EQUIVALENT PERCENTAGE** | **DIVISION** | |
|  | | | | | |

CGPA Cumulative Grade Point Average Equivalent Percentage = CGPAx10

**Date of Result**          **Registrar / Controller Examination**

| | SAMPLE COPY FOR SEVENTH SEMESTER | **ANNEXURE-S-3** |
| --- | --- | --- |

University
Logo

Logo in water mark

-------- Name of the University ---------

## GRADE SHEET

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

| Batch 2021-25 | Year |
| --- | --- |
| Enrollment No. | Roll No. |
| Name of the Student | Examination |
| Father's/Husband's Name | Mother's Name |
| | |

| Programme Code | Programme Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
| --- | --- | --- | --- | --- | --- |
| | Programme 1 | 6 | A | 8 | 48 |
| | Programme 2 | 6 | C | 5 | 30 |
| | Programme 3 | 4 | B+ | 7 | 28 |
| | Programme 4 | 4 | O | 10 | 40 |
| TOTAL | | 20 | - | | 146 |
| SGPA | | 146/20 | | | 7.30 |

*Grade in Repeat Examination

| RESULT SEMESTER WISE | | | | | |
| --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **I** | **II** | **III** | **IV** | **V** |
| TOTAL CREDITS | | | | | |
| OBTAINED CREDITS | | | | | |
| ADDITIONAL CREDITS | | | | | |
| SGPA | | | | | |
| ATTEMPT | | | | | |
| RESULT | | | | | |

| FINAL RESULT PASS | | | |
| --- | --- | --- | --- |
| **Total Credits** | **CGPA** | **EQUIVALENT PERCENTAGE** | **DIVISION** |
| | | | |

SGPA Semester Grade Point Average

CGPA Cumulative Grade Point Average Equivalent Percentage = CGPAx10

**Date of Result**　　　　　　　　　　　　　　　　**Registrar / Controller Examination**

| University Logo | **SAMPLE COPY FOR EIGHTH** | **ANNEXURE-S-4** |

Logo in water mark

-------- Name of the University ---------

## GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

| Batch 2021-25 | Year |
|---|---|
| Enrollment No. | Roll No. |
| Name of the Student | Examination |
| Father's/Husband's Name | Mother's Name |
| | |

| Programme Code | Programme Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|---|---|---|---|---|---|
| | Programme 1 | 6 | A | 8 | 48 |
| | Programme 2 | 4 | C | 5 | 20 |
| | Programme 3 | 10 | B+ | 7 | 70 |
| TOTAL | | 20 | - | | 138 |
| SGPA | | 138/20 | | | 6.90 |

*Grade in Repeat Examination

| RESULT SEMESTER WISE | | | | | |
|---|---|---|---|---|---|
| **SEMESTER** | **I** | **II** | **III** | **IV** | **V** |
| TOTAL CREDITS | | | | | |
| OBTAINED CREDITS | | | | | |
| ADDITIONAL CREDITS | | | | | |
| SGPA | | | | | |
| ATTEMPT | | | | | |
| RESULT | | | | | |

SGPA Semester Grade Point Average

| FINAL RESULT PASS | | | |
|---|---|---|---|
| **Total Credits** | **CGPA** | **EQUIVALENT PERCENTAGE** | **DIVISION** |
| | | | |

CGPA Cumulative Grade Point Average Equivalent Percentage = CGPAx10

**Date of Result**     **Registrar / Controller Examination**     **Vice – Chancellors/Director General**

## Ordinance No. 5

## BACHELOR OF VOCATION (B.VOC.) DEGREE

## Bachelor of Vocation (B.Voc.) Programme under the National Skills qualifcations Framework (NSQF)

The certification levels will lead to Diploma/ Advanced Diploma/ B. Voc. Degree in one or more vocational areas and will be offered under the aegis of the University as out-lined below:

| Award | Duration | Corresponding NSQF level |
|---|---|---|
| Diploma | 1 Year | 5 |
| Advanced Diploma | 2 Years | 6 |
| B.Voc. Degree | 3 Years | 7 |

Each of the awards shall specify within parenthesis, the skills(s) specialization for example:

(a)     B.Voc. (Renewable Energy Management)

(b)     Advanced Diploma (Food Processing)

(c)     Diploma (Green House Technology)

| No. | Sector | Specialization |
|---|---|---|
| 1. | Automobiles | 1. Engine Testing |
| | | 2. Vehicle Testing |
| | | 3. Vehicle Quality |
| | | 4. Auto Electricals and Electronics |
| | | 5. Farm Equipment and Machinery |
| 2. | Entertainment | 1. Theatre and Stage Craft |
| | | 2. Contemporary Western Dance |
| | | 3. Theatre studies |
| | | 4. Acting |
| 3. | Information Technology | 1. Software Development |
| 4 | Telecommunications | 1. Mobile Communication |
| 5. | Marketing | 1. Retail |
| 6. | Agriculture | 1. Farm Machinery and Power Engineering |
| | | 2. Green House Technology |
| | | 3. Renewable Energy |
| | | 4. Processing and Food Engineering |
| | | 5. Soil and Water Conservation |
| 7. | Construction | 1. Building Technology |
| 8. | Applied Arts | 1. Fashion Technology |
| | | 2. Interior Design |
| | | 3. Jewellery Design |
| 9. | Tourism | 1. Tourism and Service Industry |
| 10. | Printing and Publishing | 1. Printing Technology |

1.    Eligibility for admission in B.Voc.

The eligibility condition for admission to B.Voc. programme shall be 10+2 or equivalent, in any stream.

2.    Curriculum

(a)    The curriculum in each of the years of the programme is a suitable mix of general education and skill development components.

(b)    Skill Development Components:

(i) The focus of skill development components will be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components will be relevant to the industries as per their requirements

(c)    General Education Component:

(i) The general education component will not exceed 40% pf the tota; curriculum.

(ii) Adequate emphasis will be given to language and communication skills.

(d)    The curriculum should be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet below mentioned level descriptors for level 5, 6 and 7 of NSQF, respectively

| Level | Process required | Professional knowledge | Professional skill | Core skill | Responsibility |
|---|---|---|---|---|---|
| Level 5 | Job that requires well developed skill, with clear choice of procedures in familiar context | Knowledge of facts, principles, processes and general concepts, in a field of work or study | A range of Cognitive and practical Skills required to accomplish tasks and Solve problems by Selecting and applying Basic methods, Tools Materials And information | Desired mathematical skill, understanding of social, political and some skill of collecting and organizing information, communication | Responsibility for own work and learning and some responsibility for other's works and learning |

| Level | Process required | Professional knowledge | Professional skill | Core skill | Responsibility |
|-------|------------------|------------------------|--------------------|-----------| ---------------|
| Level 6 | Demands wide range of specialized technical skill, clarity of knowledge and practice in broad range of activity involving standard / non-standard practices | Factual and theoretical knowledge in broad contexts within a field of work or study | A range of Cognitive and practical Skills required to Generate solutions to Specific problems ina field of work or Study | Reasonably good in mathematical calculation, understanding of social, political and, reasonably good in data collecting organizing information, and logical communication | Responsibility for own work and learning and full responsibility for other's works and learning |
| Level 7 | Requires a command of wide ranging specialized theoretical and practical skill, involving variable routine and non-routine context | Wide ranging, factual and theoretical knowledge in broad contexts within a field of work or study | Wide range of cognitive and practical Skills required to Generate solutions to Specific problems in a field of work or Study | Good logical and mathematical skill understanding of social political and natural environment good in collecting and organizing information, communication and presentation skill | Full responsibility for output of group and development |

3.  Credit calculations

    (a)  The following formula will be used for conversion of time into credithours.

        (i)  One Credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshops/labs and tutorials;

        (ii)  For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops;

        (iii)  For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study will be 50% or less of that for lectures/workshops.

4.  The credits for each of the years are as follows:

Table 3

| NSQF Level | Skill Component Credits | General Education Credits | Normal calendar duration | Exit Points / Awards |
|---|---|---|---|---|
| Year 3 | 36 | 24 | Six Semesters | B.Voc. |
| Year 2 | 36 | 24 | Four semesters | Advanced Diploma |
| Year 1 | 36 | 24 | Two semesters | Diploma |
| **TOTAL** | **108** | **72** | | |

    (a)  The university will develop the curriculum in consultation with industry. The industry representatives will be an integral part of the Board of Studies of the university.

    (b)  The practical/hands-on portion of the skills development components of the curriculum will be transacted normally in face-to-face mode, either within the institution or at a specified industry partner location. However, if due to the nature of the skill to be learnt, the industry prescribes its acquisition through

blended or distance mode, the same may be followed.

5.　Examination and Assessment

(a)　The assessment for the general education component will be according to the University Examination ordinance.

(b)　The assessment for the skill development components will focus on practical demonstrations of the skills acquired. The university may consider using the designated assessors of Sector Skill Councils/industry associations for the conduct of practical assessment.

# Ordinance No. 6

## INTEGRATED 4 - YEAR TEACHER EDUCATION PROGRAMME (ITEP)

### (B.Sc. B.Ed., B.A. B.Ed., B.Com. B.Ed.)

**PREAMBLE**

1.  The four-year integrated programme, **'Bachelor of Science and Bachelor of Education'** (B.Sc. B.Ed.), **'Bachelor of Arts and Bachelor of Education'** (B.A. B.Ed.), **'Bachelor of Commerce and Bachelor of Education'** (B.Com. B.Ed.) aims at integrating general studies comprising science/arts/commerce with professional studies comprising foundation of education, pedagogy of school subjects, and practicum related to the tasks and functions of a school teacher. The programme aims at preparing teachers for Upper Primary and Secondary stage of education.

2.  The programme contents related to Physics/ Chemistry/ Mathematics/ Botany/ Zoology offered in **B.Sc.B.Ed.** are equivalent to that of **B.Sc** (PCM/CBZ/other Science Combinations) of Shri Davara University. The professional education components in **B.Sc.B.Ed.** are equivalent to B.Ed. of Shri Davara University and are in accordance with the norms and regulations for the **B.Sc. B.Ed.** Program prescribed by the NCTE (2014).

3.  The programme contents related to Literature/History/Geography/Political Science/Economics/Psychology/Sociology offered in **B.A. B.Ed.** is equivalent to that of **B.A.** of Shri Davara University. The professional education components in **B.A. B.Ed.** are equivalent to **B.Ed.** of Shri Davara University and are in accordance with the norms and regulations for the **B.A. B.Ed.** Program prescribed by the NCTE (2014).

4.  The programme contents related to Accountancy/ Business Studies/ Auditing/ Economics/ Informatics (practice/mathematics) offered in **B.Com. B.Ed.** are equivalent to that of **B.Com.** of Shri Davara University. The professional components in **B.Com. B.Ed.** are equivalent to **B.Ed.** of Shri Davara University and are in accordance with the norms and regulations for the **B.Com.B.Ed.** Program prescribed by the NCTE (2014).

5.  This degree **B.Sc. B.Ed., B.A. B.Ed.** and **B.Com. B.Ed.** are equivalent to **B.Sc., B.A., B.Com.** and **B.Ed.** degrees of the Shri Davara University. Students who pass this programme are considered eligible to pursue respective Master's Degree.

## ELIGIBILITY AND EQUIVALENCE FOR ADMISSION

1.  Candidates seeking admission to the **B.Sc. B.Ed., B.A. B.Ed.** and **B.Com. B.Ed.** programme should have passed Senior Secondary/10+2 examination with concerned subjects securing at least 50% marks in the aggregate.

2.  The relaxation in the marks of the qualifying examination will be provided to candidates belonging to SC/ST/OBC/PWD and other category shall be according to the rules of the State Government.

3.  Norms and standards of 4-year integrated program leading to award of **B.Sc. B.Ed., B.A. B.Ed.** and **B.Com. B.Ed.** Degree shall be according to National Council for Teacher Education (NCTE) and ITEP guidelines and regulations.

## ADMISSION PROCEDURE

1.  The University shall decide the mode of Admission according to Ordinance no.1 of the University.

2.  At the time of admission in the programme, the student will need to indicate their selection of the subjects to be pursued for the discipline options and the accompanying pedagogy specializations for which they are applying, and those may be assigned on the basis of order of merit and availability of the seats.

## COURSE DURATION AND ATTENDANCE

1.  The Program shall be of eight semesters including school-based experience and internship in teaching. Any student-teacher who is unable to complete any semester or appear in any semester-end examination, shall be permitted to complete the program within a maximum period of six year from the date of admission to the program.

2.  In a semester, there shall be at least 125 (one hundred and twenty-five) working days, excluding the period of admission but including the period of examinations.

3.  The working duration/period shall be of 40 hours per week.

4.  The minimum attendance of students-teachers shall have to be 80% for all course work and practicum, and 90% for field-based experience or school internship or teaching practice separately.

5.     The Syllabi and Examination and Marking Schemes for these programs will be decided by the respective Board of Studies and according to the norms of NCTE, provisions of CBCS as specified under Ordinance No.3 and NEP 2020 as detailed under Ordinance No.4.

# Ordinance No. 7

## FOR INTEGRATED B.A.LL.B. / B.COM. LL.B. / B.SC. LL.B./ B.B.A. LL.B.

Five Years Degree Course Under Choice Based Credit System Governing the Under Graduate degree Programme on successful completion of six semesters.

TITLE AND COMMENCEMENT

1.

    (a)     The Ordinance shall be called as Ordinance for Five years (Ten Semesters) Integrated B.A.LL.B./ B.Com. LL.B./ B.Sc. LL.B./B.B.A. LL.B. degree courses.

    (b)     This ordinance will come into force from the Academic Session commencing after the date of notification issued by the university and shall replace the existing ordinance.

2.     DURATION

    (a)     The duration of Integrated B.A.LL.B./ B.Com. LL.B./ B.Sc. LL.B. / B.B.A. LL.B. degree course shall be of ten semester (five academic years). The maximum duration for completing the course shall be of eight consecutive academic years. If a student is unable to clear all the semester of the program within the maximum duration (as specified above), he/she will automatically exit from the program.

    (b)     The maximum total duration shall include the period of absence, withdrawn and different kinds of leave permissible to a student but it shall exclude the period of rustication/suspension/or any other penalty period imposed by the University.

    (c)     The student after successful completion of the ten semesters of the programme shall be awarded Integrated B.A.LL.B./ B.Com. LL.B./ B.Sc. LL.B. / B.B.A. LL.B. degree course for which he/she was enrolled.

3.    NUMBER OF SEATS

Number of seats in each program will be as approved by BCI and notified by the Academic Council of the University.

4.    ADMISSION PROCEDURE AND ELIGIBILITY

(a)    Admission to the UG programme shall be made on the basis of merit. The minimum qualification for admission to the specific programme will be as notified by the university/BCI from time to time.

(b)    As per Bar Council of India Rules of Legal Education, 2008 no candidate shall be given admission in Integrated B.A.LL.B./ B.Com. LL.B./ B.Sc. LL.B./ B.B.A. LL.B.  Five years law degree course unless he/she possesses at least 50% marks (45% marks in case of SC/ST candidates) in 10+2 Board examination or any other equivalent examinations with concerned subjects.

(c)    Reservation and relaxation in minimum eligibility for admission for OBC/SC/ST/PWD (Person with Disability) and Kashmiri migrant candidates, as specified by Government of India/UGC and notified by the university shall be followed.

(d)    Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to the programme according to the policy guidelines laid down by the Government of India/ University from time to time as per the number of seats available for this category. These seats will be supernumerary and shall be advertised separately in addition to the seats approved for each program.

5.    ENROLMENT IN THE UNIVERSITY

Every student admitted to the programme shall be enrolled before appearing in the first semester examination through the procedure prescribed by the competent authority from time to time.

6.    TYPES OF COURSES

(a)    Core Course: A course, which is to be studied compulsorily by a candidate as a core requirement is termed as a Core Course.

(b)    Elective Course: Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline / subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

(i)   Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is 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).

(ii)   Dissertation/ Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

(iii)   Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective. 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

(c)    Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. They (i) Environmental Science and (ii) English/ MIL Communication are mandatory for all disciplines. SEC courses are value-based and/ or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

(i)   Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.

(ii)   Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

**Project work/ Dissertation** is considered as a special course involving application of knowledge in solving/ analysing/ exploring a real-life situation / difficult problem. A

Project/ Dissertation work would be of 6 credits. A Project/ Dissertation work may be given in lieu of a discipline specific elective paper.

(d)     The Board of Studies of each department will decide the course structure and syllabus for a specific programme.

(e)     An undergraduate degree with Honours in a discipline will be awarded with the following course structure as per the UGC guidelines-

14 Core papers in the discipline,

02 Ability Enhancement Compulsory Courses (AECC),

02 Skill Enhancement Courses (SEC),

04 Discipline Specific Elective (DSE) Courses and

04 Generic Elective Courses.

7.     The credits of the courses are given in the following table:

| Courses to be taught | Number of Courses | Credit Points Allotted | Total Credit Points |
|---|---|---|---|
| **Core Courses** Environmental Studies | 2 | 2 | 4 |
| | 4 | 2 | 8 |
| Language (2x2) | 6 | 4 | 24 |
| Major(1x6) Minor(2x3) | 6 | 4 | 24 |
| Substantive Law Courses (Compulsory papers are 22) (Optional papers are 24 in which a student has to opt. only 11 papers) | 33 | 4 | 132 |

| Practical, Clinical Law Courses | 5 | 4 | 20 |
|---|---|---|---|
| Seminar paper | 2 | 4 | 8 |
| Total | 58 | | 220 |

8.     ATTENDANCE AND ELIGIBILITY TO APPEAR IN THE EXAMINATION

As per Bar Council of India Rules of Legal Education, 2008, no student of any of the degree program shall be allowed to take the end semester test in a subject if the student concerned has not attended minimum of 75% of the classes held in the subject concerned as also the moot court room exercises, tutorials and practical training conducted in the subject taken together.

Provided that if a student for any exceptional reasons fail to attend 75% of the classes held in any subject, the Dean of the Department may allow the student to take the test if the student concerned attended at least 65% of the classes held in the subject concerned and attended 75% of classes in all the subjects taken together.

Provided further that a list of such students allowed to take the test with reasons recorded be forwarded to the Bar Council of India.

The Dean of School may condone aforesaid shortage in attendance after due consideration of one or more of the following reasons:

(a)     Participation in NCC/NSS Camps, duly supported by a certificate from the Commanding Officer;

(b)     Participation in University Team(s)/Games or Inter-state or Inter-University tournament(s) duly supported by a certificate from appropriate authority of the University;

(c)     Participation in educational excursion conducted on working days certified by the Dean or Head of the department. These excursions shall not include those organized for the class as a whole;

(d)     Participation in any of co-curricular activities organized by the Institute/Department/School, duly certified by competent authority;

(e)     Prolonged illness duly certified by the Registered Medical Practitioner;

(f)      Any other cogent reason up to the satisfaction of the Head of Department/ Dean. The application must be supported by such documents as considered to be fit for granting such condonation.

## 9.     MEDIUM OF INSTRUCTION

The medium of instructions in general shall be English except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

## 10.    EXAMINATION AND EVALUATION

(a)     The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the evaluation The evaluation of students admitted in any of these Programmes shall be based on

    (i)    End Semester Examinations, and

    (ii)   Continuous Internal Assessment.

(b)     Out of the total marks, 70% shall be allotted for the end semester examinations and 30% shall be allotted to continuous internal assessments during the semester. The scheme of internal assessment shall be as:

There will be two compulsory internal exams of 15 marks each. If a student fails to give internal exam because of some emergencies / unforeseen situations, the Dean of the School may permit the student to appear in the special internal exam on the satisfaction of the reason mentioned by the student for not appearing in the regular internal exam.

(c)     The end semester examinations will be held on such dates as may be notified by the appropriate authority of the University.

(d)     The minimum percentage of marks to pass the courses in each semester shall be 40% in each paper (course).

(e)     All Programme shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the

programme as given in table-1 which a student if obtains is eligible for the award of degree.

**Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):**

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

$$\text{SGPA (Si)} = \Sigma(C_i \times G_i) / \Sigma C_i$$

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

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

$$\text{CGPA} = \Sigma(C_i \times S_i) / \Sigma C_i$$

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

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

Grading System: The grading system, as detailed here under in Table 1 shall be applicable for each course:

Table - 1: Award of Grades Based on Absolute Marks on a 10-point scale

| 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 |

Description

(i)    Letter grades O, A+, A, B+, B, C, and P in a course mean that the student has passed that course.

(ii)    The grade F and Ab denote FAIL; a student fails in the course due to poor performance or non-appearance/incomplete appearance in the examination of the course. A student has to appear at subsequent examination(s), if provided under the ordinances in all such courses, until a passing grade is obtained.

(iii)    One (01) grace mark will be given only once to improve the grade in overall result at the time of award of degree and "G" will be mentioned against the CGPA.

Declaration of Semester Examination Results up to six Semester

Semester examination results will have in the followings categories:

(i)    Passed, i.e., those who have passed in all courses of the semester examination.

(ii)    Promoted, i.e., those who have not passed in all the courses of the Semester examination but have passed n/2 courses if n is even and (n+1)/2 courses if n is odd, where n stands for the total number of courses in the concerned semester.

(iii)    Detained, i.e., those who are not promoted as per the above provisions will be detained. Such students have to rejoin the course of study in regular mode in the same semester in next session subject to not crossing maximum duration of the program as defined in the ordinance.

11.    PROMOTION TO NEXT SEMESTER:

(a)    Students who have been promoted to the next semester as per the provisions mentioned in para 10 shall avail the chance of clearing the back log papers only in the next ATKT examination held along with the main examination (Odd Semester in Odd Examination and Even Semester in Even Examination). A Student who even fail to clear the backlog even in the ATKT examination will be promoted to the next semester if he/she clears the requisite number of papers as per the provisions mentioned in Para 10 in the main examination of next semester up to fourth semester.

At the end of the six semester one full ATKT examination will be conducted in which students have to clear all the backlog up to six semesters.

Any student who fails to clear his/her backlog in this examination shall not promoted to seven semesters till he/she clears the backlog papers as per the opportunities provided next time as per Para (a) subject to being eligible as per maximum duration of the course.

(b)     In case, a student fails to clear the backlog, he/ she will be held up till the back log papers are cleared for which he/she can take attempt in the next appropriate examination as an Ex-student subject to the completion of degree up to maximum duration allowed for the course. Internal marks of such Ex-students will be carried forwarded for the corresponding course in which he/she is appearing as Ex-student.

If a student awarded ATKT in IX semester and X Sem he/she will be allowed to take part in the examination which will be conducted in July/August of an Academic year to clear backlog of last year of his/her degree.

Declaration of Results after VI Semester Examinations

After declaration of results of VI Semester as per the procedure described in clause 10, a candidate can be put in the following two categories:

**Passed:**  A candidate who has passed in all the courses (including Project/ Elective/ Field study) of VI Semesters and obtained at least CGPA of 4.00 The students who have passed $n/2$ courses if n is even and $(n+1)/2$ courses if n is odd, where n stands for the total number of courses in the VI Semester shall be given ATKT chance just after the declaration of VI semester result (as far as possible within one month). Those who are unable to clear the courses in ATKT examination shall be revert back to VI semester in the next session.

**Failed:**  All those students who have not passed minimum $n/2$ courses if n is even and $(n+1)/2$ courses if n is odd, where n stands for the total number of courses in the VI semester shall be categorized as Failed. These students will not get ATKT chance and have to rejoin the VI semester in next session.

12.    DECLARATION OF DIVISION:

A student who has passed in all the courses of each I, II, III, IV, V, VI, VII, VIII, IX and X semesters and obtained at least CGPA of 4.00 shall be declared as 'Passed'. The division will be awarded after successful completion of sixth semester according to the following criteria:

(a)     First Division with distinction: CGPA ≥ 7.50

(b)      First Division: CGPA ≥ 6.00, but < 7.50

(c)     Second Division: CGPA ≥ 4.00, but <6.00

13.    TRANSCRIPT

Based on the above Letter grades, grade points and SGPA and CGPA, the Vishwavidyalaya shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

14.    CONVERSION TO PERCENTAGE:

The conversion formula for converting CGPA to the corresponding Percentage (P) of Marks will be as follows:

$$P = 10 \times CGPA$$

15.     RANKING

Only such candidates who complete successfully all courses in the programme in single attempt shall be considered for declaration of ranks, medals etc declared and notified by the university, if any.

16.     INTERPRETATION OF REGULATION

In any matter of interpretation of the provisions of this Ordinance, the matter shall be referred to Vice-Chancellor who is the chairman of Academic Council. His/her decision shall be final.

17.    Re-admission:

(a)      A student of First Year (Semester I/II) of a programme (enrolled in the University) found not eligible to appear in the End- Semester Examination of Odd or Even Semester of the programme due to shortage of attendance less than 75% or those who fail in either Odd or in Even Semester shall be permitted to

take readmission to I-Semester of the same programme in the following academic year.

(b)    Students of III Semester to last Semester of all programmes, disallowed to appear in the End- Semester Examination due to shortage of attendance (< 75%) or those who fail in either Odd or in Even Semester shall be permitted to take re-admission in the following academic year in the appropriate semester. However, students declared as Ex-student shall not be allowed to seek re-admission.

18.    POWER TO REMOVE DIFFICULTIES

If any question arises related to the matters not covered in these provisions, the relevant provisions made in appropriate Act/Statute/Ordinance/Regulations/Rules/Notifications issued by the university shall prevail.

Appendix Illustration of Computation of SGPA and CGPA and Format for Transcripts

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester I | | | | | |
| C-1 | 04 | A | 8 | 32 | |
| C-2 | 04 | B+ | 7 | 28 | |
| C-3 | 04 | B | 6 | 24 | |
| C-4 | 04 | B | 6 | 24 | |
| AECC-1 | 02 | C | 5 | 10 | |
| TOTAL | 18 | | | 118 | 6.55(118/18) |

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester II | | | | | |
| C-5 | 04 | O | 10 | 40 | |
| C-6 | 04 | A | 8 | 32 | |
| C-7 | 04 | B | 6 | 24 | |
| C-8 | 04 | B+ | 7 | 28 | |
| AECC-2 | 02 | A | 8 | 16 | |
| TOTAL | 18 | | | 134 | 7.44(134/18) |
| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
| Semester III | | | | | |
| C-9 | 04 | A | 8 | 32 | |
| C-10 | 04 | B+ | 7 | 28 | |
| C-11 | 04 | B | 6 | 24 | |
| C-12 | 04 | B | 6 | 24 | |
| AECC-3 | 02 | C | 5 | 10 | |
| AECC-4 | 02 | A | 8 | 16 | |
| TOTAL | 20 | | | 124 | 6.2(124/20) |

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester IV | | | | | |
| C-13 | 04 | A | 8 | 32 | |
| C-14 | 04 | B+ | 7 | 28 | |
| C-15 | 04 | B | 6 | 24 | |
| C-16 | 04 | B | 6 | 24 | |
| AECC-5 | 02 | C | 5 | 10 | |
| AECC-6 | 02 | F | 0 | 00 | |
| TOTAL | 20 | | | 118 | 5.9 (118/20) |

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester V | | | | | |
| C-17 | 04 | A | 8 | 32 | |
| C-18 | 04 | B+ | 7 | 28 | |
| C-19 | 04 | B | 6 | 24 | |
| C-20 | 04 | B | 6 | 24 | |
| C-21 | 04 | C | 5 | 20 | |
| C-22 | 04 | A | 8 | 32 | |
| TOTAL | 24 | | | 160 | 6.67(160/24) |

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester VI | | | | | |
| C-23 | 04 | A | 8 | 32 | |
| C-24 | 04 | B+ | 7 | 28 | |
| C-25 | 04 | B | 6 | 24 | |
| C-26 | 04 | B | 6 | 24 | |
| C-27 | 04 | C | 5 | 20 | |
| C-28 | 04 | A | 8 | 32 | |
| TOTAL | 24 | | | 160 | 6.67(160/24) |

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester VII | | | | | |
| C-29 | 04 | A | 8 | 32 | |
| C-30 | 04 | B+ | 7 | 28 | |
| C-31 | 04 | B | 6 | 24 | |
| C-32 | 04 | B | 6 | 24 | |
| C-33 | 04 | C | 5 | 20 | |
| C-34 | 04 | A | 8 | 32 | |
| TOTAL | 24 | | | 160 | 6.67(160/24) |

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester VIII | | | | | |
| C-35 | 04 | A | 8 | 32 | |
| C-36 | 04 | B+ | 7 | 28 | |
| C-37 | 04 | B | 6 | 24 | |
| C-38 | 04 | B | 6 | 24 | |
| C-39 | 04 | C | 5 | 20 | |
| SEC-1 | 04 | A | 8 | 32 | |
| TOTAL | 24 | | | 160 | 6.67(160/24) |

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester IX | | | | | |
| C-40 | 04 | A | 8 | 32 | |
| C-41 | 04 | B+ | 7 | 28 | |
| C-42 | 04 | B | 6 | 24 | |
| C-43 | 04 | B | 6 | 24 | |
| C-44 | 04 | C | 5 | 20 | |
| C-45 | 04 | A | 8 | 32 | |
| TOTAL | 24 | | | 160 | 6.67(160/24) |

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade) | SGPA (Credit Point/Credit) |
|---|---|---|---|---|---|
| Semester X | | | | | |
| C-46 | 04 | A | 8 | 32 | |
| C-47 | 04 | B+ | 7 | 28 | |
| C-48 | 04 | B | 6 | 24 | |
| C-49 | 04 | B | 6 | 24 | |
| SEC-2 | 04 | P | 4 | 16 | |
| SEC-3 | 04 | P | 4 | 16 | |
| TOTAL | 24 | | | 140 | 5.83(140/24) |
| **CGPA** | | | | | |
| **GRAND TOTAL** | 220 | | | 1434 | 6.52(1434/220) |

| Semester | Semester I | Semester II | Semester III | Semester IV | Semester V | Semester VI | Semester VII | Semester VIII | Semester IX | Semester X |
|---|---|---|---|---|---|---|---|---|---|---|
| **Credit** | **18** | **18** | **20** | **20** | **24** | **24** | **24** | **24** | **24** | **24** |
| **SGPA** | **6.55** | **7.44** | **6.2** | **5.9** | **6.67** | **6.67** | **6.67** | **6.67** | **6.67** | **5.8** |

Thus,

CGPA = (18 x 6.55 + 18 x 7.44 + 20 x 6.2 + 20 x 5.9 + 24 x 6.67 + 24 x 6.67 +24 x

6.67 +24 x 6.67 +24 x 6.67 +24 x 5.8) / 220 = 6.52

# Ordinance No. 8

## BACHELOR OF LEGISLATIVE LAW (LL. B.)

Title:              Bachelor of Legislative Law (LL. B.)

Faculty:            Faculty of Law

Duration:           Three Year (Six Semester)

Eligibility:        Passed Undergraduate Degree in any discipline from a recognized University and as per BCI Norms.

Admission Procedure:

Based on merit of qualifying Examinations or Entrance Examinations conducted by the University and Guideline issued by Chhattisgarh Higher Education Department will be followed at the time of admission.

Academic Year:      There would be two semesters in each Academic Year (i.e. from July to June every year).

Selection Procedure:

The University will issue admission notifications on University website and, on the Notice Boards of the University, before the commencement of every academic year. The list of candidates selected will be displayed on the Website, and on the Notice Board of the University and the students will be informed directly about their admission. The candidates whose results are awaited can also apply for admission. Such candidates however must produce proof of appearing in the final year of the Qualifying Examination before the cut-off date failing which, the Provisional Admission granted will be cancelled.

The admission may be rejected due to any of the following reasons:

(1) The fee is not paid by the due date.

(2) The application form is not signed by the candidate and his / her parents.

(3) The supporting documents required for admission are not enclosed.

Registration:

The registration number will be assigned to the student by the University after verification and submission of all the necessary documents and fees.

Programme Structure and Examination Scheme:

The guideline provided by the B a r Council of India (BCI) from time to time shall be followed the Programme structure and scheme of the examination shall design accordingly.

Eligibility to Pass:

The student is required to obtain 35% Marks in each paper to pass the End Semester /End Year Examination. 45% and above but below 60% will be awarded the second division, and 60% and above will be awarded the first division.

Evaluation and Examination:      As per Ordinance no. 3 of the University.

Eligibility Criteria for ATKT:      As per Ordinance no. 3 of the University.

General:

In all matters, pertaining to the Programme, the decision of Vice-Chancellor/ Registrar of the University shall be final. However, on the recommendation of the Academic Council the Vice- Chancellor/ Registrar shall be competent to change the system of a pattern of examination. The Programme content is subject to change from time to time.

In case of any dispute, the matter shall be decided under the jurisdiction of the Court of Chhattisgarh.

# Ordinance No. 9

## MASTER OF LEGISLATIVE LAW (LL. M.)

Title:                    Master of Legislative Law (LL. M.)
Faculty:                 Faculty of Law
Duration:                Two Year (Four Semester)
Eligibility:

LLB Degree on merit from a recognized University and as per BCI Norms. Admission Procedure As specified in Ordinance no. 1.A merit list will be prepared on the basis of merit of qualifying Examinations or Entrance Examinations conducted by the University and Guideline issued by Chhattisgarh Higher Education Department will be followed at the time of admission.

Seats:

The basic unit will be 40 seats multiples of the unit can also be set up by the Board of Management (BOM)

Academic Year:        There would be two semesters in each Academic Year (i.e. from July

                          to June (every year)

Selection Procedure:

The University will issue admission notification on the website and, on the Notice Boards of the University, before the commencement of every academic year. The list of candidates selected will be displayed on the Websites, and on the Notice Board of the University and the students will be informed directly about their admission. The candidates whose results are awaited can also apply for admission. Such candidates however must produce proof of appearing in the final year of the Qualifying Examination final year of the Qualifying Examination Provisional Admission granted will be cancelled.

The admission may be rejected due to any of the following reasons

(1) The fee is not paid by the due date.

(2) The application form is not signed by the candidate and his / her parents.

(3) The supporting documents required for admission are not enclosed.

Registration:

The registration number will be assigned to the student by the University after verification and submission of all the necessary documents and fees.

Programme Structure and Examination Scheme:

The guideline provided by the Bar Council of India (BC) from time to time shall be followed the Programme structure and scheme of the examination shall design accordingly.

Eligibility to Pass:

The student is required to obtain 40% Marks in each paper in theory and practical examination separately and 45% in aggregate to pass the End Semester/ End Year

Examination. 45% and above but below 60% will be awarded the second division, and 60% and above will be awarded the first division.

Evaluation and Examination:　　　　As per Ordinance no. 3 of the University.

Eligibility Criteria for ATKT:　　　As per Ordinance no. 3 of the University.

General:

In all matters, pertaining to the Programme, the decision of Vice-Chancellor/ Registrar of the University shall be final. However, on the recommendation of the Academic Council the Vice- Chancellor/ Registrar shall be competent to change the system of a pattern of examination. The Programme content is subject to change from time to time.

In case of any dispute, the matter shall be decided under the jurisdiction of the Court of Chhattisgarh.

# Ordinance No. 10

A - DIPLOMA IN PHARMACY (D.PHARM.)

B – BACHELOR OF PHARMACY (B.PHARM.)

C – MASTER OF PHARMACY (M.PHARM.)

**THE ORDINANCE WILL BE ENFORCED ONLY AFTER THE PERMISSION IS GRANTED TO RUN THE PROGRAMMES BY THE PCI**

**(A)**

Title:　　　　　　　　　Diploma in Pharmacy (D. Pharm.)

Duration:　　　　　　　Two years (four semesters) + Practical Training of three months (min. 500 hrs). Maximum duration shall be four years to get the degree

Eligibility:　　　　　　Must have passed 10+2 from the Chhattisgarh Board of Senior Secondary Education or from any recognized Board of Secondary Education with English as one of the subjects along with Physics, Chemistry, Mathematics (P.C.M.) and/ or Biology (P.C.B./P.C.M.B.) as optional subjects.

Seats:　　　　　　　　As per the norms of Pharmacy Council of India.

Admission Procedure:　　As specified in Ordinance 1. Admission shall be granted on the basis of Merit of 10+2 Exam/Entrance examination conducted

by Shri Davara University. Provisions of Guidelines for admission issued by the Higher Education Department of Chhattisgarh Government will be followed.

| | |
|---|---|
| Academic Year: | The academic session shall normally be from July to June every year. Odd Semester cycle shall be from July to December and even semester from January to June every year. |
| Selection Procedure: | The University shall issue admission notification in newspapers, on the notice board of the University, University website and in other publicity media before the start of every session. The list of candidates selected for admission will be displayed on the website or the students shall be informed directly about their admission. Such list shall also be displayed on the University's Notice Board. The candidates. Which Result Awaited Can Also Apply. Such Candidates However Must Produce the Mark Sheets or Degree Certificates, as a Proof for required Eligibility Criteria before the Cut-off date, failing which, the provisional admission so granted shall be cancelled. |

The admission may also be rejected due to any of the following reasons: -

1. The Application form is incomplete in anyway-

2. The course fee is not paid by the due date.

3. The supporting documents required for admission are not enclosed.

4. Wrong information is provided in the application form.

Registration number will be assigned to each student by the University after verification and submission of all the necessary documents & the required fee.

| | |
|---|---|
| Fees: | The Course fee shall be as decided by the Board of Management of Shri Davara University with due approval from Chhattisgarh Private University Regulatory Commission, Raipur from time to time. |

Examination Scheme:     As per the University Examination Ordinance 3, unless provided otherwise.

Course Structure:     The Course Structure shall be as framed by the responsive Board of Studies and Approved by the Academic Council of Shri Davara University.

General:     On the recommendation of the Academic Council, the Vice-Chancellor shall be competent to change the system/ pattern of Examination, after making necessary amendments in the Ordinance.

In case of any dispute, the matter shall be decided under the jurisdiction of the High Court of Chhattisgarh.

**(B)**

| | |
|---|---|
| Title: | Bachelor of Pharmacy (B. Pharm.) |
| Duration: | Duration of the B. Pharm. shall be Four years (eight semesters). Maximum duration shall be Six years to get the degree. |

Eligibility:

(1) Must have passed 10+2 from the Chhattisgarh Board of Senior Secondary Education or from any recognized Board of Secondary Education with English as one of the subjects along with Physics, Chemistry, Mathematics (P.C.M.) and/ or Biology (P.C.B./P.C.M.B.) as optional subjects.

(2) Basis of admission: Lateral Entry to B. Pharm. II Year or third semester will be given to students who have passed D. Pharm. Course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

Seats:

As per the norms of Pharmacy Council of India.

Admission Procedure:

As specified in Ordinance 1. Admission shall be granted on the basis of Merit of 10+2 Exam/ Entrance examination conducted by Shri Davara University. Provisions of Guidelines for admission issued by the Higher Education Department of Chhattisgarh Government will be followed.

Academic Year:

The academic session shall normally be from July to June every year. There shall be two semesters in a year, one from July to December and another from January to June.

Selection Procedure:

The University shall issue admission notification in newspapers, on the notice board of the University, University website and in other publicity media before the start of every session. The list of candidates selected for admission will be displayed on the website or the students shall be informed directly about their admission. Such list shall also be displayed on the University's Notice Board. The candidates which result awaited can also apply. Such candidates however must produce the Mark sheets or Degree certificates, as a proof for required eligibility criteria

before the cut-off date, failing which, the provisional admission so granted shall be cancelled.

The admission may also be rejected due to any of the following reasons:

1. The Application form is incomplete in anyway.

2. The course fee is not paid by the due date.

3. The supporting documents required for admission are not enclosed.

4. Wrong information is provided in the application form.

Registration number will be assigned to each student by the University after verification and submission of all the necessary documents & the required fee.

| | |
|---|---|
| Fees: | The Course fee shall be as decided by the Board of Management of Shri Davara University with due approval from Chhattisgarh Private University Regulatory Commission, Raipur from time to time. |
| Examination Scheme: | As per the University Examination Ordinance 3, unless provided otherwise. |
| Course Structure: | The course structure shall be as framed by the responsive Board of Studies and approved by the Academic Council of Shri Davara University. |
| General: | On the recommendation of the Academic Council, the Vice-Chancellor shall be Competent to change the System/ Pattern of Examination, after making necessary amendments in the Ordinance. |
| | In case of any dispute, the matter shall be decided under the jurisdiction of the High Court of Chhattisgarh. |

**(C)**

| | |
|---|---|
| Title: | Master of Pharmacy (M. Pharm.) |
| Duration: | Duration for B. Pharm. shall be Two years (or four Semesters). Maximum duration shall be four years to get the degree. |
| Eligibility: | (1) Passed B. Pharm. from University recognized by UGC/ Institution approved by Pharmacy Council of India with minimum of 55% marks in aggregate. |
| | (2) Should have obtained registration with the concern State Pharmacy Council or should obtain the same within one month from the date of his/her admission, failing which the admission of the candidate shall be cancelled. (As per PCI norms) |
| Seats: | As per the norms of Pharmacy Council of India. |
| Admission Procedure: | As specified in Ordinance 1. Admission shall be granted on the basis of Merit of B. Pharm./ Entrance examination conducted by Shri Davara University. Reservation policy of the Chhattisgarh State Government shall be adhered to. Provisions of Guidelines for admission issued by the Higher Education Department of Chhattisgarh Government will be followed. |
| Academic Year: | The academic session shall normally be from July to June every year. There shall be two semesters in a year, one from July to December and another from January to June. |
| Selection Procedure: | The University shall issue admission notification in newspapers, on the notice board of the University, University website and in other publicity media before the start of every session. The list of candidates selected for admission will be displayed on the website or the students shall be informed directly about their admission. Such list shall also be displayed on the University's Notice Board. The candidates. Which Result Awaited Can Also Apply. Such Candidates However Must Produce the Mark Sheets or Degree Certificates, as a Proof for required Eligibility Criteria before the Cut-off Date, failing which, the provisional |

admission so granted shall be cancelled.

The admission may also be rejected due to any of the following reasons:

1. The Application form is incomplete in anyway.

2. The course fee is not paid by the due date.

3. The supporting documents required for admission are not enclosed.

4. Wrong information is provided in the application form.

Registration number will be assigned to each student by the University after verification and submission of all the necessary documents & the required fee.

| | |
|---|---|
| Fees: | The Course fee shall be as decided by the Board of Management of Shri Davara University with due approval from Chhattisgarh Private University Regulatory Commission, Raipur from time to time. |
| Examination Scheme: | As per the University Examination Ordinance 3, unless provided otherwise. |
| Course Structure: | The course structure shall be as framed by the responsive Board of Studies and approved by the Academic Council of Shri Davara University. |
| General: | On the recommendation of the Academic Council, the Vice-Chancellor shall be Competent to change the system/ pattern of Examination, after making necessary amendments in the Ordinance. |
| | In case of any dispute, the matter shall be decided under the jurisdiction of the High Court of Chhattisgarh. |

# ORDINANCE No. – 11

Doctor of Philosophy (Ph.D.)

As per the provisions of NEP 2020 and UGC Regulation 2022/UGC Notifications

**A.    Eligibility criteria for admission**

Candidates who have completed a 1-year/ 2-semester Master's Degree programme after a 4-year/ 8-semester Bachelor's degree programme or a 2-year/ 4-semester Master's degree programme after a 3-year/ 6-semester Bachelor's degree programme or a Professional Degree declared equivalent to the Master Degree by the corresponding Statutory Regulatory Body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent Degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other Statutory authority in that country to assess, accredit or assure quality and standards of educational institutions.

A relaxation of 5% of marks, from 55% to 50%, or its equivalent grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the State Government from time to time.

Provided that a candidate seeking admission after a 4-year/ 8-semester Bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC/ State Government from time to time.

**B.    Duration of the Programme:**

1.    Ph.D. Programme shall be for a minimum duration of three (3) years, including coursework, and a maximum duration of six (6) years from the date of admission.

2.    A maximum of an additional two (2) years can be given through a process of re-registration; provided, however, that the total period for completion of a Ph.D. programme shall not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

3. Female Ph.D. Scholars may be provided Maternity Leave/Childc a r e Leave for up to 240 days in the entire duration of Ph.D. programme.

## C. Procedure for admission

1. University shall admit Ph.D. students based on UGC-CSIR NET Examination/ University Entrance Exam. The latest UGC Norms notified at the time of admission, if any, shall be followed.

The determination of the eligibility of NET for different categories is summarized below:

| Qualified for | Eligible for | | |
|---|---|---|---|
| | JRF | Assistant Professor | Ph.D. Admission |
| **Category–1:** Award of JRF and appointment as Assistant Professor | Yes | Yes | Yes |
| **Category–2:** Appointment as Assistant Professor and admission to Ph.D. | No | Yes | Yes |
| **Category–3:** Admission to Ph.D. only | No | No | Yes |

The JRF-qualified students shall be admitted into the Ph.D. programme based on an interview as per the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.

For students who qualify in Categories 2 and 3, 70% weightage will be given for test scores and 30% weightage for the interview for admission to Ph.D. programmes. The Ph.D. admission will be based on the combined merit of NET marks and the marks obtained in the interview/viva-voce.

The marks obtained in the NET by the candidates in Categories 2 and 3 will be valid for a period of one year for admission to Ph.D.

2. The University shall decide on an annual basis through its academic council, a predetermined and manageable number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated under Section D below), laboratory, library, and such other facilities.

3. The University shall notify well in advance on its institutional website the number of seats

for admission, subject/ discipline-wise distribution of available seats, and all other relevant information for the benefit of the candidates.

4.  The admission shall be based on the guidelines/ norms issued by the UGC and other Statutory Bodies concerned and taking into account the reservation policy of the State Government from time to time.

   (a)  An interview, Viva-Voce to be organized by the University when the candidates are required to discuss their research interest/ area through a presentation before a duly constituted Department Research Committee.

   (b)  The interview/ Viva-Voce shall also consider the following aspects, viz. whether:

      (i)  The candidate possesses the competence for the proposed research;

      (ii)  The research work can be suitably undertaken at the / Department;

      (iii)  The proposed area of research can contribute to new/ additional knowledge.

5.  The University shall maintain the list of all the Ph.D. registeredstudents on its website on a year-wise basis. The list shall include the name of the registered candidates, the topic of his/ her research, and name of his /her Supervisor/ Co-Supervisor and the date of enrollment/ registration.

**D.   Allocation of Research Supervisor:**

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc.

1.  Any regular Professor/ Associate Professor of the University with at least five (5) research publications in peer-reviewed or refereed journals, and ·

2.  Any regular Assistant Professor of the University with a Ph.D. Degree and at least three (3) research publications in peer-reviewed or refereed journals.

   Provided that in areas/ disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Academic Council may relax the above condition for recognition as research supervisor with reasons recorded in writing.

3.  The allocation of a Research Supervisor for a selected Research Scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and the research interests of the scholars as indicated by them at the time of interview/ Viva-Voce.

4.  In case of topics that are of interdisciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall

be known as the Research Supervisor, and a Co-Supervisor from outside the Department /Faculty on such terms and conditions as may be specified and agreed upon by the consenting University.

5. A Research Supervisor/ Co-Supervisor who is a professor, at any given point in time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars and UGC norms if any should be followed.

6. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the Parent Institution/ Supervisor from any funding agency. The scholar will, however, give due credit to the parent guide and the institution for the part of the research already done.

**E. Admission of International students in Ph.D. Programme**

1. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause D (3) above.

2. The University will decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

**F.** At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause D (3) and clause E (1).

**G. Coursework: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.**

1. The credit assigned to the Ph.D. Coursework shall be a minimum of 12 credits, including a "Research and Publication Ethics" as notified by UGC.

2. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching/ education/ pedagogy/ writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholar may also be assigned 4-6 hour per week of teaching/ research assistantship for conducting tutorial or laboratory work and evaluations.

2.1. The coursework shall be treated as a prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, fieldwork, etc. Other courses shall be advanced-level preparing the students for Ph.D. Degree.

2.2. All the coursework components prescribed for Ph.D. Programme shall be in conformity withthe credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

3. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the coursework to be eligible to continue in the programme and submit his or her thesis.

**H.    Research Advisory Committee and its functions:**

1. There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

    a) To review the research proposal and finalize the topic of research.

    b) To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/ she may do.

    c) To periodically review and assist in the progress of the research work of the Ph.D. scholar.

2. Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/ her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the University. A copy of such recommendations will also be provided to the Ph.D. scholar.

3. In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar on the Ph.D. Programme.

**I.    Research Degree Committee and its functions**

1.    There shall be a Research Degree Committee for each subject. The Committee shall consist of the following:

    1.1. Vice-Chancellor or his nominee – Chairperson

    1.2. Dean of the concerned faculty – Member

    1.3. Head of the University Teaching Department in the subject – Member

    1.4. Chairman, Board of Studies in the subject – Member

    1.5. One Subject Expert of the rank of University Professor, to be appointed by the Vice-Chancellor ordinarily out of a panel of 5 experts given by the Chairman of the Board of Studies – Member

   **Note**

   a)   On the request of the supervisor (s), Vice-Chancellor may permit the guide of the candidate to be present as an observer during the oral presentation of his/ her candidate in the Research Degree Committee (RDC) meeting.

   b)   No T.A. and D.A. shall be payable to the candidate and the supervisor for attending the Research Degree Committee meeting.

   c)   The external expert and two other members shall form the quorum.

2.    The Candidate who has successfully completed the Coursework as specified under section **G** of this Ordinance shall present himself/ herself before the Research Degree Committee with the final synopsis for assessment and approval by the RDC.

3.    The Research Degree Committee will evaluate the synopsis, design of study, methodology to be employed, hypotheses to be tested, and relevance of the proposed research by the candidate.

4.    If the Research Degree Committee is satisfied with the presentation of the candidate, it will recommend that the candidate is registered for the Ph.D. degree programme of the University.

5.    If the Research Degree Committee is not satisfied and recommend a revision in the

synopsis, the candidate in consultation with his/ her Research Advisory Committee will prepare the revised synopsis incorporating the suggestion of the RDC and submit the revised synopsis to the University for reconsideration.

6. The Research Degree Committee will be convened twice a year depending upon the number of candidates.

## J. Evaluation and Assessment Methods, minimum Standards/ Credits for award of the Degree, etc.

1. Upon satisfactory completion of coursework and obtaining the marks/ grade prescribed in sub-clauses above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft Dissertation/ Thesis within a reasonable time, as stipulated by the University.

2. Prior to the submission of the Dissertation/ Thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also be open to all faculty members and other Research Scholars. The feedback and comments obtained from them may be suitably incorporated into the draft Dissertation/ Thesis in consultation with the Research Advisory Committee.

3. Ph.D. scholars must publish at least one (1) Research Paper in a refereed journal and make two paper presentations in conferences/ seminars before the submission of the Dissertation/ Thesis for adjudication and produce evidence for the same in the form of presentation Certificate and/ or reprints.

4. The Academic Council of the University shall evolve mechanisms using well-developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the Dissertation/ Thesis shall have an undertaking from the Research Scholar and a Certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism (following the UGC regulations) and that the work has not been submitted for the award of any other Degree/ Diploma of the same Institution where the work was carried out, or to any other Institution.

5. The Ph.D. Thesis submitted by a Research Scholar shall be evaluated by his/ her Research Supervisor and at least two External Examiners, who are not in employment by the University, of whom one examiner may be from outside the country.

6. The Viva-Voce examination, based among other things, on the critiques given in the Evaluation Report, shall be conducted by the Research Supervisor and at least one of the two External Examiners, and shall be open to being attended by Members of the Research Advisory Committee, all faculty members of the Department, other Research Scholars and other interested experts/ researchers.

7. The public Viva-Voce of the Research Scholar to defend the Dissertation/ Thesis shall be conducted only if the Evaluation Report(s) of the External Examiner(s) are satisfactory and include a specific recommendation for conducting the Viva-Voce examination. If one of the Evaluation Reports of the External Examiner in case of Ph.D. Thesis is unsatisfactory and does not recommend viva-voce, the University shall send the Thesis to another External Examiner out of the approved panel of examiners and the Viva-Voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the Dissertation/ Thesis shall be rejected, and the Research Scholar shall be declared ineligible for the award of the Degree.

8. The University will develop appropriate methods so as to complete the entire process of evaluation of Ph.D. Thesis within a period of six months from the date of submission of the Thesis.

## K.   Ph.D. through Part-time Mode

1. Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in this ordinance are fulfilled.

2. The University shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

   2.1.   The candidate is permitted to pursue studies on a part-time basis.

   2.2.   His/her official duties permit him/her to devote sufficient time for research.

   2.3.   If required, he/she will be relieved from the duty to complete the coursework.

3. Notwithstanding anything contained in this Ordinance or any other law, for the time being in force, the University shall not conduct Ph.D. programmes through distance and/or online mode.

4. The University shall decide the selection procedure for part-time Ph.D. admission of research students keeping in view the guidelines/norms in this regard issued by

statutory/regulatory bodies concerned from time to time.

**L.    Issuing a Provisional Certificate**

Prior to the actual award of the Ph.D. degree, the University shall issue a provisional certificate to the effect that the Ph.D. is awarded in accordance with the provisions of the UGC Regulations as issued from time to time.

**M.    Depository with INFLIBNET:**

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. Degree, the University will submit an electronic copy of the Ph.D. Thesis to INFLIBNET, for hosting the same to make it accessible to all Institutions/ Colleges.