Guru Jambheshwar University of Science and Technology
Hisar-125001, Haryana
('A+' NAAC Accredited State Govt. University)

Ordinance governing PG Programmes for UTDs and affiliated degree Colleges as per National Education Policy-2020

Under Learning Outcome Based Curriculum Framework-Choice Based Credit System (LOCF-CBCS) as per NEP-2020

1. Scope

This Ordinance is based on National Education Policy-2020 (NEP-2020), Learning Outcome Based Curriculum Framework-Choice Based Credit System (LOCF-CBCS) and is according to the Curriculum and Credit Framework for PG Programmes (CCFPGP) and National Higher Education Qualification Framework (NHEQF) of University Grants Commission and as per Memo No. DHE-170005/5/2023-Deputy Director-NPE dated June 8, 2023 regarding implementation of the key components of NEP-2020 in Colleges and Universities.

(i) The duration of the programme for the award of Post Graduate Diploma in <discipline/subject) is one academic year and Postgraduate degree in the <discipline> and/or <subject> will be one/two academic years. Each academic year will be divided into two semesters i.e., July to December and January to June. There shall be teaching of 15 weeks/90 days in each semester.

(ii) The nomenclature of the PG Diploma/Degree will be as under:

    (a) PG Diploma in <discipline/subject)
    (eg Post Graduate Diploma in Commerce, Post Graduate Diploma in Chemistry)
    (b) Master of <discipline> or Master of <discipline> <subject>
    (eg Master of Commerce, Master of Science Chemistry, Master of Arts English)

2. Key Terms

(i) **Learning Outcome based Curriculum Framework (LOCF)**: The learning outcomes of the programme (POs) are mapped against well-defined Course Outcomes (COs).

(ii) **Choice Based Credit System (CBCS)**: The CBCS provides choices to students to select courses to fit into their own requirements and to learn at their own pace within the framework.

(iii) **Programme:** A programme is made up of courses/subjects and leads to the award of a Master Degree or PG Diploma after completing requisite courses successfully.

(iv) **Course/Subject**: A course/subject refers to components of a programme. A course/subject may comprise of lectures/tutorials or practicum or laboratory work/field practice/project work/seminar/community engagement and service/internship/ dissertation, etc. or any combination of these.

(v) **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week over the duration of one semester. For

calculation of the teaching hours, one credit means one hour of lecture or one hour of tutorial or one hour of seminar or two hours of practicum/laboratory work per week over the duration of a semester.

(vi) Lecture: Component of a course/subject which is taught by a teacher through lectures covering the contents of a course/subject.

(vii) Tutorial: Component of a course/subject which involves problem-solving, learning through discussions and remedial teaching related to the contents and periphery of a course/subject with the direct involvement of a teacher.

(viii) Practicum: A course/subject or a component of a course/subject which enables students to learn or to attain skills or to get procedural knowledge for the contents of a course/subject through practical/laboratory activity/project and to apply the studied principles/theory/ concepts related to the chosen field of learning, work/vocation, or professional practice in the field of learning, under the supervision of a teacher.

(ix) Seminar: A course/subject or a component of a course/subject which makes students to learn a specific topic through in-depth exploration and analysis of facts about the topic in a set-up that involves presentation, interactive discussions, and collaborative learning under the supervision of a teacher.

(x) Internship: An internship is gaining first-hand experience by an individual besides comprehending the way of working in an organization, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities. Internships are to be such organized that benefits the intern as well as the internship providing organization. The employability of graduates can be improved by developing practical experience and exposure with the required right kind of attitude for the workplace. The internship helps in improving the employability skills and can help in generating competency, capability, professional working skills, expertise, and confidence among the students for employability and developing interest/passion for research. The interns can understand the application of theory in the workplace. The internships can be classified into two types:

    i. Internship for enhancing the employability
    ii. Internship for developing the research aptitude

(xi) Studio Activity: A studio activity involves engagement of students in creative, artistic or experimental activities involving visual, digital, audio, video and other professional experiential work.

(xii) Project Work: A course/subject or a component of a course/subject which facilitates students to apply their knowledge, skills and critical thinking ability to complete a specific task in a given time frame through conceptualization, exploration and analysis of research-based activities to suggest tangible solutions for a given problem related to the chosen field of learning.

(xiii) Dissertation: Dissertation is a comprehensive report of the work done in a research project/field work/survey, based on a systematic and rigorous investigation of the chosen topic utilizing research methods.

(xiv) Community Engagement and Service: A course/subject or a component of a course/subject which exposes the students to the socio-economic issues prevailing in society so that the theoretical learning can be supplemented by actual life experiences to understand and generate solutions to real-life problems.

3 Courses

(i) Discipline Specific Courses (DSC): A compulsory course of a subject/programme which aims at imparting essential fundamental, comprehensive and advanced knowledge of the subject/programme.

(ii) Discipline Elective Course (DEC): A course of choice which allows a student to study a specialized area(s) of subject/programme as per her/his interests and offered by the Department/College.

(iii) **Open Elective Course (OEC):** A course which a student opts to study for getting interdisciplinary knowledge in addition to her/his own subjects of programme.

(iv) **Employability and Entrepreneurship Skills Course (EEC):** A course which aims at enhancing the employability skills and developing key personal attributes which are essential for generating employment potential and preparing for the effective performance at workplace.

(v) **Vocational Course (VOC):** A vocational course is focused on practical work, preparing students for a particular skilled profession. Such courses develop capacities for sustenance, work, and economic participation and develop values and sensibilities towards physical work and the dignity of labour.

(vi) **Skill Enhancement Courses (SEC):** These courses aim at imparting practical skills, hands-on training, soft skills, etc. to enhance the employability of students.

(vii) **Value-Added Courses (VAC):** These courses aim at enabling the students to acquire and demonstrate the acquisition of knowledge and understanding of constitutional, human and moral values, Indian Knowledge System (IKS) and Intellectual Property Rights (IPR), etc.

4 Evaluation terms

(i) **Letter Grade:** It is an index of the performance of a student in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab depending on the score earned in that course.

(ii) **Grade Point:** It is a numerical value allotted to each letter grade on a 10-point scale.

(iii) **Credit Point**: It is the product of grade point and number of credits for a course.

(iv) **Semester Grade Point Average (SGPA)**: It is a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in all the courses registered in a semester to the total of the credits of the courses taken during that semester. It shall be expressed up to two digits after decimal place.

(v) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student in a programme over all the semesters. The CGPA is the ratio of total credit points secured by a student in all the courses of the programme to the sum of the total credits of all the courses of the programme. It shall be expressed up to two digits after decimal place.

(vi) **Detailed-Grade-Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The Detailed-Grade-Certificate (DGC) will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester.

5 Academic Bank of Credits (ABC):

It is a virtual/digital mechanism that contains information of the credits earned by individual students throughout their learning journey in Higher Education Institutions in India recognized by UGC. The Automated Permanent Academic Account Registry (APAAR) ID is also being introduced as a pivotal component. The APAAR ID serves as a lifelong academic passport, consolidating all achievements and credential of a student in one place. This will help enabling students mobility across higher education institution.

Each student will have to open an Academic Bank of Credit (ABC) account/APAAR id immediately before or during admission process if admitted through Chairperson/Principal of the concerned Department/College. At the end of each semester, credits earned by the students will be uploaded in her/his respective ABC account/APAAR id. A student registered in ABC account for a programme will be allowed to complete the respective programme within four years or as per the time period stipulated in the ABC/APAAR for accumulation of credits from time to time or within the period as prescribed by the university for the purpose.

6 Post Graduate Programme

According to Curriculum & Credit Framework for Postgraduate Programmes based on the NEP-2020 policy, PG programmes are categorized as follows:

(i) 2-Year PG Programme: A student can be admitted to a 2-year PG programme after Bachelor Degree subject to eligibility conditions of that PG programme. A student will study course work in the first and second semesters and can choose to study:

(a) course work in the third and fourth semesters, or

(b) course work in the third semester and course work with research in the fourth semester.

(ii) 1-Year PG Programme: A student can be admitted to a 1-year PG programme after a 4-year Bachelor Degree (Honours) or 4-year Bachelor Degree (Honours with Research) in the concerned subject or after 1-year PG Diploma in the concerned subject. In the 1-year PG programme, a student can choose to study:

(a) course work in the first and second semesters (third and fourth semesters of 2-year of PG programme) or

(b) course work in the first semester (third semester of 2-year PG programme), and course work with research in the second semester (fourth semester of 2-year PG programme).

7 Nomenclature of a PG Diploma/Degree

All programmes shall be offered as per UGC list of 'Specification of Degree' prevailing from time to time.

(i)   A student will be allowed an exit option after passing first academic year of the PG Programme with requisite minmum 44 credits including the 4 credits of internship of minimum of 4 weeks (120 Hrs) duration as per scheme of the programme and will be awarded a **Post Graduate Diploma in \<discipline/subject\>** (*Table 1*).

(ii)   A student will be awarded with **Master of \<discipline\> \<subject\>** or **Master of \<discipline\>** after successfully completing two academic years of PG Programme and earning requisite minimum 84 credits including the 4 credits of internship of minimum of 4 weeks (120 Hrs) duration as per scheme of the programme (*Table 1*).

(iii)   A student will be awarded with Master of \<discipline\> \<subject\> or Master of \<discipline\> after successful completion of two semesters of 1-year PG Programme by earning minimum 40 credits in the case of lateral entry to second year of PG programme after 4-year Bachelor Degree (Honours) or 4-year Bachelor Degree (Honours with Research) or after 1-year PG Diploma in the concerned subject as per the eligibility conditions.

8   Level of Courses

Courses shall be coded based on the learning outcomes, levels of difficulty, and academic rigor.

9 Admission to a PG Programme

(i)   The Department/College shall declare the sanctioned number of seats each year for fresh admissions to the 2-year PG programme(s) and admission shall be done following the University/State Govt. guidelines as per the eligibility conditions applicable for that programme.

(ii)   The Department/College can plan the number of seats for lateral admission in PG Programme(s) in consonance with the faculty and infrastructure available and will get approval from the university.

(iii)   The Department/College shall declare the approved and vacant number of seats in the second year for lateral admissions, i.e. for admission to 1-year PG programme(s).

The Department/College will make lateral admissions category-wise following the State Government norms for reservation subject to the fulfilment of other eligibility conditions

Preference, in order of merit, in the lateral admission will be given to the student of that Department/College who had taken exit from that programme and is seeking re-entry into the same institution.

10 Pursuance of Two Academic Programmes Simultaneously

University/UGC guidelines notified from time to time may be followed.

11 Minimum Eligibility Conditions for Admission

(i) **2-Year PG Programme:** A student with a Bachelor Degree subject to fulfilment of the eligibility conditions of a programme shall be eligible for admission to a 2-year PG Programme.

(ii) **1-Year PG Programme:** A student with a 4-year Bachelor Degree (Honours) or 4-year Bachelor Degree (Honours with Research) in the concerned subject or 1-year PG Diploma in the concerned subject after a 3-year Bachelor Degree, satisfying the eligibility conditions of a programme as specified by the Staff Council of the respective Department/College, shall be eligible for admission to a 1-year PG Programme.

(iii) The student opting for exit must inform in writing to the Department/College by 30th June of every year. The student is allowed re-entry into a PG Programme, if she/he has taken an exit option after first year. The gap between the exit and the re-entry into the PG Programme should not be more than two years subject to completion of the whole PG Programme within four years. Re-entry shall be allowed in the Department/College subject to the availability of seats in the concerned programme in that year in that Department/College. In case of re-entry, the scheme and syllabus currently running will be applicable.

(iv) Lateral admissions against sanctioned vacant seats may be filled by the Department/College category wise following the State Govt. norms for reservation in an odd semester. Lateral admission may be provided if a student has passed all the preceding examinations of the concerned programme under NEP Curriculum Framework. However, this will be subject to fulfilment of other eligibility conditions for the programme in which the admission is sought.

First preference in the lateral admission will be given to the students of that Department/College who had taken exit from that programme and are seeking re-entry into the same institution, for this a cut-of-date will be notified by Department/College.

12 Subjects/Courses of PG Programmes

(i) A student will study Discipline Specific Courses (DSC), Discipline Elective Courses (DEC), Practicum Courses (PC), Open Elective courses (OEC), Skill Enhancement Course (SEC)/Employability and Entrepreneurship Skill Courses (EEC)/Vocational Course (VOC) Value Added Course (VAC), Seminar as per Scheme for the PG Programme under Post Graduate Curriculum Framework.

(ii) The Department/College will decide and declare the number of seats for Dissertation/Project work of 12 credits in the beginning of each academic session, depending upon the availability of infrastructure and faculty in the Department/College. The Department/College shall also decide the criteria to

allocate then course of Dissertation/Project work to the interested students, in the case when number of such applicants is more than the number of seats available.

(iii) The students, who opt for the Dissertation/Project work outside the Department/College, can complete other requisite courses i.e. DSC, DEC, and SEC/EEC/VOC in the 4th semester through online mode with the permission of Department/College through:

a. MOOCs through SWAYAM and other such portals approved by UGC and registered on ABC/APAAR. Fee for such online courses has to be paid by the student her/himself.

b. Online/ODL courses offered by the Centre for Distance and Online Education (CDOE), Guru Jambheshwar University of Science and Technology, Hisar and fee for such online courses has to be paid by the student her/himself.

c. Online classes offered by the concerned Department/College for these courses.

Note: The student himself/herself has to pay the requisite fee and/or re-appear fee as applicable from time to time. Department/College shall not be responsible for any issue(s) related to MOOCs, online course(s) or else.

13 Composition of Courses

(i) A theory course of 4 credits may have 3 credits for lectures and 1 credit for tutorial or may have all 4 credits for lectures. However, tutorial will not be applicable to those programmes which have practicum as a separate course or as a part of the DSC and DEC courses and in that case all 4 credits will be dedicated to lectures only.

(ii) In the programmes, which do not have practicum as a separate course in the scheme, but have a practicum component in DSC or DEC, then 4 credits will be divided into 3 credits for lectures and 1 credit for practicum.

(iii) In the Practicum Course (PC), all the 4/3/2 credits will be dedicated to Practical/Laboratory/Studio/Project/Survey/Field work/Training, etc.

(iv) In the EEC/VOC, 2 credits will be allocated to lectures/practicum.

(v) In the courses - OEC and VAC, all 2 credits will be allocated to lectures. A student will opt for an Open Elective Course (OEC) of 2 credits from a pool of courses, and offered by the Department/College, other than the subject of programme in the 3rd Semester. In the case, when a Department/College is not able to offer any OEC, different from the subject of PG programme, then students can opt OEC, other than its subject, from online courses offered by the Centre for Distance and Online Education (CDOE), Guru Jambheshwar University of Science and Technology, Hisar or through SWAYAM/NPTEL/other platforms recognized by the UGC and university. Fees for such online courses have to be paid by the student itself.

14 Contact hours/workload

The weekly contact hours/workload for theory/practical/laboratory/studio/project/survey/field work, etc. components of the courses will be:

(i) 1 credit theory/tutorial = 1 hour;

(ii) 1 credit practical/laboratory/studio/project/survey/field work = 2 hours.

(iii) The tutorial and practical/laboratory/studio/project/survey/field work will be conducted in groups of students and one group will comprise of 15-20 students.

(iv) The teaching hour/workload for tutorial will be 1 hour per week for each group.

(v) The teaching hours/workload of the practical/laboratory will be 2 hours per credit per week for each group.

(vi) In the programmes, where Practicum Course (PC) is Studio/Project/Survey/Field work, etc., of 4/3/2 credits, the teaching hours/workload of 8/6/4

hours will be counted for the whole class, not in groups, and these hours shall be equally divided among the teachers supervising the students for Studio/Project/ Survey/Field work, etc. of the class.

(vii) An option of DEC can be offered for a group of minimum 10 students.

(viii) For seminar course of 2 credits, the Chairperson/Principal will assign the faculty to the students in groups of minimum 20 students. The teaching hours/workload of the seminar course will be 2 hours per week for each group.

15 Internship

(i) A student for the PG Programme shall be required to undergo 4 credits internship of minimum of 4 weeks (120 Hrs) duration during summer vacation after second semester examination. If she/he opts to exit with 1-year PG Diploma after second semester of 2-year PG Programme, then she/he has to complete Internship course before exit. However, the student, who has taken lateral entry into the 2nd year (i.e. 3rd semester) of PG Programme, need not to repeat the Internship course.

(ii) The internship will be governed by the prevailing rules of the University from time to time.

16 Dissertation/Project work

A student who opts for Dissertation/Project work of 12 credits in 4th/2nd semester of 2-year/1-year PG Programme will be required to do the research work based on systematic, scientific and rigorous investigations on the chosen and approved topic utilizing relevant research methods/techniques/innovations.

(i) A student, who opts for Dissertation/Project work in 4th semester of PG Programme, shall submit a request to the Chairperson/Principal during 3rd semester. The Department/College shall allot a qualified supervisor to guide the student for doing research during Project/Dissertation work.

(ii) The student will submit the title of the Dissertation/Project work with brief synopsis. The Chairperson/Principal shall constitute a committee of at least three members of the concerned subject for this purpose at the Department/College level.

(iii) The student shall be required to submit three hard copies of her/his dissertation along with soft copy as PDF file to the Department/College by 30th June of the concerned year. The late submission can be allowed with late fees as decided by the university from time to time.

(iv) The Anti-plagiarism policy of the university is to be strictly followed by the candidate and the supervisor. Similarity report as per anti-plagiarism policy of the university is to be annexed with the dissertation/project report.

(v) Evaluation of the dissertation/ project report shall be done by an external and internal examiner. The panel of examiners for evaluation of dissertations/project reports will be approved by the respective PGBOS. The dissertation/ project report will be of total 12 credits (300 marks) and evaluation will be done in two components; report of dissertation/ project report (200 marks) and open viva-voce examination (100 marks).

(vi) The schedule as specified above is to be strictly followed by the student and Chairperson/Principal and no relaxation will be allowed. However, in exceptional and genuine cases, late submission may be allowed with a late fee, as decided by the University from time to time.

17 Medium of Instructions and Examination

(i) For all subjects/courses of a programme, the medium of instructions shall be mainly English. Hindi medium will also be offered wherever feasible and approved by the university. The question paper shall be set in English. Bilingual question paper (s) will be provided, wherever possible and approved by the university. The students can write their answers in English/Hindi depending on the medium of instructions and language of the course content/syllabus, except in the case of
- English, in which the questions shall be set in English.
- Sanskrit, in which the questions shall be set in Sanskrit.
- Other languages, in which the questions shall be set in the language concerned.

(ii) The students shall write their answers:
- in English, in case of English language
- in the language concerned, in the case of Modern Indian Languages
- English in the case of other subjects.

Note: The certificate for medium of instruction if required by the student will be issued by the Chairperson/Principal of the concerned Department/College.

18 Programme and Course Learning Outcomes

Individual programmes of study will have well defined learning **Programme Outcomes (POs)** which should be attained for the award of a specific Certificate/Diploma/Degree.

Each course will have well defined learning **Course Outcomes (COs)** covering minimum 4 levels of learning as per RBT specific to the learning for a given course of study related to a disciplinary or interdisciplinary/multi-disciplinary area. Course Outcomes (COs) will be mapped to Programme Outcomes (POs). The attainment of Course Outcomes will lead to the attainment of the Programme Outcomes.

19 Assessment and Evaluation
(i) Student Progression and Mentoring

Each student shall be examined in the course(s) to check their progression through the programme as laid down in the scheme, syllabus and learning outcomes through a system of Continuous Comprehensive Assessment (CCA) using a mix of Internal and End-Term evaluation.

- Internal Assessment will be broadly 30% of the total marks and weightage of 70% shall be given to evaluation of End-Term examination(s).
- Internal Assessment (30%) shall be broadly based on the following defined components: Class Participation; Seminar/Presentation/Assignment/Quiz/Class Test, etc. in case of Theory examination and Seminar/Demonstration/Viva-Voce/Lab record, etc. in case of Practical examination; Mid-Term Exam.
- The students who have failed in Internal Assessment/Minor Test will have to get aggregate forty percent marks in the End-Semester examination with no option of improvement of internal assessment.
- Internal Assessment Marks will be further distributed as per following tables:

Course Composition- Theory/(Theory +Tutorial)			
Course Credit	**Internal**	**End-Term Exam**	**Total Marks**
2	15	35	50
3	25	50	75
4	30	70	100

Course Composition- Theory + Practical						
Course Credit		**Theory**		**Practical**		**Total Marks**
Theory	Practical	Internal Marks	External Marks	Internal Marks	External Marks	
2	1	15	35	10	15	75
3	1	20	50	10	20	100
2	2	15	35	15	35	100
0	2	-	-	15	35	50
0	3	-	-	25	50	75
0	4	-	-	30	70	100

Total Internal Marks (Theory)	Class participation	Seminar/Presentation/ Assignment/ Quiz/Class Test, etc.	Mid-term exam
15	5	-	10
20	5	5	10
25	5	5	15
30	5	10	15

Total Internal Marks (Practicum)	Class participation	Seminar/Presentation/Assignment/ Quiz/Class Test, etc.	Mid-term exam
10	5	5	-
15	5	10	-
25	5	10	10
30	5	10	15

- Absence from Internal Assessment test and/or Mid-Term examination will lead to award of zero marks in that component of Internal Assessment.

(ii) Every candidate shall be examined according to the scheme of examinations and syllabus of concerned PG programme as approved by the Academic Council from time to time. A candidate, who fails in an examination, or, having been eligible fails to appear in an examination, shall, unless approved otherwise by the Academic Council, will take the examinations according to the syllabus prescribed by the university for regular students appearing for that examination.

(iii) The pass percentage will be 40% (Grade 'P') both for theory and practicum End-Term Examination. A student has to obtain minimum 40% marks (Grade 'P') in End-Term Examination and in aggregate (sum of the Internal Assessment and End-Term Examination marks) separately to qualify a course.

(iv) The Chairperson/Principal of the Department/College shall ensure uploading of the Internal Assessment marks before the commencement of the End-Term Semester Examinations on the examination portal of the University or as notified by the Controller of Examinations of the University. A late fee, as prescribed by the university from time to time, shall be charged from the Department/College for if awards are not submitted in time.

(v) Internal Assessment marks of a course shall be carried forward in case of re-appear examination of that course.

(vi) The Chairperson/Principal of the Department/College shall preserve the record on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the university for one year from the date of declaration of semester examination results.

20 Eligibility for Examination

End-Term Examination shall be open to a regular student who

(i)   has been on the rolls of the Department/College during the semester.

(ii)   has passed the requisite qualifying examination as laid down above, if she/he is a candidate for the First Semester Examination.

(iii)   has her/his examination form submitted to the Examinations Branch through the Chairperson/Principal of the concerned Department/College.

(iv)   has attended not less than 75% of the lectures in a course. This requirement shall be fulfilled separately for each course of the programme. A deficiency in the prescribed course (Lectures/Practicum, etc.) may be condoned by the Chairperson/Principal of the Department/College in deserving cases up to 15% (excluding 2% additional for Girl/Women student).

(v)   These shall also include loss of attendance due to participation in the cultural and sports assignments, etc. Provided that, a student who participates in the Inter-University Tournaments or Inter University Youth festivals or Republic Day Parade may be allowed additional condonation on this ground up to 10% in each paper on a certificate from the Dean/Director, Sports/Youth Welfare/Cultural Affairs, Placement Cell, NSS, ANO, NCC, YRC as the case may be, subject to the condition that such a student shall not be allowed to appear in the examination if his/her attendance, after condonation on all counts, falls below 50%.

(vi)   Provided that a candidate who has not attended the requisite percentage of lectures/practicum shall not be eligible to take the End-Term Examination in the concerned theory/practicum unless she/he repeats the course and obtains requisite attendance.

21 Duration for Passing the Programme

(i)   A student can complete a 2-year PG degree programme within four years. A student who fails to pass the whole examination(s) of a PG programme within four years of admission to the programme, but has passed all courses of first two semesters and also has completed the requisite internship of the programme, shall be awarded with Postgraduate Diploma on the basis of courses completed and credits earned, if otherwise eligible.

(ii)   A student can complete a 1-year PG degree/Diploma programme within three years.

22 Conditions for Promotion to Higher Semester and Rules for Re-appear

(i)   A candidate who has attended the prescribed classes of a course(s) of a programme in the Department/College in a semester and was eligible but did not appear in the End-Term examinations or has appeared but failed, may be allowed on the recommendation of the Chairperson/Principal of the Department/College to appear/re-appear as an ex-student in the End-Term examinations of that course(s) as the case may be, in the subsequent semesters examination up to two times or as

allowed by the university from time to time when such examination(s) are held without attending the course(s) again. While re-appearing in the examination, the student shall be exempted from appearing in the course(s)/practical(s) in which s/he has obtained pass marks. However, the candidate will have to complete the degree within the maximum period allowed under the ordinance. Provided that after completion of regular studies for the whole duration of a programme, the candidate will be allowed to appear in examination as an ex-student/private for the re-appear/left out courses under the permissible chances, within the prescribed time period to complete the programme.

(ii) A candidate, who has appeared and failed in one or more courses of the first semester, shall be allowed to study for and to appear in the second semester examinations, if otherwise eligible. Such a student may pursue her/his studies for the next higher semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

(iii) A candidate who could not complete or has failed in a project/internship, she/he will get only one chance to repeat the project work/internship at the end of the next Semester. Further, if the candidate still fails or remains absent in the project/internship, then she/he will not be eligible for the award of the concerned PG Degree/Diploma.

(iv) Grant of Mercy Chance is allowed within maximum duration of programme i.e. N+2 (where N stands for normal duration of the programme having duration of one to two years to a student who got re-appear and has availed two chances (with normal fee) and one special chance with enhanced fee as decided by the University from time to time to clear the re-appear paper(s) of a particular semester/year. However, if allowed and candidate availed 4th chance of re-appear within the maximum duration of course then such candidates will have to pay a fee of Rs. 5000/- per paper subject to maximum of Rs. 10000/- per semester/year as the case may be and the candidate will have to appear in the examination as and when to be conducted for that particular semester. Grant of Mercy Chance will be governed by the prevailing rules of the University from time to time.

23 Examinations and Result

(i) End-Term Examinations for the odd semesters shall normally be held in November/December and for the even semesters in May/June, on such dates as may be notified by the Controller of Examinations from time to time.

(ii) Supplementary examinations will be held for Re-appear candidates as under:

Semester	When held
Odd Semester	Along with the First and Third Semester
Even Semester	Along with the Second and Fourth Semester

(iii) The last date(s) by which the examination forms shall be uploaded on the examination portal shall be as per the schedule notified by the Controller of Examinations from time to time.

(iv) The amount of examination fee to be paid by a student for each semester shall be as prescribed by the University from time to time.

(v) The minimum Semester Grade Point Average (SGPA) to qualify a semester shall be 4.00 and minimum Cumulative Grade Point Average (CGPA) required for the award of the PG Diploma/Degree shall be 4.00.

(vi) The Examination Branch shall prepare the Grade/Result and the Controller of Examinations will notify the same.

(vii) If a student is not able to pass any semester examination during her/his regular studies in the programme, her/his pass credits will be accumulated in the Academic Bank of Credits (ABC) and she/he can pass the deficient courses any time within four years or as stipulated in the Academic Bank of Credits from time to time.

(viii) A student who discontinues her/his studies at any point of time may be permitted to re-join the programme of study and complete balance credits as per university rules.

(ix) Academic Performance

The academic performance will be determined on the basis of Letter Grades and Grade Points, and displayed in final Detailed Grade Certificate (DGC). Award of grades and the corresponding grade points will be based on absolute marks as per the following table:

Letter grade	Grade Point	Percent Marks
O (Outstanding)	10	>85
A+ (Excellent)	9	>75 to 85
A (Very Good)	8	>65 to 75
B+(Good)	7	>55 to 65
B (Above Average)	6	>50 to 55
C (Average)	5	>40 to 50
P (Pass)	4	40
F (Fail)	0	< 40
Ab	0	Absent

- The overall percentage of marks and the divisions will be determined by multiplying the SGPA or CGPA, as the case may be, by 10. The classification of division will be as under:

    First Division with Distinction: If percentage of marks is 85 or more in first attempt or through re-evaluation of any answer sheet of main examination.
    First Division: If percentage of marks is 60 or more and less than 85.
    Second Division: If percentage of marks is 50 or more and less than 60.
    Third Division: If percentage of marks is less than 50.

- A candidate eligible to take the examination obtaining Grade 'F'/'Ab' will be considered to have failed in the examination/course(s). Such a student will be required to re-appear in that examination/course(s) within the permissible chances.

24 Computation of SGPA and CGPA

The following shall be the procedure to compute the 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 candidate in all the courses taken by the candidate in a semester to the sum of the number of credits of all the courses undertaken by the candidate in that semester, i.e.

$$SGPA\ (Si) = \frac{\Sigma(Ci\ x\ Gi)}{\Sigma Ci}$$

where C_i is the number of credits of the ith course and G_i is the grade point.

(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.

$$CGPA\ (Si) = \frac{\sum(Ci\ x\ Si)}{\sum Ci}$$

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 digits after decimal place and shall be reported in the Detailed-Grade-Certificate (DGC).

A merit list will be prepared for a programme and University Medal will be awarded to a candidate who secures highest CGPA (rounded off to 2 digits after decimal place) with at lest First Division and stands first in the entire programme examination in the first attempt or through re-evaluation of any answer sheet of main examination. In case, when more than one student have the same CGPA, then University Medal shall be decided on the basis of actual obtained marks in the programme. Further, if the actual marks obtained are same than the candidate higher in age will be considered for award of University Medal.

25 Improvement

(i)   A candidate who has passed a PG Programme from GJUST, Hisar and is desirous of improving her/his CGPA in the respective programme (PG Diploma/Degree), will be allowed to appear within next four Semester examinations after passing the fourth/second semester examination to appear as an ex-student in one or more theory course(s) of any one or two parts, out of Part-I (Semester I & II) and Part-II (Semester III & IV) separately in four consecutive semester examinations and shall pay examination fee as for the whole semester examination in which she/he opts to appear.

(ii)   The result of improvement examinations shall be declared only if a candidate improves her/his CGPA of the respective programme. Provided further that if a student does not want to avail the remaining chances out of permissible four total chances for improvement, then she/he will submit an undertaking to this effect for declaration of her/his final result. The fact that student has improved the performance/grade shall be mentioned in the Detailed-Grade-Certificate (DGC).

(iii)   Improvement shall not be allowed in Internal Assessment/Practical/Internship/ Field Work/Project/Seminar/Studio, viva-voce examination etc.

The rules, syllabus and fees for improvement examinations shall be applicable as prevailing at that time or as prescribed by the university from time to time.

26   Award of Grace Marks
Grace marks will be awarded according to the university rules prevailing from time to time.

27   The ordinance in force at the time a student joins the programme shall hold good only for the examination held during or at the end of that academic year and nothing in this ordinance shall be deemed to debar the university from amending the ordinance and the amended ordinance, if any, shall apply to all the students whether old or new.

28   **(i)**   In the event of any inconsistency in the rules or any clarification thereof, the matter shall be referred to the Vice-Chancellor for interpretation, whose decision shall be final. The Vice-Chancellor is also competent to remove any

inconsistency/make amendment in rules at any time and decide which provision shall take precedence over the other.

(ii) The Vice-Chancellor is authorized to make changes/amendments in the ordinance for effective implementation of Curriculum and Credit Framework of Postgraduate Programmes under National Education Policy 2020.

(iii) Notwithstanding anything mentioned above, the Vice-Chancellor can relax any rule in exceptional cases or when situation demands so.

29   Transitory Provision

Students admitted to PG Programmes under semester system in Department/College prior to the academic session 2025-26 shall be governed by the old rules as applicable for that programme for that session. The present rules shall be applicable to the students who take admission in a programme according to Curriculum and Credit Framework for PG Programmes of UGC as per NEP-2020 w.e.f. the academic session 2025-26.

Table 1: **PG Programme**

First Year							
Semester	**Nane of the Courses**			**VAC, Seminar, OEC, SEC/EEC/ VOC**	**Total credits**	**Diploma/ Degree to be awarded**	
	Discipline Specific Course	**Discipline Elective Course**	**Practicum/ Dissertation/ Project work/**				
I				VAC 2 credits	Minimum 20 credits	PG Diploma in <discipline/ subject> with minimum 44 Credits including 4 credit internship	Master of <discipline> <subject> Minimum 84 credits for 2-year PG Programme
II				Seminar 2 credits	Minimum 20 + 4 (internship) credits		
Internship of 4 credits of 4 weeks (120 Hrs.) duration after 2nd semester is mandatory for each student either for enhancing the employability or for developing research aptitude							
Second Year							
III				OEC 2 credits	Minimum 20 credits	Master of <discipline> <subject> Minimum 40 credits who took admission directly in 2nd year	
IV (Option A)				SEC/EEC/ VOC 2 credits	Minimum 20 credits		
OR							
IV (Option B)	DSC + DEC + Dissertation/Project work 12 credits			SEC/EEC/ VOC 2 credits	Minimum 20 credits		
OEC/SEC/EEC/VOC/VAC can be carried out through SWAYAM/MOOC also of minimum 2 credits. In case of more then 2 credits then only 2 credits will be counted.							

Notes

1. The internship to be carried after second semester will be of 4 credits (120 Hrs). The marks of internship will be credited in second semester.
2. The minimum credit requirement for 2-year PG programme will be 84 including 4 credits of internship. Range of credits will be 84-100. In any case total credits in 2 years cannot exceed 100. Each semester should not be of less than 20 credits.
3. The first semester will include a 2 credits Value Added Course from other department (including from Indian Knowledge System, Constitutional and moral values, etc.); the second semester will include a 2 credits Seminar; the third semester will include a 2 credits Open Elective Course offered by the other department of the university and the fourth semester will include a 2 credits Skill Enhancement Course/Employability and Entrepreneurship Skills Course/Vocational Course. All these courses of 2 credits of first, third and fourth semesters will be opted by the students from the relevant Pools. DSC/DEC/PC may be of 4 or 3 or 2 credits
4. The course code will be ten digits alphanumeric code in the Scheme of Examination and syllabi of the PG programme under NEP 2020 w.e.f. academic session 2025-26 as per the following details:
   (i) In case of university, first three digits will represent **the university and the year (U25)**
   (ii) In case of College (if course content is different),
       first three digits will represent **the PG and the year (P25)**
   (iii) Next three digits will represent the **subject/discipline**
   (iv) Further three digits will represent **semester and subject code**

Semester	Code
I	101, 102, 103, ……….
II	201, 202, 203, ……….
III	301, 302, 303, ……….
IV	401, 402, 403, ……….

   (v) The last digit will represent type of course

Theory/Lecture	T
Practical/Lab	P
Seminar	S
Dissertation	D
Internship	I
Project/Project Report/Research Report	R

5. The course code for the pool of Value-Added Courses (VAC), Open Elective Course (OEC), Skill Enhancement Courses (SEC), Employability and Entrepreneurship Skill Course (EEC), Vocational Courses (VOC) will be as under:

University	College
U25VAC101, …………	P25VAC101, …………
U25OEC301, …………	P25OEC301, …………
U25SEC401, …………	P25SEC401, …………
U25EEC401, …………	P25EEC401, …………
U25VOC401, …………	P25VOC401, …………

6. Scheme for Examination (Course)

Couse Credits	Course content/ syllabus units	Internal Marks	External Marks	Total Marks	Examination hours
4	4	30	70	100	3

The examiner is required to set nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to this, eight more questions (each question may be of 2-3 parts) will be set consisting of two questions from each unit.
The student/candidate is required to attempt five questions in all selecting one question from each unit including compulsory Question No. 1. All questions will carry equal marks.

Couse Credits	Course content/ syllabus units	Internal Marks	External Marks	Total Marks	Examination hours
3	3	25	50	75	2.5

The examiner is required to set seven questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 2.5 marks each. In addition to this, six more questions (each question may be of 2-3 parts) will be set consisting of two questions from each unit.
The student/candidate is required to attempt four questions in all selecting one question from each unit including compulsory Question No. 1. All questions will carry equal marks.

Couse Credits	Course content/ syllabus units	Internal Marks	External Marks	Total Marks	Examination hours
2	2	15	35	50	2

The examiner is required to set five questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 3 marks each. In addition to this, four more questions (each question may be of 2 parts) will be set consisting of two questions from each unit.
The student/candidate is required to attempt three questions in all selecting one question from each unit consisting of 10 marks each including compulsory Question No. 1.