MPPU-03   ITM University, Gwalior

Ordinance No.	65A
Repelled Ordinance No.	05, 06, 16, 17, 20, 24, 25, 28, 36, 37, 38, 39, 40, 41, 42, 46, 61,
Ordinance and Program	05. B.Com/ B.Com (Honours) 06. B.Sc. /B.Sc. (Honours), 16, B.C.A./B.C.A. (Honours), 17. B.C.A , 20. Bachelor of Business Administration (B.B.A.) 24. Bachelor of Hotel Management (BHM) 25. Bachelor of Commerce (Computer Application) 36. Bachelor of Statistics/ Bachelor of Statistics (Honours) 37. Bachelor of Science (Interior Design) 38. Bachelor of Science(Fashion Design) 39. BJMC/B.A. (Journalism and Mass Communication) 40. Bachelor of Physical Education and Sports (BPES) 41. Bachelor of Business Administration (Honours) 42. Bachelor of Optometry (B.Optom) 46. Bachelor of Arts/ Bachelor of Arts (Honours) 58. Bachelor of Arts 61. BFA (Bachelor of Fine Arts)
No. of Classes/ Courses	18

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"CELEBRATING DREAMS"

ORDINANCE INDEX

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ITM University Gwalior

Ordinance 65 A

Ordinance for three/four years Undergraduate Degree (CBCS Semester Mode)

Implementation of New Education Policy 2020 in B.Com/B.Com (H) / B.Sc. / B.Sc. (H) /B.C.A. /B.C.A. (H) / B.B.A. / BHM/ BHMCT/ B.Com (Computer Application)/ B.Stat./ B.Stat. (H)/ B.Sc. (Interior Design)/B.Sc.(Fashion Design)/BJMC/B.A. (Journalism and Mass Communication)/ BPES/BBA(H) /B.Optom/ Bachelor of Arts/Bachelor of Arts (H)/BFA (Honors/Research)

(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 in place of all the pre approved Ordinance for B.Com/B.Com (H) / B.Sc. / B.Sc. (H) /B.C.A. /B.C.A. (H) / B.B.A./BHM/ BHMCT/ B.Com (Computer Application)/ B.Stat./ B.Stat. (H)/ B.Sc. (Interior Design) / B.Sc. (Fashion Design)/ BJMC/B.A. (Journalism and Mass Communication)/ BPES/BBA (H)/B.Optom/ Bachelor of Arts /Bachelor of Arts (H)/ BFA (Honors/Research), Ordinance No. 5,6,16,17,20,24,25,28,36, 37,38,39,40,41,42,46,58,61 from the academic session 2022-23.

2. The provisions of this Ordinance shall apply to the three-year/six-semesters Bachelor's degree or four-year/eight-semester Bachelor's degree (Honors/Research) undergraduate programmes such as B.Com/B.Com (H)/ B.Sc. / B.Sc. (H) /B.C.A. /B.C.A. (H) / B.B.A./ BHM/ BHMCT/ B.Com (Computer Application)/ B.Stat./ B.Stat. (H)/ B.Sc. (Interior Design) / B.Sc. (Fashion Design)/ BJMC/B.A. (Journalism and Mass Communication)/ BPES/BBA (H)/B.Optom/ Bachelor of Arts /Bachelor of Arts (H)/ BFA (Honors/Research) for respective ordinance no. 5,6,16,17,20,24,25, 28,36,37,38,39,40,41,42,46,58,61 and other similar Undergraduate programmes notified by the University which previously published in the official gazette of Madhya Pradesh Government.

3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated constitute Units for their regular as well as non-collegiate (private) students.

4. Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its UTDs/SOS. Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme.

5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes.

6. The admission shall be made on merit calculated on the basis of criteria notified by the 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 from time to time.

7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University. The in-take capacity shall be determined in advance by the university in accordance with the guidelines/norms in this regard issued by the State Government/UGC, MPPURC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.

8. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

9. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:

   i) Disciplinary/interdisciplinary/Major (**48 credits**)
   ii) Disciplinary/interdisciplinary/Minor (**32 credits**)
   iii) Generic Elective (**16 credits**)
   iv) Discipline Specific Elective (**16 credits**)
   v) Skill Enhancement Courses/Vocational Courses (**12 credits**)
   vi) Ability Enhancement Courses (**08 credits**)
   vii) Field projects/internship/apprenticeship/community engagement and service/research project (**28 credits**).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

1st Year

Entry 1: The entry requirement for Level 5 is successful completion of Class 12 from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

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

2nd Year

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

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

3rd Year

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

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

4th Year

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

*Exit 4:*If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject.* A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements

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

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

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

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

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.

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

12. TYPES OF COURSES

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

12.1. Core Course: Such courses which shall compulsorily be studied by the student as a core requirement of the programme.

12.2. Elective Course:

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

12.2.1 Discipline Specific Elective (DSE) Course:

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

12.2.2 Dissertation/Project:

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

12.2.3 Generic Elective (GE) Course:

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

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

12.3. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

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

  "AECC" courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education

- English/Hindi Communication are mandatory for all disciplines.

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

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

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

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

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

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

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

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

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

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

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

(a) <u>Bachelor with Honours:</u>

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

(b) <u>Bachelor with Research:</u>

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2 .

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

13.5.   **Credit Distribution for Semester:**

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2 as how in clause 13.8.

13.6.   **Additional Courses:**

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

13.8.Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for Universities /Autonomous Colleges

Level	Semester	Main Faculty (as per prerequisite) Subject I — Major	Subject II — Minor	Any Faculty Subject III — Generic Elective Course	Skill Enhancement Course (SEC) — Vocational Course	Ability Enhancement Course (AEC)	DSE	Field projects/Internship/community engagement and service # Inter/Intra Faculty	Credits	Qualification title (Credit requirement)
Level5	1	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4 =20	(40) Under graduate Certificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4 =20	
Level6	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	(80) Under graduate Diploma In Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	
Level7	5	1 (6 Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/Internship/apprenticeship 1 (6 Credits)	6+4+4+6 =20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/Internship/apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level8	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours)in Main faculty *Bachelor Degree (Research) in Main faculty*
	8	1 (6 Credits)	1 (4 Credits)					1 (10Credits) *Research Project*	6+4 +10 =20	
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

a. The Autonomous College/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.

b. The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the Autonomous College/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD.

c. The Autonomous College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the Autonomous College/UTD.

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

e. The Autonomous College/University will take a decision for allowing the online courses of SWAYAM if:

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

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

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

f. The requirement of project/dissertation, as notified by the respective Autonomous College/UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of Autonomous College/ UTD.

15. 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 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/Principal of autonomous colleges.

16. Examination &Evaluation:

16.1   Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16.16.

16.2   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 courses. Marks 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; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD/Autonomous College. In case of internal assessment, the college/UTD/University shall distribute and design their assessment so that at least two tests are conducted in a semester.

16.3   UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.

16.4   Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.6.

16.5 The grading will be made on 10-point scale as described below:

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

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

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

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

16.8 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.

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 half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.

If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned 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.

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

16.9   On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.

16.10   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 of the academic semester then semester fee will not be charged again.

16.11   The provision for review of answer book in semester system will be available as per the existing rules of the University.

16.12   The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

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

Table 3: Structure of Credit Course (Semester System)

#	Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
			Theory	Practical	Tutorial	Internals (Through CCE)	External (End Semester Exam)	Internal	External (End Semester Practical Exam)	
1	Core/GE/DSE (6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2	Core/DSE/GE (6)	Type-2	4	2	NA	40	60	40	60	NA
3	Core/DSE/GE (6)	Type-3	2	4	NA	40	60	50 (Through CCE)	50	NA
4	Core/DSE/GE (6)	Type-4	5	NA	1	40	60	NA	NA	100
5	DSE/SEC (Vocational Courses) (4)	Type-1	4	0	NA	40	60	NA	NA	NA
6	DSE/SEC (Vocational Courses) (4)	Type-2	3	1(P,T,W, etc)	NA	40	60	NA	100	NA
7	DSE/SEC (Vocational Courses) (4)	Type-3	1	3(P,T,W, etc)	NA	40	60	50 (Through CCE)	50	NA
8	DSE/SEC (Vocational Courses)(4)	Type-4	3	NA	1	40	60	NA	NA	100
9	AECC (Foundation Course) (4)	Type-1	4	NA	NA	40	60	NA	NA	NA
10	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report 2Credit(25 Marks)							
11	Research Methodology(4)	Type-4	3	NA	1	40	60	NA	NA	100
12	Dissertation (10)	NA	Evaluation of Thesis: 6 Credits (50 Marks)+ Pre submission viva-voce: 2 Credit(25 Marks)+ External viva-voce: 2 Credit(25 Marks)							

17. Evaluation and Certification of MOOCs and Vocational courses:

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

18. Calculation of SGPA /CGPA:

18.1 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 courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

The calculation of SGPA and CGPA in semester system will be carried as per provisions of Ordinance 14.

18.2 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14,

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

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

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

Equivalent Percentage = CGPA x10

The percentage will be rounded off upto second decimal point.

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

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

22. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course 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.

23. Grade sheets will be developed as given in Ordinance 14.

24. **Credit Transfer:**

     24.1   The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.

     24.2   The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.

     24.3   Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.

25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.

26. The guidelines, related to this programme, issued by the statutory bodies e.g. UGC / MPPURC issued from time to time will be adopted for implementation.

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

28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.