

Credit Based Grading System (CBGS) for Affiliated/Constituent/ University Colleges/Capacity Enhancement Programme/ Private Candidates (excluding faculties governed under their respective regulatory bodies).

(Including University campuses unless otherwise specified)

Introduction

In order to enhance the quality of education, Guru Nanak Dev University introduced in its curricula Credit-Based Grading System (CBGS). 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 December

Even semester: January to June

2. Eligibility for Admission and duration of the courses

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

3. Fee/ Funds

The candidate shall pay such fee/ funds to the University/ Institution as may be prescribed by the University/ Institution from time to time.

4. Scheme of Instructions-Examination

For each examination, every student admitted to the programme under the semester system must be on the rolls of the institution, and shall send his/her fees detail for the examination through the Principal/Head of the Institution. In case of Private student, he/she must submit his/her admission form (for first semester only) along with the examination fee and required certificate for eligibility to the concerned examination branch.

a) For Regular student:

- i. Attendance requirement for appearing in the examination is atleast 75% of the total number of lectures delivered in each theory and practical paper separately. Deficiency in lectures may be condoned as per ordinances (Chapter 15 (ii) of University calendar, Vol. II). If in a particular semester, a student falls short of attendance in a maximum of two papers, he/she would be permitted to appear in the semester examination of the papers in

which he/she fulfils the attendance requirements. The paper/s in which the student does not fulfill the minimum attendance requirements, he/she shall not be permitted to appear in the semester examination of such paper/s, and shall be declared as having failed in such paper/s. A student who is falling short of attendance in maximum of two papers, he/she shall be required to attend the minimum number of lectures which were falling short, during next year when the paper/s is/are offered.

- ii. In case of private student: Wherever required, he/she will submit his/her 75% attendance lecture certificate to the concerned examination branch.

b) Issuing of roll number

- i. For Regular students: Roll number/s of all admitted students in concerned college will be available on GNDU online portal. It is the responsibility of the concerned College to issue roll number to the eligible students only.
- ii. For Private students: Roll number/s of all eligible students will be available on GNDU online portal.

5. Syllabi and mode of evaluation

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 part of the Ordinances. Course evaluation under the semester system of evaluation shall be done on marks basis and thereafter will be converted into grades. If a subject has multiple theory and/or practical papers, the student will be required to pass all the papers separately. However, if the student fails in any of the papers of that subject and has passed other papers of that subject, he/she will be required to clear that paper only.

6. Carry on system for various semester examinations.

I. Courses having two semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfils all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.
- b. For certificate courses/UG/PG Diploma - In case a student fails to pass all the courses/papers within a period of two semesters (One Year), he/she shall be given two consecutive semesters (one year) more to pass.
- c. For one year degree course- In case a student fails to pass all the courses/papers within a period of two semesters (One Year), he/she shall be given two years more to pass.

II. Courses having four semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.
- b. However, the student shall be promoted to the third semester only if he/she has passed at least 50% courses/papers of the first two semesters.
- c. There shall be no condition for promoting a student from third semester to fourth semester.
- d. In case a student fails to pass all the courses/papers within a period of four semesters (Two Years), he/ she shall be given four consecutive semesters (Two Years) more to pass.

III. Courses having six semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.
- b. However, the student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters.
- c. There shall be no condition for promoting a student from third semester to fourth semester.
- d. However, a student shall be promoted to fifth semester only if he/she has passed atleast 50% courses/ papers of the first four semesters.
- e. There shall be no condition for promoting a student from fifth semester to sixth semester. After a period of six semesters the student shall be given a period of two consecutive years to pass.

IV. Courses having eight semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.
- b. A student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters, but there will be no condition for promoting a student from third semester to fourth semester.
- c. A student shall be promoted to fifth semester only if he/she has passed at least 50% courses/papers of the first four semesters.
- d. There shall be no condition for promoting a student from fifth semester to sixth semester.

- e. A student shall be promoted to seventh semester only if he/she has passed at least 50% courses/ papers of the first six semesters.
- f. There will be no condition for promoting a student from seventh semester to eight semester and after a period of eight semesters, the student shall be given a period of two consecutive years to pass.

V. Courses having ten semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.
- b. A student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters, but there will be no condition for promoting a student from third semester to fourth semester.
- c. A student shall be promoted to fifth semester only if he/she has passed at least 50% courses/papers of the first four semesters.
- d. There shall be no condition for promoting a student from fifth semester to sixth semester.
- e. A student shall be promoted to seventh semester only if he/she has passed at least 50% courses/ papers of the first six semesters.
- f. There will be no condition for promoting the student from seventh semester to eighth semester.
- g. However, a student shall be promoted to ninth semester only if he/she has passed at least 50% courses/papers of the first eight semesters.
- h. There will be no condition for promoting the student from ninth semester to tenth semester.
- i. After a period of ten semesters, the student will be given a period of two consecutive years more to pass.

VI. The medium of instructions shall be as per already existing ordinances of different examinations.

VII. Tenure of a Degree Programme

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 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. Maximum time allowed to pass a degree programme is given below in the table.

Table-1

<i>Course duration</i>	<i>Maximum time to complete a degree</i>
Five years	Seven years
Four years	Six years
Three years	Five years
Two years	Four years
One year*	Three years

*For certificate course/UG/PG Diploma maximum time limit is N+1.

VIII. Regular students admitted to a course shall register/enroll themselves with the university in the very first semester of their programme and pay prescribed fee to the college/University. Direct admission to second semester is not allowed. The same rule shall apply to private and capacity enhancement programme students.

The above shall also apply to all such courses in which admission to a college is a prerequisite as a regular student.

The above provision is extended to all the Under Graduate, Post Graduate Courses & Diplomas. This provision shall also be extended for subsequent semesters.

7. Course Credit

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, 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. Credit will be assigned to seminar, dissertation, project etc. under the practical component.

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:

Table-2

Duration of Degree Programme	Minimum Credits
One year	40
Two year	80
Three year	120
Four year	160
Five year	200

*For certificate course/UG/PG Diploma minimum 16 to 18 credits will be required per semester.

The contents of syllabus should be designed in accordance with distribution of credit/s into marks as per the following table: -

Table-3

Credit/s	Marks
1	25
2	50
4	100
6	150

8. 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 on the completion of Degree/ Diploma/ Certificate.

$$CGPA = \frac{\sum_{i=1}^n (G_i \times C_i)}{\sum_{i=1}^n C_i}$$

$$= \frac{[(G_1 \times C_1) + (G_2 \times C_2) + \dots + (G_n \times C_n)]}{[C_1 + C_2 + \dots + C_n]}$$

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 to be increased to 0.01

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:

Table-4

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

9. Award of Grace Marks

A candidate who appears in all the subjects of an examination and who fails in one or more subjects shall be given grace marks upto a maximum of one percent (1%) of the total aggregate marks (excluding marks for internal assessment) to make up the deficiency, if by such addition the candidate can pass such subject(s).

A candidate who re-appears to clear the compartment or subject(s) or part(s) in which he has been declared to re-appear shall be awarded grace marks upto One percent (1%) of the total marks of the subject(s) or part(s) in which he re-appears if by such addition the candidate can pass in that subject(s) or part(s).

10. 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.

Table-5

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

11. Assignments

In courses involving project report/ dissertation/thesis/case study/ status report/training report/term report or any other such assignment, the candidate shall be required to submit any such assignment, required in the partial fulfillment of the degree, by the 31st March of the last semester of the course or unless otherwise specified in the syllabus of the respective examination, in which he/ she is registered. The Principal/Head of the Institution may, however, give an extension of one month after this date. Grant of further Extension/Condonation of delay in receipt of such an assignment will be made and governed as per ordinances available in the Guru Nanak Dev University Calendar, Volume II in chapter VII or as amended by the University from time to time. Assignments shall be evaluated by a board of three examiners consisting of Principal/HOD

and internal examiner of respective examination centre where the candidate/s is/are appearing and external examiner (appointed from the list of examiners recommended by the Board of Studies). If Principal/HOD is the supervisor then senior most teacher of the Institution/Department will act as third examiner.

12. Discipline

Each student shall be under the control and discipline of the concerned institution. In case of any misconduct on the part of a student, the institution shall have a power to take disciplinary action against the defaulter, to the extent of cancellation of admission of the defaulting student from the rolls of the institution.

13. Minimum Credits and Minimum CGPA required for a degree

The number of credits assigned to a particular course in which a student has obtained 'P' (minimum passing grade for a course) grade 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 programme. A student, who has obtained a minimum CGPA of 4 and earned a minimum number of Credits as per scheme as specified for the programme, shall be eligible for the award of the respective degree.

14. Promotion Rules

- a) A student getting 'F' grade in any paper will be treated as having failed in that paper. If he/she fails in a paper/s, he/she will have to repeat the paper/s and will have to obtain at least 'P' grade in that paper/s within the maximum period of the programme as defined above in Table-1 to complete the degree for that programme.
- b) 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 in any paper/s shall not be eligible for any merit position/medal/award of the University.
- c) If a student fails in more than 50% of the 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. However, in the final semester (where promotion to the next academic session is not applicable), the result of the final semester examination will be declared only if the candidate has passed all the preceding semester examinations. If the candidate has passed all the

preceding semester examinations and failed in one or more papers of final semester only, then his/her result of final semester shall be declared as having failed in such paper/s and he/she will have to repeat the paper/s and will have to obtain at least 'P' grade in that paper/s within the maximum period defined above in Table-1 to complete the degree for that programme.

- d) In the case of regular students, after appearing in the first semester, if a candidate is unable to take the admission in any of the next even/odd semester of their course, then the candidate shall be required to seek admission into that missed semester examination as a regular candidate after the last semester of the programme, but within maximum time allowed to complete that degree programme as per Table-1 above, provided that he/she fulfills all the other requirements under the prevailing ordinances. This rule will also be applicable on those private candidates who have taken subjects with practical component, where 75% lectures attendance is required.
- e) The private full subjects' candidates who have opted for non-practical subjects in which 75% lectures attendance condition is not required, may be allowed to appear in one missed semester along with higher semester examination; even semester examination with even semester and odd semester examination with odd semester with a special fee of Rs.5000/- or as prescribed by the University from time to time.
- f) Special chance/ Special chance under medical grounds may be given as per University Norms prescribed from time to time.

Notes:

1. Failing students shall appear in the examination in the regular semester examinations next year i.e., reappear of examination for an odd semester shall be conducted alongwith the next odd semester, and even semester alongwith the next even semester and there shall be no special supplementary examinations.
2. If 50% of the courses/papers required to pass involve a fraction, the fraction of the course/paper will be treated as a full course. For example, if in a year there are 13 courses/papers in two semesters, the candidate will be required to pass minimum of 7 courses/papers.
3. A candidate is allowed to enroll in two academic programmes at the same time, with one being in full-time physical mode and the other in Open and Distance Learning (ODL) or Online mode.
4. Candidates applying for two academic programmes, the submission of a migration certificate is mandatory for the programme joined earlier or programme joined in physical mode from Guru Nanak Dev

University. However, for the second programme, migration certificate is not requisite; instead, the candidate is obligated to submit an undertaking to the Institution/ University at the time of admission.

Submission of migration certificate is not required for programme under online mode.

- 5.** Admission to a programme will be based on fulfilling the required eligibility conditions for that programme.
- 6.** The clauses which are not covered under these Common Ordinances be read with their respective Ordinances and other general rules.
- 7.** Clauses relating to medium of instructions, duration of courses, eligibility, re-appear etc. which have not been mentioned under the new Common Ordinances will remain the same as per the previous ordinances.
- 8.** In case of special/ unavoidable circumstances, the competent authority may exempt what is stated in these Ordinances.
