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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 7]

भोपाल, शुक्रवार, दिनांक 16 फरवरी 2024—माघ 27, शक 1945

## भाग ४

विषय—सूची

(क)	(1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन	(3) संसद में पुरःस्थापित विधेयक.
(ख)	(1) अध्यादेश	(2) मध्यप्रदेश अधिनियम,	(3) संसद के अधिनियम.
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम.	

## भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 3 फरवरी 2023

क्र. आर-251-सीसी-अठारह-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 29 (1) के अनुक्रम में एमीटी निजी विश्वविद्यालय, ग्वालियर के पश्चातवर्ती अध्यादेश क्र. 39 से 54 एवं संशोधन अध्यादेश क्र. 27, 31 एवं 32 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

संलग्न—पश्चातवर्ती अध्यादेश क्र. 39 से 54 एवं  
संशोधन अध्यादेश क्र. 27, 31 एवं 32

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

### 8. Amendment in Ordinance No. 27, Master of Law (LL.M.)

- i. The heading Two Years Masters Degree under Master of Laws (LL.M.) shall be substituted by "One Year Masters Degree Course".
- ii. Before the clause no. 1 in the sentence 'This Ordinance shall be applicable to candidates admitted to Master of Laws (LL.M.), a two years postgraduate course in Law.' the words two years shall be substituted by "one year".
- iii. The clause no. 1 shall be substituted by:-

"1. The degree in Master of Laws of one year duration will be spread over two semesters of six months each. This course designated as " Master of Laws" (LL.M.), in respective specialinization of Constitutional Law, Family Law, Human Rights Laws and Intellectual Property Rights. More specializations may be offered under the Ordinance on the recommendation of the Board of Management of the University as laid down by Bar Council of India (BCI)."

- iv. In clause no. 3 under Duration of Course sub-clause (a) shall be substituted by:-

"(a) One year, spread over two semesters of six months each and shall have at least 90 days teaching in every semester."

- v. In clause no. 3 under Duration of Course sub-clause (d) shall be substituted by:-

"(b) The maximum duration of the course shall be two years. However, on extreme compassionate grounds, the Vice Chancellor in his discretion may grant one more chance to complete the course within a total period of three years."

### 9. Amendment in the Ordinance No. 31, Master of Journalism and Mass Communication (MJMC).

- xviii. in the title of the Ordinance No. 31 the program name 'Master of Journalism and Mass Communication (MJMC)' shall be substituted by "Master of Arts (Journalism and Mass Communication) M.A. (J&MC)".
- xix. the sentence 'This Ordinance shall be applicable to candidates admitted to Master of Journalism and Mass Communication Degree Course' the program name 'Master of Journalism and Mass Communication' shall be substituted by "Master of Arts (Journalism and Mass Communication) M.A. (J&MC)".
- xx. in Clause No. 1 the program name 'Master of Journalism and Mass Communication' shall be substituted by "Master of Arts (Journalism and Mass Communication) M.A. (J&MC)".
- xxi. in Clause No. 2(b) the word MJMC shall be substituted by "M.A. (J&MC)".

xxii. in Clause No. 5(b) the program name 'Master of Journalism and Mass Communication' shall be substituted by "Master of Arts (Journalism and Mass Communication) M.A. (J&MC)".

10 . Amendment in the Ordinance No. 32, Bachelor of Journalism and Mass Communication (BJMC).

- i. in the title of the Ordinance No. 32 the program name 'Bachelor of Journalism and Mass Communication (BJMC)' shall be substituted by "Bachelor of Arts (Journalism and Mass Communication) B.A. (J&MC)".
- ii. the sentence 'This Ordinance shall be applicable to candidates admitted to Bachelor of Journalism and Mass Communication Degree Course' the program name 'Bachelor of Journalism and Mass Communication' shall be substituted by "Bachelor of Arts (Journalism and Mass Communication) B.A. (J&MC)".
- iii. in Clause No. 1 the program name 'Bachelor of Journalism and Mass Communication' shall be substituted by "Bachelor of Arts (Journalism and Mass Communication) B.A. (J&MC)".
- iv. in Clause No. 2(a) the word BJMC shall be substituted by "B.A. (J&MC)".
- v. in Clause No. 2(b) the word BJMC shall be substituted by "B.A. (J&MC)".
- vi. in Clause No. 5(b) the program name 'Bachelor of Journalism and Mass Communication' shall be substituted by "Bachelor of Arts (Journalism and Mass Communication) B.A. (J&MC)".

**ORDINANCE NO. 39****BACHELOR OF DESIGN (FASHION DESIGN)**

- 1. Title of the Degree:** Bachelor of Design (Fashion Design),
- 2. Faculty Name:** Amity School of Fashion Designing and Technology (ASFDT)
- 3. Course Name:** Bachelor of Design (Fashion Design), B. Des (FD)
  - 3.1** This ordinance shall be applicable to four year (Eight Semesters) Under-Graduate Degree programs except those for which the university has separate ordinances. These courses shall be run on semester systems.
  - 3.2** At present the programs covered under this ordinance are Bachelor of Design (Fashion Design).
  - 3.3** These programs are offered by the concerned faculty after the recommendation of concerned Board of Studies and approval of Academic Council and Board of Management.
  - 3.4** More degree programs can be offered under this ordinance on the recommendations of the Board of Studies/Faculty and approval of Academic Council and Board of Management.
  - 3.5** The ordinance shall be applicable to all the University Teaching Departments/Institutes/Schools of this University.
- 4. Duration of the Course:** This ordinance shall be applicable to four year (Eight Semesters) Under-Graduate Degree programme Bachelor of Design (Fashion Design).
  - 4.1** There shall be at least 90 days of teaching in every semester and 180 days in an academic year.
  - 4.2** A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission.
- 5. Eligibility for Admission:** For admission in B.Des (FD) minimum eligibility is passing Higher Secondary School Certificate Examination (10+2) scheme.

The admissions to the B.Des (FD) shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

Admission under these courses will be made as follows:

The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the B.Des (Fashion Design) courses.

6. **Eligibility for Admission to NRI/Other privileged candidates:** Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.
7. **Intake:** The intake for each of these Programs shall be approved by Academic Council and Board of Management of the University from time to time.

Fees of these Programs shall be approved by the Academic Council and Board of Management of the University.

8. **Academic Cycle/Years:** 4 Years
9. **Entry and Exit System:** 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) qualification (Table 1). The four-year undergraduate programme shall comprise course under the following subjects/categories.
  - i. **Disciplinary/Interdisciplinary Major (Core Course + DSE) (64 credits)**
  - ii. **Disciplinary/Interdisciplinary Major (32 Credits)**
  - iii. **Generic Elective (16 credits)**
  - iv. **Skill Enhancement Course/Vocational Course (12 Credits)**
  - v. **Ability Enhancement Courses (08 Credits)**
  - vi. **Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)**

Qualification and credit requirements are given in table 1. The *entry and exit options* for students, who enter the undergraduate programme, are as follows.

**1<sup>st</sup> Year (First and Second Semester –Level 5)**

**Entry 1:** The entry requirement for first semester in level 5 of B.Des ( FD) 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 Bachelor's degree is open to those who have met the admission requirements.

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

**2<sup>nd</sup> Year (Third & Fourth Semester –Level 6)**

**Entry 2:** The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the B.Des ( FD) 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 the requisite number of credits, the students becomes entitled to an *Undergraduate Diploma in the faculty of his/her Major Subject*. If he/she 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.

**3<sup>rd</sup> Year (Fifth & Sixth Semester –Level 7)**

**Entry 3:** The entry requirement for semester six in 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 students pass all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to 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.

**4<sup>th</sup> Year (Seventh and Eight Semester- Level 8)**

**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's degree, candidate who meet a minimum CGPA of 7.5 shall be allowed to continue students in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

**Exit 4:** If the students passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an *Undergraduate Degree (Hons. /Research) in the faculty of her/his Major Subject*. A Bachelor's degree (Hons. /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 - I**  
**Qualification Type and Credit Requirements**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration : first year or two semesters of the undergraduate programme)	36 – 40
Level 6	Undergraduate Diploma (in the field of learning / discipline) for those who exit after two years (four semesters) of the undergraduate programme. (programme duration: First two years or four semesters of the undergraduate programme)	72 – 80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	108 – 120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours /Research) (Programme duration: Four years or eight semesters).	144 - 160

**The salient features of the credit-based semester scheme** Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered based on the number of contact hours, course content, teaching methodology, allotted maximum marks.

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

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

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 when she/he enters the programme again.

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

#### 10. 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.

**10.1 Core Course:** Such course which shall compulsorily be studied by the students as a core requirement of the programme.

**10.2 Elective Course:** A course which the student can choose 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.

**10.2.1 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)

**10.2.2 Dissertations/ 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 independently with advisory support by a teacher/faculty member is called dissertation/ project. 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.

**10.2.3 Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

**11 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 is mandatory for all disciplines
- SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

11.1 The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

## 12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM

12.1 **First Semester:** A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

### 12.2 **Second Semester: (Level 5):**

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

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas if student passing Grade 12 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 subjects can be chosen from any faculty However, allotment of choices will be subject to the provisions of admission guidelines.

### 12.3 **Third Semester:**

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

### 12.4 **Fourth Semester (Level 6):**

A student shall be declared to have successfully completed the fourth semester, if he/she

acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

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

#### 12.5 Fifth Semester:

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

#### 12.6 Sixth Semester (Level 7):

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

#### 12.7 Seventh Semester:

##### Bachelor with Honours/Research

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

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

#### 12.8 Eighth Semester (Level 8):

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

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in minor and 10 credits in research project.

The nomenclature of degrees shall strictly confirm to the relevant provision of the act/regulations/guidelines of the UGC.

#### 12.9 Additional Courses:

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

12.10 A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

12.11 Table-2 : Proposed Structure for Undergraduate Programme : UGC CBCS System for Universities

Level	Main Faculty (as per prerequisite)			Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
	Subject I	Subject II	Subject III						
Level 5	Semester	Major	DSE	Generic Elective Course	Vocational Course		# Inter / Intra Faculty		
Level 6	1	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		6+6+4+4=20	
Level 7	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	
Level 8	5	1 (6 Credits)	1 (4 Credits)		1 (4 Credits)		Field project/internship/apprenticeship (6 Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty
	6	1 (6 Credits)	2 (4 Credits) + (4 Credits)				Field project/internship/apprenticeship (6 Credits)	6+4+4+6=20	
Level 8	7	1 (6 Credits)	1 (4 Credits)				Field project / internship apprenticeship or Research Project (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)				Field project / internship Apprenticeship or Research Project (10 Credits)	6+4+10=20	
Total		48 Credits	16 Credits	16 Credits	12 Credits	8 Credits	28 Credits	160 Credits	

**13. Choice to select the MOOC Course:**

- a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.
- b. The students will have the choice to opt elective-generic/ Skill Enhancement /Ability Enhancement course from the courses available within the institution or in other institutions of the university but from same level of the programmes. An alternate choice will also be available to the students to opt for courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active Learning for Young Aspiring Minds) platform with the permission of university.
- c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

**14. Requirement of attendance will be as per University Ordinance governing the examinations.**

In general, attendance of at least seventy five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

**15 Examination & Evaluation:**

- 15.1** Generally, each course correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE (Discipline specific elective Course) will be 3 hours while vocational (SEC) and AEC (Ability Enhancement Course) will be 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.
- 15.2** 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 test of 20 marks each of these, two must be written tests and the third may be written test Quiz/Semester/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.
- 15.3** University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.

- 15.4** Total marks obtained in Semester-End Examination and continuous will be considered for awarding the grade in the course as explained in 16.5
- 15.5** 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

- 15.6** In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:  
If the marks obtained by the student in a 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.
- 15.7** If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. 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).
- 15.8** 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 the student 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 terms) 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 chances to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, 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.

- 15.9** 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.
- 15.10** On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.
- 15.11** 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.
- 15.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 15.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.
- 15.14** Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

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

**16 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 and service/Research Project.

**17 Calculation of SGPA/CGPA:**

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

$$SGPA (S_i) = \frac{\sum(C_i * G_i)}{\sum C_i}$$

Where  $S_i$  is the  $i^{th}$  year,  $C_i$  is the number of credits of the  $i^{th}$  course in the semester ( $S_i$ ) and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

**17.2** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits 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

**Calculation of SGPA**

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 = 7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
<b>Total</b>	<b>20</b>			<b>146</b>	

**17.3** CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum[C_i \times SGPA(S_i)]}{\sum C_i}$$

Where SGPA ( $S_i$ ) is the SGPA of the  $i^{th}$  year and  $C_i$  is the total number of credits in the  $i^{th}$  semester



**Calculation of CGPA:**

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	CGPA= Total (Credits× SGPA)/ Total Credits  CGPA= 1229.60/160 = 7.685≈7.69 (round off to second decimal point )
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
<b>Total</b>	<b>160</b>		<b>1229.60</b>	

- 18 On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/ degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits 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.

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

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

- 19 The student will be examined by the University as per the prevailing syllabus and scheme of examination.
- 20 The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma
- 21 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, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

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

**23 Credit Transfer:**

23.1 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.

23.2 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.

23.3 Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.

24 If any questions arises relating to the interpretation of the provisions of this ordinance. It shall be referred to the Board of Management whose decision thereon shall be applicable.

25 The guidelines, related to this programme, issued by the statutory bodies e.g, UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.

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

27 If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

*Note: The Ordinance is prepared as per guidelines for Multiple Entry and Exit issued by UGC for the implementation of NEP2020, however same will be amended time to time as per UGC guidelines issued for necessary amendments according to the NEP 2020.*

## SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1



Amity University, Madhya Pradesh

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			730

Grade in Repeat Examination

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

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

## SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-2



Amity University, Madhya Pradesh

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

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

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

## SAMPLE COPY FOR SEVENTH SEMESTER

ANNEXURE-S-3



Amity University, Madhya Pradesh

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

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

Grade in Repeat Examination

SEMESTER WISE RESULT							
SEMESTER	I	II	III	IV	V	VI	VII
TOTAL CREDITS							
OBTAINED CREDITS							
ADDITIONAL CREDITS							
SGPA							
ATTEMPT							
RESULT							

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

**SAMPLE COPY FOR EIGHTH SEMESTER****ANNEXURE-S-4****Amity University, Madhya Pradesh****GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

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

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

Grade in Repeat Examination

<b>SEMESTER WISE RESULT</b>						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

<b>FINAL RESULT PASS</b>			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

**Controller of Examination**

Vice Chancellor

**ORDINANCE NO.40****ORDINANCE PERTAINING TO MASTER OF DESIGN  
(FASHION DESIGN)**

1. **AIMS AND OBJECTIVES:** This degree of Master of Design (Fashion Design) M.Des (FD) shall include Fashion Design (FD) as a major subject. The Ordinance shall be applicable to candidates admitted to Master course in Fashion Design. This M.Des courses at postgraduate level will run on semester system. The course shall be divided in foursemesters of approximately six month and covering two academic sessions. The course includes Understanding Design and Design Process, Advanced Pattern Making, Garment Construction & Draping, Research Methodology, Design Project, Post Graduate Design Collection and other relevant subjects. Student will opt for the subjects as per combination decided by the University. The post graduate program has the following Aims and Objectives: -

**1.1 AIMS:**

The M.Des Postgraduate degree program in Fashion Design is designed to impart a clear understanding of Fashion Design and produce fashion design professionals equipped with skills to develop creative fashion outfits and accessories. The programme aims at preparing skilled professionals and human resources to meet the demands of the fashion industry including other regional, national and global organizations. It also aims at encouraging the development of new concepts and designs creating avenues for entrepreneurship.

**1.2 OBJECTIVES:**

The program enables the students to achieve an integrated understanding of the underlying principles of Fashion Design and develop creative and innovative designs for clothing, apparel, fashion outfits and accessories using manual and digital techniques to pursue a career in Fashion Design. The objectives of the program are to enable the students:

1.2.1 To enhance knowledge on processes involved in the evaluation of present and future fashion trends and creates various fashion collections

1.2.2 To use virtual tools to illustrate designs and create trial pieces of apparel and accessories

1.2.3 To provide tools and techniques to research and analyze the needs of the consumer

1.2.4 To Conceptualize and create fashion shows along with merchandising, presentation and documentation

1.2.5 To impart training on manual techniques and digital tools to accurately visualize, model, simulate and present multiple alternative solutions to satisfy consumer needs

1.2.6 To develop leadership and entrepreneurial skills required to foray into the world of Fashion Design

1.2.7 To provide a general perspective and opportunities for a career in Fashion Design and to train the students in teamwork, lifelong learning and

continuous improvement

### 1.3 PROGRAM /LEARNING OUTCOMES:

The learning outcomes specify the knowledge, skills, values and attitudes that students are expected to achieve an integrated understanding of the underlying principles of Fashion Design and develop creative and innovative designs for clothing, apparel, fashion outfits and accessories using manual and digital techniques to pursue a career in Fashion Design.

- 1.3.1 Adapt their artistic abilities to make them industry ready.
- 1.3.2 Adapt their artistic abilities to support their future design careers.
- 1.3.3 Assess, propose, and apply various techniques related to drafting, draping, and constructing of garments.
- 1.3.4 Develop a systematic, critical approach to problem solving at all levels of the design process.
- 1.3.5 Demonstrate professionalism by managing time to meet deadlines with quality work and effectively collaborating in teams.
- 1.3.6 Articulate design ideas verbally, visually, and digitally.

### 2. COURSE & FACULTY:

- 2.1 This ordinance shall be applicable to two-year (four semesters) Post-Graduate Degree programs except those for which the university has separate ordinances. These courses shall run on semester systems.
- 2.2 At present the programs covered under this ordinance are Master of Design in Fashion Design.
- 2.3 These programs are offered by the concerned faculty after the recommendation of concerned Board of Studies/ Faculty and approval of Academic Council.
- 2.4 More Master of Design programs can be offered under this ordinance on the recommendations of the Board of Studies and approval of Academic Council & Board of Management.
- 2.5 The ordinance shall be applicable to all the University Teaching Departments/Institutes/Schools of this University.

### 3. DURATION OF PROGRAM:

- 3.1 The Master of Design in Fashion Design shall be a fulltime Post-Graduate Degree program of two academic years (Four semesters) commencing in July-September every year.
- 3.2 There shall be at least 90 days of teaching in every semester and 180 days in an academic year.
- 3.3 One hour of conduct of Lecturer (L) / Tutorial (T) and two hours of Practical (P)



per week shall be equal to one credit as allotted in the respective schemes.

3.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

3.5 The maximum duration of the program shall be 3 (Three) years. However, for one mercy attempt can be granted to a student by Vice Chancellor which should be not more than one year on satisfactory reason.

#### **4. INTAKE & FEES:**

4.1 The intake for each of these Programs shall be approved by Academic Council and Board of Management of the University from time to time.

4.2 Fees of the Programs shall be approved by the Academic Council and Board of Management of the University.

#### **5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:**

The medium of Instruction and Examinations shall be English.

#### **6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

##### **6.1 Eligibility: -**

6.1.1 Eligibility criteria for this programme is Bachelor degree from any Indian and foreign universities in relevant field.

6.1.2 The admissions to the Master of Design shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6.1.3 Admission under these courses will be made as follows:

6.1.3.1 The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the Master of Design in Fashion Design courses.

6.2 **Mode of Selection:** On the basis of the merit in qualifying examination and policy decided by the competent authority/statutory body.

6.2.1 Eligibility for Admission to NRI /other privileged Candidates:

6.2.1.2 Non-resident Indian and other privileged be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**7. COMMENCEMENT OF COURSE:**

M.Des I & III semesters shall commence during the period of July - December every year while M.Des II, & IV semesters shall commence during the period of January-June every year.

**8. NOMENCLATURE AND COURSE OUTLINE:** Course and programme structure are put up before the Board of Studies for its recommendation and further to the Academic Council and Board of Management for Approval.

The University aims to achieve academic excellence by providing multi-faceted education to students and encourage them to reach the pinnacle of success. The University has designed a system that would provide rigorous academic programme with necessary skills to enable them to excel in their careers.

The Curriculum and Scheme of Examination of each course includes the course objectives, course contents, scheme of examination and the list of text and references. The scheme of examination defines the various components of evaluation and the weightage attached to each component. The different codes used for the components of evaluation and the weightage attached to them are:

<u>Components</u>	<u>Codes</u>	<u>Weightage (%)</u>
Case Discussion/ Presentation/ Analysis	C	05 - 10
Home Assignment	H	05 - 10
Project	P	05 - 10
Seminar	S	05 - 10
Viva	V	05 - 10
Quiz	Q	05 - 10
Class Test	CT	10 - 15
Attendance	A	05
End Semester Examination	EE	70

It is hoped that it will help the students study in a planned and a structured manner and promote effective learning.

**PROGRAMME STRUCTURE  
M.DES FASHION DESIGNING**

FIRST SEMESTER						
SLNO	Course Code	Course Title	L	T	P	T
1	MFD101	Design Philosophy- I	2	1	0	3
2	MFD102	Fashion Psychology – I	2	0	0	2
3	MFD104	Fundamentals of Design Research	2	0	0	2
4	MFD121	Creative Visualization Techniques- I	0	1	2	2
5	MFD122	Indian Art Appreciation- I	0	1	2	2
6	MFD123	Surface Ornamentation- I	1	1	2	3
7	MFD124	Digital Design- I	1	1	2	3
8	MFD125	Industrial Pattern Making & Grading- I	0	1	2	2
9	MFD126	Advanced Garment Constructions- I	1	1	2	3
10	MFD127	Material Studies	1	1	2	3
TOTAL						25

SECOND SEMESTER						
SLNO	Course Code	Course Title	L	T	P	T
1	MFD201	Luxury Brand Management	2	1	0	3
2	MFD 202	Design Communication	1	1	0	2
3	MFD204	Research Methodology & Statistics	2	1	0	3
4	MFD221	Creative Visualization Techniques- II	0	1	2	2
5	MFD222	Design Project- I	1	1	2	3
6	MFD224	Digital Design – II	1	1	2	3
7	MFD225	Industrial Pattern Making & Grading	0	1	2	2
8	MFD226	Advanced Garment Constructions- II	1	1	2	3
9	MFD227	Grooming & Styling –I	1	0	2	2
10	MFD228	Craft Cluster	1	0	2	2
11	MFD251	Seminar	1	0	0	1
TOTAL			TOTAL			26

THIRD SEMESTER						
SLNO	Course Code	Course Title	L	T	P	T
1	MFD 301	Media & Cultural Studies -I	1	1	-	2
2	MFD 302	Entrepreneurship Development	1	1	-	2
3	MFD 321	Design for Special Need	0	1	2	2
4	MFD 322	Design Project - II	1	1	2	3
5	MFD 324	Digital Design - III	1	1	2	3
6	MFD 325	Advanced Draping	1	-	2	2
7	MFD 326	Advanced Garment Constructions- III	1	1	2	3
8	MFD 350	Summer Internship (Evaluation)	1	1	4	4
9	MFD 351	Seminar	1	0	0	1
<b>Elective (3 Credit) Any One -</b>						
1	MFD 305	Production Planning & Control	1	1	2	3
2	MFD 306	Green Technology for Sustainable Fashion	1	1	2	3
3	MFD 307	Fashion Advertising & Visual Merchandising	1	1	2	3
<b>TOTAL</b>						25

FOURTH SEMESTER						
SLNO	Course Code	Course Title	L	T	P	T
1	MFD 430	Thesis M. Design (FD)	2	3	6	8
2	MFD 431	Post Graduate Design Collection	-	-	-	12
<b>TOTAL</b>						20

NOTE: In every Year course /Programme structure may be revised in Board of Studies meeting.

- calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be stuck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

#### 11 Duration of Academic Programmes.

- 11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

#### 12 Assessment / Grading System.

- 12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

**TABLE - A**

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

#### 12.2 Guidelines. General guidelines for award of Grades are as follows:-

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.

- (b) The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- (c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.
- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
- (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
- (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
- (i) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B.

TABLE - B

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/Integrated Programme
$\geq (X+1.5 s)$ but $< 80$	A+	100	10	80
$\geq (X + 0.75 s)$	A	$< (X + 1.5 s)$	9	75
$\geq X$	A-	$< (X + 0.75 s)$	8	68

$\geq (\bar{X} - 0.75 s)$	B+	$< \bar{X}$	7	60
$\geq (\bar{X} - 1.5 s)$	B	$< (\bar{X} - 0.75 s)$	6	52
$\geq (\bar{X} - 2.25 s)$	B-	$< (\bar{X} - 1.5 s)$	5	45
	C+	$< (\bar{X} - 2.25 s)$ but $\nless 40$ for PG	4	40
	F	$< (\bar{X} - 2.25 s)$ and/or $< 40$ for PG	0	$< 35$
	I		0	

Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
2. Promotion Criteria: PG : SGPA 4.5; CGPA 5.0
3. Graduation Criteria: PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

TABLE -C

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
	Other Courses	Other Courses		PG Courses	NTCC PG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	75	81
3	A-	Very Good	8	68	71
4	B+	Good	7	60	61
5	B	Fair	6	52	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	40	40
8	C	Border Line	3	35	37
9	F	Fail	0	$< 35$	$< 37$

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-

1. Where  $U_1, U_2, U_3$  denote credits associated with courses taken by the Student.
2.  $G_1, G_2, G_3$ , are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-

I - Semester

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point earned
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	(+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00

AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24  
 Earned credits in the semester (Total of column 4) = 16  
 Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

### II Semester

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

#### Note:-

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 12.8 **Division.** The successful candidates shall be placed in Divisions as below:-  
 (a) The successful candidates in PG programme shall be placed in Division as below: -

**CGPA**  
 8.5 and above  
 6.5 but less than 8.5  
 6.0 but less than 6.5 for PG programmes

**EQUIVALENT DIVISION**  
 First Class with Distinction  
 First Division  
 Second Division



13. **Passing Criteria.**

13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u>	<u>Maximum</u>
	(Average per semester)	(Average per semester)
(a) Post Graduate Programme	30	35
(b) Integrated Programme	30	35

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

13.2 **Important Aspects.**

- The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- There will be no provision for appearing in any component of CIE in subsequent semesters. Hol's may conduct make up testes, if required, due to valid reasons, within the same semester.
- The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-

- Extended period (n+1) or beyond as the case may be
- Year Back

to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.

- The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.

- In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

- Note :- There will be no negative marking for attendance below 75%.
- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least C+ Grade.
- 13.4 Student of PG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 5 for PG course in each semester beside attaining minimum CGPA of 6 in PG courses.
- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for a Post Graduate Programme / Integrated Programme.

#### 14 CANCELLATION OF ADMISSION:

Admission of student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified for the programmes per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Involvement in gross indiscipline in the Institute/University
- 14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

**15 General:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE NO. 41****BACHELOR OF INTERIOR DESIGN (BID)**

1. **Title of the Degree:** Bachelor of Interior Design (BID),
2. **Faculty Name:** Amity School Architecture and Planning (ASAP)
3. **Course Name:** Bachelor of Interior Design (BID)

3.1 This ordinance shall be applicable to four year (Eight Semesters) Under-Graduate Degree programs except those for which the university has separate ordinances. These courses shall be run on semester systems.

3.2 At present the programs covered under this ordinance are Bachelor of Interior Design (BID).

3.3 These programs are offered by the concerned faculty after the recommendation of concerned Board of Studies and approval of Academic Council and Board of Management.

3.4 More degree programs can be offered under this ordinance on the recommendations of the Board of Studies/Faculty and approval of Academic Council and Board of Management.

3.5 The ordinance shall be applicable to all the University Teaching Departments/Institutes/Schools of this University.

4. **Duration of the Course:** This ordinance shall be applicable to four year (Eight Semesters) Under-Graduate Degree programme Bachelor of Interior Design (BID).

4.1 There shall be at least 90 days of teaching in every semester and 180 days in an academic year.

4.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission.

5. **Eligibility for Admission:** For admission in B.I.D. minimum eligibility is passing Higher Secondary School Certificate Examination (10+2) scheme.

The admissions to the B.I.D. shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

Admission under these courses will be made as follows:

The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the B.I.D. course.

6. **Eligibility for Admission to NRI/Other privileged candidates:** Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.
7. **Intake:** The intake for each of these Programs shall be approved by Academic Council and Board of Management of the University from time to time.

Fees of these Programs shall be approved by the Academic Council and Board of Management of the University.

8. **Academic Cycle/Years:** 4 Years
9. **Entry and Exit System:** 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) qualification (Table 1). The four-year undergraduate programme shall comprise course under the following subjects/categories.
  - i. Disciplinary/Interdisciplinary Major (Core Course + DSE) (64 credits)
  - ii. Disciplinary/Interdisciplinary Major (32 Credits)
  - iii. Generic Elective (16 credits)
  - iv. Skill Enhancement Course/Vocational Course (12 Credits)
  - v. Ability Enhancement Courses (08 Credits)
  - vi. Field projects/internship/apprenticeship/community engagement and service /research project (28 credits)

Qualification and credit requirements are given in table 1. The *entry and exit options* for students, who enter the undergraduate programme, are as follows.

#### **Ist Year (First and Second Semester –Level 5)**

**Entry 1:** The entry requirement for first semester in level 5 of B.I.D 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 Bachelor's degree is open to those who have met the admission requirements.

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

### 2<sup>nd</sup> Year (Third & Fourth Semester –Level 6)

**Entry 2:** The entry requirement for fourth semester in Level 6 is the successful completion of Level 5. A programme of study leading to the second year of the B.I.D 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 the requisite number of credits, the students becomes entitled to an *Undergraduate Diploma in the faculty of his/her Major Subject*. If he/she 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.

### 3<sup>rd</sup> Year (Fifth & Sixth Semester –Level 7)

**Entry 3:** The entry requirement for semester six in 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 students pass all the courses of Level 5 to 7 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree in Interior Design 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.

### 4<sup>th</sup> Year (Seventh and Eight Semester- Level 8)

**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's degree, candidate who meet a minimum CGPA of 7.5 shall be allowed to continue students in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

**Exit 4:** If the students passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled to an *Undergraduate Degree (Hons. /Research) in the faculty of her/his Major Subject*. A Bachelor's degree (Hons. /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 - I

Qualification Type and Credit Requirements		
Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate (in the field of learning/ discipline) for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration : first year or two semesters of the undergraduate programme)	36 – 40
Level 6	Undergraduate Diploma (in the field of learning / discipline) for those who exit after two years (four semesters) of the undergraduate programme. (programme duration: First two years or four semesters of the undergraduate programme)	72 – 80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	108 – 120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours /Research) (Programme duration: Four years or eight semesters).	144 - 160

**The salient features of the credit-based semester scheme** Each course carries a defined number of credits. The credits are based on the course structure, including the teaching mode and the number of contact hours for lecture, tutorial, and practical classes. Credits are considered based on the number of contact hours, course content, teaching methodology, allotted maximum marks.

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

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

1. 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 when she/he enters the programme again.

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

#### 10. 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.

**10.1 Core Course:** Such course which shall compulsorily be studied by the students as a core requirement of the programme.

**10.2 Elective Course:** A course which the student can choose 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.

**10.2.1 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)

**10.2.2 Dissertations/ 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 independently with advisory support by a teacher/faculty member is called dissertation/ project. 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.

**10.2.3 Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/ subject to seek exposure of other fields is called a Generic Elective course.

**11 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 is mandatory for all disciplines  
SEC courses are value-based/skill-based and may also be designed to enhance skills of the Major subject. They are earned to provide hands on training competences, skills, etc.

**11.1** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by the UGC under Learning Outcome Based Curriculum Framework (LOCF) with maximum deviation of 20%.

## **12 STRUCTURE FOR UNDERGRADUATE PROGRAMME: SEMESTER SYSTEM**

**12.1 First Semester:** A student shall be declared to have successfully completed the first semester if he/she acquires 6 credits in Core Course of the major subject, 6 credits in Core Courses of the minor subject, 4 credits in Generic Elective and 4 credits in Ability Enhancement Courses (AEC).

### **12.2 Second Semester: (Level 5):**

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

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade 12 with science can take admission in Level 5 with major and minor subject from science/arts/commerce faculty, a student passing Grade 12 with commerce faculty can take major and minor subject from commerce/arts faculty, whereas if student passing Grade 12 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 subjects can be chosen from any faculty However, allotment of choices will be subject to the provisions of admission guidelines.

### **12.3 Third Semester:**

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

### **12.4 Fourth Semester (Level 6):**

A student shall be declared to have successfully completed the fourth semester, if he/she acquires 6 credits in Core Courses of the major subject, 6 credits in Core Course of the



minor subject, 4 credits in Generic Elective and 4 Credits in Skill Enhancement Course (SEC) Vocational Course.

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

#### **12.5 Fifth Semester:**

A student shall be declared to have successfully completed the fifth semester, if he/she acquires 6 credits in Core Courses of the major subject, 4 credits in Skill Enhancement Course (SEC)/Vocational Course, 4 Credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

#### **12.6 Sixth Semester (Level 7):**

A student shall be declared to have successfully completed the sixth semester, if he/she acquires 6 credits in Core Courses of the major subject, 8 credits in discipline specific elective (DSE) of the major subject and 6 credit in Field Projects/internship/apprenticeship/community engagement and services, preferably related to major and /or minor subjects.

#### **12.7 Seventh Semester:**

##### **Bachelor with Honours/Research**

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

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

#### **12.8 Eighth Semester (Level 8) :**

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

A student shall be declared to have successfully completed the eighth semester with research, if he/she acquires 6 credits in Core Courses of the Major subject 4 credits in minor and 10 credits in research project.

The nomenclature of degrees shall strictly confirm to the relevant provision of the act/regulations/guidelines of the UGC.

**12.9 Additional Courses:**

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

**12.10** A student may change the generic elective subject in each year of the 3-year undergraduate degree programme.

12.11 Table-2 : Proposed Structure for Undergraduate Programme : UGC CBCS System for Universities

Level	Main Faculty (as per prerequisite)				Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)	
	Subject I		Subject II								Subject III
	Core	DSE	Minor	Generic Elective Course							
Level 5	Semester 1	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty	
	Semester 2	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20		
Level 6	Semester 3	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty	
	Semester 4	1 (6 Credits)		1 (6 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4=20		
Level 7	Semester 5	1 (6 Credits)	1 (4 Credits)			1 (4 Credits)		Field project/internship/apprenticeship (6 Credits)	6+4+4+6=20	(120) Bachelor Degree in Main Faculty	
	Semester 6	1 (6 Credits)	2 (4 Credits) + (4 Credits)					Field project/internship/apprenticeship (6 Credits)	6+4+4+6=20		
Level 8	Semester 7	1 (6 Credits)	1 (4 Credits)	1 Research Methodology (4 Credits)				Field project / internship apprenticeship or Research Project (6 Credits)	6+4+4+6=20	(160) Bachelor Degree (Honours) in Main faculty Bachelor Degree (Research) in Main faculty	
	Semester 8	1 (6 Credits)		1 (4 Credits)				Field project / internship Apprenticeship or Research Project (10 Credits)	6+4+10=20		
Total		48 Credits	16 Credits	32 Credits	16 Credits	12 Credits	8 Credits	28 Credits	160 Credits		

**13. Choice to select the MOOC Course:**

a. The university can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other online education learning platform approved by UGC/Regulatory Body from time to time.

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

c. The institutions shall offer elective- generic courses in each programme on merit basis across the disciplines. The number of seats in the courses will depend on available facilities in the institution.

**14. Requirement of attendance will be as per University Ordinance governing the examinations.**  
In general, attendance of at least seventy five percent will be required in each course to sit in the end semester examination.

For special reasons such as prolonged illness deficiency in the percentage of attendance not exceeding five percent in each course may be condoned by the Vice Chancellor.

**15 Examination & Evaluation:**

**15.1** Generally, each course correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE (Discipline specific elective Course) will be 3 hours while vocational (SEC) and AEC (Ability Enhancement Course) will be 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table 3 in clause 15.15.

**15.2** 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 test of 20 marks each of these, two must be written tests and the third may be written test Quiz/Semester/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.

**15.3** University institutions may design their mode of internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.

- 15.4** Total marks obtained in Semester-End Examination and continuous will be considered for awarding the grade in the course as explained in 16.5
- 15.5** 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

- 15.6** In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the following manner:  
If the marks obtained by the student in a 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.
- 15.7** If a student obtains F or Ab grade in any course(s), he/she will be treated as having failed in the course(s). He/She has to reappear in the examinations of that course(s) as and when conducted by the University. 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).
- 15.8** 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 the student 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 terms) 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 chances to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, 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.

- 15.9** 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.
- 15.10** On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.
- 15.11** 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.
- 15.12** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- 15.13** The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.
- 15.14** Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student enrolled. The result will be declared by the institution where the student has taken admission.

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

**16 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 and service/Research Project.

**17 Calculation of SGPA/CGPA:**

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

$$SGPA (S_i) = \frac{\sum(C_i * G_i)}{\sum C_i}$$

Where  $S_i$  is the  $i^{\text{th}}$  year,  $C_i$  is the number of credits of the  $i^{\text{th}}$  course in the semester ( $S_i$ ) and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

**17.2** The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credits 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.

**Calculation of SGPA**

Course	Credits(C)	Grade	Grade Point (GP)	Credit Points (C*GP)	SGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	146/20 =7.30
Course 2	6	C	5	30	
Course 3	4	B+	7	28	
Course 4	4	O	10	40	
<b>Total</b>	<b>20</b>			<b>146</b>	

**17.3** CGPA is a measure of the overall cumulative performance of a student over all semester completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the credits of all courses in all the semesters completed. The CGPA will be calculated as per follows

$$CGPA = \frac{\sum[C_i \times SGPA(S_i)]}{\sum C_i}$$

Where SGPA ( $S_i$ ) is the SGPA of the  $i^{\text{th}}$  year and  $C_i$  is the total number of credits in the  $i^{\text{th}}$  semester



**Calculation of CGPA:**

Semester	Credits	SGPA	Credits× AGPA	CGPA
1	20	7.50	150.00	CGPA= Total (Credits× SGPA)/ Total Credits  CGPA= 1229.60/160 = 7.685≈7.69 (round off to second decimal point )
2	20	7.58	151.60	
3	20	7.32	146.40	
4	20	8.34	166.80	
5	20	7.58	151.60	
6	20	7.32	146.40	
7	20	8.34	166.80	
8	20	7.50	150.00	
<b>Total</b>	<b>160</b>		<b>1229.60</b>	

18..On completing all requirements for the award of the undergraduate certificate/diploma/degree, the CGPA will be calculated and this value will be indicated on the certificate /diploma/ degree. The 3-years (6 semester) and 4-years (8 semester) undergraduate degrees should also indicate the Division obtained as per follows.

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits 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.

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

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

- 19 The student will be examined by the University as per the prevailing syllabus and scheme of examination.
- 20 The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum required credits for the certificate/degree/diploma
- 21 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, grades secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
- 22 Grade sheets will be developed by the University based on model Annexures S1 to S4.

**23 Credit Transfer:**

- 23.1** 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.
- 23.2** 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.
- 23.3** Except for the cases of provisional promotions, the universities shall facilitate credit transfer of students between them. However, the student may be required to fulfill some eligibility criteria, drawing parity for a course, framed by the University in which the student seeks admission.
- 24** If any questions arises relating to the interpretation of the provisions of this ordinance. It shall be referred to the Board of Management whose decision thereon shall be applicable.
- 25** The guidelines, related to this programme, issued by the statutory bodies e.g, UGC/AICTE/PCI/BCI/RCI issued from time to time will be adopted for implementation.
- 26** In matters not covered under this Ordinance, general rules of the University shall be applicable.
- 27** If UGC notifies any change in future in its Regulations in this regard, the same will be incorporated in the existing Ordinance with the approval by the Academic Council and Board of Management of the University.

*Note: The Ordinance is prepared as per guidelines for Multiple Entry and Exit issued by UGC for the implementation of NEP2020, however same will be amended time to time as per UGC guidelines issued for necessary amendments according to the NEP 2020.*

## SAMPLE COPY FOR FIRST TO FIFTH SEMESTER

ANNEXURE-S-1



Amity University, Madhya Pradesh

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			730

Grade in Repeat Examination

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

SGPA Semester Grade Point Average

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

## SAMPLE COPY FOR SIXTH SEMESTER

## ANNEXURE-S-2



Amity University, Madhya Pradesh

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

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

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

## SAMPLE COPY FOR SIXTH SEMESTER

ANNEXURE-S-3



Amity University, Madhya Pradesh

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

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

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

**SAMPLE COPY FOR EIGHTH SEMESTER**

ANNEXURE-S-4



Amity University, Madhya Pradesh

**GRADE SHEET**

Name of the Institute

Address of the Institute

Name of the Programme

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

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

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Controller of Examination

Vice Chancellor

## SAMPLE COPY FOR EIGHTH SEMESTER

ANNEXURE-S-4



Amity University, Madhya Pradesh

GRADE SHEET

Name of the Institute

Address of the Institute

Name of the Programme

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

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

Grade in Repeat Examination

SEMESTER WISE RESULT						
SEMESTER	I	II	III	IV	V	VI
TOTAL CREDITS						
OBTAINED CREDITS						
ADDITIONAL CREDITS						
SGPA						
ATTEMPT						
RESULT						

SGPA Semester Grade Point Average

FINAL RESULT PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

CGPA -Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

Date of Result

Vice Chancellor

Controller of Examination

**ORDINANCE NO. 42****ORDINANCE PERTAINING TO BACHELOR OF SCIENCE (HONS.)-MASTER OF SCIENCE BIOTECHNOLOGY (DUAL DEGREE)****5 (3+2) Years Degree Course**

**1. Aims And Objectives:** Amity University Madhya Pradesh is research and innovation driven university. The University is committed to contribute to nation building by producing skilled professional in the field of Biotechnology.

**1.1 Aims:**

The aim of Bachelor of Science (Hons.)-Master of Science Biotechnology Dual Degree programme to impart quality education to budding biotechnology professionals and also foster strong interdisciplinary research in frontier areas of biotechnology.

**1.2 Objectives:**

The Bachelor of Science (Hons.)-Master of Science Biotechnology Dual Degree is oriented to enhance students' knowledge, learning, lab and research skills. To achieve the aims following objectives are formulated.

To promote education and research in biotechnology and provide academic and professional excellence.

- (a) To facilitate the transmission of knowledge from academia to the industry and its application for industrial purposes.
- (b) To impart laboratory skills in students to make them industry ready.
- (c) To develop critical thinking and analyzing power to make students better professional.
- (d) To develop ethical practices among students to carry out good quality of research.

**2. Program Outcomes**

- (a) **General Output:** Programme outcome of Bachelor of Science (Hons.)-Master of Science Biotechnology Dual Degree is to develop competent human resource, the bright biotechnologist's that can cater the growing demand of global biotechnology professionals. The biotech professionals can implement their knowledge base in premium processes and applications which will profoundly influence or utilized for existing paradigm of agriculture, industry, healthcare and restoration of degraded environment to provide sustainable competitive edge to present society.
- (b) **Knowledge:** Students will imbibe and demonstrate most contemporary and latest knowledge in Biotechnology. This will help students to fill the growing need of professionals by various sectors of pharmaceutical and biotechnological industry.
- (c) **Exposure:** The sole aim of this course is to provide industrial exposure to the student pertaining to principles adopted and practices followed in industrial/ pharmaceutical sector.



- (d) **Research:** The sole aim of this course is to familiarize student as to how to carry out problem solution based research experiments and also to learn skills of research based technical writing.

### **3. Course and Faculty:**

The ordinance is applicable to 5 years (10 Semester) B.Sc.(H) -M.Sc. Biotechnology (Dual Degree) programme. This shall run on semester system.

This Programme is offered by faculty of life sciences. Syllabus will be updated periodically through the Board of Studies and implemented after the approval by the Academic Council and the Board of Management.

#### **3.1 Intake and Fee:**

- (a) The intake of this programme shall be approved by Academic Council and Board of Management of the University from time to time.
- (b) Fee of the programme shall be approved by the Academic Council and Board of Management of the University.

### **4. Eligibility Criteria for Admissions**

- (a) For admission in B.Sc.(H) -M.Sc. Biotechnology Dual Degree Candidate shall have passed 10+2 examination conducted by the respective State/Central government authorities recognized as equivalent to 10+2 exam by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Biology/Biotechnology (PCB) or Physics, Chemistry, Biology/Biotechnology & Mathematics (PCBM) as optional subjects.
- (b) The admission to the B.Sc.(H) -M.Sc. Biotechnology Dual Degree shall be governed by the rules and the regulations set by the academic council or empowered committee or the relevant statutory body.
- (c) Admission under these courses will be made as follows:
- (i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the B.Sc.(H) -M.Sc. Biotechnology Dual Degree.
- (ii) The students may also secure direct admissions based on the higher PCB/PCBM score of the higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

### **5. Duration of the Course**

- (a) There shall be at least 90 Days of teaching in every semester.
- (b) One hour of conduct of Lecture/Tutorial or two hours of Practical work shall be equal to one credit as shown in the schemes.
- (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However,

subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission.

- (d) The maximum duration of the course shall be seven years. However, on extreme compassionate grounds, the vice chancellor in his discretion may grant one more chance to complete the course within a total period of seven years.

#### 6. Attendance

Candidates appearing as regular students for any semester examination are required to attend minimum 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

#### 7. Medium of Instruction

- (a) The medium of instruction and examination shall be English throughout the course of study.
- (b) The subjects to be studied in different semesters of B.Sc.(H) -M.Sc. Biotechnology Dual Degree shall be as per the schemes, approved by Board of Studies of the University.

**8. Commencement of Course:** In Bachelor of Science (Hons.)-Master of Science Biotechnology Dual Degree I,III,V,VII and IX semester shall commence during period of July-Dec every year while II,IV,VI,VIII and X semester shall commence during Jan-June every year.

**9. Nomenclature & Courses:** Course and programme structure are put up before the Board of Studies for its recommendation and further to the Academic Council and Board of Management for Approval.

### PROGRAMME STRUCTURE

#### FIRST SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credit
BMB 101	Cell Biology	3	-	-	3
BMB 102	Maths & Biostatistics	3	-	-	3
BMB 103	Plant Sciences - I	3	-	-	3
BMB 104	Animal Sciences-I	3	-	-	3
BMB 105	Chemistry - I	3	-	-	3
BMB 120	Biotechnology Lab - I	-	-	2	1
BMB 121	Chemistry Lab - I	-	-	2	1
BMB 122	Plant Sciences Lab - I	-	-	2	1
BMB 123	Animal Sciences Lab-I	-	-	2	1
BCU 141	Communication Skill - I	1	-	-	1
EVS 142	Environmental Studies - I	2	-	-	2
BSU 143	Behavioural Science - I	1	-	-	1
	Foreign Language - I	2	-	-	2
FLU 144	French - I				
FLU 145	German				
FLU 146	Spanish				

FLU 144	French - I				
FLU 145	German				
FLU 146	Spanish				
FLU 147	Japanese				
FLU 148	Chinese				
	<b>TOTAL</b>				<b>25</b>

**SECOND SEMESTER**

BMB 201	Introductory Biochemistry & Biophysics	3	1	-	4
BMB 202	Bioanalytical Techniques	3	-	-	3
BMB 203	Plant Sciences - II	3	-	-	3
BMB 204	Animal Sciences-II	2	1	-	3
BMB 205	Chemistry - II	3	-	-	3
BMB 220	Biotechnology Lab - II	-	-	2	1
BMB 221	Chemistry Lab - II	-	-	2	1
BMB 222	Plant Sciences Lab - II	-	-	2	1
BMB 223	Animal Sciences Lab-II	-	-	2	1
BCU 241	Communication Skill - II	1	-	-	1
EVS 242	Environmental Studies - II	2	-	-	2
BSU 243	Behavioural Science - II	1	-	-	1
	Foreign Language - II	2	-	-	2
FLU 244	French - II				
FLU 245	German				
FLU 246	Spanish				
FLU 247	Japanese				
FLU 248	Chinese				
	<b>TOTAL</b>				<b>26</b>

**TERM PAPER: 4 - 6 WEEKS****THIRD SEMESTER**

BMB 301	Genetics	3	-	-	3
BMB 302	Microbiology	4	-	-	4
BMB 303	Biochemistry & Metabolic Regulation	3	-	-	3
BMB 304	Anatomy & Plant Physiology	3	-	-	3
BMB 305	Animal Physiology-I	2	1	-	3
BMB 306	Chemistry - III	3	-	-	3
BMB 320	Biotechnology Lab - III	-	-	4	2
BMB 321	Chemistry Lab - III	-	-	2	1
BMB 322	Anatomy & Plant Physiology Lab	-	-	2	1
BMB 323	Animal Physiology Lab-I	-	-	2	1
BCU 341	Communication Skill - III	1	-	-	1
BSU 343	Behavioural Science - III	1	-	-	1
	Foreign Language - III	2	-	-	2
FLU 344	French - III				
FLU 345	German				
FLU 346	Spanish				
FLU 347	Japanese				
FLU 348	Chinese				
BMB 330	Term Paper (Evaluation)	-	-	-	2
	<b>TOTAL</b>				<b>30</b>

**FOURTH SEMESTER**

BMB 401	Bioinformatics	3	-	-	3
BMB 402	Molecular Cell Biology	3	-	-	3
BMB 403	Immunology & Immunotechnology	4	-	-	4

BMB 404	Plant Breeding, Embryology, Pathology & Economic Botany	3	-	-	3
BMB 405	Animal Physiology-II	3	-	-	3
BMB 406	Chemistry - IV	3	-	-	3
BMB 420	Biotechnology Lab - IV	-	-	4	2
BMB 421	Plant Breeding, Embryology, Pathology & Economic Botany Lab	-	-	2	1
BMB 422	Animal Physiology Lab-II	-	-	2	1
BCU 441	Communication Skill - IV	1	-	-	1
BSU 443	Behavioural Science - IV	1	-	-	1
FLU 444	Foreign Language - IV	2	-	-	2
FLU 444	French - IV				
FLU 445	German				
FLU 446	Spanish				
FLU 447	Japanese				
FLU 448	Chinese				
	TOTAL				27

**SUMMER TRAINING: 4 - 6 WEEKS****FIFTH SEMESTER**

BMB 501	Plant Biotechnology	3	-	-	3
BMB 502	Animal Biotechnology	3	-	-	3
BMB 503	Genomics & Proteomics	3	-	-	3
BMB 504	Recombinant DNA Technology	3	-	-	3
BMB 520	Biotechnology Lab - V	-	-	4	2
BMB 521	Genomics & Proteomics Lab	-	-	4	2
BCU 541	Communication Skill - V	1	-	-	1
BSU 543	Behavioural Science - V	1	-	-	1
FLU 544	Foreign Language - V	2	-	-	2
FLU 544	French - V				
FLU 545	German				
FLU 546	Spanish				
FLU 547	Japanese				
FLU 548	Chinese				
BMB 550	Summer Training (Evaluation)	-	-	-	5
	TOTAL				25

**SIXTH SEMESTER**

BMB 601	Environmental Biotechnology	4	-	-	4
BMB 602	Industrial Biology	4	-	-	4
BCH 623	Principles of Management & Entrepreneurship Development	1	-	-	1
BMB 620	Environmental & Industrial Biotechnology Lab	-	-	4	2
BCU 641	Communication Skill - VI	1	-	-	1
BSU 643	Behavioural Science - VI	1	-	-	1
FLU 644	Foreign Language - VI	2	-	-	2
FLU 644	French - VI				
FLU 645	German				
FLU 646	Spanish				
FLU 647	Japanese				
FLU 648	Chinese				
BMB 660	Project (10-12 Week)	-	-	-	12
	TOTAL				27

SEVEN SEMESTER					
New Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BMB701	<i>Advanced Biochemistry</i>	3	1	-	4
BMB702	Advanced Microbial Technology	3	-	-	3
BMB703	Biophysics & Bioanalytical Techniques	3	-	-	3
BMB704	Advanced Cell Biology & Genetics	3	1	-	4
BMB705	Advanced Biostatistics for Biologists	3	-	-	3
CSE 703	Computer Applications	3	-	-	3
BMB720	Biochemistry Lab	-	-	4	2
BMB721	Advanced Microbial Technology Lab	-	-	2	1
BMB 722	Cell Biology & Genetics Lab	-	-	2	1
CSE 723	Computer Applications Lab	-	-	2	1
BCP 741	Advanced Communication - VII	1	-	-	1
BSP 743	Behavioural Science - VII	1	-	-	1
FLP 744	Foreign Language - VII	2	-	-	2
FLP 745	French - VII				
FLP 746	German				
FLP 747	Spanish				
FLP 748	Japanese				
	Chinese				
	<b>TOTAL</b>				<b>29</b>

## EIGHT SEMESTER

BMB801	Advanced Molecular Biology	4	-	-	4
BMB802	Advances in Genetic Engineering	4	-	-	4
BMB803	Bioprocess Technology	4	-	-	4
BMB804	Advanced Genomics & Proteomics	4	-	-	4
BMB805	Computational Biology	3	-	-	3
BMB806	Environmental Biotechnology	3	-	-	3
BMB820	Advanced Molecular Biology Lab	-	-	4	2
BMB821	Genetic Engineering Lab	-	-	4	2
BMB822	Bioprocess Technology Lab	-	-	4	2
BMB823	Advanced Genomics & Proteomics Lab			2	1
BMB824	Computational Biology Lab	-	-	2	1

BCP841	Advanced Communication - VIII	1	-	-	1
BSP843	Behavioural Science - VIII	1	-	-	1
FLP844	Foreign Language - VIII	2	-	-	2
FLP845	French - VIII				
FLP846	German				
FLP847	Spanish				
FLP848	Japanese				
	Chinese				
	<b>TOTAL</b>				<b>34</b>

**SUMMER INTERNSHIP OF 09 -12 WEEKS****NINE SEMESTER**

BMB901	Advanced Immunology	3	-	-	3
BMB902	Enzyme Technology	3	-	-	3
BMB903	Advanced Animal Biotechnology	3	-	-	3
BMB904	Advanced Plant Biotechnology	3	-	-	3
BMB905	Elective (Select any One)	3	-	-	3
BMB906	• Drug Design & Development				
BMB907	• Drug Delivery Systems				
BMB908	• Pharmaceutical Biotechnology				
BMB909	• IPR, Biosafety & Bioethics				
BMB910	• Clinical Biotechnology				
BMB911	• Nanobiotechnology				
BMB911	• Entrepreneurship In Biotechnology				
BMB920	Advanced Immunology Lab	-	-	2	1
BMB921	Enzyme Technology Lab	-	-	2	1
BMB922	Advanced Animal Biotechnology & Plant Biotechnology Lab	-	-	2	1
BCP941	Advanced Communication - IX	1	-	-	1
BSP943	Behavioural Science - IX	1	-	-	1
FLP944	Foreign Language - IX	2	-	-	2
FLP945	French - IX				
FLP946	German				
FLP947	Spanish				
FLP948	Japanese				
BMB950	Summer Internship (Evaluation)	-	-	-	12
	<b>TOTAL</b>				<b>34</b>

**TENTH SEMESTER**

BMB1060	Project (20 - 22 weeks)	-	-	-	30
	<b>TOTAL</b>				<b>30</b>

NOTE: In every year course /Programme structure may be revised in Board of Studies meeting

**10. Early Exit:**

After the successful completion of 3rd year (VI Sem) of dual degree programme the student may opt for exit with B.Sc. (Hons.) Biotechnology.

**EXAMINATIONS****11 Course Evaluation.**

11.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.

11.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.

11.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected

11.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

**Notes:-**

1. The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
2. The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.

11.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

**12****Attendance.**

12.1 **Important Aspects.** The important points emphasized upon are as follows:-

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI / HoD is mandatory.

- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
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### 13 Duration of Academic Programmes.

- 13.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 13.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

### 14 Assessment / Grading System.

- 14.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

TABLE - A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-



14.2 **Guidelines.** General guidelines for award of Grades are as follows:-

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- (b) The marks of different components, viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- (c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.
- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
  - (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
  - (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
  - (iii) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

14.3 **Conversion of Numerical Marks into Letter Grades.**

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B.

TABLE - B

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/Integrated Programme
$\geq(X+1.5s)$ but $\leq$	A+	100	10	80

80				
$\geq (X + 0.75 s)$	A	$< (X + 1.5 s)$	9	75
$\geq X$	A-	$< (X + 0.75 s)$	8	68
$\geq (X - 0.75 s)$	B+	$< X$	7	60
$\geq (X - 1.5 s)$	B	$< (X - 0.75 s)$	6	52
$\geq (X - 2.25 s)$	B-	$< (X - 1.5 s)$	5	45
	C+	$< (X - 2.25 s)$ but $\nless 40$ for PG	4	40
	F	$< (X - 2.25 s)$ and/or $< 40$ for PG	0	$< 35$
	I		0	

Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
2. Promotion Criteria: PG : SGPA 4.5; CGPA 5.0
3. Graduation Criteria: PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

TABLE -C

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
				PG Courses	NTCC PG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	75	81
3	A-	Very Good	8	68	71
4	B+	Good	7	60	61
5	B	Fair	6	52	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	40	40
8	C	Border Line	3	35	37
9	F	Fail	0	$< 35$	$< 37$

14.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-

1. Where  $U_1, U_2, U_3$  denote credits associated with courses taken by the Student.
2.  $G_1, G_2, G_3$ , are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-

I - Semester

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12

PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
Total	24		16		106

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

#### II Semester

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
Total	31		23	39	180

Note:-

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 14.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 14.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 14.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 14.8 Division. The successful candidates shall be placed in Divisions as below:-  
(a) The successful candidates in PG programme shall be placed in Division as below:

**CGPA**

- 8.5 and above  
6.5 but less than 8.5  
6.0 but less than 6.5 for PG programmes.

**EQUIVALENT DIVISION**

- First Class with Distinction  
First Division  
Second Division

**15. Passing Criteria.**

15.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u> (Average per semester)	<u>Maximum</u> (Average per semester)
(a) Post Graduate Programme	30	35
(b) Integrated Programme	30	35

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

**15.2 Important Aspects.**

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. HoI's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-  
(a) Extended period (n+1) or beyond as the case may be  
(ii) Year Back  
to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.
- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-
- | <u>Percentage of Attendance (%)</u> | <u>Marks</u> |
|-------------------------------------|--------------|
| More than 95                        | 5            |
| More than 90 and upto 95            | 4            |
| More than 85 and upto 90            | 3            |

More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

Note :- There will be no negative marking for attendance below 75%.

- 15.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least C+ Grade.
- 15.4 Student of PG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 5 for PG course in each semester beside attaining minimum CGPA of 6 in PG courses.
- 15.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for a Post Graduate Programme / Integrated Programme.

#### 16 CANCELLATION OF ADMISSION:

Admission of student may be cancelled under following circumstances.

16.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.

16.2 Involvement in gross indiscipline in the Institute/University

16.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

**17 General:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE NO. 43****ORDINANCE PERTAINING TO POST GRADUATION DIPLOMA IN  
HINDI JOURNALISM [PGDHJ]**

1. **AIMS AND OBJECTIVES** : The PG Diploma Course in Hindi Journalism is to cater to the growing demand of skilled and professionally trained media persons for Hindi newspapers, magazines, TV, and radio channels, as well as news portals, etc.

**1.1 AIMS :**

To ensure the command of requisite and creative strategies to explore Hindi Journalism as one of the focused dimensions in terms of novel endeavours and avenues in the field of mass media industry.

**1.2 OBJECTIVES :**

The primary focus of the course is to impart conceptual, operational and directional skills in the processes of news gathering, production, presentation and dissemination. Further, the objective gives exposure to vivid new/evolving techniques for exclusive Hindi Journalism.

**1.3 PROGRAM/ LEARNING OUTCOMES:**

The students will be equipped them with a range of communication skills and technical cum innovative traits required for excellence in Hindi Journalism.

**2. COURSE & FACULTY:**

- 2.1 This ordinance shall be applicable to one year (two semesters) post graduate diploma programs except those for which the university has separate ordinances. These courses shall be run on the semester systems.

2.1.1 At present the programs covered under the ordinance are Post Graduation Diploma in Hindi Journalism

2.1.2 These programs are offered by the concerned faculty after the recommendation of concerned Board of Studies/ Faculty and approval of Academic council and Board of Management.

2.1.3 More diploma/degree programs can be offered under this ordinance on the recommendations of the Board of Studies / faculty and approval of Academic Council and Board of Management.

### **3. DURATION OF PROGRAM:**

3.1. The Post Graduate Diploma shall be a full time Post Graduation Diploma program of one academic year (two semester) commencing in July-September every year.

3.2 There shall be at least fourteen weeks of teaching in every semester.

3.3 One hour of conduct in lecture (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

3.4 A candidate may provisionally continue to attend the next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear the qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

3.5 The maximum duration of the program shall be 02 (Two) years. However, for one mercy attempt can be granted to students by Vice Chancellor which should be not more than one year on satisfactory reason.

### **4. INTAKE & FEES:**

4.1 The intake of this programme shall be approved by Academic Council and Board of Management of the University from time to time.

4.2 Fee of the programme shall be approved by the Academic Council and Board of Management of the University.

### **5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:**

The medium of instruction and examination shall be Hindi.

### **6. ACADEMIC QUALIFICATIONS AND SELECTION CRITERIA FOR ADMISSION:**

6.1 **ELIGIBILITY:** Admission to the Post Graduation Diploma in Hindi journalism is open to a student who holds a bachelor's degree (Minimum 3 Years Program):

**6.2 MODE OF SELECTION:** On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

**6.3 ELIIGIBILITY FOR ADMISSION TO NRI/ OTHER PREVILIGED CANDIDATES:** Non-resident Indian and other privileged candidate shall be eligible for the admission to this course in accordance with the directives of Govt. of India and /or State Government.

**7. COMMENCEMNT OF COURSE:**

PGDHJ-I semester shall commence during the period of July-December every year while PGDHJ-II semesters shall commence during the period of January-June every year.

**8. NOMENCLATURE AND COURSE OUTLINE:**

**POST GRADUATION DIPLOMA IN HINDI JOURNALISM**

**First Semester**

Sr No	Course Code	Title of Course	Total Credits :25 Total Hours:30	
			Total Credits	Total Hours
1	PDHJ 101	संचार: अवधारणा और प्रक्रिया	5	5
2	PDHJ 102	पत्रकारिता का इतिहास, कानून और आचार संहिता	5	5
3	PDHJ 103	रिपोर्टिंग: अवधारणा और प्रक्रिया	5	5
4	PDHJ 104	विज्ञापन, जनसंपर्क और समाचार पत्र प्रबंधन	5	5
5	PDHJ 105	रिपोर्टिंग: व्यावहारिक अभ्यास (Practical)	5	10
Total			25	30

**POST GRADUATION DIPLOMA IN HINDI JOURNALISM**

**Second Semester**

Sr No	Course Code	Title of Course	Total Credits :25 Total Hours:30	
			Total Credits	Total Hours
1	PDHJ 201	प्रसारण पत्रकारिता	5	5
2	PDHJ 202	विकास पत्रकारिता	5	5
3	PDHJ 203	न्यू मीडिया पत्रकारिता	5	5
4	PDHJ 204	संपादन: अवधारणा और प्रक्रिया	5	5



5	PDHJ 205	□□□□□□: □□□□□□□□□□	5	10
Total			25	30

**Total Credits:**

- (1) For Core (Compulsory Subjects): 50  
 (2) For Elective Courses: 0  
 (3) For Internship/ Field Work: 0

**Grand Total: 50**

NOTE: In every year course /Programme structure may be revised in Board of Studies meeting.

**9 EXAMINATIONS****9.1 Course Evaluation.**

- 9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.
- 9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
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Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%

End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

**Notes:-**

1. The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
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- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B.

TABLE - B

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/Integrated Programme
$\geq(\bar{X}+1.5 s)$ but $\leq 80$	A+	100	10	80
$\geq(\bar{X}+0.75 s)$	A	$<(\bar{X}+1.5 s)$	9	75
$\geq\bar{X}$	A-	$<(\bar{X}+0.75 s)$	8	68
$\geq(\bar{X}-0.75 s)$	B+	$<\bar{X}$	7	60
$\geq(\bar{X}-1.5 s)$	B	$<(\bar{X}-0.75 s)$	6	52
$\geq(\bar{X}-2.25 s)$	B-	$<(\bar{X}-1.5 s)$	5	45
	C+	$<(\bar{X}-2.25 s)$ but $\leq 40$ for PG	4	40
	F	$<(\bar{X}-2.25 s)$ and/or $< 40$ for PG	0	$<35$
	I		0	

## Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
2. Promotion Criteria: PG : SGPA 4.5; CGPA 5.0
3. Graduation Criteria: PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

TABLE -C

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
	Other Courses	Other Courses		PG Courses	NTCC PG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	75	81
3	A-	Very Good	8	68	71
4	B+	Good	7	60	61
5	B	Fair	6	52	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	40	40
8	C	Border Line	3	35	37
9	F	Fail	0	$<35$	$<37$

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-

1. Where U1,U2,U3 denote credits associated with courses taken by the Student.
2. G1, G2, G3, are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-

**I - Semester**

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
Total	24		16		106

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

**II Semester**

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)

MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

Note:-

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 12.8 **Division.** The successful candidates shall be placed in Divisions as below:-  
(a) The successful candidates in PG programme shall be placed in Division as below: -

**CGPA**

- 8.5 and above  
6.5 but less than 8.5  
6.0 but less than 6.5 for PG programmes

**EQUIVALENT DIVISION**

- First Class with Distinction  
First Division  
Second Division

13. **Passing Criteria.**

13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u> (Average per semester)	<u>Maximum</u> (Average per semester)
(a) Post Graduate Programme	30	35
(b) Integrated Programme	30	35

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

13.2 **Important Aspects.**

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. HoI's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-
  - (a) Extended period (n+1) or beyond as the case may be
  - (ii) Year Back
 to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.
- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2



- |  |                          |   |
|--|--------------------------|---|
|  | More than 75 and upto 80 | 1 |
|  | Upto 75                  | 0 |
- Note :- There will be no negative marking for attendance below 75%.
- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least **C+ Grade**.
- 13.4 Student of PG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 5 for PG course in each semester beside attaining minimum CGPA of 6 in PG courses.
- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for a Post Graduate Programme / Integrated Programme.

#### 14 CANCELLATION OF ADMISSION:

Admission of student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Involvement in gross indiscipline in the Institute/University
- 14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

**15 General:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE NO. 44****ORDINANCE PERTAINING TO POST GRADUATE DIPLOMA IN  
HOSPITAL MANAGEMENT****1. AIMS AND OBJECTIVES :**

Amity University Madhya Pradesh is committed to contribute to nation building by producing future Managers/Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through developing managerial skills, imbibing ethical values and building their self-confidence.

The **Post Graduate Diploma in Hospital Management** has the following Aims and Objectives:

**1.1 AIMS :**

To produce, competent Leaders, Managers and Administrators in Hospital Management, who will be full of self-confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES :**

The **Post Graduate Diploma in Hospital Management** is oriented to enhance students learning and develop their skills and attitude towards Patient Care Business and Society as a whole. To support this aim following objectives are formulated:

- 1.2.1 Apply best practices to solve managerial issues.
- 1.2.2 Understanding of link between Patient Care Business and Social development.
- 1.2.3 Knowledge and skills in each functional area of Hospital management.
- 1.2.4 Demonstrate effective written forms of communication and oral business presentations.
- 1.2.5 Implement leadership skills to work effectively within diverse teams.
- 1.2.6 Identify and analyze ethical responsibilities of Hospital businesses.

**1.3 PROGRAM/LEARNING OUTCOMES :**

The learning outcomes specify the knowledge, skills, values and attitudes that students are expected to attain in **Post Graduate Diploma in Hospital Management** as below.

- 1.3.1 **Business Environment and Domain knowledge :** Economic, legal, ethical and social environment of Hospital business. Students will be able to improve their awareness and knowledge about functioning of local and global business environment and society. This helps in recognizing the functioning of businesses, identifying potential business opportunities, evolution of business enterprises and exploring the entrepreneurial opportunities.

- 1.3.2 Business Analysis, Problem Solving and Innovative Solutions: Developing competencies in quantitative techniques towards analyzing the business data, application of relevant analysis, and problem solving in key functional areas.
- 1.3.3 Global Exposure and Cross-Cultural Understanding: Demonstrate a global outlook with the ability to identify aspects of the global business and Cross Cultural Understanding.
- 1.3.4 Social Responsiveness and Ethics: Developing responsiveness to contextual social issues, problems and exploring solutions, understanding business ethics and resolving ethical dilemmas. Students are expected to identify the contemporary social problems, exploring the opportunities for social entrepreneurship, designing business solutions and demonstrate ethical standards in organizational decision making, demonstrate awareness of ethical issues and can distinguish ethical and unethical behaviours.
- 1.3.5 Effective Communication (EC): Usage of various forms of business communication, supported by effective use of appropriate technology, logical reasoning, articulation of ideas. Students are expected to develop effective oral and written communication especially in business applications, with the use of appropriate technology.
- 1.3.6 Leadership and Teamwork: Understanding leadership roles at various levels of the organization and leading teams. Students are expected to collaborate and lead teams across organizational boundaries and demonstrate leadership qualities, maximize the usage of diverse skills of team members in the related context.

## **2. COURSE & FACULTY:**

- 2.1 The ordinance shall be applicable for One year (two semesters) Post Graduate Diploma in Hospital Management. The Course shall be run on semester system.
- 2.1.1 At present, the program covered under this ordinance is Post Graduate Diploma in Hospital Management.
- 2.1.2 This program is offered by the concerned faculty after the recommendation of concerned Board of studies/Faculty and approval of Academic Council.
- 2.1.3 More-degree programs can be offered under this ordinance on the recommendations of the Board of Studies/ Faculty and approval of Academic Council & Board of Management.
- 2.2 The ordinance shall be applicable to all the University Teaching Departments/Institutes/Schools of this University.

## **3. DURATION OF PROGRAM:**

- 3.1 The Post Graduate Diploma in Hospital Management shall be a fulltime Post graduate Diploma program of one academic year (two semesters) commencing in July every year.
- 3.2 There shall be at least fourteen weeks of teaching in every semester.
- 3.3 One hour of conduct of Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

- 3.4 A candidate may provisionally continue to attend next higher semester, even if, the result of qualifying semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 3.5 The maximum duration of the program shall be 2(two) years. However, one mercy attempt can be granted to a students by Vice Chancellor which should be not more than year on satisfactory reason.

**4. INTAKE & FEES:**

4.1 The intake for these programs shall be approved by Academic Council and Board of Management of the University from time to time.

4.2 Fees of these programs shall be approved by the Academic Council and Board of Management of the University.

**5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:**

The medium of instruction and Examinations shall be English. Qualification

**6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

6.1 Eligibility: Admission to Post Graduate Diploma in Hospital Management is open to a student who holds a Bachelor Degree (Minimum 3 years Program) or Post Graduate Degree of the University or of any other University recognized as equivalent there to by the University with 50 percent or more marks in aggregate.

6.2 Mode of Selection : On the basis of the merit in qualifying examination and policy decided by the competent authority/statutory body.

6.3 Eligibility for Admission to NRI/other privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

7. **COMMENCEMENT OF COURSE:** Post Graduate Diploma in Hospital Management. I semester shall commence during the period of July-December & II semester shall commence during the period Jan-June every year.

**8. PROGRAMME STRUCTURE****FIRST SEMESTER**

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical/Field work (P) Hours Per Week	Total Credits
DHM101	Organization and Management Process	3	1		4
DHM102	Managerial Accounting & Financial Management	3	1		4
DHM103	Hospital Planning	3	1		4
DHM104	Hospital Service Marketing	3	-		3
DHM105	Medical Terminology & Procedures	3	-	-	3
DHM106	Patient Behavior and Care	3	-	-	3
	<b>TOTAL</b>				<b>21</b>

**INTERNSHIP (6-8 WEEKS)****SECOND SEMESTER**

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical/Field work (P) Hours Per Week	Total Credits
DHM201	Legal and Ethical Issues for Hospitals	3			3
DHM202	Management Information Systems in Hospitals	3	-	1	4
DHM203	Health Care and Insurance	3	-	-	3
DHM204	Hospital Operations Management	3	-	-	3
DHM205	Human Resource Management	3	-	-	3
DHM206	Summer Internship and Viva Voice	-	-	-	9
	<b>TOTAL</b>				<b>25</b>

NOTE: In every year course /Programme structure may be revised in Board of Studies meeting.

## 9 EXAMINATIONS

### 9.1 Course Evaluation.

- 9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.
- 9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.
- 9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

#### Notes:-

- The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.

2. The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.

9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

## 10 Attendance.

10.1 Important Aspects. The important points emphasized upon are as follows:-

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI / HoD is mandatory.
- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

## 11 Duration of Academic Programmes.

- 11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

## 12 Assessment / Grading System.

- 12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

TABLE - A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

12.2 **Guidelines.** General guidelines for award of Grades are as follows:-

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- (b) The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- (c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.



- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with **Table B** to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
- (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
- (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
- (i) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with **Table B**.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in **Table B**.

**TABLE – B**

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/Integrated Programme

$\geq(X+1.5 s)$ but $\nless 80$	A+	100	10	80
$\geq(X+0.75 s)$	A	$<(X+1.5 s)$	9	75
$\geq X$	A-	$<(X+0.75 s)$	8	68
$\geq(X-0.75 s)$	B+	$<X$	7	60
$\geq(X-1.5 s)$	B	$<(X-0.75 s)$	6	52
$\geq(X-2.25 s)$	B-	$<(X-1.5 s)$	5	45
	C+	$<(X-2.25 s)$ but $\nless 40$ for PG	4	40
	F	$<(X-2.25 s)$ and/or $<40$ for PG	0	$<35$
	I		0	

Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
2. Promotion Criteria: PG : SGPA 4.5; CGPA 5.0
3. Graduation Criteria: PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

TABLE -C

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
				PG Courses	NTCC PG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	75	81
3	A-	Very Good	8	68	71
4	B+	Good	7	60	61
5	B	Fair	6	52	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	40	40
8	C	Border Line	3	35	37
9	F	Fail	0	$<35$	$<37$

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

**Note:-**

1. Where U1,U2,U3 denote credits associated with courses taken by the Student.
2. G1, G2, G3, are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-

**I - Semester**

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
Total	24		16		106

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

**II Semester**

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36

MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

Note:-

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 12.8 **Division.** The successful candidates shall be placed in Divisions as below:-  
(a) The successful candidates in PG programme shall be placed in Division as below: -

**CGPA**

8.5 and above  
6.5 but less than 8.5  
6.0 but less than 6.5 for PG programmes

**EQUIVALENT DIVISION**

First Class with Distinction  
First Division  
Second Division

13. **Passing Criteria.**

- 13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
(Average per semester)	(Average per semester)

(a)	Post Graduate Programme	30	35
(b)	Integrated Programme	30	35

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

### 13.2 Important Aspects.

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. Hol's may conduct make up testes, if required, due to valid reasons, within the same semester.

- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-

- (a) Extended period (n+1) or beyond as the case may be  
(ii) Year Back

to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.

- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.

- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

**Note :-** There will be no negative marking for attendance below 75%.

- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least C+ Grade.

- 13.4 Student of PG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained

minimum SGPA of 5 for PG course in each semester beside attaining minimum CGPA of 6 in PG courses.

- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for a Post Graduate Programme / Integrated Programme.

#### 14 CANCELLATION OF ADMISSION:

Admission of student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified for the programmes per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Involvement in gross indiscipline in the Institute/University
- 14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

**15 General:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCENO.45****ORDINANCE PERTAINING TO DIPLOMA  
(FASHION DESIGN)****1. AIMS AND OBJECTIVES:**

The Ordinance shall be applicable to candidates admitted to Diploma course in Fashion Design. This Diploma courses at undergraduate level will run on semester system. The course shall be divided in two semesters of approximately six month and covering one academic session. The course includes Introduction to Design, Basic Sewing Techniques, Textile Science, Pattern Draping, Apparel management, Illustration, and other relevant subjects. Student will opt for the subjects as per combination decided by the University. The Diploma Program has the following Aims and Objectives: -

**1.1 AIMS:**

This course aims to build student's foundation to become an independent thinker and a creator of his imagination. This program is designed to offer students with an understanding of Designing skills needed in today's fashion industry.

**1.2 OBJECTIVES:**

The Diploma in Fashion Design program is oriented to understand the concept related to elements and principles of design. To understand and develop the skills of designing apparels to foster an understanding of the designers in India and to leverage design ideas from their work. A diploma in Fashion Designing lets students know about technicalities, develops their creativity and innovation. Through Diploma in Fashion Design students learn about the latest fashion trends in India and the world. To support this aim following objectives are formulated:

- 1.2.1 This program emphasis on practical and industry-oriented training.
- 1.2.2 Understanding of fashion in relation to the needs of fashion business.
- 1.2.3 To provide hands on experience using designing skills to create innovative and creative fashion product.
- 1.2.4 To develop strong and multi-functional teamwork with communication skill using visual and verbal presentation for industry.

**1.3 PROGRAM /LEARNING OUTCOMES:**

The learning outcomes specify the knowledge, skills, values and attitudes that students are expected to attain in one year Diploma in Fashion Design

- 1.3.1 Adapt their artistic abilities to make them industry ready.
- 1.3.2 Systematic and technical approach in research, creativity, and imagination.
- 1.3.3 Articulate design ideas verbally, visually, and digitally.
- 1.3.4 Focus on integral element of the subject ranging from fabric analysis, Illustration, Principle of Design, Pattern making and garment constructions.

## **2. COURSE & FACULTY:**

- 2.1 This ordinance shall be applicable to one year (two semesters) Under-Graduate Diploma programs except those for which the university has separate ordinances. These courses shall run on semester systems.
- 2.2 At present the programs covered under this ordinance are One Year Diploma in Fashion Design.
- 2.3 These programs are offered by the concerned faculty after the recommendation of concerned Board of Studies and approval of Academic Council and Board of Management.
- 2.4 More diploma programs can be offered under this ordinance on the recommendations of the Board of Studies/Faculty and approval of Academic Council & Board of Management.
- 2.5 The ordinance shall be applicable to all the University Teaching Departments/Institutes/Schools of this University.

## **3. DURATION OF PROGRAM:**

- 3.1 The Diploma in Fashion Design shall be a fulltime Under-Graduate Diploma program of one academic years (Two semesters) .
- 3.2 There shall be at least 90 days of teaching in every semester and 180 days in an academic year.
- 3.3 One hour of conduct of Lecturer (L) / Tutorial {T) and two hours of Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 3.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.



claim any right on the basis of his/her provisional admission.

- 3.5 The maximum duration of the program shall be 2 (Two) years. However, for one mercy attempt can be granted to a student by Vice Chancellor which should be not more than one year on satisfactory reason.

#### **4. INTAKE & FEES:**

- 4.1 The intake for each of these Programs shall be approved by Academic Council and Board of Management of the University from time to time.
- 4.2 Fees of the Programs shall be approved by the Academic Council and Board of Management of the University.

#### **5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:**

The medium of Instruction and Examinations shall be English.

#### **6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

##### **6.1 Eligibility: -**

6.1.1 For admission in Diploma, minimum eligibility is passing Higher Secondary School Certificate Examination (10+2) scheme.

6.1.2 The admissions to the Diploma shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6.1.3 Admission under these courses will be made as follows:

6.1.3.1 The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the Diploma in Fashion Design courses.

6.2 **Mode of Selection:** On the basis of the merit in qualifying examination and policy decided by the competent authority/statutory body.

6.2.1 Eligibility for Admission to NRI /other privileged Candidates:

6.2.1.2 Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**7. COMMENCEMENT OF COURSE:**

Ist Semester of Diploma in Fashion Design shall commence during the period of July - December every year while 2nd Semester shall commence during the period of January-June every year.

8. **NOMENCLATURE AND COURSE OUTLINE:** Course and programme structure are put up before the Board of Studies for its recommendation and further to the Academic Council and Board of Management for Approval

The University aims to achieve academic excellence by providing multi-faceted education to students and encourage them to reach the pinnacle of success. The University has designed a system that would provide rigorous academic programme with necessary skills to enable them to excel in their careers.

The Curriculum and Scheme of Examination of each course includes the course objectives, course contents, scheme of examination and the list of text and references. The scheme of examination defines the various components of evaluation and the weightage attached to each component. The different codes used for the components of evaluation and the weightage attached to them are:

<u>Components</u>	<u>Codes</u>	<u>Weightage (%)</u>
Case Discussion/ Presentation/ Analysis	C	05 - 10
Home Assignment	H	05 - 10
Project	P	05 - 10
Seminar	S	05 - 10
Viva	V	05 - 10
Quiz	Q	05 - 10
Class Test	CT	10 - 15
Attendance	A	05
End Semester Examination	EE	70

It is hoped that it will help the students study in a planned and a structured manner and promote effective learning.

**PROGRAMME STRUCTURE  
DIPLOMA IN FASHION DESIGN**

FIRST SEMESTER						
SLNO	Course Code	Course Title	L	T	P	T
1	DFD101	Introduction to Fashion Design	2	1	0	3
2	DFD102	History of Fashion	2	0	0	2
3	DFD103	Textile Science	2	0	0	2
4	DFD121	Fashion Illustration – I	2	0	2	3
5	BFD122	Basic Sewing Techniques and Kids wear	2	1	0	3
6	BFD123	Basic Sewing Technique & Pattern Making	0	1	2	3
7	DFD124	Computer Application in Fashion Industry- I	0	1	2	2
8	DFD141	English Language Usage Essentials	1	0	0	1
9	DFD142	Environmental Studies – I	0	1	2	2
10	DFD143	Behavioral Science – I	2	0	0	2
11	Foreign Language – I		2	0	0	2
	DFD 144	French				
	DFD 145	German				
	DFD 146	Spanish				
	DFD 147	Japanese				
	DFD 148	Chinese				
TOTAL						25

SECOND SEMESTER						
SLNO	Course Code	Course Title	L	T	P	T
1	DFD 201	Apparel Merchandising	1	1	0	2
2	DFD 202	Fashion Communication & Marketing	1	1	0	2
3	DFD 221	Fashion Illustration-II	1	1	2	3
4	DFD 222	Garment Construction Adult wear	1	1	2	3
5	DFD 223	Pattern Draping	0	1	2	2
6	DFD 224	Surface Ornamentation	0	1	2	2
7	DFD 225	Computer Application in Fashion Industry-II	0	1	2	2
8	DFD 241	Introduction to Communication Skills	2	0	0	2
8	DFD 242	Environmental Studies – II	0	1	2	2
9	DFD 243	Individual society & Nation	1	0	0	1
10	DFD 230	Design Project (Minor)	2	0	0	2
11	Foreign Language – I		2	0	0	2
	DFD 244	French				
	DFD 245	German				
	DFD 246	Spanish				

	DFD 247	Japanese				
	DFD 248	Chinese				
TOTAL						25

**NOTE: In every year course /Programme structure may be revised in Board of Studies meeting.**

## 9 EXAMINATIONS

### 9.1 Course Evaluation.

9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.

9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.

9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
Semester Examination	1	EE	70%
			<b>100%</b>

#### Notes:-

1. The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
2. The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.

9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

## 10 Attendance.

- 10.1 Important Aspects. The important points emphasized upon are as follows:-
- (a) Students are expected to have 100% attendance in all course units.
  - (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory.
  - (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
  - (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
  - (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
  - (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
  - (g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

## 11 Duration of Academic Programmes.

- 11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

## 12 Assessment / Grading System.

- 12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

**TABLE - A**

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

- 12.2 **Guidelines.** General guidelines for award of Grades are as follows:-

- Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in **Table C**.
- If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with

**Table B** to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
- (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
  - (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
  - (a) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with **Table B.**
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in **Table B**

**TABLE - B**

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/ Integrated Programme
$\geq(X+1.5 s)$ but $< 80$	A+	100	10	80
$\geq(X+0.75 s)$	A	$<(X+1.5 s)$	9	75
$\geq X$	A-	$<(X+0.75 s)$	8	68
$\geq(X-0.75 s)$	B+	$< X$	7	60
$\geq(X-1.5 s)$	B	$<(X-0.75 s)$	6	52
$\geq(X-2.25 s)$	B-	$<(X-1.5 s)$	5	45

	C+	< (X - 2.25 s) but $\nless 40$ for PG	4	40
	F	< (X - 2.25 s) and/or < 35 for UG	0	<35
	I		0	

Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
2. Promotion Criteria: UG : SGPA 3.5; CGPA 4.5
3. Graduation Criteria: UG: Minimum Grade C+ in each course unit; SGPA 4.5; CGPA 5.0

**TABLE -C (UG Courses)**

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
				UG Courses	NTCC UG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	70	81
3	A-	Very Good	8	65	71
4	B+	Good	7	55	61
5	B	Fair	6	50	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	35	35
8	C	Border Line	3	30	32
9	F	Fail	0	<30	<32

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-

1. Where U<sub>1</sub>, U<sub>2</sub>, U<sub>3</sub> denote credits associated with courses taken by the Student.
2. G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub>, are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-



**I - Semester**

Course Code	Associated course Credit	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

**II Semester**

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

**Note:-**

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 12.8 **Division.** The successful candidates shall be placed in Divisions as below:-  
 (a) The successful candidates in UG programme shall be placed in Division as below: -

<u>CGPA</u>	<u>EQUIVALENT DIVISION</u>
8.5 and above	First Class with Distinction
6.5 but less than 8.5	First Division
5.0 but less than 6.5 for UG programmes	Second Division

13 **Passing Criteria.**

- 13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u>	<u>Maximum</u>
	(Average per semester)	(Average per semester)
(a) Under Graduate Programme	25	30

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

13.2 **Important Aspects.**

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 35% in UG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.

- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. HoI's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-  
 (a) Extended period (n+1) or beyond as the case may be  
 (ii) Year Back  
 to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.
- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

Note :- There will be no negative marking for attendance below 75%.

- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least C+ Grade.
- 13.4 Student of both UG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 4.5 in each semester for UG courses beside attaining minimum CGPA of 5 in UG courses.
- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for an Under Graduate Programme.

#### 14 CANCELLATION OF ADMISSION:

Admission of student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Involvement in gross indiscipline in the Institute/University
- 14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission.

#### 15 GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE NO. 46**  
**ORDINANCE PERTAINING TO BACHELOR OF LAWS (H) [LL.B.(H)]**

**1. AIMS & OBJECTIVES :**

**1.1 AIMS:**

- 1.1.1 The focus loci or aim of the Programme is to develop amongst students' propensities towards analytical thinking, creative and intellectual ability, ingenuity and innovativeness conditioned with professional sophistication and value system with well imbibed social graces.
- 1.1.2 To provide liberal, rigorous and coherent curriculum in law that contains broad based legal knowledge that integrates and synthesizes both the theoretical and practical aspects of the study of law, encourages its practical application, which provides varied opportunities to place the law in the context of other disciplines in order to provide an integral understanding of law and its function in society;
- 1.1.3 A curriculum which endorses learning by developing cognitive, critical and analytical skills that is central to the programme, a range of transferable and marketable skills, leading to employment opportunities in the legal profession and in a range of other careers in other disciplines.
- 1.1.4 A learning and teaching strategy which places emphasis on active and participative education and which provides the environment for students to engage positively with, reflect upon, and take responsibility for their own learning through a variety of learning and teaching methods, as well as career and personal development planning.
- 1.1.5 A programme which also aims at developing legal skills for taking up the role of good solicitors in corporate world, good draftsmen in legal field and to man other fields in law.
- 1.1.6 A programme which meets the requirement of Bar Council of India.
- 1.1.7 A programme which aims at furnishing skills and competence, the basic philosophies and ideologies for creation of and maintenance of just society. It aims to sensitise the society to identify its problems and ensure social and economic justice through rule of law and eradicate injustice, poverty, corruption and nepotism.
- 1.1.8 A programme, the ultimate aim of which is to produce competent lawyers whose aim in any given society include the defense of the fundamental rights of individuals as well as their welfare as well as to make the students relevant to the society.

**1.2 OBJECTIVES:**

- 1.2.1 Be familiar with the general approaches to the study of law and legal reasoning.
- 1.2.2 Demonstrate the ability to identify and understand key concepts in substantive law, legal theory and procedures.
- 1.2.3 Have the ability to write a competent legal analysis.
- 1.2.4 Demonstrate the ability to conduct legal research.
- 1.2.5 Demonstrate communication skills including oral advocacy.
- 1.2.6 Demonstrate familiarity with the rules of professional ethics.
- 1.2.7 Demonstrate professionalism consistent with the legal professional's values and standards.

**1.3 PROGRAMME DESCRIPTION:**

The three year integrated programme would prepare the students with the syllabus mentioned in BCI Rules together with specialization so as to equip them to appear before courts/tribunals on one hand and perform other essential roles of law professionals. The programme structure has been framed to bridge a crucial gap between legal education and law in practice.

**1.3.1 PROGRAMME/LEARNING OUTCOMES:**

- 1.3.1.1 Reflection and Self –Fulfillment. Students will be able to reflect on their values, learning and performance as these relate to their responsibilities as professionals to continuously learn, evolve and achieve self-fulfillment. They will be able to identify, plan, and initiate efforts to pursue their professional goals in a manner that considers their values, priorities and interests as well as the steps required to achieve those professional goals. They will be able to use self-assessment to plan future efforts for improvement as professionals.
- 1.3.1.2 Leadership and Service. Students will be able to appreciate the role of the legal profession in fostering justice and diversity through leadership, public service and community development. They will be able to accurately identify the history, structures, values, shortcomings and ongoing responsibilities of the legal profession with regard to fostering justice and diversity.
- 1.3.1.3 Ethics, Values and Professionalism. Students will be able to demonstrate good judgment consistent with the legal profession's ethics, values and duties to clients, legal system and society. They will be able to accurately articulate legal concepts governing lawyers and ethical rules and values of the legal profession. They will be honest, diligent, civil, punctual and respectful in their actions and interactions with others.
- 1.3.1.4 Legal Knowledge. Students will be able to identify and explain fundamental legal rules, procedures, concepts, theories and policies. They will be able to identify and accurately articulate the terms, rules and principles of core substantive and procedural areas of law. They will be able to accurately identify and articulate the underlying

theories, policies, historical development and social, economic and political context of legal rules.

1.3.1.5 Application of Legal Knowledge. Students will be able to apply knowledge and critical reading and thinking skills to be proficient in legal analysis, reasoning and problem solving. They will be able to accurately identify relevant legal issues raised by a set of facts, including conflicting rules and rules synthesized from multiple authorities pertinent to the particular issue. They will anticipate significant opposing arguments based on facts, law, policy and adequately address them in a manner that supports a conclusion on an issue.

1.3.1.6 Legal Skills. Students will be able to effectively conduct legal research, investigate, advocate, collaborate and communicate with a variety of audiences. In written legal analysis and other forms of legal writing, students will be able to produce work that is clear, concise, well organized and professional in tone, and that complies with directions or instructions, including any formatting or citation requirements. They will also be able to develop an effective research strategy, draft and edit documents that objectively analyze a legal problem and competently predict how the law will apply to a set of facts.

## 2. COURSE & FACULTY :

2.1 This Ordinance shall be applicable for 3 Year (Six Semester) Law graduate degree program. The Course shall be run on Semester systems.

2.1.1 At present the program covered under this ordinance is LL.B.(H).

2.1.2 This program is offered by Amity Law School after the recommendation of Board of Studies of the concerned faculty and Approval of Academic Council of the University.

## 3. DURATION OF PROGRAM:

3.1 LL.B.(H) shall be a full time Law Graduate Degree Program of three Academic Years (Six Semesters).

3.2 The maximum duration of the course shall be 5 year. However, one mercy attempt can be granted to a student by Vice Chancellor which should be not more than one year on satisfactory reason.

## 4. INTAKE & FEES :

4.1 The number of admissions in this programme shall be as prescribed by Bar Council of India from time to time.

4.2 Fee of the programme shall be approved by the Academic Council and Board of Management of the University.

5. **MEDIUM OF INSTRUCTIONS & EXAMINATIONS:**

Medium of Instructions & Examinations shall be English. / Hindi

6. **ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

6.1 **Eligibility:** Admission to LL.B.(H) program is open to a person who holds minimum a Bachelor Degree (Minimum 3 Years duration) with minimum marks as decided by the appropriate authority.

6.2 **Mode of Selection:** on the basis of Merit in the qualifying examination or Entrance Test or any other method as decided by appropriate authority.

7. **COMMENCEMENT OF THE COURSE:**

The LL.B. (H) I, III and V Semesters shall be commenced from July to December every year, whereas the LL.B.(H) II, IV and VI Semesters shall be commenced from January to June every year.

8. **NOMENCLATURE & COURSE OUTLINE:****LL.B. (Hons.)****Duration –3Year Full Time****Programme Structure  
and  
Curriculum & Scheme of Examination****SEM-I**

S.No	Course Code	Course Title	Course Type	Credit				Credit Units
				L	T	PS	FW	
1	LLB 101	Law of Contract-I	Core Courses(28)	3	1	0	0	4.00
2	LLB 102	Law of Crimes-I		3	1	0	0	4.00
3	LLB 103	Constitutional Law- I		3	1	0	0	4.00
4	LLB 104	Family Law-I		3	1	0	0	4.00
5	LLB 105	Labour Law-I		3	1	0	0	4.00
6	LLB 106	Jurisprudence		3	1	0	0	4.00
7	LLB 107	Environmental Law		3	1	0	0	4.00
8	LLB 130	Affidavit ( Drafting & Filing)	Mandatory Course	0	0	1	0	1.00
9	LLB 131	Power of Attorney		0	0	1	0	1.00
10	BSU 143	Behavioral Science-I	Value Addition Course( 1)	1	0	0	0	1.00
<b>Total Required Credit Units</b>				<b>31</b>				

**SEM-II**

S. No	Course Code	Course Title	Course Type	Credit L T PS FW	Credit Units
1	LLB 201	Law of Contract-II	Core Courses(24)	3 1 0 0	4.00
2	LLB 202	Law of Torts-Motor Vehicles Act and Consumer Protection Act 1986		3 1 0 0	4.00
3	LLB 203	Constitutional Law- II		3 1 0 0	4.00
4	LLB 204	Family Law-II		3 1 0 0	4.00
5	LLB 205	Labour Law-II		3 1 0 0	4.00
6	LLB 206	Administrative Law		3 1 0 0	4.00
7	LLB 207	Competition Law (Business Law)	Specializations Elective Courses(4)	3 1 0 0	4.00
8	LLB 208	Copyright (Intellectual Property)		3 1 0 0	4.00
9	LLB 209	Private International Law (International Law)		3 1 0 0	4.00
10	LLB 210	Criminology and Criminal Psychology (Crime & Criminology)		3 1 0 0	4.00
11	LLB 230	RTI	Mandatory Course(2)	0 0 1 0	1.00
12	LLB 231	Consumer Complaints Drafting and Filing		0 0 1 0	1.00
13	BSU 243	Behavioral Science-II	Value Addition Course(1)	1 0 0 0	1.00
14	BSU 250	Outdoor Activity Based Course-I		0 0 0 0	0.00
<b>Total Required Credit Units</b>				<b>31</b>	

**SEM-III**

S. No	Course Code	Course Title	Course Type	Credit L T PS FW	Credit Units
1	LLB 301	Law of Evidence	Core Courses(12)	3 1 0 0	4.00
2	LLB 302	Law of Crimes-II		3 1 0 0	4.00
3	LLB 303	Code of Civil Procedure		3 1 0 0	4.00
4	LLB 304	Interpretation of Statutes	Basket Elective Course(8)	3 1 0 0	4.00
5	LLB 305	Legislative Drafting		3 1 0 0	4.00
6	LLB 306	Women and Criminal Law		3 1 0 0	4.00
7	LLB 307	Banking Law (Business Law)	Specializations Elective Courses(8)	3 1 0 0	4.00
8	LLB 308	Real State Law		3 1 0 0	4.00
9	LLB 309	Trade Secret and Technology Transfer (Intellectual Property Law)		3 1 0 0	4.00
10	LLB 310	Trade Mark and Design		3 1 0 0	4.00
11	LLB 311	International Human Rights (International Law)		3 1 0 0	4.00
12	LLB 312	International Organization		3 1 0 0	4.00
13	LLB 313	Penology and Victimology (Crime and Criminology)		3 1 0 0	4.00



14	LLB 314	International Criminal Law and International Criminal Courts			3 1 0 0	4.00
15	LLB 330	Criminal Complaints		Mandatory Courses(2)	0 0 1 0	
16	LLB 331	Examination of Witness			0 0 1 0	
17	BSU 343	Behavioral Science-III		Value Added Course(1)	1 0 0 0	
18	LLB 351	Summer Internship-I		Non Teaching Credit Courses(2)	0 0 0 0	
<b>Total Required Credit Units</b>						

**SEM-IV**

S. No	Course Code	Course Title	Course Type	Credit L T PS FW	Credit Units	
1	LLB 401	Property Law	Core Courses(12)	3 1 0 0	4.00	
2	LLB 402	Company Law		3 1 0 0	4.00	
3	LLB 403	Professional Ethics and Professional Accounting System	Clinical Course(4)	3 1 0 0	4.00	
4	LLB 404	Transportation Law	Basket Elective Course(8)	3 1 0 0	4.00	
5	LLB 405	International Environmental Law		3 1 0 0	4.00	
6	LLB 406	Mergers and Acquisition		3 1 0 0	4.00	
7	LLB 407	Investment Law	(Business Law)	Specializations Elective Courses(8)	3 1 0 0	4.00
8	LLB 408	Insurance Law			3 1 0 0	4.00
9	LLB 409	Patent Right creation & Registration	(Intellectual Property Law)		3 1 0 0	4.00
10	LLB 410	Geographical Indications			3 1 0 0	4.00
11	LLB 411	International Labour Organization and Labour Laws	(International Law)		3 1 0 0	4.00
12	LLB 412	Humanitarian and Refugee Law			3 1 0 0	4.00
13	LLB 413	Comparative Criminal Procedure	(Crime and Criminology)		3 1 0 0	4.00
14	LLB 414	Medical Jurisprudence and Forensic Science			3 1 0 0	4.00
15	LLB 430	Commercial Agreement Drafting/Registration	Mandatory Courses(2)	0 0 1 0	1.00	
16	LLB 431	Legal Notice		0 0 1 0	1.00	
17	BSU 443	Behavioral Science-IV	Value Added Course(1)	0 0 1 0	1.00	
18	LLB 450	Outdoor Activity Based Courses-II		0 0 1 0	0.00	
<b>Total Required Credit Units</b>						<b>31</b>

**SEM-V**

S. No	Course Code	Course Title	Course Type	Credit L T PS FW	Credit Units	
1	LLB 501	Taxation	Core Courses(12)	3 1 0 0	4.00	
2	LLB 502	Arbitration and Alternate Dispute		Clinical Course(4)	3 1 0 0	4.00
3	LLB 503	Cyber Law	Basket Elective Course(8)	3 1 0 0	4.00	
4	LLB 504	Media & Law		3 1 0 0	4.00	
5	LLB 505	Telecommunication Laws		3 1 0 0	4.00	
6	LLB 506	Corporate Governance		Specializations Elective Courses(8)	3 1 0 0	4.00
7	LLB 507	Financial Market Regulations (Business Law)	3 1 0 0		4.00	
8	LLB 508	Patent Drafting and Specification Writing (Intellectual Property Law)	3 1 0 0		4.00	
9	LLB 509	IPR in Pharma	3 1 0 0		4.00	
10	LLB 510	Maritime Law (International Law)	3 1 0 0		4.00	
11	LLB 511	Regional Agreement and Regionalization	3 1 0 0		4.00	
12	LLB 512	Socio-Economic	(Crime and Criminology)		3 1 0 0	4.00
13	LLB 513	Offences against Women and Children			3 1 0 0	4.00
14	LLB 530	Writ Petition/IPL Drafting	Mandatory Course (1)	0 0 1 0	1.00	
15	BSU 543	Behavioral Science-V	Value Added Course(1)	1 0 0 0	1.00	
16	LLB 551	Summer Internship-II	Non Teaching Credit Courses(2)	0 0 0 2	2.00	
<b>Total Required Credit Units</b>					<b>28</b>	

**SEM-VI**

S. No	Course Code	Course Title	Course Type	Credit L T PS FW	Credit Units
1	LLB 601	Public International Law	Core Courses(12)	3 1 0 0	4.00
2	LLB 602	Land Laws		3 1 0 0	4.00
3	LLB 603	Drafting Pleading and Conveyancing	Clinical Course( 4)	3 1 0 0	4.00
4	LLB 604	Equity and Trust (Business Law)		3 1 0 0	4.00
5	LLB 605	Biotechnology and Biodiversity (Intellectual Property Law)		3 1 0 0	4.00

		Protection				
6	LLB 606	International Criminal Law and International Criminal Court	(International Law)	Specializations Elective Courses(8)	3 1 0 0	4.00
7	LLB 607	Probation and Parole	(Crime and Criminology)		3 1 0 0	4.00
8	LLB 608	Dissertation		Non Teaching Credit Course(5)	0 0 0 0	5.00
9	LLB 609	Moot Court Exercise and Internship		Clinical Course (4)	3 1 0 0	4.00
10	LLB 610	Behavioral Science-VI		Value Added Course(1)	1 0 0 0	1.00
<b>Total Required Credit Units</b>						<b>26</b>

**NOTE: In every year course /Programme structure may be revised in Board of Studies meeting.**

## 9 EXAMINATIONS

### 9.1 Course Evaluation.

- 9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.
- 9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.
- 9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	

Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

**Notes:-**

1. The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
  2. The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.
- 9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

**10****Attendance.****10.1 Important Aspects.** The important points emphasized upon are as follows:-

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory.
- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

**11 Duration of Academic Programmes.**

- 11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for

concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.

- 11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

## 12 Assessment / Grading System.

- 12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

**TABLE – A**

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

- 12.2 **Guidelines.** General guidelines for award of Grades are as follows:-

- Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.

- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in **Table C**.
- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with **Table B** to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
- (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
- (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
- (iii) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with **Table B**.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in **Table B**.

**TABLE - B**

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum %of marks for letter grade for PG/ Dual Degree/ Integrated Programme
$\geq(X+1.5 s)$ but	A+	100	10	80

$\leq 80$				
$\geq (\bar{X} + 0.75 s)$	A	$< (\bar{X} + 1.5 s)$	9	75
$\geq \bar{X}$	A-	$< (\bar{X} + 0.75 s)$	8	68
$\geq (\bar{X} - 0.75 s)$	B+	$< \bar{X}$	7	60
$\geq (\bar{X} - 1.5 s)$	B	$< (\bar{X} - 0.75 s)$	6	52
$\geq (\bar{X} - 2.25 s)$	B-	$< (\bar{X} - 1.5 s)$	5	45
	C+	$< (\bar{X} - 2.25 s)$ but $\leq 40$ for PG	4	40
	F	$< (\bar{X} - 2.25 s)$ and/or $< 35$ for UG	0	$< 35$
	I		0	

Note:-

1. **A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.**
2. **Promotion Criteria: UG : SGPA 3.5; CGPA 4.5**
3. **Graduation Criteria: UG: Minimum Grade C+ in each course unit; SGPA 4.5; CGPA 5.0**

**TABLE -C (UG Courses)**

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
				UG Courses	NTCC UG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	70	81
3	A-	Very Good	8	65	71
4	B+	Good	7	55	61
5	B	Fair	6	50	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	35	35
8	C	Border Line	3	30	32
9	F	Fail	0	$< 30$	$< 32$

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-

1. Where  $U_1, U_2, U_3$  denote credits associated with courses taken by the Student.

2. G1, G2, G3, are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-

I-Semester

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

II Semester

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>



**Note:-**

1. Associated Credit Units in the semester (Total of Column 2)= 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units(In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.

- 12.8 **Division.** The successful candidates shall be placed in Divisions as below:-  
(a) The successful candidates in UG programme shall be placed in Division as

below: -

CGPADIVISIONEQUIVALENT

8.5 and above

First Class with Distinction

6.5 but less than 8.5

First Division

5.0 but less than 6.5 for UG programmes

Second Division

13

**Passing Criteria.**

- 13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

MinimumMaximum

(Average per semester) (Average per semester)

- (a) Under Graduate Programme 25 30

P. N. O.

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

### 13.2 Important Aspects.

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 35% in UG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. HoI's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-
- (a) Extended period (n+1) or beyond as the case may be
- (ii) Year Back
- to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.
- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-
- | <u>Percentage of Attendance (%)</u> | <u>Marks</u> |
|-------------------------------------|--------------|
| More than 95                        | 5            |
| More than 90 and upto 95            | 4            |
| More than 85 and upto 90            | 3            |
| More than 80 and upto 85            | 2            |
| More than 75 and upto 80            | 1            |
| Upto 75                             | 0            |

**Note :-** There will be no negative marking for attendance below 75%.

- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least C+ Grade.

- 13.4 Student of both UG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 4.5 in each semester for UG courses beside attaining minimum CGPA of 5 in UG courses.
- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for an Under Graduate Programme.

**14. MERIT LIST:**

Merit List of students is declared after the completion of course on the basis of integrated performance of three years of LLB(H) program.

**15. CANCELLATION OF ADMISSION:**

Admission of student may be cancelled under following circumstances.

- 15.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 15.2 Involvement in gross indiscipline in the Institute/University.
- 15.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission.

**16. GENERAL:**

Notwithstanding anything stated in this Ordinance or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of committee consisting of any or all the Deans/Directors/Principal/ Head of Department/Institutions/Constituent College/Schools. The decision of the Vice Chancellor shall remain final.

**ORDINANCE NO 47****ORDINANCE PERTAINING TO BACHELOR OF PHARMACY (B.Pharm)****1. AIMS AND OBJECTIVES OF B. PHARM PROGRAMME**

Amity University Madhya Pradesh is committed not only to imparting world-class education but to an experience where everyone associated is part of a dream, a mission to see that we nurture truly great leaders. The institutions of the university groom young future leaders to be complete, value-driven human beings and competent professionals with a deep passion for humanity. The B. Pharm program has the following aims and objectives:

**1.1 AIMS:**

The aim of the B. Pharmacy Program is to provide a rigorous and interdisciplinary four-year degree program integrated with industrial training, practice school in various domains of pharmaceutical sciences, and research projects under the supervision of learned faculty members. The curriculum and the teaching and learning process integrate knowledge with hands-on experience to enhance the career path development of the graduates.

**1.2 OBJECTIVES:**

To create and nurture a conducive environment suitable for self-learning and lifelong learning that would:

1.2.1. Provide students with strong fundamental concepts as well as high technical competency in various areas of Pharmaceutical Sciences such as Pharmacognosy, Pharmacology, Pharmaceutics, Pharmaceutical Analysis, Pharmaceutical Chemistry, and Pharmacy Practice in order to meet the needs of various pharmaceutical and biotechnological industries, as well as community and hospital pharmacy.

1.2.2. Provide experiential learning with hands on training to the students with the help of state-of-the-art infrastructure facilities and highly motivated and competent faculty members.

1.2.3. Encourage and facilitate the students to be able to integrate professional knowledge and skills with research competencies to serve the societal needs of the healthcare system.

1.2.4. Help students to develop a strong inclination towards higher learning, entrepreneurship, and research.

### **1.3. PROGRAMME/LEARNING OUTCOMES:**

The following are the program/learning outcomes that describe the knowledge, thinking abilities, skills, values, and modern tool usage that the graduates are expected to attain in the B. Pharm program.

#### **1.3.1 Pharmacy Knowledge**

Possess knowledge and comprehension of the core information associated with the profession of pharmacy, including biomedical sciences, pharmaceutical sciences, behavioral, social, and administrative pharmacy sciences and manufacturing practices.

#### **1.3.2 Thinking Abilities**

Utilize the principles of scientific inquiry, thinking analytically, clearly, and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate, and apply information systematically and make defensible decisions.

#### **1.3.3 Planning Abilities**

Demonstrate effective planning abilities, including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.

#### **1.3.4 Leadership skills**

Understand and consider the human reaction to change, motivation issues, leadership and team building when planning changes required for fulfilment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles, whenever appropriate, to facilitate improvement in health and well-being.

#### **1.3.5 Professional Identity**

Understand, analyze and communicate the value of their professional roles in society (e.g. health care professionals, suppliers of pharmaceuticals, promoters of health, educators, business managers, employers, employees) through consideration of historical, social, economic and political issues.

#### **1.3.6 The Pharmacist and society**

Apply reasoning informed by contextual knowledge to assess societal, health, safety, legal, and cultural issues, and the consequent responsibilities relevant to professional pharmacy practice.

#### **1.3.7 Environment and sustainability**

Understand the impact of professional pharmacy solutions in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.

### **1.3.8 Pharmaceutical Ethics**

Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behaviour that recognises cultural and personal variability in values, communication, and lifestyles. Use ethical frameworks, apply ethical principles while making decisions, and take responsibility for the outcomes associated with the decisions.

### **1.3.9 Communication**

Communicate effectively with the pharmacy community and with society at large, such as being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.

### **1.3.10 Modern tool usage**

Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.

### **1.3.11 Life-long learning**

Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self-assess and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.

## **2. COURSE & FACULTY:**

2.1. This Ordinance shall be applicable to four years (eight semester) for undergraduate degree program and three years (6 semesters) for lateral entry students in the same undergraduate Degree Program, except those for which the university has separate ordinances.

These courses will be offered on a semester basis.

2.1.1 At present, the program covered under this ordinance is the Bachelor of Pharmacy (B. Pharm).

2.1.2 This course shall be designated as Bachelor of Pharmacy (B.Pharm.) as laid down by Pharmacy Council of India (PCI), New Delhi.

2.1.3. This program is offered by the concerned faculty after the recommendations of Board of studies/faculty, approval of Academic council & Board of management and approval from the Pharmacy Council of India, New Delhi.

### **3. DURATION OF THE PROGRAM:**

3.1 The B. Pharmacy shall be a full time undergraduate degree program of four academic years (eight semesters) and three academic years (six semesters) for lateral entry students.

3.2 Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from December/January to May/June in every calendar year.

3.3 Courses are broadly classified as "theory" or "practical." Theory courses consist of lecture (L) and /or tutorial (T) hours, and practical (P) courses consist of hours spent in the laboratory.

3.4 Credits (C) for a course are dependent on the number of hours of instruction per week in that course and are obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for practical (laboratory) hours. Thus, for example, a theory course having three lectures and one tutorial per week throughout the semester carries a credit of 4. Similarly, a practical having four laboratory hours per week throughout the semester carries a credit of 2.

3.5 One hour of conduct of Lecture/Tutorial or two hours of Practical work shall be equal to one credit.

3.6 A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.

3.7 A student shall be eligible to carry forward all the courses from the III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

3.8 A student shall be eligible to carry forward all the courses from the V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.

3.9 A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of the VII semester until all the courses of the III and IV semesters have been successfully completed.

3.10 A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

3.11 The maximum duration of the program is six years however one mercy attempt can be granted to a students by Vice Chancellor which should be not more than one year on satisfactory reason.

3.12 Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital. It includes a production unit, a quality control department, a quality assurance department, an analytical laboratory, a chemical manufacturing unit, pharmaceutical R & D, a hospital (clinical pharmacy), a clinical research organisation, a community pharmacy, etc.

3.13 After Semester VI and before the commencement of Semester VII, you shall submit a satisfactory report of such work and a certificate duly signed by the authority of the training organisation to the head of the institute.

3.14 In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester.

3.15 The student shall opt any one of the domains for practice school declared by the program committee from time to time. At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages).

3.16 Along with the exams of semester VII, the report submitted by the student and knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at college level and a grade point shall be awarded.

3.17 All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the elective subjects opted by the student in semester VIII.

3.18 The project shall be carried out in groups not exceeding 5 in number. The project report shall be submitted in triplicate (typed and bound copy not less than 25 pages). The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students).

#### **4. INTAKE & FEES:**

4.1 Number of admissions in B. Pharm course shall be as prescribed by the Pharmacy Council of India from time to time.

4.2 Fee of the programme shall be approved by the Academic Council and Board of Management of the University.



**5. MEDIUM OF INSTRUCTION AND EXAMINATION:**

5.1 The medium of instruction and examination shall be in English.

**6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

6.1 **First year B. Pharm:** Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B / P.C.M.B.) as optional subjects individually. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

6.2 **B. Pharm lateral entry (to third semester):** A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

6.3 Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.

6.3.1 **Mode of selection:** On the basis of merit in the qualifying examination and the policy decided by the competent authority/statutory body.

**6.4 Eligibility for admission to NRI/ other privileged Candidates:**

Nonresident Indian and other privileged candidates shall be eligible for admission to this course in accordance with the directives of Govt of India and / or state government.

**7. COMMENCEMENT OF COURSE:**

7.1 The odd semesters (I, III, IV & VII) of B. Pharm shall be conducted from the month of July to December and the even semesters (II, IV, VI & VIII) shall be conducted from January to June in every calendar year.

**8. NOMENCLATURE AND COURSE OUTLINE:**

8.1 **Nomenclature:** "As recommended by Board of Studies and approved by the Academic Council and Board of Management.

**8.2 Course Outline:** The course of study for B. Pharm shall include Semester Wise Theory & Practical as given in Table – I to VIII. The number of hours to be devoted to each theory, tutorial and practical course in any semester shall not be less than that shown in Table – I to VIII.

**Table-I: Course of study for semester I**

\*Applicable ONLY for the students who have studied Mathematics / Physics / Chemistry at HSC and appearing for Remedial Biology (RB)course.

§Applicable ONLY for the students who have studied Physics / Chemistry / Botany / Zoology at HSC and appearing for Remedial Mathematics (RM)course.

\* Non University Examination (NUE)

Course code	Name of the course	No. of hours	Tutorial	Credit points	Total hours
BP101 T	Human Anatomy and Physiology I – Theory	3	1	4	4
BP102 T	Pharmaceutical Analysis I – Theory	3	1	4	4
BP103 T	Pharmaceutics I – Theory	3	1	4	4
BP104 T	Pharmaceutical Inorganic Chemistry – Theory	3	1	4	4
BP105 T	Communication skills – Theory *	2	-	2	2
BP106 RBT	Remedial Biology/	2	-	2	2
BP106 RMT	Remedial Mathematics – Theory*				
BP107 P	Human Anatomy and Physiology – Practical	4	-	2	3
BP108 P	Pharmaceutical Analysis I – Practical	4	-	2	3
BP109 P	Pharmaceutics I – Practical	4	-	2	3
BP110 P	Pharmaceutical Inorganic Chemistry – Practical	4	-	2	3
BP111 P	Communication skills – Practical*	2	-	1	1
BP112 RBP	Remedial Biology – Practical*	2	-	1	2
BSU143	Behavioural Science-I	-	-	1	1
FLU144	French –I	-	-	2	2
<b>Total</b>		<b>36</b>		<b>33</b>	<b>38</b>

**Table-II: Course of study for semester II**

Course Code	Name of the course	No. of hours	Tutorial	Credit points	Total hours
BP201T	Human Anatomy and Physiology II – Theory	3	1	4	4
BP202T	Pharmaceutical Organic Chemistry I – Theory	3	1	4	4
BP203T	Biochemistry – Theory	3	1	4	4
BP204T	Pathophysiology – Theory	3	1	4	4
BP205T	Computer Applications in Pharmacy – Theory *	3	-	3	3
BP206T	Environmental sciences – Theory *	3	-	3	3
BP207P	Human Anatomy and Physiology II – Practical	4	-	2	3
BP208P	Pharmaceutical Organic Chemistry I – Practical	4	-	2	3
BP209P	Biochemistry – Practical	4	-	2	3
BP210P	Computer Applications in Pharmacy – Practical*	2	-	1	2
BCU241	Communication Skills-II	-	-	1	1
BSU243	Behavioural Science-II	-	-	1	1
FLU244	French –II	-	-	2	2
<b>Total</b>		<b>32</b>	<b>4</b>	<b>33</b>	<b>35</b>

**Table-III: Course of study for semester III**

Course code	Name of the course	No. of hours	Tutorial	Credit points	Total hours
BP301T	Pharmaceutical Organic Chemistry II – Theory	3	1	4	4
BP302T	Physical Pharmaceutics I – Theory	3	1	4	4
BP303T	Pharmaceutical Microbiology – Theory	3	1	4	4
BP304T	Pharmaceutical Engineering – Theory	3	1	4	4
BP305P	Pharmaceutical Organic Chemistry II – Practical	4	-	2	3
BP306P	Physical Pharmaceutics I – Practical	4	-	2	3
BP307P	Pharmaceutical Microbiology – Practical	4	-	2	3
BP308P	Pharmaceutical Engineering – Practical	4	-	2	3
BCU341	Communication Skills – III	-	-	1	1
BSU343	Behavioural Science – III	-	-	1	1
FLU344	French – III	-	-	2	2
<b>Total</b>		<b>33</b>	<b>4</b>	<b>28</b>	<b>32</b>

**Table-IV: Course of study for semester IV**

Course code	Name of the course	No. of hours	Tutorial	Credit points	Total hours
BP401T	Pharmaceutical Organic Chemistry III– Theory	3	1	4	4
BP402T	Medicinal Chemistry I – Theory	3	1	4	4
BP403T	Physical Pharmaceutics II – Theory	3	1	4	4
BP404T	Pharmacology I – Theory	3	1	4	4

BP405T	Pharmacognosy and Phytochemistry I- Theory	3	1	4	4
BP406P	Medicinal Chemistry I – Practical	4	-	2	3
BP407P	Physical Pharmaceutics II – Practical	4	-	2	3
BP408P	Pharmacology I – Practical	4	-	2	3
BP409P	Pharmacognosy and Phytochemistry I – Practical	4	-	2	3
BCU441	Communication Skills – IV	-	-	1	1
BSU443	Behavioural Science-IV	-	-	1	1
FLU444	French – IV	-	-	2	2
<b>Total</b>		31	5	28	36

Table-V: Course of study for semester V

Course code	Name of the course	No. of hours	Tutorial	Credit points	Total hours
BP501T	Medicinal Chemistry II – Theory	3	1	4	4
BP502T	Industrial Pharmacy I- Theory	3	1	4	4
BP503T	Pharmacology II – Theory	3	1	4	4
BP504T	Pharmacognosy and Phytochemistry II- Theory	3	1	4	4
BP505T	Pharmaceutical Jurisprudence – Theory	3	1	4	4
BP506P	Industrial Pharmacy I – Practical	4	-	2	3
BP507P	Pharmacology II – Practical	4	-	2	3
BP508P	Pharmacognosy and Phytochemistry II – Practical	4	-	2	3
BCU541	Communication Skills – V	-	-	1	1
BSU543	Behavioural Science - V	-	-	1	1
FLU544	French – V	-	-	2	2
<b>Total</b>		27	5	30	33

Table-VI: Course of study for semester VI

Course code	Name of the course	No. of hours	Tutorial	Credit points	Total hours
BP601T	Medicinal Chemistry III – Theory	3	1	4	4
BP602T	Pharmacology III – Theory	3	1	4	4
BP603T	Herbal Drug Technology – Theory	3	1	4	4
BP604T	Biopharmaceutics and Pharmacokinetics Theory	3	1	4	4
BP605T	Pharmaceutical Biotechnology – Theory	3	1	4	4
BP606T	Quality Assurance –Theory	3	1	4	4
BP607P	Medicinal chemistry III – Practical	4	-	2	3
BP608P	Pharmacology III – Practical	4	-	2	3
BP609P	Herbal Drug Technology – Practical	4	-	2	3
BCU641	Communication Skills – VI	-	-	1	1
BSU643	Behavioural Science-VI	-	-	1	1
FLU644	French – VI	-	-	2	2
<b>Total</b>		30	6	34	37

**Table-VII: Course of study for semester VII**

Course code	Name of the course	No. of hours	Tutorial	Credit points	Total hours
BP701T	Instrumental Methods of Analysis – Theory	3	1	4	4
BP702T	Industrial Pharmacy II – Theory	3	1	4	4
BP703T	Pharmacy Practice – Theory	3	1	4	4
BP704T	Novel Drug Delivery System – Theory	3	1	4	4
BP705P	Instrumental Methods of Analysis – Practical	4	-	2	3
BP706PS	Practice School*	12	-	6	12
BCU741	Communication Skills – VII	-	-	1	1
BSU743	Behavioural Science-VII	-	-	1	1
FLU744	French – VII	-	-	2	2
<b>Total</b>		<b>28</b>	<b>4</b>	<b>28</b>	<b>35</b>

Non University Examination (NUE)

**Table-VIII: Course of study for semester VIII**

Course	Name of the course	No. of hours	Tutorial	Credit points	Total hours
BP801T	Biostatistics and Research Methodology	3	1	4	4
BP802T	Social and Preventive Pharmacy	3	1	4	4
BP803ET	Pharmaceutical Marketing	3 + 3 = 6	1 + 1 = 2	4 + 4 = 8	6
BP804ET	Pharmaceutical Regulatory Science				
BP805ET	Pharmacovigilance				
BP806ET	Quality Control and Standardizations of Herbals				
BP808ET	Cell and Molecular Biology				
BP809ET	Cosmetic Science				
BP810ET	Experimental Pharmacology				
BP811ET	Advanced Instrumentation Techniques				
BP812ET	Dietary Supplements and Nutraceuticals				
BP813ET	Pharmaceutical Product Development				
BP814PW	Project Work	12	-	6	6
BCU841	Communication Skills – VIII	-	-	1	1
BSU843	Behavioural Science-VIII	-	-	1	1
FLU844	French – VIII	-	-	2	2
	<b>Total</b>	<b>24</b>	<b>4</b>	<b>26</b>	<b>26</b>

NOTE: In every year course/Programme structure may be revised in Board of Studies meeting.

## 9 EXAMINATIONS

### 9.1 Course Evaluation.

9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.

9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.

9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

#### Notes:-

- The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
  - The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.
- 9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in

the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

## 10 Attendance.

### 10.1 Important Aspects. The important points emphasized upon are as follows:-

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory.
- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

## 11 Duration of Academic Programmes.

- 11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

## 12 Assessment / Grading System.

- 12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

**TABLE - A**

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

**12.2 Guidelines.** General guidelines for award of Grades are as follows:-

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- (b) The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- (c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.
- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
  - (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
  - (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.



- (iii) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B

**TABLE - B**

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/ Integrated Programme
$\geq (X+1.5 s)$ but $\nless 80$	A+	100	10	80
$\geq (X + 0.75 s)$	A	$< (X + 1.5 s)$	9	75
$\geq X$	A-	$< (X + 0.75 s)$	8	68
$\geq (X - 0.75 s)$	B+	$< X$	7	60
$\geq (X - 1.5 s)$	B	$< (X - 0.75 s)$	6	52
$\geq (X - 2.25 s)$	B-	$< (X - 1.5 s)$	5	45
	C+	$< (X - 2.25 s)$ but $\nless 40$ for PG	4	40
	F	$< (X - 2.25 s)$ and/or $< 35$ for UG	0	$< 35$
	I		0	

Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.

2. Promotion Criteria: UG : SGPA 3.5; CGPA 4.5  
 3. Graduation Criteria: UG: Minimum Grade C+ in each course unit; SGPA 4.5; CGPA 5.0

TABLE -C (B Pharma Course)

4.

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks
				B Pharma
1	O	Outstanding	10	90
2	A	Excellent	9	80
3	B	Good	8	70
4	C	Fair	7	60
5	D	Average	6	50
6	-	-	5	-
7	-	-	4	-
8	-	-	3	-
9	F	Fail	0	<50

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-

- Where U<sub>1</sub>, U<sub>2</sub>, U<sub>3</sub> denote credits associated with courses taken by the Student.
- G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub>, are the Grade Point of the letter grades awarded in the respective Course.

- An example of these calculations is given below:-

I - Semester

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)

MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

### II Semester

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

**Note:-**

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I \& II Sem}}{\text{Cumulative Associated Credit Units in I \& II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 12.8 Division. The successful candidates shall be placed in Divisions as below:-

- (a) The successful candidates in B Pharma programme shall be placed in Divisions as below: -

<u>CGPA</u>	<u>EQUIVALENT DIVISION</u>
7.50 and above	First Class with Distinction
6.00 to 7.49	First Class
5.00 to 5.99	Second Class

13 Passing Criteria.

- 13.1 Credit Units. A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u>	<u>Maximum</u>
	(Average per semester)	(Average per semester)
(a) Under Graduate Programme	25	30

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC).

However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

### 13.2 Important Aspects.

- (a) The weightage of ESE in respect of B Pharma according to guidelines issued by PCI.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 35% in UG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. Hol's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-
  - (a) Extended period (n+1) or beyond as the case may be
  - (ii) Year Back

to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.

- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3

More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

Note :- There will be no negative marking for attendance below 75%.

- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least **C+ Grade**.
- 13.4 Student of both UG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 4.5 in each semester for UG courses beside attaining minimum CGPA of 5 in UG courses.
- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for an Under Graduate Programme.

#### 14 CANCELLATION OF ADMISSION:

Admission of student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Involvement in gross indiscipline in the Institute/University
- 14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

#### 15. GENERAL :

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE NO 48**  
**ORDINANCE PERTAINING TO MASTER OF PHARMACY (M. PHARM) PHARMACOLOGY**

- 1. Aim and Objectives:** Amity University Madhya Pradesh is committed not only to impart world-class education, but an experience where everyone associated is part of a dream, a mission to see that we nurture truly great leaders. The institutions of the university groom young future leaders to be complete, value-driven human beings and competent professionals with a deep passion for humanity. The M. Pharm (Pharmacology) program has the following Aims and Objectives:

**1.1 AIMS:**

The aim of this program is to provide knowledge, attitudes and skills required to uniquely prepare the students for entry into the Academia, Pharmaceutical industry, Pharmacovigilance, Clinical and hospital Pharmacy set up or for advanced study in Ph.D. programs in Pharmacology and related fields.

**1.2 OBJECTIVE:**

1.2.1 To provide an advanced and comprehensive education in the field of pharmacology leading to M. Pharm (Pharmacology) program.

1.2.2 To integrate the knowledge and skills in pharmacology and toxicology with modern research in testing the raw material and various formulations and drugs to provide high quality medicines to the society.

1.2.3 To develop pharmacists to contribute effectively to delivering quality health care.

1.2.4 To provide hands on training through state of art infrastructure and expert faculty members to inculcate research aptitude in various screening procedures.

1.2.5 To facilitate the leadership and entrepreneurship capabilities in future pharmacy professionals.

**1.3 PROGRAM/ LEARNING OUTCOME :**

The Program/Learning Outcomes enumerate the knowledge, skills, values and attitudes that the graduates are expected to attain upon completion of the M. Pharm (Pharmacology) program.

**1.3.1 Pharmacy knowledge:** Possess basic and advanced knowledge in the research aspects of pharmacological screening, Pharmacodynamics and Pharmacokinetics, Development of newer animal models, pharmacovigilance, in-vivo drug interactions, Pharmacotherapeutics, clinical trials and toxicity studies during drug discovery process. Perform specialized project-based research in the core and pragmatic areas of Pharmacology.

**1.3.2 Problem analysis:** Mastering skills in applying principles of scientific enquiry thinking critically and evaluating clearly while solving problems and making decisions during day-to-day activities.

**1.3.3 Design/development of solutions:** Demonstrate efficient planning capabilities including time management, resource management, delegation, and organizational skills to meet the deadlines.

**1.3.4 Investigations of complex problems:** Use research-based knowledge to analysis and interpret data's, and synthesis of the information to provide meaningful conclusions.

1. **Modern tool usage:** Learn, screen, and apply appropriate and suitable methods and procedures, resources, and modern computing tools and software's in drug discovery and development. To develop skill in handling of pharmacovigilance tool, documentation management software's, adverse drug reaction reporting system.
- **The Pharmacist and Society:** Apply the knowledge to assess health, safety and legal issues with responsibility to meet the societal health needs.
- **Environment and sustainability:** Understand the impact of the pharmacy solutions and applications in environmental contexts and demonstrate the need for sustainable development.
- **Pharmaceutical Ethics:** Honour ethics and values in profession. Address the ethical issues involved in the testing and use of pharmaceuticals on human beings.
- **Individual and teamwork:** Function effectively as an individual, and as a member or leader in a diverse and multidisciplinary teams.
- **Communication:** Communicate clearly and effectively with the pharmacy community and with society at large both orally and through writing making effective reports, presentations and documentation.
- **Project management and finance:** Demonstrate knowledge and understanding of Pharmacy management principles and handling of finance diligently. Apply these to one's own work, as a member and leader in a team.
- **Life-long learning:** Ability to be a lifelong learner, keeping abreast of latest technology changes in the field of pharmacology and clinical pharmacy.

## 2. Course and Faculty :

2.1. This Ordinance shall be applicable to two years for M. Pharm (Pharmacology) program except those for which the university has separate ordinances. This program shall run on semester systems.

2.1.1 At present the program covered under this ordinance is M. Pharm (Pharmacology).

2.1.2 This course shall be designated as M. Pharm (Pharmacology) as laid down by Pharmacy Council of India (PCI), New Delhi.

2.1.3. This program is offered by the concerned faculty after the recommendations of Board of studies/faculty, approval of Academic council & Board of management and approval from the Pharmacy Council of India, New Delhi.

## 3. Duration of the program:

The program of study for M. Pharm (Pharmacology) shall extend over a period of four semesters (two academic years). The curricula and syllabi for the program shall be prescribed from time to time by Pharmacy Council of India, New Delhi.

3.1 The duration of the M. Pharm (Pharmacology) program shall be of two academic years full time with each academic year spread over a period of not less than two hundred working days.

3.2 The study of M. Pharm (Pharmacology) program shall be of semester system which includes M.



Pharm (Part-I) extending for 12 months from the commencement of the academic term and M. Pharm (Part-II) of another 12 months duration.

- 3.3. At the end of semester, I and semester II (M. Pharm Part-I) there shall be a semester based university examination of M. Pharm (Pharmacology)(Part-I). There will be Non-University Examination for the one subject Research Methodology and Biostatistics (MRM 301T) in M. Pharm (Pharmacology) IIIrd Semester. At the end of M. Pharm (Pharmacology)(part-II) the candidate shall submit a dissertation on the topic approved by the university.
- 3.4. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 3.5. The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

#### **4. Intake and Fees :**

- 4.1 Number of Admissions in this programme shall be prescribed by the Pharmacy Council of India from time to time.
- 4.2 Fee of the programme shall be approved by the Academic Council and Board of Management of the University.

#### **5. Medium of instruction and examinations :**

Medium of instruction and examination shall be in English.

#### **6. Academic Qualification and Selection Criteria for Admission :**

##### **6.1 Eligibility:**

6.1.1 For candidates having not less than 5 years professional experience, after passing B. Pharm course, there shall be a relaxation in pass percentage from 55% to 50% for admission to M. Pharm programme.

6.1.2 There shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration, as the case may be, from time to time.

6.1.3 Every student, selected for admission to postgraduate pharmacy course in any of the pharmacy institution in the country should have obtained Registration with the State Pharmacy Council or should obtain the same within one month from the date of his admission, failing which the admission of the candidate shall be cancelled.

##### **6.2 Mode of Selection:**

6.2.1 Students for postgraduate pharmacy courses shall be selected strictly on the basis of their academic merit.

6.2.2 For determining the academic merit, the university/institution may adopt any one of the following Procedures: —

i. On the basis of merit as determined by the competitive test conducted by the State Government or by the competent authority appointed by the State Government or by the university/group of universities in the same state; or

ii. On the basis of merit as determined by a centralized competitive test held at the national level; or

iii. On the basis of the individual cumulative performance at the first, second, third and final B. Pharm examination, if such examination have been passed from the same university; or

iv. Combination of (i) and (iii):

Provided that wherever entrance test for postgraduate admission is held by the State Government or a university or any other authorized examining body, the minimum percentage of marks for eligibility for admission to postgraduate pharmacy courses shall be 55 per cent for general category candidates and 50 per cent for the candidate belonging to Scheduled Castes, Scheduled Tribes.

### 6.3 Eligibility for Admission to NRI/ Other Privilege candidates:

NRI/other privileged candidates shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or state govt.

### 7 Commencement of Course:

M. Pharm-Pharmacology I and III semester courses will commence during the period of July-December every year while, II and IV semesters shall be commence during the period of January-June every year.

### 8 Nomenclature and Course Outline :

8.1 Nomenclature:"As recommended by Board of Studies and Approved by Academic Council and Board of Management.

8.2 Course Outline: The course of study for M. Pharm (Pharmacology) shall include semester wise Theory & Practical as given in Table – I to IV. The number of hours to be devoted to each theory, tutorial and practical course in any year shall not be less than that shown in Table – I to IV.

Table I - Course of study for M. Pharm. (Pharmacology) I Semester

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
<b>SEMESTER I</b>					
MPL 101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MPL 102T	Advanced Pharmacology-I	4	4	4	100
MPL 103T	Pharmacological and Toxicological Screening Methods-I	4	4	4	100
MPL104T	Cellular and Molecular Pharmacology	4	4	4	100

MPL 105P	Pharmacology Practical I	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
<b>Table II - Course of study for M. Pharm. (Pharmacology) II Semester</b>					
MPL 201T	Advanced Pharmacology II	4	4	4	100
MPL 202T	Pharmacological and Toxicological Screening Methods-II	4	4	4	100
MPL203T	Principles of Drug Discovery	4	4	4	100
MPL204T	Experimental Pharmacology practical- II	4	4	4	100
MPL205P	Pharmacology Practical II	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

**Table III: Course of study for M. Pharm. III Semester(Common for All specializations)**

Course Code	Course	Credit Hours	Credit Points
MRM 301T	Research Methodology and Biostatistics*	4	4
-	Journal club	1	1
-	Discussion / Presentation (Proposal Presentation)	2	2
-	Research Work	28	14
Total		35	21

\* Non University Exam

**Table IV: Course of study for M. Pharm. IV Semester(Common for All specializations)**

Course Code	Course	Credit Hours	Credit Points
-	Journal Club	1	1
-	Research Work	31	16
-	Discussion/Final Presentation	3	3
Total		35	20

**8.3. Semester wise credits distribution**

Semester	Credit Points
I	26
II	26
III	21
IV	20
Co-curricular Activities (Attending Conference, Scientific Presentations and Other Scholarly Activities)	Minimum=02 Maximum=07*
Total Credit Points	Minimum=95 Maximum=100*

\*Credit Points for Co-curricular Activities

**8.4. Guidelines for Awarding Credit Points for Co-curricular Activities**

Name of the Activity	Maximum Credit Points Eligible / Activity
Participation in National Level Seminar/Conference/Workshop/Symposium/ Training Programs (related to the specialization of the student)	01
Participation in international Level Seminar/Conference/Workshop/Symposium/Training Programs(related to the specialization of the student)	02
Academic Award/Research Award from State Level/National Agencies	01
Academic Award/Research Award from International Agencies	02
Research / Review Publication in National Journals (Indexed in Scopus / Web of Science)	01
Research / Review Publication in International Journals(Indexed in Scopus / Web of Science)	02

NOTE: In every year course/Programme structure may be revised in Board of Studies meeting.

**9 EXAMINATIONS****9.1 Course Evaluation.**

- 9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.
- 9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory

classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

- 9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

**Notes:-**

- The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
  - The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.
- 9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

**10 Attendance.**

**10.1 Important Aspects.** The important points emphasized upon are as follows:-

- Students are expected to have 100% attendance in all course units.
- Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI / HoD is mandatory.
- A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

**11 Duration of Academic Programmes.**

- The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

**12 Assessment / Grading System.**

- The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by

CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

TABLE - A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

12.2 **Guidelines.** General guidelines for award of Grades are as follows:-

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- (b) The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- (c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.
- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
  - (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
  - (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
  - (i) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies
- (k)

**12.3 Conversion of Numerical Marks into Letter Grades.**

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B.

**TABLE - B**

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/Integrated Programme
$\geq(\bar{X}+1.5 s)$ but $\nless 80$	A+	100	10	80
$\geq(\bar{X}+0.75 s)$	A	$<(\bar{X}+1.5 s)$	9	75
$\geq \bar{X}$	A-	$<(\bar{X}+0.75 s)$	8	68
$\geq(\bar{X}-0.75 s)$	B+	$< \bar{X}$	7	60
$\geq(\bar{X}-1.5 s)$	B	$<(\bar{X}-0.75 s)$	6	52
$\geq(\bar{X}-2.25 s)$	B-	$<(\bar{X}-1.5 s)$	5	45
	C+	$<(\bar{X}-2.25 s)$ but $\nless 40$ for PG	4	40
	F	$<(\bar{X}-2.25 s)$ and/or $< 40$ for PG	0	$<35$
	I		0	

**Note:-**

- A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
- Promotion Criteria: PG : SGPA 4.5; CGPA 5.0
- Graduation Criteria: PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

**TABLE -C**

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
	Other Courses	Other Courses		PG Courses	NTCC PG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	75	81
3	A-	Very Good	8	68	71
4	B+	Good	7	60	61
5	B	Fair	6	52	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	40	40
8	C	Border Line	3	35	37
9	F	Fail	0	$<35$	$<37$

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

**Note:-**

- Where  $U_1, U_2, U_3$  denote credits associated with courses taken by the Student.
- $G_1, G_2, G_3$ , are the Grade Point of the letter grades awarded in the respective Course.

3. An example of these calculations is given below:-

**I - Semester**

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

**II Semester**

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

**Note:-**

- Associated Credit Units in the semester (Total of Column 2) = 31
- Earned Units in the semester (Total of Column 4) = 23
- Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55.,  
Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- Division.** The successful candidates shall be placed in Divisions as below:-  
(a) The successful candidates in PG programme shall be placed in Division as below: -

**CGPA**

- 8.5 and above
- 6.5 but less than 8.5
- 6.0 but less than 6.5 for PG programmes

**EQUIVALENT DIVISION**

- First Class with Distinction
- First Division
- Second Division



13. Passing Criteria.

13.1 Credit Units. A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u> (Average per semester)	<u>Maximum</u> (Average per semester)
(a) Post Graduate Programme	30	35
(b) Integrated Programme	30	35

Note :- The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

13.2 Important Aspects.

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. HoI's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-
- (a) Extended period (n+1) or beyond as the case may be
- (ii) Year Back
- to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.
- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

Note :- There will be no negative marking for attendance below 75%.

13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least C+ Grade.

13.4 Student of PG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 5 for PG course in each semester beside attaining minimum CGPA of 6 in PG courses.

13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for a Post Graduate Programme / Integrated Programme.

## 14 CANCELLATION OF ADMISSION:

Admission of student may be cancelled under following circumstances.

14.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.

14.2 Involvement in gross indiscipline in the Institute/University

14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

15 **General:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE NO 49****ORDINANCE PERTAINING TO DIPLOMA IN PHARMACY (D. Pharm)****1. AIMS AND OBJECTIVES:**

Amity University Madhya Pradesh is committed not only to impart world-class education, but an experience where everyone associated is part of a dream, a mission to see that we nurture truly great leaders. The institutions of the university groom young future leaders to be complete, value-driven human beings and competent professionals with a deep passion for humanity. The D. Pharm program has the following Aims and Objectives:

**1.1 AIMS:**

The aim of the D.Pharm program is to provide quality pharmacy education that focuses on producing future pharmacists who will promote the safe and effective use of medicines, ensuring patient and public safety at all times.

**1.2 OBJECTIVES:**

To create and nurture a conducive environment suitable for self-learning and lifelong learning that would:

1.2.1 Impart patient-centric education and to train pharmacist towards handling their clinical and patient centric responsibilities. Counselling of patient on diet, life style etc.

1.2.2 Develop close industry-academia ties to generate potential knowledge pool with interpersonal and collaborative skills. To identify the problems and execute the solution in close relation with pharmaceutical industries.

1.2.3 Provide Drug information, patient counselling and awareness and to provide information about the requirement of hospital and community pharmacy and also to develop a sense of teamwork and awareness among students. To promote rational use of medicine within the health-care facilities and at the community pharmacies.

1.2.4 Produce qualified pharmacist with strong fundamental concept and high technical competence in pharmaceutical science and technology, who are proficient in communicating, understanding the medical languages as it relates to pharmacology, human anatomy and physiology, dispensing medication in varying forms etc.

1.2.5 Develop middle level pharmacy, human resource for good pharmacy practice in the hospital as well as in community settings. To ethically apply their knowledge and skills of pharmacy with an understanding of realistic constrain for the overall benefit of the society.

**1.3 PROGRAM/ LEARNING OUTCOMES :**

The candidates who successfully complete the Diploma in Pharmacy (D.Pharm)

program of Education Regulations 2020 from Amity Institute of Pharmacy, Amity University Madhya Pradesh are expected to attain the following professional competencies.

**1.3.1 Review Prescriptions:** The student should receive and handle prescriptions in a professional manner and be able to check for their completeness and correctness. Also, the prescribers should be contacted for any clarifications and corrections in the prescriptions with suggestions if any.

**1.3.2 Dispense Prescription / Non-Prescription Medicines:** The student should be able to dispense the various scheduled drugs / medicines as per the implications of the Drug & Cosmetics Act and Rules thereunder. Also, the non-prescription medicines (over-the-counter drugs) should be dispensed judiciously to the patients as required.

**1.3.3 Provide Patient Counselling / Education:** The student should be able to effectively counsel / educate the patients / caretakers about the prescription / non-prescription medicines and other health related issues. Effective communication includes using both oral and written communication skills and various communication techniques.

**1.3.4 Hospital and Community Pharmacy Management:** The student should be able to manage the drug distribution system as per the policies and guidelines of the hospital pharmacy, good community pharmacy practice and the recommendations of regulatory agencies. Also, be able to manage the procurement, inventory, and distribution of medicines in hospital / community pharmacy settings.

**1.3.5 Expertise on Medications:** The student should be able to provide an expert opinion on medications to health care professionals on safe and effective medication-use, relevant policies and procedures based on available evidence.

**1.3.6. Proficiency on Pharmaceutical Formulations:** The student should be able to describe the chemistry, characteristics, types, merits and demerits of both drugs and excipients used in pharmaceutical formulations based on her/his knowledge and scientific resources.

**1.3.7 Entrepreneurship and Leadership:** The student should be able to acquire the entrepreneurial skills in the dynamic professional environments. Also, be able to achieve leadership skills through teamwork and sound decision-making skills.

**1.3.8 Deliver Primary and Preventive Healthcare:** The student should be able to contribute to various healthcare programs of the nation including disease prevention initiatives to improve public health. Also contribute to the promotion of national health policies.

**1.3.9 Professional, Ethical and Legal Practice:** The student should be able to deliver professional services in accordance with legal, ethical, and professional guidelines with integrity.

**1.3.10 Continuing Professional Development:** The student should be able to recognize the gaps in the knowledge and skills in the effective delivery of professional services

time to time and be self-motivated to bridge such gaps by attending continuing professional development programs.

## **2. COURSE AND FACULTY :**

2.1 This ordinance shall be applicable for two academic years except those for which the university has separate ordinances.

2.2. This program shall run on annual system with three parts (Part I, II and III).

2.3 This program is offered by concerned faculty after the recommendation of concerned Board of studies/ faculty and approval of Academic council.

## **3. DURATION OF PROGRAM :**

3.1 The duration of the course shall be for two academic years. Each academic year shall be spread over a period of not less than one hundred and eighty working days.

3.2 In addition there shall be a five hundred hours of practical training spread over a period of not less than three months.

## **4. INTAKE & FEES**

4.1 The number of admissions in this programme shall be as prescribed by Pharmacy Council of India from time to time.

4.2 Fee of the programme shall be approved by the Academic Council and Board of Management of the University.

## **5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:**

The medium of instruction and examination shall be in English

## **6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSIONS:**

6.1 Minimum qualification for admission to Diploma in Pharmacy-A pass in 10+2 examination (science academic stream) with Physics, Chemistry and Biology or Mathematics.

Or

Any other qualification approved by the Pharmacy Council of India as equivalent to the above examination.

6.2 Mode of selection: On the basis of merit in the qualifying examination and the policy decided by the competent authority/statutory body.

## **7. COMMENCEMENT OF COURSE**

Diploma in Pharmacy I year shall commence during July month of every academic year.

## **8. NOMENCLATURE AND COURSE OUTLINE**

8.1 Nomenclature: As recommended by Board of Studies and Approved by Academic

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## Council and Board of Management.

**8.2 Course Outline**

The course of study for Diploma in Pharmacy Part-I and Diploma in Pharmacy Part-II shall include the subjects as given in the Tables I & II below. The number of hours devoted to each subject for its teaching in Theory and Practical, shall not be less than that noted against it in columns 2 and 3 of the Tables below. However, the course of study and practical training may be modified by the Pharmacy Council of India from time to time.

**D.Pharm Syllabus – Part I**

S. No.	Course Code	Name of the Course	Total Theory / Practical Hours	Total Tutorial Hours	Theory / Practical Hours per Week	Tutorial Hours per Week	Credits*
1.	ER20-11T	Pharmaceutics –Theory	7 5	2 5	3	1	4
2.	ER20-11P	Pharmaceutics –Practical	7 5	-	3	-	3
3.	ER20-12T	Pharmaceutical Chemistry – Theory	7 5	2 5	3	1	4
4.	ER20-12P	Pharmaceutical Chemistry –Practical	7 5	-	3	-	3
5.	ER20-13T	Pharmacognosy –Theory	7 5	2 5	3	1	4
6.	ER20-13P	Pharmacognosy –Practical	7 5	-	3	-	3
7.	ER20-14T	Human Anatomy & Physiology –Theory	7 5	2 5	3	1	4
8.	ER20-14P	Human Anatomy & Physiology Practical	7 5	-	3	-	3
9.	ER20-15T	Social Pharmacy –Theory	7 5	2 5	3	1	4
10.	ER20-15P	Social Pharmacy –Practical	7 5	-	3	-	3

**D.Pharm Syllabus – Part II**

S. No.	Course Code	Name of the Course	Total Theory / Practical Hours	Total Tutorial Hours	Theory / Practical Hours per Week	Tutorial Hours per Week	Credits*
1.	ER20-21T	Pharmacology –Theory	75	25	3	1	4
2.	ER20-21P	Pharmacology –Practical	50	-	2	-	2
3.	ER20-22T	Community Pharmacy & Management – Theory	75	25	3	1	4
4.	ER20-22P	Community Pharmacy & Management – Practical	75	-	3	-	3
5.	ER20-23T	Biochemistry & Clinical Pathology – Theory	75	25	3	1	4
6.	ER20-23P	Biochemistry & Clinical Pathology – Practical	50	-	2	-	2
7.	ER20-24T	Pharmacotherapeutics– Theory	75	25	3	1	4
8.	ER20-24P	Pharmacotherapeutics – Practical	25	-	1	-	1
9.	ER20-25T	Hospital & Clinical Pharmacy – Theory	75	25	3	1	4
10.	ER20-25P	Hospital & Clinical Pharmacy – Practical	25	-	1	-	1
11.	ER20-26T	Pharmacy Law & Ethics	75	25	3	1	1

\*- Credits are not mentioned in PCI regulations for Diploma in Pharmacy

**NOTE: In every year Course/Programme structure may be revised in Board of Studies meeting.**

**D.Pharm Syllabus – Part II**

S. No.	Course Code	Name of the Course	Total Theory / Practical Hours	Total Tutorial Hours	Theory / Practical Hours per Week	Tutorial Hours per Week	Credits*
1.	ER20-21T	Pharmacology –Theory	75	25	3	1	4
2.	ER20-21P	Pharmacology –Practical	50	-	2	-	2
3.	ER20-22T	Community Pharmacy & Management – Theory	75	25	3	1	4
4.	ER20-22P	Community Pharmacy & Management – Practical	75	-	3	-	3
5.	ER20-23T	Biochemistry & Clinical Pathology – Theory	75	25	3	1	4
6.	ER20-23P	Biochemistry & Clinical Pathology – Practical	50	-	2	-	2
7.	ER20-24T	Pharmacotherapeutics– Theory	75	25	3	1	4
8.	ER20-24P	Pharmacotherapeutics – Practical	25	-	1	-	1
9.	ER20-25T	Hospital & Clinical Pharmacy – Theory	75	25	3	1	4
10.	ER20-25P	Hospital & Clinical Pharmacy – Practical	25	-	1	-	1
11.	ER20-26T	Pharmacy Law & Ethics	75	25	3	1	1

\*- Credits are not mentioned in PCI regulations for Diploma in Pharmacy

NOTE: In every year Course/Programme structure may be revised in Board of Studies meeting.

**9. EXAMINATIONS****9.1 Course Evaluation.**

- 9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.
- 9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

- 9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

**Notes:-**

1. The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
2. The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.

- 9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

**10 Attendance.**

**10.1 Important Aspects.** The important points emphasized upon are as follows:-

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory.
- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be



governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

### 11 Duration of Academic Programmes.

- 11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme

### 12 Assessment / Grading System.

- 12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

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### 12.2 Guidelines. General guidelines for award of Grades are as follows:-

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- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.
- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
- The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
  - The close clusters, if any on either side, the bands for awards on grades will be decided manually.
  - The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B.

TABLE - B

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/ Integrated Programme
$\geq(X+1.5 s)$ but $< 80$	A+	100	10	80
$\geq (X + 0.75 s)$	A	$< (X + 1.5 s)$	9	75
$\geq X$	A-	$< (X + 0.75 s)$	8	68
$\geq (X - 0.75 s)$	B+	$< X$	7	60
$\geq (X - 1.5 s)$	B	$< (X - 0.75 s)$	6	52

$\geq (X - 2.25 s)$	B-	$< (X - 1.5 s)$	5	45
	C+	$< (X - 2.25 s)$ but $\nless 40$ for PG	4	40
	F	$< (X - 2.25 s)$ and/or $< 35$ for UG	0	$< 35$
	I		0	

Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
2. Promotion Criteria:UG : SGPA 3.5; CGPA 4.5
3. Graduation Criteria: UG: Minimum Grade C+ in each course unit; SGPA 4.5; CGPA 5.0

**TABLE -C (D Pharma Course)**

4.

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks
				D Pharma
1	O	Outstanding	10	90
2	A	Excellent	9	80
3	B	Good	8	70
4	C	Fair	7	60
5	D	Average	6	50
6	-	-	5	-
7	-	-	4	-
8	-	-	3	-
9	F	Fail	0	$< 50$

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-

1. Where U1,U2,U3 denote credits associated with courses taken by the Student.
2. G1, G2, G3, are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-

**I - Semester**

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20

CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

### II Semester

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

**Note:-**

1. Associated Credit Units in the semester (Total of Column 2) = 31

2. Earned Units in the semester (Total of Column 4) = 23

3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between

CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.

12.8 **Division.** The successful candidates shall be placed in Divisions as below:-

(a) The successful candidates in D Pharma programme shall be placed in Divisions as below: -

<u>CGPA</u>	<u>EQUIVALENT DIVISION</u>
7.50 and above	First Class with Distinction
6.00 to 7.49	First Class
5.00 to 5.99	Second Class

13 **Passing Criteria.**

13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u> (Average per semester)	<u>Maximum</u> (Average per semester)
(a) Under Graduate Programme	25	30

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

13.2 **Important Aspects.**

- (a) The weightage of ESE in respect of D Pharma according to guidelines issued by PCI.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 35% in UG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. HoI's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-
  - (a) Extended period (n+1) or beyond as the case may be
  - (ii) Year Back
 to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal

- assessment and obtain minimum 75% attendance in the course concerned.
- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.

- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

**Note :-** There will be no negative marking for attendance below 75%.

- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least **C+ Grade**.
- 13.4 Student of both UG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 4.5 in each semester for UG courses beside attaining minimum CGPA of 5 in UG courses.
- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for an Under Graduate Programme.

#### **14. CANCELLATION OF ADMISSION:**

Admission of student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Involvement in gross indiscipline in the Institute/University
- 14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

#### **15. GENERAL :**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE NO 50**  
**ORDINANCE PERTAINING TO DOCTOR IN PHARMACY (PHARM.D.)**

**1. AIMS AND OBJECTIVES :**

Amity University Madhya Pradesh is committed not only to impart world-class education, but an experience where everyone associated is part of a dream, a mission to see that we nurture truly great leaders. The institutions of the university groom young future leaders to be complete, value-driven human beings and competent professionals with a deep passion for humanity. The Pharm.D. program has the following Aims and Objectives:

**1.1 AIMS:**

The aim of the Pharm D Programme is to produce clinical pharmacists who coordinate with physicians, healthcare professionals and patients, considering ethical, social, economic and legal issues that may have a positive impact on the therapeutic outcome.

**1.2 OBJECTIVES**

To create and nurture a conducive environment suitable for self-learning and lifelong learning that would:

- 1.2.1 Advocate rational use of drugs for an appropriate treatment for patients
- 1.2.2 Provide drug and poison information services to deliver unbiased, critically evaluated, up-to-date information with appropriate reference on all aspects of drug use to the physicians for correct prescription
- 1.2.3 Monitor, address, manage and report adverse drug reactions to ensure safe use of medicines
4. Provide patient counseling services for an effective drug therapy
5. Conduct research in areas related to clinical pharmacy to improve health outcomes
6. Perform drug utilization reviews and pharmaco-economic analysis to reduce the health care cost.

**1.3. PROGRAMME/LEARNING OUTCOMES:**

The Program/learning outcomes of Pharm D are listed under four headings:

- 1.3.1 Knowledge and Understanding
- 1.3.2 Cognitive skills
- 1.3.3 Practical skills
- 1.3.4 Capability/Transferable skills.

### 1.3.1 Knowledge and Understanding:

Upon completion of this programme, a student will be able to:

**KU01:** Outline the basic concepts of cellular biology, anatomy, physiology, pathophysiology, health and disease in clinical care management.

**KU02:** Understand the principles of pharmacognosy, pharmaceutical chemistry/analysis, pharmacology, pharmaceuticals and pharmacy practice for the preparation of suitable dosage forms.

**KU03:** Describe different methods for qualitative and quantitative analysis of various physiological and biochemical parameters and to interpret the results in different disease conditions.

**KU04:** Explain the concepts of microbiological standards in pharmaceutical industry and sterility testing.

### 1.3.2 Cognitive Skills:

Upon completion of this programme, a student will be able to:

**CS01:** Analyze and Modify prescriptions according to a patient's pharmacotherapy including dose adjustments

**CS02:** Demonstrate various methods of preparation, test for purity, and assays to analyze certain important organic and inorganic compounds used in drugs.

**CS03:** Apply pharmacological principles as a basis of therapeutics and correlate it clinically for better therapeutic outcome.

**CS04:** Summarize various concepts of the pharmaceutical legislation in India to understand the national and international laws related to Pharmaceuticals.

### 1.3.3 Practical Skills

Upon completion of this programme, a student will be able to:

**PS01:** Analyze the morphological and microscopical characters of crude drugs, isolation of active principles, screening the pharmacological activity of drugs using various animal models.



**PS02:** Perform patient care services such as drug distribution, drug dispensing, inventory control, patient counseling and health screening for better therapeutic outcomes.

**PS03:** Provide services such as drug and poison information, patient counseling, therapeutic drug monitoring for improved patient care.

**PS04:** Data collection, analysis, reporting and interpretation in the area of community, hospital and clinical pharmacy using suitable bio statistical methods and soft wares.

### **1.3.4 Capability/ Transferrable Skills**

Upon completion of this programme, a student will be able to:

**TS01:** Collect and collate information, develop technical reports and make presentations

**TS02:** Build and Lead a team to successfully complete a project and communicate across teams and organizations to achieve the objectives of an organization

**TS03:** Work under difficult situations such as epidemics and pandemics with constraints for better outcome.

**TS04:** Adopt to the chosen field by continuously upgrading his/her knowledge and understanding through Life-long Learning attitude.

## **2. COURSE & FACULTY:**

2.1. This Ordinance shall be applicable to six years for doctor in pharmacy program except those for which the university has separate ordinances.

These courses shall run on annual systems.

2.1.1 At present the program covered under this ordinance is Doctor in Pharmacy (Pharm. D.).

2.1.2 This course shall be designated as Doctor in Pharmacy (Pharm D) as laid down by Pharmacy Council of India (PCI), New Delhi.

2.1.3. This program is offered by the concerned faculty after the recommendations of Board of studies/faculty, approval of Academic council & Board of management and approval from the Pharmacy Council of India, New Delhi.

**3. DURATION OF THE PROGRAM :**

3.1 The duration of the course shall be six academic years (five years of study and one year of internship or residency) full time with each academic year spread over a period of not less than two hundred working days.

The period of six years duration is divided into two phases –

Phase I – consisting of First, Second, Third, Fourth and Fifth academic year.

Phase II – consisting of internship or residency training during sixth year involving posting in specialty units.

It is a phase of training wherein a student is exposed to actual pharmacy practice or clinical pharmacy services and acquires skill under supervision so that he or she may become capable of functioning independently.

**4. INTAKE & FEES :**

4.1 Number of admissions in Pharm. D program shall be as prescribed by the Pharmacy Council of India from time to time.

Pharm.D. Programme – 30 students.

4.2 Fee of the programme shall be approved by the Academic Council and Board of Management of the University.

**5. MEDIUM OF INSTRUCTION AND EXAMINATION :**

5.1 The medium of instruction and examination shall be in English.

**6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION :**

Pharm.D. Part-I Course – A pass in any of the following examinations –

6.1 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the following subjects: Mathematics or Biology.

6.2 A pass in D. Pharm course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

**6.3** Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations. Provided that a student should complete the age of 17 years on or before 31st December of the year of admission to the course.

**6.4** Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.

**6.5 Mode of selection:** On the basis of merit in the qualifying examination and the policy decided by the competent authority/statutory body.

**6.6 Eligibility for admission to NRI/ other privileged Candidates:**

Nonresident Indian and other privileged candidates shall be eligible for admission to this course in accordance with the directives of Govt of India and / or state government.

**7. COMMENCEMENT OF COURSE:**

**7.1** The Pharm D program shall be conducted from the month of July in every calendar year.

**8. NOMENCLATURE AND COURSE OUTLINE :**

**8.1 Nomenclature:** As recommended by Board of Studies and Approved by Academic Council and Board of Management.

**8.2 Course Outline:** The course of study for Pharm D shall include year wise Theory & Practical as given in Table – I to VI. The number of hours to be devoted to each theory, tutorial and practical course in any year shall not be less than that shown in Table – I to VI.

**Table I Course of study for First Year:**

S.No	Name of Subject	No. of hours of Theory	No. of hours of Practical	No. of hours of Tutorial	Credits
1.1	Human Anatomy and Physiology	3	3	1	7
1.2	Pharmaceutics	2	3	1	6
1.3	Medicinal Biochemistry	3	3	1	7
1.4	Pharmaceutical Organic Chemistry	3	3	1	7
1.5	Pharmaceutical Inorganic Chemistry	2	3	1	6
1.6	Remedial Mathematics/ Biology	3	3*	1	4/7*
	<b>Total hours</b>	<b>16</b>	<b>18</b>	<b>6 = (40)</b>	<b>44</b>

\* For Biology

Table II Course of study for Second Year:

S.No	Name of Subject	No. of hours of Theory	No. of hours of Practical	No. of hours of Tutorial	Credits
2.1	Pathophysiology	3	-	1	4
2.2	Pharmaceutical Microbiology	3	3	1	7
2.3	Pharmacognosy & Phytopharmaceuticals	3	3	1	7
2.4	Pharmacology-I	3	-	1	4
2.5	Community Pharmacy	2	-	1	3
2.6	Pharmacotherapeutics-I	3	3	1	7
	<b>Total Hours</b>	<b>17</b>	<b>9</b>	<b>6 = 32</b>	<b>35</b>

Table-III: Course of study for third year

S.No	Name of Subject	No. of hours of Theory	No. of hours of Practical	No. of hours of Tutorial	Credits
3.1	Pharmacology-II	3	3	1	7
3.2	Pharmaceutical Analysis	3	3	1	7
3.3	Pharmacotherapeutics-II	3	3	1	7
3.4	Pharmaceutical Jurisprudence	2	-	-	2
3.5	Medicinal Chemistry	3	3	1	7
3.6	Pharmaceutical Formulations	2	3	1	6
	<b>Total hours</b>	<b>16</b>	<b>15</b>	<b>5 = 36</b>	<b>36</b>

**Table-IV: Course of study for fourth year**

S.No.	Name of Subject	No. of hours of Theory	No. of hours of Practical/ Hospital Posting	No. of hours of Tutorial	Credits
4.1	Pharmacotherapeutics-III	3	3	1	7
4.2	Hospital Pharmacy	2	3	1	7
4.3	Clinical Pharmacy	3	3	1	7
4.4	Biostatistics & Research Methodology	2	-	1	3
4.5	Biopharmaceutics & Pharmacokinetics	3	3	1	7
4.6	Clinical Toxicology	2	-	1	3
	<b>Total hours</b>	<b>15</b>	<b>12</b>	<b>6 = 33</b>	<b>34</b>

**Table-V: Course of study for fifth year**

S.No.	Name of Subject	No. of hours of Theory	No. of hours of Hospital posting*	No. of hours of Seminar	credits
5.1	Clinical Research	3	-	1	4
5.2	Pharmacoepidemiology and Pharmacoeconomics	3	-	1	4
5.3	Clinical Pharmacokinetics & Pharmacotherapeutic Drug Monitoring	2	-	1	3
5.4	Clerkship *	-	-	1	1
5.5	Project work (Six Months)	-	20	-	
	<b>Total hours</b>	<b>8</b>	<b>20</b>	<b>4 = 32</b>	<b>12</b>

\* Attending ward rounds on daily basis.

**Sixth Year:** Internship or residency training including postings in specialty units.

Student should independently provide the clinical pharmacy services to the allotted wards.

(i) Six months in General Medicine department, and

(ii) Two months each in three other specialty departments

**NOTE:** In every year course /Programme structure may be revised in Board of Studies meeting.

## 9 EXAMINATIONS

### 9.1 Course Evaluation.

- 9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.
- 9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.
- 9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

#### Notes:-

- The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
  - The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.
- 9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

10

**Attendance.****10.1 Important Aspects.** The important points emphasized upon are as follows:-

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI / HoD is mandatory.
- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be stuck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

**11 Duration of Academic Programmes.**

11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.

11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

**12 Assessment / Grading System.**

12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

**TABLE - A**

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7

B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

12.2 **Guidelines.** General guidelines for award of Grades are as follows:-

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- (b) The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- (c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.
- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
  - (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
  - (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
  - (i) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good



performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.

- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B.

TABLE - B

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/Integrated Programme
$\geq(\bar{X}+1.5 s)$ but $\nless 80$	A+	100	10	80
$\geq(\bar{X}+0.75 s)$	A	$<(\bar{X}+1.5 s)$	9	75
$\geq \bar{X}$	A-	$<(\bar{X}+0.75 s)$	8	68
$\geq(\bar{X}-0.75 s)$	B+	$< \bar{X}$	7	60
$\geq(\bar{X}-1.5 s)$	B	$<(\bar{X}-0.75 s)$	6	52
$\geq(\bar{X}-2.25 s)$	B-	$<(\bar{X}-1.5 s)$	5	45
	C+	$<(\bar{X}-2.25 s)$ but $\nless 40$ for PG	4	40
	F	$<(\bar{X}-2.25 s)$ and/or $< 40$ for PG	0	$<35$
	I		0	

Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.

2. Promotion Criteria: PG : SGPA 4.5; CGPA 5.0
3. Graduation Criteria: PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

TABLE -C

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
	Other Courses	Other Courses		PG Courses	NTCC PG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	75	81
3	A-	Very Good	8	68	71
4	B+	Good	7	60	61
5	B	Fair	6	52	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	40	40
8	C	Border Line	3	35	37
9	F	Fail	0	<35	<37

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-

1. Where U<sub>1</sub>, U<sub>2</sub>, U<sub>3</sub> denote credits associated with courses taken by the Student.
2. G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub>, are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:

## I - Semester

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
Total	24		16		106

Total associated credits in the semester (Total of column 2) = 24  
 Earned credits in the semester (Total of column 4) = 16  
 Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

#### II Semester

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

Note:-

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.

12.8 **Division.** The successful candidates shall be placed in Divisions as below:-

(a) The successful candidates in PG programme shall be placed in Division as below: -

**CGPA**

8.5 and above

6.5 but less than 8.5

6.0 but less than 6.5 for PG programmes

**EQUIVALENT DIVISION**

First Class with Distinction

First Division

Second Division

13. **Passing Criteria.**

13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<b><u>Minimum</u></b> (Average per semester)	<b><u>Maximum</u></b> (Average per semester)
(a) Post Graduate Programme	30	35
(b) Integrated Programme	30	35

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

13.2 **Important Aspects.**

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. HoI's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-
  - (a) Extended period (n+1) or beyond as the case may be
  - (ii) Year Back
 to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.
- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

Note :- There will be no negative marking for attendance below 75%.

- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least **C+ Grade**.
- 13.4 Student of PG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 5 for PG course in each semester beside attaining minimum CGPA of 6 in PG courses.
- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for a Post Graduate Programme / Integrated Programme.

#### **14 CANCELLATION OF ADMISSION:**

Admission of student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Involvement in gross indiscipline in the Institute/University
- 14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

**15 General:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

## ORDINANCE NO. 51

### ORDINANCE PERTAINING TO MASTER OF PLANNING

#### 1. AIMS AND OBJECTIVES:

(a) Master of Planning (Urban and Regional) is offered by the Amity School of Architecture and Planning, Amity University Madhya Pradesh, Gwalior, as a two year post graduate programme. It was introduced in the institute in 2020 as the first post graduate programme in planning.

(b) As per the UGC/AICTE/ITPI norms, *under Master of Planning, various other specialized post graduate degree programmes like Transportation, Environment, Urban and Rural, Infrastructure Planning etc. may also be offered and shall be covered by this Ordinance.*

(c) Amity University, Madhya Pradesh, Gwalior may also start other post graduate degree program, with any of the specialization mentioned above, under M. Planning on the recommendations of the concerned Board of Studies and approval of Academic Council and Board of Management of the University.

(d) In India, growing needs of increasing population, coupled with a very fast pace of urbanization, is resulting in depletion of natural resources, polluted environments, stressed economic conditions and fragmenting social structure.

(e) The rate of urbanization has increased manifold in recent years. It has been perceived that the urban problems, which have grown in recent years, cannot be handled in isolation but have direct correlation to the rural hinterland around. Issues related to urbanization thus need to be addressed holistically in the perspective of the region around. A study of resources and infrastructure of the region to provide a blueprint of balanced environmental and settlement system development is thus a priority in all institutes of planning.

The Program has the following Aims and Objectives:

#### 1.1 **AIM:**

To address the complexities faced in the planning of settlements with its infrastructure and to develop innovative approaches for improving cities and regions. Emphasis has been laid on integrating theory and studio contents and application of theoretical inputs in the studio.

#### 1.2 **OBJECTIVES:**

The M. Planning program is oriented to advance the study of town planning, civic design and kindred subjects and of the sciences and arts as applied to the course.

To support this aim following objectives are formulated:

1.2.1 To relate knowledge and action through critical study of planning theories.

- 1.2.2 To emphasize multidisciplinary approaches based predominately on social sciences with some elements of the humanities, sciences, engineering and design disciplines.
- 1.2.3 The program provides for continual participation in field studies and planning processes, often in collaboration with public agencies or community groups.
- 1.2.4 To focus on the exploration and resolution of planning issues from the point of view of community interests, emphasizing the promotion of equitable and economical use of natural and human resources to improve the quality of life in human settlements.

### 1.3 PROGRAM /LEARNING OUTCOMES:

To be consistent with our accreditation requirements, we are using the Knowledge, Skills, and Values identified by ITPI/AICTE/UGC as desired outcomes for planning education.

- 1.3.1 General planning knowledge: To identify the Purpose and Meaning of Planning with the use of Planning Theory, Planning Law's, Human Settlements and History of Planning for accomplish the Future Global Dimensions of Planning in consideration of local context.
- 1.3.2 Planning skills: To improve the Research Written, Oral and Graphic Communication and polishing the ability of Quantitative and Qualitative Methods including Geographical Information System (GIS) for Plan Creation and Implementation. Students will be able to use Planning Process Methods for solving the issues of urban and region.
- 1.3.3 Values and ethics: To develop and implement the Professional Ethics and Responsibilities, Governance and Participation, Sustainability and Environmental Quality, Growth and Development, Social Justice.

### 2. COURSE & FACULTY:

- 2.1 The ordinance shall be applicable to the candidates admitted to all Master of Planning Degree Courses. The course shall be offered as per the norms of Institute of Town Planners, India (ITPI)/AICTE/UGC.

Master of Planning course shall be divided into four semesters for full time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave/ examination/ industrial training etc.

- 2.1.1 This program is offered by the concerned faculty after the recommendation of concerned Board of Studies/ Faculty and approval of Academic Council and recognition by Institute of Town Planners, India (ITPI)/AICTE/UGC.

### 3. DURATION OF PROGRAM:

- 3.1 Master of Planning shall be a fulltime post-graduate degree program of two academic years (four semesters). The First and Third semesters shall commence from July-August every year and second and fourth semesters shall commence from January/February.
- 3.2 There shall be at least 90 days of teaching in every semester.

- 3.3 One hour of conduct in Lecturer (L) / Tutorial (T) and two hours practical / Studio shall normally be equal to one credit as shown in the scheme.
- 3.4 A candidate may provisionally continue to attend next higher semester, even if the result of qualifying semester has not been declared. However, subsequently if he/she fails to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 3.5 The minimum period required for completion of a programme shall be as specified in the Scheme of Examination and Teaching and Syllabi for concerned programme approved by the Academic Council on the recommendations of the Board of Studies.
- 3.6 The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice Chancellor, which should be not more than one year on satisfactory reasons.
- 3.7 Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice Chancellor of the University for Satisfactory Reasons.

#### 4. INTAKE & FEES:

- 4.1 The number of admissions in this programme shall be prescribed by ITPI/AICTE from time to time.
- 4.2 Fee of the programme shall be approved by the Academic Council and Board of Management of the University.

#### 5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:

- 5.1 The medium of instructions for teaching and examination shall be English through out the course of study.
- 5.2 The subjects to be studied in different semester of Master of Planning shall be as per the scheme of Examination approved by the Academic Council on the recommendations of the Board of Studies of the University.

#### 6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:

- 6.1 **Eligibility:** For admission to M. Planning programme minimum educational Qualification shall be any one of the disciplines given below.
- B. Arch/B. Plan
  - B.E./B. Tech in Civil Engineering
  - M.Sc. / M.A in Geography/ Economics / Sociology
  - The percentage of marks for intake shall be as per the norms of Central/state government but not less than 55% (aggregate) marks.

Applicants possessing valid GATE Score shall be given preference over those candidates who do not possess GATE score for full time course.



Students shortlisted on the basis of above-mentioned eligibility criteria are required to appear in an interview conducted by Amity School of Architecture and Planning, AUMP, Gwalior.

The admission for these courses will be made as follows:

- i. The University will issue admission notification in the newspaper, on the university web site, notice board of the University etc. before the start of the academic year.
- ii. The candidate provisionally selected for admission will be informed of their admission by the admission cell directly. The results of the admission test will also be uploaded on the individual microsite of all the candidates, successful or unsuccessful.
- iii. The candidates whose results of the qualifying examination are awaited can also apply for provisional admission. Such candidates, however, must produce previous year's marksheet, school/college leaving certificates as proof required for eligibility. The candidates shall have to present the marks sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him/her will liable to be cancelled.

**6.2 Mode of Selection:** On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

**6.3 Eligibility for Admission to NRI /other privileged Candidates:** Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**7. COMMENCEMENT OF COURSE:** M. Planning I & III semesters shall commence from July / August every year while M. Planning II & IV semesters shall commence from January/ February every year.

**8. NOMENCLATURE AND COURSE OUTLINE:**

Amity school of Architecture and Planning, Amity University Madhya Pradesh, Gwalior, has started the M. Planning Program (Urban and Regional) in 2020.

The scheme of examinations of the prevailing M. Planning (Urban and Regional) Program, given below, is subjected to the modifications from time to time "As per recommendation of the concerned board of studies and approved by Academic council and Board of Management" is as follows:

M.PLANNING (URBAN & REGIONAL) - FIRST SEMESTER							
S.No.	Subject Code	Subject Name	Lecture (L)	Tutorial (T)	Practical/ Studios (P/S)	Total Period per Week @ 55 Min	Total Credits
1	MURP 101	Planning History and Theory	2	1	-	3	3
2	MURP 102	Socio-economic basis for Planning	2	1	-	3	3
3	MURP 103	Planning Techniques	2	1	-	3	3
4	MURP 104	Infrastructure and Transport Planning	2	1	-	3	3
5	MURP 105	Housing and Environmental Planning	2	1	-	3	3
6	MURP 106	GIS	-	1	2	3	2
7	MURP 107	Studio - I	1	3	4	8	6
8	MURP 108	Seminar- I	-	-	-	NTCC	2
9	BCP141	Advanced Communication - I	1	-	-	1	1
10	BSP143	Behavioural science - I	1	-	-	1	1
11	FLP144	French - I	2	-	-	2	2
		<b>TOTAL</b>	<b>15</b>	<b>9</b>	<b>6</b>	<b>30</b>	<b>29</b>

M.PLANNING (URBAN & REGIONAL) -SECOND SEMESTER							
S.No	Subject Code	Subject Name	Lecture (L)	Tutorial (T)	Practical /Studios (P/S)	Total Periods per Week @ 55 Min.	Total Credits
1	MURP 201	Regional Planning and Development	2	1	-	3	3
2	MURP 202	Planning Legislation	2	1	-	3	3
3	MURP 203	Local Governance, Management and Finance	2	1	-	3	3
4	MURP 204	Land Economics and Real Estate	2	1	-	3	3
5	MURP 205	Transportation Planning and Management	2	1	-	3	3
6	MURP 206	Geoinformatics Lab	-	-	2	2	1

7	MURP 207	Studio-II (Urban Planning)	1	4	4	9	7
8	MURP 208	Seminar- II	-	-	-	NTCC	2
9	BCP241	Advanced Communication - II	1	-	-	1	1
10	BSP243	Behavioural Science - II	1	-	-	1	1
11	FLP244	French - II	2	-	-	2	2
		TOTAL	15	9	6	30	29

**M.PLANNING (URBAN & REGIONAL) -THIRD SEMESTER**

S.No.	Subject Code	Subject Name	Lecture (L)	Tutorial (T)	Practical/Studios (P/S)	Total Periods per Week @ 55 Min.	Total Credits
1	MURP 301	Project Appraisal and Management	2	1	-	3	3
2	MURP 302	Disaster Mitigation and Management	2	1	-	3	3
3	MURP 303	Urban Design and Landscape	2	1	-	3	3
4	Elective I (any one)		2	1	-	3	3
	MURP 304	Urban Redevelopment					
	MURP 305	Planning for Tourism					
	MURP 306	Quantitative Methods and Systems Analysis					
5	MURP 307	Studio -III (Regional Planning)	1	4	4	9	7
6	MURP 308	Seminar-III	-	-	-	NTCC	2
7.	Elective II (any one)		2	1	-	3	3
	MURP 309	Planning for Special Areas					
	MURP 310	Sustainable Planning Practices					
8	MURP 311	Summer Internship (Evaluation)	-	-	-	NTCC	3
9	BCP341	Advanced Communication - III	1	-	-	1	1
10	BSP343	Behavioural Science -III	1	-	-	1	1
11	FLP344	French - III	2	-	-	2	2
		TOTAL	15	9	4	28	31

M.PLANNING (URBAN & REGIONAL) - FOURTH SEMESTER							
S.No.	Subject Code	Subject Name	Lecture (L)	Tutorial (T)	Practical/Studios (P/S)	Total Periods per Week @ 55 Min.	Total Credits
1	MURP 401	Financing Development	2	1	-	3	3
2	MURP 402	Legal Issues in Planning	2	1	-	3	3
3	MURP 403	Thesis	5	9	8	22	18
4	BCP441	Advanced Communication – IV	1	-	-	1	1
5	BSP443	Behavioural Science – IV	1	-	-	1	1
6	FLP444	French - IV	2	-	-	2	2
		<b>TOTAL</b>	<b>13</b>	<b>11</b>	<b>8</b>	<b>32</b>	<b>28</b>

NOTE: In every years course /Programme structure may be revised in Board of Studies meeting.

## 9 EXAMINATIONS

### 9.1 Course Evaluation.

9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.

9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.

9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	

Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

**Notes:-**

1. The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
  2. The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.
- 9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

**10 Attendance.****10.1 Important Aspects.** The important points emphasized upon are as follows:-

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI / HoD is mandatory.
- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be stuck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

**11 Duration of Academic Programmes.**

- 11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.

- 11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

12 **Assessment / Grading System.**

- 12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

**TABLE - A**

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

- 12.2 **Guidelines.** General guidelines for award of Grades are as follows:-

- Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.

- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
- (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
- (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
- (i) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B.

TABLE - B

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/Integrated Programme
$\geq(X+1.5 s)$ but $< 80$	A+	100	10	80
$\geq (X + 0.75 s)$	A	$< (X + 1.5 s)$	9	75
$\geq X$	A-	$< (X + 0.75 s)$	8	68
$\geq (X - 0.75 s)$	B+	$< X$	7	60
$\geq (X - 1.5 s)$	B	$< (X - 0.75 s)$	6	52
$\geq (X - 2.25 s)$	B-	$< (X - 1.5 s)$	5	45
	C+	$< (X - 2.25 s)$	4	40

		but $\leq 40$ for PG		
	F	$< (\bar{X} - 2.25 s)$ and/or $< 40$ for PG	0	$< 35$
	I		0	

**Note:-**

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
2. Promotion Criteria: PG : SGPA 4.5; CGPA 5.0
3. Graduation Criteria: PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

**TABLE -C**

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
	Other Courses	Other Courses		PG Courses	NTCC PG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	75	81
3	A-	Very Good	8	68	71
4	B+	Good	7	60	61
5	B	Fair	6	52	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	40	40
8	C	Border Line	3	35	37
9	F	Fail	0	$< 35$	$< 37$

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

**Note:-**

1. Where  $U_1, U_2, U_3$  denote credits associated with courses taken by the Student.
2.  $G_1, G_2, G_3$ , are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-

**I - Semester**

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36



PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24  
 Earned credits in the semester (Total of column 4) = 16  
 Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

### II Semester

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

Note:-

- Associated Credit Units in the semester (Total of Column 2) = 31
- Earned Units in the semester (Total of Column 4) = 23
- Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.

- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 12.8 **Division.** The successful candidates shall be placed in Divisions as below:-  
(a) The successful candidates in PG programme shall be placed in Division as below:

<u>CGPA</u>	<u>EQUIVALENT DIVISION</u>
8.5 and above	First Class with Distinction
6.5 but less than 8.5	First Division
6.0 but less than 6.5 for PG programmes	Second Division

13. **Passing Criteria.**

- 13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u> (Average per semester)	<u>Maximum</u> (Average per semester)
(a) Post Graduate Programme	30	35
(b) Integrated Programme	30	35

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

13.2 **Important Aspects.**

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of CIE in subsequent semesters. Hol's may conduct make up testes, if required, due to valid reasons, within the same semester.
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:-  
(a) Extended period (n+1) or beyond as the case may be  
(ii) Year Back  
to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay readmission fee of Rs.15,000/- along with 25% academic fee of the current academic year / semester (as applicable) and back paper fee for each course. These students shall be

- required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.
- (f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.
- (g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

Note :- There will be no negative marking for attendance below 75%.

- 13.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least C+ Grade.
- 13.4 Student of PG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 5 for PG course in each semester beside attaining minimum CGPA of 6 in PG courses.
- 13.5 Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for a Post Graduate Programme / Integrated Programme.

#### 14 CANCELLATION OF ADMISSION:

Admission of student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified for the program as per govt norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Involvement in gross indiscipline in the Institute/University
- 14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

**15 General:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE NO.52****ORDINANCE PERTAINING TO POST GRADUATE DIPLOMA IN  
REHABILITATION PSYCHOLOGY (PGDRP)**

1. **AIM AND OBJECTIVES** :The aim of the course is to prepare rehabilitation counsellors who promote understanding of the situations and needs of people with disabilities and perform a vital role in the personal, vocational, and educational adjustment of persons with disability within self-advocacy and community development model. The program is an ideal model for entry into the field of professional rehabilitation counselling and allows for the easiest avenue to registration under CRR.

**1.1 AIMS:**

The aim of the program is to train candidates in basic knowledge and skills necessary for rehabilitation counselling practice. The program includes core counselling courses (e.g. theories of counselling) and rehabilitation-specific coursework (e.g. assessment of persons with physical/sensory/developmental/ cognitive disability).The program allows the trainees to develop expertise in any one areas of rehabilitation counselling (for e.g. school counselling) during the one-month extra-institutional placement, which occurs in the third quarter of the course/training.

**1.2 OBJECTIVE:**

The PGDRP program is oriented to enhance students learning and develop their skills and attitude towards rehabilitation and inclusive society as whole. To support this aim following objective are formulated.

- 1.2.1 An understanding of basic physical, sensory, developmental and cognitive impairments and effects such impairments have on functional performance.
- 1.2.2 Knowledge of commonly accepted interventions for various impairments and skill in communicating verbally and in writing the decisions made and explaining and answering questions.
- 1.2.3 Skill in interviewing and providing support and empathy to clients with disability and their families.
- 1.2.4 Ability to utilize the principles and practices used in counseling and in the provision of services to rehabilitation clients and facilitate the development of problem-solving skills in individuals with disability.
- 1.2.5 Demonstrate an understanding of caregiver and family burden, suggest and/ or undertake interventions drawing on their knowledge and problem-solving skills.

### **1.3 PROGRAME/LEARNING OUTCOME:**

The learning outcomes specify the knowledge skills values and attitudes that students are expected to attain in PGDRP program as below

- 1.3.1 The successful candidates screen and evaluate referrals to determine potential eligibility for services.
- 1.3.2 Assess family background, prior work experience and education, disability, and functional limitations.
- 1.3.3 Determine needs and coordinate medical and psychological assessments with concerned specialists and/or medical/psychology consultants.
- 1.3.4 Advice/refer for aptitude, intelligence and personality tests and provide interpretation of results to clients and their families.
- 1.3.5 Determine physical restoration requirements (e.g., surgery, physical therapy, artificial limbs, hearing aids) and training necessary for employability.
- 1.3.6 Coordinate needed services with other agencies and organizations.
- 1.3.7 Provide psychological, behavioural, career and vocational counseling to clients; develop and implements rehabilitation plans with each client and track progress through successful termination of the case.

### **2. COURSE AND FACULTY:**

This Ordinance shall be applicable to candidate admitted to one-year Diploma Course Post Graduate Diploma Rehabilitation Psychology program shalla period of one year. This course shall be designated as Post Graduate Diploma in Rehabilitation Psychology (PGDRP) as per the guideline of Rehabilitation Council of India, or any other competent authority, issued from time to time.

### **3. DURATION OF PROGRAME:**

- 3.1 This is a fulltime training course with opportunities for appropriate practicum and supervised experiences for one academic year (2 Semesters).
- 3.2 The candidates shall be posted at any other specialty centre for a period of one-month duration during the third quarter of the training.
- 3.3 The maximum duration of the course shall be 2 years. However, one mercy attempt can be granted to a student by Vice Chancellor which should be not more than one year on satisfactory reason.

### **4. INTAKE AND FEES :**

- 4.1 The intake of this programme shall be approved by Rehabilitation Council of India and from time to time.

4.2 Fee of the programme shall be approved by the Academic Council and Board of Management of the University.

### **5. MEDIUM OF INSTRUCTION AND EXAMINATIONS :**

- 5.1 The medium of instruction and examination shall be English throughout the course of Study.
- 5.2 There shall be an annual examination at the end of the academic year. If necessary, there shall be a supplementary examination for the students who are notable to pass the PGDRP course as per the criteria specified by the examination authority and council.
- 5.3 The Examination shall be of written and practical (Including viva-voce) nature.

### **6. ACADEMIC QUALIFICATION AND ELIGIBILITY CRITERIA FOR ADMISSION:**

Minimum educational requirement for admission to this course will be

- 6.1 Bachelor's degree (regular mode) with general psychology courses in all the three years.
- 6.2 Master's degree in any branch of psychology either in regular or distance mode,
- 6.3 Master's degree in counseling psychology either in regular or distance mode.

### **7. COMMENCEMENT OF COURSE:**

PGDRP I and II Semesters shall commence during the period of July- December every Year, while II Semester shall commence during the period of January-June every year.

### **8. NOMENCLATURE AND COURSE OUTLINE:**

"As recommended by Board of Studies and Approved by Academic Council and Board of Management".

#### **PGDRP First Semester**

COURSECODE	SUBJECT NAME	CREDIT HOURS	CUMULATIVE CREDIT HOURS
DRP 170	Disability and Rehabilitation	4	4
DRP 171	Psychosocial Issues in Disability	4	8
DRP 172	Practical (Screening and early identification of persons with disabilities & Developmental Assessment).	10	18

**PGDRP Second Semester**

COURSECODE	SUBJECT NAME	CREDIT HOURS	CUMULATIVE CREDIT HOURS
DRP 173	Community Based Rehabilitation	4	4
DRP-174	Rehabilitation Assessment & Counselling	4	8
NRS-136	Submission of five fully worked-out Counselling record	12	20

**NOTE: In every year course /Programme structure may be revised in Board of Studies meeting.**

**9 EXAMINATIONS****9.1 Course Evaluation.**

- 9.1.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes.
- 9.1.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 9.1.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.
- 9.1.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	

Attendance	100%	A	5%
End Semester Examination	1	EE	70%
<b>Total</b>			<b>100%</b>

**Notes:-**

1. The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks.
  2. The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.
- 9.1.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.

**10 Attendance.****10.1 Important Aspects.** The important points emphasized upon are as follows:-

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI / HoD is mandatory.
- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be stuck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

**11 Duration of Academic Programmes.**

- 11.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 11.2 The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

**12 Assessment / Grading System.**



- 12.1 The Students who are unable to pay the Examination Fee (for back paper) within the schedule given by CoE may be allowed to pay the fee along with late fee as prescribed by the competent authority. The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table-A.

TABLE – A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

- 12.2 **Guidelines.** General guidelines for award of Grades are as follows:-

- Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in Table C.

- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:
- (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
- (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
- (i) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) "C" Grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 12.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with Table B.
- (b) Shift the average (mean) from 'B' Grade to 'B+' Grade and accordingly the statistical method to award the Grades will be given in Table B.

TABLE - B

Relative Grading System			Grade Point	Absolute Grading System
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade for PG/ Dual Degree/Integrated Programme
$\geq (\bar{X} + 1.5 s)$ but $\nless 80$	A+	100	10	80
$\geq (\bar{X} + 0.75 s)$	A	$< (\bar{X} + 1.5 s)$	9	75
$\geq \bar{X}$	A-	$< (\bar{X} + 0.75 s)$	8	68
$\geq (\bar{X} - 0.75 s)$	B+	$< \bar{X}$	7	60

$\geq (\bar{X} - 1.5 s)$	B	$< (\bar{X} - 0.75 s)$	6	52
$\geq (\bar{X} - 2.25 s)$	B-	$< (\bar{X} - 1.5 s)$	5	45
	C+	$< (\bar{X} - 2.25 s)$ but $\nless 40$ for PG	4	40
	F	$< (\bar{X} - 2.25 s)$ and/or $< 40$ for PG	0	$< 35$
	I		0	

**Note:-**

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
2. Promotion Criteria: PG : SGPA 4.5; CGPA 5.0
3. Graduation Criteria: PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

**TABLE -C**

Sr. No.	Grade	Qualitative Value of Grade	Grade Point	Minimum Percentage of Marks	
	Other Courses	Other Courses		PG Courses	NTCC PG
1	A+	Outstanding	10	80	91
2	A	Excellent	9	75	81
3	A-	Very Good	8	68	71
4	B+	Good	7	60	61
5	B	Fair	6	52	51
6	B-	Satisfactory	5	45	45
7	C+	Pass	4	40	40
8	C	Border Line	3	35	37
9	F	Fail	0	$< 35$	$< 37$

12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

**Note:-**

1. Where  $U_1, U_2, U_3$  denote credits associated with courses taken by the Student.
2.  $G_1, G_2, G_3$ , are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:-

**I - Semester**

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24  
 Earned credits in the semester (Total of column 4) = 16  
 Points secured in this semester (Total of column 6) = 106  
 $SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$   
 CGPA is not applicable in first semester

**II Semester**

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

**Note:-**

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative points secured in all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{286}{55} = 5.20$$

- 12.5 In the case of Trisemester or Annual system of evaluation of students performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 12.6 In final Grade Card will indicate CGPA which shall be calculated as given at Para 4.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 12.8 **Division.** The successful candidates shall be placed in Divisions as below:-  
(a) The successful candidates in PG programme shall be placed in Division as below: -

**CGPA**

8.5 and above

6.5 but less than 8.5

6.0 but less than 6.5 for PG programmes

**EQUIVALENT DIVISION**

First Class with Distinction

First Division

Second Division

**13. Passing Criteria.**

- 13.1 **Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:-

	<u>Minimum</u> (Average per semester)	<u>Maximum</u> (Average per semester)
(a) Post Graduate Programme	30	35
(b) Integrated Programme	30	35

**Note :-** The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses (BC). However, Passing in VAC/Credit Earned in BC is mandatory. The detailed guidelines for curriculum be developed keeping the prescribed minimum credit unit in mind.

**13.2 Important Aspects.**

- (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%.
- (b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, a student is required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 40% in PG Courses are to be

14.3 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission

**15 General:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoDs/Hols/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**AMITY UNIVERSITY MADHYA PRADESH****ORDINANCE No. 53****PROFESSIONAL DIPLOMA IN CLINICAL PSYCHOLOGY [P.D. (Cl.Psy)]****1. AIM AND OBJECTIVES PGDRP PROGRAME**

The aim of the course is to prepare clinical counselors who promote understanding of the situations and needs of people with psychiatric disorders and perform a vital role in the personal, vocational, and educational adjustment of persons in need of psychological care within self-advocacy and community development model. The program is an ideal model for entry into the field of professional clinical counseling and allows for the easiest avenue to registration under CRR.

**1.1 AIMS:**

The aim of this course is to train students with acceptable level of competency to offer the basic mental health services such as identifying and diagnosing mental health problems in different populations, and intervening with appropriate counseling and psychotherapy/behavior therapy techniques while applying relevant code of conduct and ethical principles in all his/her activities. This cadre of professionals has been created, as emphasized earlier, to fulfill the acute shortage of trained personnel in mental health field. The Diploma qualified professionals are expected to contribute as an expert and specialist in the multi-disciplinary team setting, and undertake the services activities.

**1.2 OBJECTIVE**

The P.D. (Cl.Psy) program is oriented to enhance students learning and develop their skills and attitude towards psychiatric concerns and inclusive society as whole. To support this aim following objective are formulated.

- 1.2.1 Interview and diagnose mental health issues.
- 1.2.2 Carry out clinical work up, plan psychosocial interventions and set goals
- 1.2.3 Administer, analyze and interpret commonly used psychometric tests (intelligence, personality, diagnostic and clinical ratings of symptoms, assessment of disability,

dysfunctions, family burden and stress) and communicate findings to other team members

- 1.2.4 Certify IQ and disability status for government pension or concessions
- 1.2.5 Impart psychoeducation to clients with mental illnesses and family members and discuss regarding management/prevention issues (tackle myths and misconceptions, if any)
- 1.2.6 Undertake therapeutic/rehabilitation interventions at individual and family levels both in institution and community set-ups
- 1.2.7 Participate in outreach and community mental health services (DMHP)
- 1.2.8 Undertake school counseling and relevant assessments
- 1.2.9 Manage/contribute in suicide prevention centers, crisis center, grief counseling centers, tele-counseling, drop-in-centers
- 1.2.10 Participate in wellness promotion, stress/conflict management and other supportive measure programs for employers, caregivers, teachers etc.
- 1.2.11 Undertake the role of teaching assistant, where necessary

### **1.3 PROGRAMME/LEARNING OUTCOME:**

The learning outcomes specify the knowledge skills values and attitudes that students are expected to attain in PGCP program as below

- 1.3.1 Interview and diagnose mental health problems.
- 1.3.2 Carryout psychological assessment (Intelligence, Developmental abilities, Academic skills, Adaptive and Social Maturity, Personality, Diagnostic and Clinical Ratings).
- 1.3.3 Carryout Psychoeducation, Counseling, Psychotherapy and Behavior Therapy.
- 1.3.4 In all of the above (1 – 3) apply code of conduct and professional ethics.

### **2. COURSE AND FACULTY**

This Ordinance shall be applicable to candidate admitted to one-year Diploma Course. Professional Diploma in Clinical Psychology program shall a period of one year. This course shall

be designated as Professional Diploma in Clinical Psychology P.D. (Cl.Psy) as per the guideline of Rehabilitation Council of India, or any other competent authority, issued from time to time.

### **3.DURATION OF PROGRAMME**

- 3.3.1 This is a fulltime training course with opportunities for appropriate practicum and supervised experiences for one academic year (2 Semesters).
- 3.3.2 The candidates shall be posted at any other specialty centre for a period of one-month duration during the third quarter of the training.

### **4. INTAKE AND FEES**

- 4.4.1 The intake for each of these programs shall be decided by the Board of Management of the University from the time to time subject to the approval of the regulatory body.
- 4.4.2 Fees of these program will be decided by the board of management subject to the approval of regulatory body.

### **5.MEDIUM OF INSTRUCTION AND EXAMINATIONS**

- 5.1 The medium of instruction and examination shall be English throughout the course of Study.
- 5.2 There shall be an annual examination at the end of the academic year. If necessary, there shall be a supplementary examination for the students who are not able to pass the P.D. (Cl.Psy) course as per the criteria specified by the examination authority and council.
- 5.3 The Examination shall be of written and practical (Including viva-voce) nature.

### **6. ACADEMIC QUALIFICATION AND ELIGIBILITY CRITERIA FOR ADMISSION: -**

Minimum educational requirement for admission to this course will be

- 6.1 Master's degree in any branch of psychology either in regular or distance mode,
- 6.2 Master's degree in clinical/counseling psychology either in regular or distance mode.



**7. COMMENCEMENT OF COURSE:** P.D. (Cl.Psy) I and II Semesters shall commence during the period of July- December every Year, while II Semester shall commence during the period of January-June every year.

### 8. NOMENCLATURE AND COURSE OUTLINE

#### PDCP First Year

COURSE CODE	SUBJECT NAME	L	T	P	TOTAL CREDIT	INTERNAL ASSESSMENT		EXTERNAL ASSESSMENT	NTCC	
						MARKS	ATTENDANCE			
DCP181	PSYCHOSOCIAL PERSEPECTIVES OF MENATL DISORDERS	6	2	4	10	25	Yes	70	NO	Theory
DCP182	COUNSELING AND THERAPY	6	2	4	10	25	Yes	70	NO	Theory
DCP183	PSYCHIATRY	6	2	4	10	25	Yes	70	NO	Theory
DCP184	PRACTICAL-PSYCHOLOGICAL ASSESSMENT	6	4	16	18	25	Yes	70	NO	Practical
DCP185	PRACTICAL-PSYCHOLOGICAL INTERVENTIONS	6	4	16	18	25	Yes	70	NO	Practical
NRS186	PSYCHODIAGNOSTIC REPORT SUBMISSIOIN				12	100	No		YES	NTCC
NRS187	PSYCHOTHERAPY RECORDS				12	100	No		YES	NTCC
NMP180	PROJECT				10		No	100	YES	NTCC
	TOTAL				100					

### 9. EXAMINATIONS

9.1 The subjects to be studied in different Semesters of PDCP Program shall be as per the schemes and syllabus approved by the respective Board of Studies.

9.2 There shall be one University examination at the end of each semester. These Examination will be designated as semester I and II exam.

9.3 There will be full examination at the end of each Semester consisting of end semester Theory and Practical of all the subjects.

### 10. EXMINATION SCHEME FOR PRMOATION

No candidate shall be declared to have passed the course unless he/she obtains not less than 50% of the marks in:

- i) Each of the theory paper, Practical and viva-voce examination (Group – A)
- ii) Submission (Group – B)

Candidates appearing as regular student for any examination are required to attend 80% of the lectures delivered and practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reason.

### 11. GENERAL

Notwithstanding anything stated in the Ordinance, for any unforeseen issues arising and Not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly.

**ORDINANCE No. 54****ORDINANCE PERTAINING TO POSTGRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING****1.0 Aim and Objective of Postgraduate Diploma in Guidance and Counselling**

The course Postgraduate Diploma in Guidance and Counselling aims to provide a better understanding of the day-to-day problems of the masses along with its solutions. Also, it integrates the psychological principles and therapeutic techniques required for counselling. It develops the skills required for building a relationship with clients. Additionally, it equips students with the ability to recognize effective practices and techniques for sorting various problems in different environments.

The training program prepares prospective candidates in a variety of concepts, theories, and techniques to function in numerous settings such as state or private run rehabilitation centers, public and private schools and other organizations serving persons with psychological problems. The coursework for the program includes, theoretical understanding of psychological assessment and testing methods, evaluation of the psychosocial problems and counseling, education and vocational needs of clients, case management skills utilizing community resources and multidisciplinary approach. In summary, the successful trainees to counsel, support, and deal with their clients from a humanistic and holistic approach.

**1.1 AIM**

The aim of the program is to train candidates in basic knowledge and skills necessary for counseling practice. The program includes core counseling courses (e.g., theories of counseling) The program allows the trainees to develop expertise in areas of counseling (for e.g., school counseling, Personal Counselling) during the one-month extra-institutional placement, which occurs in the third quarter of the course/training.

**1.2 OBJECTIVES**

On completion of the course the trainees are expected to demonstrate:

1.2.1 To systematically understand the purpose, scope, types, theories and approaches to counselling with a focus on their relevance to practice in their contexts-personal and professional.

1.2.2 To develop competencies to plan and engage in relevant interventions for effective application of counselling principles and skills.

1.2.3 Skill in interviewing and providing support and empathy to clients with their families.

1.2.4 Ability to utilize the principles and practices used in counseling and in the provision of services to clients and facilitate the development of problem-solving skills in individuals.

1.2.5 Demonstrate an understanding of caregiver and family burden, suggest and/ or undertake interventions drawing on their knowledge and problem-solving skills.

1.2.6 Ability to develop plans for clients, and counsel, motivate, and inspire clients.

1.2.7 Ability to work within specific agency programs, operations, policies, and procedures affecting assigned work, and to coordinate the provision of services to clients with other agencies and organizations.

1.2.8 Ability to read and interpret psychometric reports (intelligence, aptitude, personality assessment etc.) provided by counsellor and explains the implications of findings to clients and their families and carry out the suggested counseling and/or remedial training with the clients (for e. g. counselling training in children with scholastic skills, and counseling of families and children with behavioral and emotional problems occurring in the home/school context)

1.2.9 Ability to develop and maintain effective working relationships with local employers and community social service agencies, and market clients' skills and abilities to potential employers.

### **1.3. PROGRAM/LEARNING OUTCOME**

The learning outcomes specify the knowledge, skills, value, and attitudes that students are expected to attain in Postgraduate Diploma in Guidance and Counselling program as below

1.3.1 Analyze the importance of the most essential fundamental physiological and psychological process underlying events

1.3.2 Students would gain knowledge about theoretical principles and practical processes in Counselling and would be able to apply these in research and professional areas.

1.3.3 Evaluate the comprehensive exposure to psychological problems and its governing factor with various behaviours.

1.3.4 The successful candidates screen and evaluate referrals to determine potential eligibility for services; may make referrals to other resources as appropriate; assess family background, prior work experience and education.

1.3.5 Students would gain understanding of the applied and positive perspectives of Counselling.

1.3.6 Students would gain proficiency in undertaking and reporting of psychological assessment and conducting counseling programs/sessions.

1.3.7 To provide psychological, behavioral, career and vocational counseling to clients.

## **2. COURSE & FACULTY**

2.1 This ordinance shall be applicable to one year (Two Semester) Postgraduate Diploma program except those for which the university has separate ordinances. This course shall be run on semester system.

2.1.1 At present the program covered under this ordinance is Postgraduate Diploma in Guidance and Counselling.

2.1.2 This program is offered by the concerned faculty after the recommendation of concerned Board of Studies/ Faculty and approval of the Academic council.

2.1.3 More-degree programs can be offered under this ordinance on the recommendations of the Board of Studies/ Faculty approval of Academic Council & Board of Management.

2.2. The ordinance shall be applicable to all the university teaching Departments/ institutions/ schools of the university

### **3. DURATION OF THE PROGRAM**

3.1 The Postgraduate Diploma in Guidance and Counselling Shall be a fulltime post-graduate diploma program of one year (two Semesters) commencing in July -September every year.

3.2. There shall be at least fourteen weeks of teaching every semester.

3.3 One hour of conduct in lecture (L)/ Tutorial (T) /Practical (P) per week shall equal to one credit as allotted in the respected schemes.

3.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he /she is not clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission

3.5 The maximum duration of the program shall be 2 years. However, for one mercy attempt shall be applicable or as per University Policy

### **4. INTAK & FEES:**

4.1 The intake for each of this program shall be decided by Board of Management of the university from time to time subject to the approval of the regulatory body.

4.2 Fee of this program will be decided by the Board of Management subject to the approval of regulatory body.

### **5. MEDIUM OF THE INSTRUCTION AND EXAMINATION:**

The medium of the instruction and examination shall be in English

### **6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION :**

6.1 **Eligibility:** admission to Postgraduate Diploma in Guidance and Counselling program is open to a student who holds bachelor's degree (regular mode) with general psychology courses in all the threeyears, Master's degree in any branch of psychology in regular mode, Master's degree in counseling in regular mode. Eligibility criteria for candidates of all reserved categories like SC/ST/OBC/BPL/Physically Handicapped etc. shall be as per the prevailing government norms.

6.2 **Mode of Selection:** based on the merit in qualifying examination and policy decided by the competent authority/statutory body.

**6.3 Eligibility for admission to NRI/ other privileged candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and /or state government.

**7. COMMENCEMENT OF THE COURSE:** Postgraduate Diploma in Guidance and Counselling I & II Semester shall commence during the period of July- September every year**8. Nomenclature and Course outline:**

FIRST SEMESTER						
Course Code	Course Title	Course Type	L	T	P	Total Credits
<b>Core Courses [ 15 ]</b>						
PDC161	Cognitive Psychology	Core Course	2	1	-	3
PDC162	Applied Behavioural Analysis	Core Course	3	1	-	4
PDC163	Counselling Skills	Core Course	3	1	-	4
PDC164	Research Methodology in Psychology	Core Course	3	1	-	4
NSP165	Field work – I ( NTCC)	Non-teaching Credit Course	-	-	-	6
<b>PICK ANY TWO COURSES OF YOUR CHOICE OUT OF THE FOLLOWING COURSES</b>						
PDC165	Social Psychology: Theory and Applications	Elective Courses	2	1	-	3
PDC166	Positive Psychotherapy	Elective Courses	2	1	-	3
PDC167	College and Career Counselling	Elective Courses	2	1	-	3
<b>TOTAL</b>						<b>27</b>

SECOND SEMESTER						
Course Code	Course Title	Course Type	L	T	P	Total
PDC260	Psychopathology	Core Course	2	1	-	3
PDC261	Statistics & Qualitative Analysis	Core Course	2	1	-	3
PDC262	Marriage and Family Counseling	Core Course	2	1	-	3
PDC263	Therapeutic Interventions in	Core Course	2	1	-	3
PDC264	Counselling Skills - II	Core Course	2	1	-	3
NSP265	Field Work	Teaching Credit	-	-	-	4
<b>PICK ANY THREE COURSES OF YOUR CHOICE OUT OF THE FOLLOWING COURSES</b>						
PDC265	Psychological Assessment & Diagnosis	Elective Courses	2	1	-	3
PDC266	Psychometric Assessment in Workplace	Elective Courses	2	1	-	3
PDC267	Exceptional Children	Elective Courses	2	1	-	3
PDC268	Workplace Diversity: Employee Coaching and Well-Being	Elective Courses	2	1	-	3
<b>TOTAL</b>						<b>28</b>

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**9. EXAMINATIONS:**

- 9.1 The subjects to be studied in different Semesters of Postgraduate Diploma in Guidance and Counselling Program shall be as per the schemes and syllabus approved by the respective Board of Studies.
- 9.2 There shall be one University examination at the end of each semester. These Examination will be designated as Follows:  
During the first year: I & II Semester.
- 9.3 There will be full examination at the end of each Semester consisting of end semester Theory and Practical of all the subjects.
- 9.4 Every student of this Diploma program shall have to undertake a dissertation work. The topic of the dissertation shall be allotted at the end of the Semester examination. The topic shall be chosen from current innovative fields of importance. The allotment procedure shall be decided by the department of the concerned specialization.
- 9.5 Re-totaling/Re-evaluation is permitted in all the papers.

**10. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the Postgraduate Diploma in Guidance and Counselling program will be promoted to the higher class in accordance with the following rules:

- 10.1 For the award of diploma minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.
- 10.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.
- 10.4 The result of second semester shall be declared only if the candidates have fully cleared the previous semester.
- 10.5 If a candidate has passed all the subjects of the Program in second semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.
- 10.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear,

**11. GENERAL**

Notwithstanding anything stated in the Ordinance, for any unforeseen issues arising and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion advice of a Committee consisting of any or all the HoDs/HoIs/Deans. The decision of the Vice-Chancellor shall be final and binding accordingly. in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

भोपाल, दिनांक 3 फरवरी 2023

क्र. आर-21-सीसी-23-अड़तीस.-मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 29 (1) के अनुक्रम में शुभम निजी विश्वविद्यालय, भोपाल के पश्चातवर्ती अध्यादेश क्र. 71 एवं 72 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

संलग्न-पश्चातवर्ती अध्यादेश क्र. 71 एवं 72

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

**SHUBHAM UNIVERSITY, BHOPAL****ORDINANCE - 71****Bachelor of Science (Hons) Agriculture**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Time University-Bhopal.

The Faculty of Agriculture shall offer Under Graduate Program in Agriculture as per details given below:

- **B. Sc. (Hons) Agriculture**

- (a) The University shall offer above course as per guidelines of the Indian Council of Agriculture Research / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified.
- (d) The minimum duration to complete the course shall be Four (4) years and maximum will be as per ICAR norms.
- (e) Admission:

A candidate shall be considered for admission to above programs, if he/she is physically fit to carry out field work related with agricultural activities. The eligibility for admission to the first year of the courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or National level or according to the guidelines as given by the State / Central Government from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.



Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall be as per the policy laid down by Central government / State government of MP.

The reservations for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The teaching scheme and the syllabus of the different subjects of courses shall be strictly as per the 5<sup>th</sup> Dean committee of ICAR.

While finalizing the teaching and examination scheme, the University shall follow the guidelines of the Indian Council of Agriculture Research / All India Council for Technical Education (AICTE) / University Grants Commission (UGC) and adopt choice based credit system.

Courses design<sup>ing</sup> of different semesters and credit load will be as per the 5<sup>th</sup> Deans committee of ICAR and revised from time to time.

RAWE and experiential learning programmes for the students will be conducted as per ICAR guidelines; University will develop various experiential learning modules.

(g) Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. Will be in accordance with the 5<sup>th</sup> deans committee of ICAR, University will apply for ICAR accreditation of the degree programme following the norms prescribed for the same.

**SHUBHAM UNIVERSITY, BHOPAL****ORDINANCE - 72****Master of Science (Agriculture)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Times University -Bhopal.

The Faculty of Agriculture shall offer Post Graduate Program in Agriculture as per details given below:

- **M. Sc. (Agriculture)**

In following disciplines and specializations:

Food Technology, Seed Technology, Agronomy, Soil Science, Microbiology, Horticulture, Entomology, Plant Pathology, Food Science, Biotechnology, Forestry, agriculture economics & farm management, agriculture extension, plant breeding & genetics, Plant Physiology, More subjects may be added after approval from relevant bodies of the University.

- (a) The University shall offer above course as per guidelines of the Indian Council of Agriculture Research / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme as proposed by BSMA committee of ICAR shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified.
- (d) The minimum duration to complete the course shall be Two (2) i.e. 4 semesters. Academic regulations, as prescribed by the BSMA committee shall be adopted.

(A) Admission:

The admission to the above programs shall be based on the Qualifying Examination /

Entrance Test to be conducted at State or at National level. In addition, the University shall follow the eligibility criteria for admission as per ICAR norms and all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be as per the policy laid down by Central government / State government of MP.

**(B) The Teaching Scheme:**

The detailed Teaching Scheme and the Syllabus of the different subjects of courses, based on BSMA committee of ICAR shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Students with the expected Post-graduate attributes. These courses shall be revised, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively, as and when directed by ICAR.

The University shall follow the ICAR / UGC guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Post Graduate Studies full care should be taken to see that the students after completing post-graduation from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The subjects and their content taught in the First year of study should be capable of strengthening the fundamental concepts in respective disciplines. The final year shall be specialized with Elective Courses, Seminar, and Project Dissertation/ thesis research.

**(C) The Examination Scheme:**

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described by ICAR shall be applicable in the current ordinance.

भोपाल, दिनांक 3 फरवरी 2023

क्र. आर-18-सीसी-23-अड़तीस.-मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 29 (1) के अनुक्रम में प्रीति ग्लोबल निजी विश्वविद्यालय, शिवपुरी के पश्चातवर्ती अध्यादेश क्र. 71 एवं 72 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

संलग्न-पश्चातवर्ती अध्यादेश क्र. 71 एवं 72

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

### ORDINANCE - 71

#### Bachelor of Science (Hons) Agriculture

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Dr. Preeti Global University, Dinara (Shivpuri).

The Faculty of Agriculture shall offer Under Graduate Program in Agriculture as per details given below:

#### • B. Sc. (Hons) Agriculture

- (a) The University shall offer above course as per guidelines of the Indian Council of Agriculture Research / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified.
- (d) The minimum duration to complete the course shall be Four (4) years and maximum will be as per ICAR norms.
- (e) Admission:

A candidate shall be considered for admission to above programs, if he/she is physically fit to carry out field work related with agricultural activities. The eligibility for admission to the first year of the courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or National level or according to the guidelines as given by the State / Central Government from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management /

Institute Preference Quota shall be as per the policy laid down by Central government / State government of MP.

The reservations for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The teaching scheme and the syllabus of the different subjects of courses shall be strictly as per the 5<sup>th</sup> Dean committee of ICAR.

While finalizing the teaching and examination scheme, the University shall follow the guidelines of the Indian Council of Agriculture Research / All India Council for Technical Education (AICTE) / University Grants Commission (UGC) and adopt choice based credit system.

Courses design of different semesters and credit load will be as per the 5<sup>th</sup> Deans committee of ICAR and revised from time to time.

RAWE and experiential learning programmes for the students will be conducted as per ICAR guidelines; University will develop various experiential learning modules.

(g) Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. Will be in accordance with the 5<sup>th</sup> deans committee of ICAR university will apply for ICAR accreditation of the degree programme following the norms prescribed for the same.

**ORDINANCE - 72****Master of Science (Agriculture)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of Dr.Preeti Global University, Dinara (Shivpuri).

The Faculty of Agriculture shall offer Post Graduate Program in Agriculture as per details given below:

- **M. Sc. (Agriculture)**

In following disciplines and specializations:

Food Technology, Seed Technology, Agronomy, Soil Science, Microbiology, Horticulture, Entomology, Plant Pathology, Food Science, Biotechnology, Forestry, agriculture economics & farm management, agriculture extension, plant breeding & genetics, Plant Physiology, More subjects may be added after approval from relevant bodies of the University.

- (a) The University shall offer above course as per guidelines of the Indian Council of Agriculture Research / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme as proposed by BSMA committee of ICAR shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified.
- (d) The minimum duration to complete the course shall be Two (2) i.e. 4<sup>th</sup> semesters. Academic regulations, as prescribed by the BSMA committee shall be adopted.

(A) Admission:

The admission to the above programs shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow the eligibility criteria for admission as per ICAR norms and all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the

admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be as per the policy laid down by Central government / State government of MP.

**(B) The Teaching Scheme:**

The detailed Teaching Scheme and the Syllabus of the different subjects of courses, based on BSMA committee of ICAR shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Students with the expected Post-graduate attributes. These courses shall be revised, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively, as and when directed by ICAR.

The University shall follow the ICAR / UGC guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Post Graduate Studies full care should be taken to see that the students after completing post-graduation from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The subjects and their content taught in the First year of study should be capable of strengthening the fundamental concepts in respective disciplines. The final year shall be specialized with Elective Courses, Seminar, and Project Dissertation/ thesis research.

**The Examination Scheme:**

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described by ICAR shall be applicable in the current ordinance.

**भाग-4 (ग)  
अंतिम नियम**

नगरीय विकास एवं आवास विभाग  
मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 13 फरवरी 2024

अधि. क्र. 01-UDH-3-3-4-0001-2023-अठारह-3.-मध्यप्रदेश नगर पालिका अधिनियम, 1961 (क्रमांक 37 सन् 1961) की धारा 86 की उप-धारा (2) के साथ पठित धारा 355 तथा 356 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, राज्य सरकार, एतद्द्वारा, मध्यप्रदेश नगरपालिका सेवा (कार्यपालन) नियम, 1973 में निम्नलिखित और संशोधन करती है, अर्थात्:-

**संशोधन**

उक्त नियमों में, द्वितीय अनुसूची में, अनुक्रमांक 5 में, कॉलम (10) में, शब्द तथा अंक “नगरपालिका परिषद्-257” के स्थान पर शब्द “नगर परिषद्” स्थापित किया जाए.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
आर. के. कार्तिकेय, उपसचिव.

भोपाल, दिनांक 13 फरवरी 2024

अधि. क्र. 01-3-3-4-0001-2023-अठारह-3.-भारत के संविधान के अनुच्छेद 348 के खंड-3 के अनुसरण में, इस विभाग की अधिसूचना क्रमांक 01-3-3-4-0001-2023-अठारह-3, दिनांक 13 फरवरी 2024 का अंग्रेजी अनुवाद, राज्यपाल के प्राधिकार से, एतद्द्वारा प्रकाशित किया जाता है.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
आर. के. कार्तिकेय, उपसचिव.

Bhopal, the 13<sup>th</sup> February 2024

Noti. No. 01-UDH-3-3-4-0001-2023-XVIII-3.—In exercise of the powers conferred by Sections 355 and 356 read with sub-section (2) of Section 86 of the Madhya Pradesh Municipalities Act, 1961 (No. 37 of 1961), the State Government, hereby, makes the following further amendments in the Madhya Pradesh Municipal Service (Executive) Rules, 1973, namely:-

**AMENDMENTS**

In the said rules, in the SECOND SCHEDULE, in serial number 5, in column number (10), for the words and figures “Municipal Council-257”, the words “Municipal Council” shall be substituted.

By order and in the name of the Governor of Madhya Pradesh,  
R. K. KARTIKEY, Dy. Secy.