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**Common Ordinances for Courses under Credit-Based Evaluation
and Grading System and Under Scheme of Honours School
(CBEGS & USHS)
(w.e.f Session 2020-21)**

Note: (All those courses which are governed by any regulatory body like PCI, NCTE, BCI etc. shall follow Ordinances/rules as specified by their respective governing bodies/ councils unless otherwise specified.)

Introduction

In order to enhance the quality of education and to bring about transparency in the system of evaluation, Guru Nanak Dev University introduced in its curricula Credit-Based Evaluation and Grading System. The curriculum in a given subject would include such contents as may be required to upgrade the standards of teaching such as classroom lectures, laboratory techniques, seminars, field study, assignments, discussions, project and training etc. These contents would be specified in terms of courses, with each course having credits depending on the contact hours it involves.

1. Semester System

The academic programmes shall be based on semester system:

- Odd semester: July to November
- Even semester: January to May

2. Students roll number

Each student will be assigned a roll number consisting of eleven digits (left to right)

- the first four numeric will specify the class code of the student.
- the fifth and sixth numeric will specify the year of study.
- The last five numerics will specify the unique identification roll number of the student.

For example:- 17041973901 would mean the student admitted in Electronics and Communication Engineering in B.Tech. degree programme in the year 2019 under the roll number 73901.

3. Course Codes

Each course offered by a Department shall be identified by a course code, consisting of a string of six alphanumeric characters (three alphabets and three digits, left to right) followed by the course title.

- The first two characters in the course code shall be alphabets in capital letters identifying the subject/department offering the course.
- The third character shall be an alphabet identifying the nature of the course viz.

L= Lecture

T= Tutorial

P= Practical/Laboratory based courses

D= Dissertation/Thesis/Project/Case Study/Status Report/Assignment

E= Training/Professional Practice

R= Field Study/Educational Tour

S= Seminar/Discussion

U= Studio

Any other character may be defined to specify a course not listed above.

- The fourth character shall be a numeric specifying the level (year) of study after senior secondary (+2 standard)
- The last two characters shall be digits specifying the course number being offered.

For example:- ECL204 code implies that the course is offered for the B.Tech. degree in the subject of Electronics & Communication Engineering. It is a theory course in the second year of study after senior secondary. In general, the series of the numeric codes will be as follows:

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Degree Programme	Series
Three year Bachelor's Courses after Senior Secondary e.g. B.Sc. (Hons. School)	100, 200, 300
Four year Bachelor's Courses after Senior Secondary e.g. B.Tech./B.Sc (Hons.) Agriculture	100, 200, 300, 400
B.Tech (Lateral Entry course/s)	200, 300, 400
Five year Bachelor's Courses after Senior Secondary e.g. B.Arch. etc.	100, 200, 300, 400, 500
Five Years Integrated courses e.g. M.Sc FYIC (USHS)/M.Tech Dual Degree Programme/M.Com	100, 200, 300, 400, 500
Two years Master's Courses after Three Year Degree Course e.g. M.Sc. (Hons.)	400, 500
Two year Master's Course after Four Year Degree Course e.g. M.Tech. M.Plan (Infrastructure)/(Urban)/(Transportation)	500, 600
M.Arch, M.Tech(Const. Tech & Mgt)	600, 700
M.Tech Dual Degree Lateral Entry Programme	200, 300, 400, 500
Pre-Ph.D	900

Course codes for other subjects can be defined accordingly by the respective Board of Studies.

4. Course Credits

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, assignments or field study and/or self study.

Generally, each course shall have an integer number of credits reflecting its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under:

- (1) **Lectures/Tutorials:** One lecture hour per week shall normally be assigned one credit. One hour of tutorial per week shall be assigned one credit. Theory courses shall be generally two to four credits (preferably three credits), and tutorials one

credit each. For determining the credits of a theory course, lectures and tutorials shall be added.

(2) Practicals:

Two laboratory hours per week shall be assigned one credit. Courses other than Lectures/Tutorials shall be treated as practical courses.

The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.

Each programme of studies shall have following types of courses:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **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.
 - 2.1 **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/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study) or Research Project.
 - 2.2 **Dissertation/Project:** A Special course designed to acquire advanced knowledge solving/ analyzing/ exploring a real life situation/ difficult problem 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.

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- 2.3 **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.

3. **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; i. Environmental Science and ii. English/MIL Communication. These 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.
- 3.1 **Ability Enhancement Compulsory Courses (AECC):** Environmental Science, English Communication/MIL Communication.
- 3.2 **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

Generally, the course work per semester will be 20 to 30 credits. A student shall register for a minimum of 20 credits in a semester. Syllabi will be designed with minimum credits required to complete a degree as follows:

Degree Programmes	Minimum Credits
B.Sc. (Hons. School)/B.A. (Hons. School)/ B.Com (Honours) (USHS)	135
B.Sc (Hons) Agriculture	184
B.Tech., Bachelor of Planning	180
B.Tech (Lateral Entry Courses)	135
B.Arch	240
MBA/MCA /M.Com etc. (5 year)	225
M.Sc (FYIC) USHS	225*
M.Tech.(CSE/ECE)	68

MBA (2 year)	100
MCA (3 year)	135
M.Sc./M.Sc.(Hons.)/M.Sc.(H.S.)/M.A./ M.Com/ M.H.A/MPT etc.	90
Master of Planning (Infrastructure)/(Urban)/ (Transportation)	80
M. Architecture	70
M.Tech(Construction Technology & Management)	60
M.Tech Dual Degree Programme	220
M.Tech Dual Degree Programme (Lateral Entry)	180
Other courses	45-50 per year

(*) *The student will have a choice to exit the programme after successful completion of first six semesters (three years) after essentially earning a minimum of 135 credits for Graduation and further for Post Graduation in that course he/she must earn a minimum of 90 credits*

5. Course Evaluation (except the courses governed by the Council of Architecture)

The students would be evaluated during the conduct of each course on the basis of their performance as follows:

Examination (Theory)	Syllabus to be covered in the examination	Time allotted for the examination	% Weightage
Mid Semester	Upto 50%	1 hour	20 %
End Semester Examination	100% syllabus	3 hours	80 %
Total			100
(Practical)			
Final Practical Examination + Viva Voce	100% syllabus		100%
Total			100

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The following table shows distribution of credit/s into marks.

Credit/s	Marks
1	25
2	50
3	75
4	100
5	125
6	150

The End-Semester Examination will be subjective. The examination schedule for the End Semester Examination shall be notified by the University and that of Mid Semester Examination by the Head of the respective Departments. Marks obtained by the students in Mid Semester Examination will be displayed on the Notice Board before the start of the End Semester Examination. The Answer-sheets for Mid Semester Examination will be shown to the students. However, answer sheets for End Semester Examination will not be shown to the students after examinations. The students may be asked to go for re-evaluation of their Answer-sheets, if they have any doubt.

- Datesheet will be as per academic calendar.
- There will be no Mid Semester Examination for Practical/ Lab courses.
- For final semester practical examination, the external examiners from nearby places may be appointed. The evaluation of the examination shall be done both by external & internal examiners jointly.
- For not more than 50% or as decided by the competent authority of credit-based courses offered in different programmes across the discipline, the question paper of the End Semester Examination will be set by external examiners appointed by the competent authority.
- In all the courses, the answer sheets will be assessed by internal examiners through table marking.
- The project reports/Dissertation of Master Degree courses may be evaluated by internal examiners, where the evaluation as only “satisfactory/unsatisfactory” is required. In the Master

Degree, the thesis with marks may be evaluated by an external examiner.

6. Award of Grades

Grades awarded will be verified by the Board of Control, with all teachers teaching that class to be invited as special invitees, even if they are not members of the Board of Control.

7. Grading System

The Grading will follow Credit-Based System, the details of which are given below:

While undertaking the course work, the following terms are defined:

‘Course’ means a paper.

‘Credit’ means weightage assigned to a course

‘Grade’ means a letter grade assigned to a student on a 10 point scale.

‘Grade point’ means points assigned to a letter grade.

‘Semester Grade Point Average’ (SGPA) means weighted average of grades in a semester.

$$SGPA = \frac{\sum_{i=1}^m (G_i \times C_i)}{\sum_{i=1}^m C_i}$$

where G_i are the grade points obtained by a student in the i th registered course and C_i are the credits of the i th registered course and ‘m’ is the number of courses registered by a student in a particular semester.

$\sum_{i=1}^m (G_i \times C_i)$ = Total grade points obtained by a student in a semester,

$\sum_{i=1}^m C_i$ = Total credits registered by the student in that semester.

Or

$$SGPA = \frac{[(G_1 \times C_1) + (G_2 \times C_2) + \dots + (G_m \times C_m)]}{[C_1 + C_2 + \dots + C_m]}$$

‘Cumulative Grade Point Average’ (CGPA) means weighted average of grades in all the semesters computed at the end of any semester or at the end of the course completion.

$$CGPA = \frac{\sum_{i=1}^n (G_i \times C_i)}{\sum_{i=1}^n C_i} = \frac{[(G_1 \times C_1) + (G_2 \times C_2) + \dots + (G_n \times C_n)]}{[C_1 + C_2 + \dots + C_n]}$$

where G_i are the grade points obtained by a student in the i th registered course and C_i are the credits of the i th registered course, ‘n’ is the number of courses registered in all the semesters.

SGPA and CGPA shall be calculated up to two decimal places, after rounding off the third decimal to the nearest second place integer decimal, hence 0.005 is to be increased to 0.01

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The student would be awarded a letter grade on a 10 point scale on the basis of his/her performance. Grades shall be awarded as per the following table:

Common Grading Table

Percentage Marks	Letter Grade	Grade Points
>90 to ≤100	O (Outstanding)	10
>80 to ≤90	A+ (Excellent)	9
>70 to ≤80	A (Very Good)	8
>60 to ≤70	B+ (Good)	7
>50 to ≤60	B (Above Average)	6
>40 to ≤50	C (Average)	5
≥35 to ≤40	P (Pass)	4
Below 35	F (Fail)	0
Absent (Ab)	F (Fail)	0

Promotion rules for all Programmes (except for Ph.D. and M.P.T(Sports Physiotherapy), M.H.A and M.P.T(Ortho) programmes in Physiotherapy).

- a) A student (except for Ph.D., PG & UG Law courses and M.P.T(Sports Physiotherapy), M.H.A and M.P.T(Ortho) programmes in Physiotherapy) shall be required to maintain a minimum of 4 CGPA at the end of the final semester of his/her degree programme. If his/her CGPA falls below 4 at the end of final semester, the student will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year. For Example: In FYIC course, the candidate having failed in the (final) 10th semester will have to seek readmission in the 9th semester.
- b) A student getting 'F' grade in any course will be treated as having failed in that course. If he/she fails in a Core course/ Generic elective/Discipline specific elective/ Ability Enhancement compulsory/Skill Enhancement course, he/she will have to repeat the course and will have to obtain at least 'P' grade in that course within the maximum period defined (UGC Letter no. F.12-I/2015 (CPP-II) dated 15.10.2015) to complete the degree for that course.

- c) A student will be required to clear at least 50% of the total theory papers (excluding Drug Abuse, Environmental Studies & Practical papers) of all the previous semesters taken together at the end of the even semester of each academic session for promotion to the next higher semester e.g. if there are ten papers, he/she will have to clear five papers and if there are eleven papers, then he/she will have to clear six papers. It will be compulsory for the student to appear in each semester's end examination to take the benefit of promotion as mentioned above. In case of absence in all the papers of the end semester examination, he/she will not be promoted to the next higher semester, even if he/she has qualified 50% of the theory papers of all the preceding semesters taken together at the end of even semester.
- d) A student who has cleared 50% of the theory papers and has failed in the remaining papers would be eligible to appear in the repeat examination. For such candidates, repeat (Mid semester & End semester) examination for an odd semester shall be conducted along with the next odd semester and even semester along with the next even semester. They should register for these (repeat) papers in the beginning of that semester but need not to attend the classes again. However, they may consult the concerned teacher for guidance.
- e) If a student fails in more than 50% of the theory papers at the end of the even semester of each academic session during all the preceding semesters taken together, he/she will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year of the degree.
- f) It will be compulsory for a student to appear in the End Semester Examination for each course. A student who does not appear in the End Semester Examination will be treated as having failed in that course and will be awarded 'F' grade.
- g) If in a particular semester a student falls short of attendance in the course/s and does not fulfill the minimum attendance requirements, he/she will not be permitted to appear in the End Semester Examination for that course/s and shall be awarded 'F' grade.

**Promotion rules for M.P.T (Sports Physiotherapy), M.H.A and
M.P.T (Ortho) programmes in Physiotherapy.**

- a) Students registered for PG level courses in Physiotherapy shall be required to maintain a minimum CGPA of 5 at the end of the final semester of his/her degree programme. If his/her CGPA falls below 5 at the end of the final semester of his/her degree programme, the student will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year. For all other courses in the Faculty of Sports Medicine and Physiotherapy, students will follow the rules of CGPA which are applicable for other courses of university i.e they will have to maintain a CGPA of 4.

Promotions rules for the M.P.T(Sports Physiotherapy), M.H.A and M.P.T(Ortho) programmes in Physiotherapy are same as in the above paras (from **b to g**) of common ordinances promotion rules.

- b) The student would be awarded a letter grade on a 10 point scale on the basis of his/her performance. Grades shall be awarded as per the following table:

**Grading Table for M.P.T(Sports Physiotherapy), M.H.A and
M.P.T(Ortho) programmes in Physiotherapy**

Percentage Marks	Letter Grade	Grade Points
>90 to ≤100	O (Outstanding)	10
>80 to ≤90	A+ (Excellent)	9
>70 to ≤80	A (Very Good)	8
>60 to ≤70	B+ (Good)	7
>50 to ≤60	B (Average)	6
Equal to 50	P (Pass)	5
Less than 50	F (Fail)	0
Absent (Ab)	F (Fail)	0

8. 'Incomplete Grade'

This Grade (I Grade) shall be awarded for incomplete Project/ Dissertation work/or any other course, other than theory or practical courses. This grade will be converted to a regular

Grade on the completion of the evaluation of the course.

9. Withdrawal from a Course

A student may be allowed to withdraw from an optional course within 15 days of the start of the semester, and allowed to opt for another optional course in lieu of it. In such a case, attendance of the student in the first course shall be added to the attendance in the new course.

10. Minimum Credits and Minimum CGPA required for a Degree

The credits for the courses in which a student has obtained 'P' (minimum passing grade for a course) grade ('P' for M.P.T(Sports Physiotherapy), M.H.A and M.P.T(Ortho) programmes in Physiotherapy) or higher shall be counted as Credits earned by him/her. A student shall have to earn a minimum of such number of Credits as may be required for the award of a degree in a particular course/discipline. A student who has obtained a minimum CGPA of 4 (5 for M.P.T (Sports Physiotherapy), M.H.A and M.P.T(Ortho) programmes in Physiotherapy) and earned a minimum number of Credits as specified for the programme, shall be eligible for the award of the respective degree.

A student, who has earned the minimum Credits required for a degree, but fails to obtain the minimum specified CGPA for this purpose, shall take additional courses offered by the department till the minimum CGPA is attained within the maximum time limit for the programme. If a student offers courses for more than the required minimum Credits, the SGPA or CGPA shall be calculated on the basis of total number of Credits registered. Maximum time allowed to pass a degree programme is given below:

Programme duration	Maximum time to complete the Degree
Five years	Seven years
Four years	Six years
Three Years	Five years
Two years	Four years
One year	Three years
B.Tech (Lateral Entry)	Five Years
M.Tech Dual degree Programme	Seven Years
M.Tech Dual degree Programme (Lateral Entry)	Six Years

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11. Audit Courses:

In addition to the Credit courses, a student on the approval of BOC can take up Audit course/s from his/her Department, or any other Department or other University or institute of higher education/research. The grade awarded for this course shall be Satisfactory ('S') or Not Satisfactory ('U'). A grade equivalent to 'P' or above will be treated as satisfactory for Audit courses. The Audit course/s cleared by a student will not be counted towards his/her SGPA/CGPA.

12. Make-up Examination

If a student is absent from a End Semester/ Mid Semester Examination of the course due to the death of his/her first blood relation (Mother/Father/Sister/Brother/Daughter/Son) on the day of the examination, or at the most two weeks prior to the test, or on medical grounds, or participation in sports/cultural activities with the permission of the BOC, the BOC may permit the student for the make-up Examination within two weeks of the date of the test from which the student remained absent, provided that the Mid Semester Examination shall be based on the syllabus covered till date. Under similar conditions, if a student is making up for End Semester Examination then permission of the Dean Academic Affairs will be required.

13. Conversion from CGPA to Percentage:

A CGPA of 6 will be considered equivalent to 60% marks. The conversion of CGPA to Percent Score will be carried out by multiplication of respective CGPA by a factor of 10. The equivalence between selected percentages in absolute marks system and CGPA is as follows.

CGPA	% age
3.5	35
4	40
5	50
6	60
7	70
8	80
9	90
10	100

II Common Ordinances for Programmes under Credit-Based Evaluation and Grading System

The University shall impart instructions in Programmes under Credit-Based Evaluation and Grading System.

1. Eligibility for Admission and Duration of the Programmes:

The Eligibility and duration of the programmes shall be as prescribed by the University from time to time.

2. Fee

Every candidate shall pay such fee to the University as the Syndicate may prescribe from time to time.

3. Scheme of Instructions-Examination:

For each examination, every student admitted to the programme under the Credit-Based Evaluation and Grading Systems must be on the rolls of the University Department and shall send his/her admission form and fee for the examination through the Head of the Department, accompanied by the following certificates:

- a) Of having attended at least 75% of the total number of lectures delivered in each theory and practical course separately. For attendance in Law courses, the rules of Bar Council of India shall apply. Deficiency in lectures may be condoned as per Ordinances Chapter XV (ii) "Condonation in Lectures" of University Calendar Vol. II.
- b) Of having good moral character.

The syllabi, courses of reading and regulations for the courses, shall be notified by the University from time to time, and shall be deemed to constitute integral parts of the Ordinances. Course evaluation shall be done under Credit-Based Evaluation and Grading System. *No grace marks shall be awarded to pass a course / improve division. However, improvement of division will be allowed as per policy framed by the university from time to time.* A candidate may, however, take additional optional courses from within the Department or outside the Department to improve his/her CGPA within the maximum limit for the respective courses.

4. Assignments:

The candidate shall be required to submit his/her assignment

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such as project report/dissertation/thesis/case study/status report/training report/term report or any other such assignment included in the course, required for the partial fulfillment of the requirements of a degree, by the end of his/her last semester of the course in which he/she is registered (30th June) & (31st May in case of M.Tech. (Electronics & Communication Engineering) Specialization Communication System & M.Tech. (CSE)). The Head of the Department may, however, give an extension of one month after this date, i.e., up to 31st July (30th June in case of M.Tech. (Electronics & Communication Engineering) Specialization Communication System & M.Tech. (CSE)). In case the candidate fails to submit such an assignment at the end of this period of extension, he/she shall be awarded an 'Incomplete Grade (I)' for this course. Students getting 'I Grade' can repeat and resubmit any such assignment in the next semester irrespective of even or odd semester with the permission of BOC and payment of fee as decided by the University from time to time. Assignments shall be evaluated by a Board of three examiners comprising the Head of the Department or Nominee, Course Coordinator and Supervisor/Class Incharge. For M.Phil. and Ph.D. degrees, respective ordinances shall apply.

5. Discipline:

Each student shall be under the control and discipline of the Board of Control of the respective Department. In case of any misconduct on the part of a student, the Board of Control shall have the power to recommend disciplinary action, to the extent of cancellation of admission of the defaulting student from the rolls of the Department.

6. Degree:

The successful candidate shall be awarded the degree in the subject of his/her study indicating the CGPA on the basis of the result of all the semester examinations. A student who does not complete the programme of study within the minimum duration of the course of his/her study, or gets 'F' grade('F' grade for M.P.T(Sports Physiotherapy), M.H.A and M.P.T(Ortho) programmes in Physiotherapy in any course or 'I' grade in the assignment as *given under para 4 of Part-II* shall not be

eligible for any merit position/medal/award of the University. He/ She shall have to complete his/her degree within N+2 rules, where 'N' stands for the Normal or minimum duration prescribed for completion of the programme and '+2' stands for the extra period of 2 years immediately after completion of the normal duration of the course.

7. Dual Degree (for Five Year Integrated programmes)

There shall be a provision of providing Dual Degree under FYIC programmes. After successful completion of all the six/eight semesters, the candidate shall be provided Bachelor Degree in the relevant subject and after the successful completion of all the ten semesters, the candidate shall be provided Post Graduate Degree in the relevant subject.

8. Degree (for B.Tech Lateral Entry programmes)

The successful candidate shall be awarded the degree in the subject of his/her study indicating the CGPA on the basis of the result from 3rd to 8th semester examinations of this University. A student who does not complete the programme of study within the minimum duration of the course of his/her study, or gets 'F' grade shall not be eligible for any merit position/medal/award of the University.

Note:- All the students who have been admitted under B.Tech. courses through Lateral Entry in the session 2018-19 batch only shall have entry number, course evaluation, grading system, conversion from CGPA to percentage and minimum credit & minimum CGPA required for a degree as per the earlier ordinances of Credit Based Continuous Evaluation Grading System of session 2010-11.

9. (a) Dual Degree for M.Tech (Mechatronics Engineering)

Under M.Tech (Mechatronics Engineering) Dual Degree Programme a degree will be awarded in B.Tech (Mechanical Engineering) as well as M.Tech (Mechatronics Engineering) after successful completion of degree of five years. However, no exit rule is available after B.Tech (Mechanical Engineering) under this Dual Degree Programme.

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**(b) Dual Degree for M.Tech (Mechatronics Engineering)
Lateral entry**

The Students who meet the eligibility criteria for the admission to lateral entry course as mentioned in admission prospectus/ordinances can be permitted to admit in 3rd semester subject to the verification of eligibility and original documents. The successful candidate shall be awarded the degree as mentioned in sr. no. 9(a) above indicating the CGPA on the basis of the result from 3rd to 10th semester examinations of this University.
