

## **ORDINANCE No. 69**

**for**

**M.Lib.I.Sc**

**Under Choice Based Credit System**

Governing the Post Graduate degree Programme on successful completion of Two semesters.

(Ordinance prepared as per the provisions given in Statute 28(1) (b) of

The Central Universities Act, 2009)

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### **1. TITLE AND COMMENCEMENT:**

- 1.1. The Ordinance shall be called as Ordinance for One year (Two Semesters) Post Graduate Degree program.
- 1.2. This ordinance will come into force from the Academic Session commencing after the date of notification issued by the university and shall replace the existing ordinance.

### **2. DEFINITION & KEY WORDS:**

- 2.1. “*Vishwavidyalaya*” or “*University*” means Guru Ghasidas Vishwavidyalaya (A Central University established by the Central Universities Act, 2009 No. 25 of 2009) located at Koni, Bilaspur, Chhattisgarh;
- 2.2. “*Student*” means one who has been admitted in the One year Post Graduate programme of this University through Vishwavidyalaya Entrance Test (VET) or by any other procedure notified by the University from time to time;
- 2.3. “*Academic Year*” means two consecutive (one odd and one even) semesters;
- 2.4. “*Choice Based Credit System (CBCS)*” means a program that provides choice for students to select from the prescribed courses (Core, Elective, Ability Enhancement courses, etc.) as per the guidelines issued by UGC/regulatory bodies where ever applicable and as approved by the appropriate bodies of the University;
- 2.5. “*Course*” means “papers” through different modes of delivery and is a component of a programme as detailed out in the respective program structure;
- 2.6. “*Credit Point*” means the product of grade point and number of credits for a course;
- 2.7. “*Credit*” means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture, seminar or tutorial) per week or two hours of practical work/field work/project etc. per week. The number of credits for each course shall be defined in the respective examination scheme;
- 2.8. “*Cumulative Grade Point Average (CGPA)*” means a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;

- 2.9. “*Grade Point*” means a numerical weight allotted to each letter grade on a 10 point scale or as prescribed by the UGC/University from time to time;
- 2.10. “*Letter Grade*” means an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, and F;
- 2.11. “*Semester Grade Point Average (SGPA)*” means a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total credits of all courses during the semester. It shall be expressed up to two decimal places;
- 2.12. “*Semester*” means an academic session spread over 15-18 weeks of teaching work with minimum 90 teaching days. The odd semester may normally be scheduled from July to December and even semester from January to June;
- 2.13. “*Grade Card*” means a certificate based on the grades earned. Grade certificate shall be issued to all registered students after every semester. The grade certificate will contain the course details (code, title, number of credits, grade secured) along with SGPA of the semester and CGPA earned till that semester. The final semester grade certificate shall also reflect the cumulative total of marks obtained by the student in all semesters out of maximum marks allocated for which the grades of the program were evaluated. However, the final result will be based on the grades/CGPA;
- 2.14. “*Transcript*” means a certificate issued to all enrolled students in a program after successful completion of the program. It contains the SGPA of all semesters and the CGPA;
- 2.15. “*Ex-student*” means a student failing to clear the backlog paper /s of I/II Semester/s after appearing in the full length special examination conducted after Second semester.

### **3. DURATION:**

- 3.1. The duration of M.Lib.I.Sc degree shall be of Two semesters (One academic years). The maximum duration for completing the course shall be of One consecutive academic years. If a student is unable to clear all the semesters of the program within the maximum duration (as specified above), he/she will automatically exit from the program.
- 3.2. The maximum total duration shall include the period of absence, withdrawn and different kinds of leave permissible to a student but it shall exclude the period of rustication/suspension/or any other penalty period imposed by the University.
- 3.3. The student after successful completion of the Two semesters of the programme shall be awarded degree of M.Lib.I.Sc for which he/she was enrolled.

### **4. NUMBER OF SEATS**

Number of seats in each program will be as approved and notified by the Academic Council of the University and as advertised for admission to the program.

## 5. ADMISSION PROCEDURE AND ELLIGIBILITY

- 5.1. Admission to the Post Graduate programme shall be made through the VET conducted by the Vishwavidyalaya or any other procedure as notified by the university from time to time. The minimum qualification for admission to the specific programme will be as notified by the university from time to time.
- 5.2. Reservation and relaxation in minimum eligibility for admission for OBC/SC/ST/PWD (Person With Disability) and Kashmiri migrant candidates, as specified by Government of India/UGC and notified by the university shall be followed.
- 5.3. Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to the programme according to the policy guidelines laid down by the Government of India/ University from time to time as per the number of seats available for this category. These seats will be supernumerary and shall be advertised seperatly in addition to the seats approved for each program.

## 6. ENROLMENT IN THE UNIVERSITY

Every student admitted to the programme shall be enrolled before appearing in the first semester examination through the procedure prescribed by the competent authority from time to time.

## 7. TYPES OF COURSES

### 7.1. Core Course:

A course, which is to be studied compulsorily by a candidate as a core requirement is termed as a Core Course.

### 7.2. Elective Course:

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

**7.2.1. Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

**7.2.2. Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

**7.2.3. Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

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

### 7.3. **Ability Enhancement Courses (AEC):**

The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). 'AECC' courses are the courses based upon the content that leads to Knowledge enhancement. They (i) Environmental Science and (ii) English/MIL Communication are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

7.3.1. **Ability Enhancement Compulsory Courses (AECC):** Environmental Science, English Communication/MIL Communication.

7.3.2. **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

**Project work / Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

7.4. The Board of Studies of each department will decide the course structure and syllabus for a specific programme.

7.5. An undergraduate degree with Honours in a discipline will be awarded with the following course structure as per the UGC guidelines-

14 core papers in the discipline,

02 Ability Enhancement Compulsory Courses (AECC),

02 Skill Enhancement Courses (SEC),

04 Discipline Specific Elective (DSE) Courses and

04 Generic Elective Courses.

7.6. The credits of the courses are given in the following table:

Course	Credits	
	Theory + Practical	Theory + Tutorial*
<b><u>I. Core Course</u></b>		
Theory (06Papers)	6 x 4 = 24	6 x 4 = 24
Practical / Tutorial (03 Papers)	3 x 4 = 12	3 x 4 = 12
<b><u>II. Elective Courses</u></b>		
A. Discipline Specific Elective		
Theory / Practical / Tutorial (1 Paper)	1 x 4 = 04	1 x 4 = 04
B. Generic Elective		
Theory / Practical / Tutorial (1 Paper)	1 x 4 = 04	1 x 4 = 04
<b><u>III. Ability Enhancement Courses</u></b>		
A. Ability Enhancement Compulsory Course (1Paper)		
	1 x 2 = 2	1 x 2 = 2
B. Skill Enhancement Course (1Paper)		
	1 x 2 = 2	1 x 2 = 2
<b>Total Credit</b>	<b>48</b>	<b>48</b>

\*wherever there is a practical there will be no tutorial and vice-versa.

### STRUCTURE OF COURSES

Semester	Core Course (09)	AECC (1)	SEC (1)	DSE (1)	Generic Elective (1)
<b>I</b>	C1 Theory C2 Theory C3 Theory			DSE-1	
	C4 Practical / Tutorial C5 Practical / Tutorial				
<b>II</b>	C6 Theory C7 Theory C8 Theory	AECC-1	SEC-1		GE-1
	C9 Practical				

## **8. ATTENDANCE AND ELIGIBILITY TO APPEAR IN THE EXAMINATION**

A student must have a minimum attendance of 75% of the total number of classes held during the semester including lectures, practicals / tutorials etc., for appearing in the end semester examination. However, Students having attendance more than or equal to 65% and less than 75% shall apply for condonation to the respective Dean of school through the Head of Department. The Dean of School may condone aforesaid shortage in attendance after due consideration of one or more of the following reasons:

- (a) Participation in NCC/NSS Camps, duly supported by a certificate from the Commanding Officer;
- (b) Participation in University Team(s)/Games or Inter-state or Inter-University tournament(s) duly supported by a certificate from appropriate authority of the University;
- (c) Participation in educational excursion conducted on working days certified by the Dean or Head of the department. These excursions shall not include those organized for the class as a whole;
- (d) Participation in any of co-curricular activities organized by the Institute/Department/School, duly certified by competent authority;
- (e) Prolonged illness duly certified by the Registered Medical Practitioner;
- (f) Any other cogent reason up to the satisfaction of the Head of Department/ Dean.

The application must be supported by such documents as considered to be fit for granting such condonation.

## **9. MEDIUM OF INSTRUCTION**

The medium of instructions in general shall be English except for language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university. The medium of instructions for examinations shall be Hindi and English both.

## **10. EXAMINATION AND EVALUATION**

10.1. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the evaluation. The evaluation of students admitted in any of these Programmes shall be based on

- (a) End Semester Examinations, and (b) Continuous Internal Assessment.

10.2. Out of the total marks, 70% shall be allotted for the end semester examinations and 30% shall be allotted to continuous internal assessments during the semester. The scheme of internal assessment shall be as :- There will be two compulsory internal exams of 15 marks each. If a student fails to give internal exam because of some emergencies / unforeseen situations, the Dean of the School may permit the student to appear in the special internal exam on the satisfaction of the reason mentioned by the student for not appearing in the regular internal exam.

10.3. The end semester examinations will be held on such dates as may be notified by the appropriate authority of the University.

10.4. The minimum percentage of marks to pass the courses in each semester shall be 40% in each paper (course).

10.5. All Programme shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme as given in table-1 which a student if obtains is eligible for the award of degree.

**Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):**

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (S}_i\text{)} = \Sigma(\text{C}_i \times \text{G}_i) / \Sigma \text{C}_i$$

where,  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \Sigma(\text{C}_i \times \text{S}_i) / \Sigma \text{C}_i$$

where,  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

**Grading System:** The grading system, as detailed here under in Table 1 shall be applicable for each course:

**Table - 1: Award of Grades Based on Absolute Marks on a 10 point scale**

Range of % of marks	Grade points	Letter Grade	GRADE
> 90- ≤ 100	10	O	Outstanding
>80- ≤ 90	9	A+	Excellent
>70- ≤ 80	8	A	Very Good
>60- ≤ 70	7	B+	Good
>50- ≤ 60	6	B	Above Average

>40- ≤ 50	5	C	Average
= 40	4	P	Pass
0- <40	0	F	Fail
Absent	0	Ab	Fail

### **Description**

- (i) Letter grades **O, A+, A, B+, B, C,** and **P** in a course mean that the student has passed that course.
- (ii) The grade **F** and **Ab** denote **FAIL**; a student fails in the course due to poor performance or non-appearance/incomplete appearance in the examination of the course. A student has to appear at subsequent examination(s), if provided under the ordinances in all such courses, until a passing grade is obtained.
- (iii) One (01) grace mark will be given only once to improve the grade in overall result at the time of award of degree and “G” will be mentioned against the CGPA.

### **Declaration of Semester Examination Results up to Second Semester**

Semester examination results will have in the followings categories:

- (i) **Passed**, i.e., those who have passed in all courses of the semester examination.
- (ii) **Promoted**, i.e., those who have not passed in all the courses of the Semester examination but have passed  $n/2$  courses if  $n$  is even and  $(n+1)/2$  courses if  $n$  is odd, where  $n$  stands for the total number of courses in the concerned semester.
- (iii) **Detained**, i.e., those who are not promoted as per the above provisions will be detained. Such students have to rejoin the course of study in regular mode in the same semester in next session subject to not crossing maximum duration of the program as defined in the ordinance.

### **11. PROMOTION TO NEXT SEMESTER:**

11.1. Students who have been promoted to the next semester as per the provisions mentioned in para 10 shall avail the chance of clearing the back log papers only in the next ATKT examination held alongwith the main examination (Odd Semester in Odd Examination and Even Semester in Even Examination). A Student who even fail to clear the backlog even in the ATKT examination will be promoted to the next semester if he/she clears the requisite number of papers as per the provisions mentioned in Para 10 in the main examination of next semester upto Second semester.

At the end of the fourth semester one full ATKT examination will be conducted in which students have to clear all the backlog upto frist semester.

11.2. **In case, a student fails to clear the backlog, he/she will held up till the back log papers are cleared for which he/she can take attempt in the next appropriate examination as an Ex-student subject to the completion of degree upto**



**maximum duration allowed for the course. Internal marks of such Ex-students will be carried forwarded for the corresponding course in which he/she is appearing as Ex-student.**

### **Declaration of Results after II Semester Examinations**

After declaration of results of II Semester as per the procedure described in clause 11, a candidate can be put in the following two categories:

**Passed:** A candidate who has passed in all the courses (including Project/ Elective/ Field study) of II Semesters and obtained at least CGPA of 4.00

The students who have passed  $n/2$  courses if  $n$  is even and  $(n+1)/2$  courses if  $n$  is odd, where  $n$  stands for the total number of courses in the VI<sup>th</sup> Semester shall be given ATKT chance just after the declaration of II semester result (as far as possible within one month). Those who are unable to clear the courses in ATKT examination shall be revert back to II semester in the next session.

**Failed:** All those students who have not passed minimum  $n/2$  courses if  $n$  is even and  $(n+1)/2$  courses if  $n$  is odd, where  $n$  stands for the total number of courses in the II semester shall be categorized as *Failed*. These student will not get ATKT chance and have to rejoin the II semester in next session.

### **12. DECLARATION OF DIVISION:**

A student who has passed in all the courses of each I, and II Semesters and obtained at least CGPA of 4.00 shall be declared as '**Passed**'. The division will be awarded after successful completion of sixth semester according to the following criteria:

- (i) First Division with distinction : CGPA  $\geq$  7.50
- (ii) First Division : CGPA  $\geq$  6.00, but  $<$  7.50
- (iii) Second Division : CGPA  $\geq$  4.00, but  $<$  6.00

### **13. TRANSCRIPT:**

Based on the above Letter grades, grade points and SGPA and CGPA, the Vishwavidyalaya shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

### **14. CONVERSION TO PERCENTAGE:**

The conversion formula for converting CGPA to the corresponding Percentage (P) of Marks will be as follows:

$$P = 10 \times \text{CGPA}$$

### **15. RANKING**

Only such candidates who complete successfully all courses in the programme in single attempt shall be considered for declaration of ranks, medals etc declared and notified by the university, if any.

## **16. INTERPRETATION OF REGULATION**

In any matter of interpretation of the provisions of this ordinance, the matter shall be referred to Vice-Chancellor who is the chairman of Academic Council. His/her decision shall be final.

## **17. RE-ADMISSION:**

(i) A student of First Year (Semester I/II) of a programme (enrolled in the University) found not eligible to appear in the End- Semester Examination of Odd or Even Semester of the programme due to shortage of attendance less than 75% or those who fail in either Odd or in Even Semester shall be permitted to take readmission to I-Semester of the same programme in the following academic year.

(ii). Students of III Semester to last Semester of all programmes, disallowed to appear in the End- Semester Examination due to shortage of attendance (< 75%) or those who fail in either Odd or in Even Semester shall be permitted to take re-admission in the following academic year in the appropriate semester. However, students declared as Ex-student shall not be allowed to seek re-admission.

## **18. POWER TO REMOVE DIFFICULTIES**

If any question arises related to the matters not covered in these provisions, the relevant provisions made in appropriate Act/Statute/Ordinance/Regulations/Rules/Notifications issued by the university shall prevail.

## Appendix

### Illustration of Computation of SGPA and CGPA and Format for Transcripts

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
<b>Semester I</b>					
C-1	04				
C-2	04				
C-3	04				
C-4	04				
C-5	04				
DSE-1	04				
<b>Total</b>	<b>24</b>				
<b>Semester II</b>					
C-6	04				
C-7	04				
C-8	04				
C-9	04				
AECC-1	02				
SEC-1	02				
GE-1	04				
<b>Total</b>	<b>24</b>				
<b>CGPA</b>					
<b>Grand Total</b>	<b>48</b>				
<b>Semester 1</b>			<b>Semester 2</b>		
Credit: 24			Credit: 24		
SGPA:			SGPA:		

Thus,

$$\text{CGPA} = (20 \times 6.90 + 20 \times 6.70 + 26 \times 9.15 + 26 \times 7.38 + 24 \times 7.75 + 24 \times 8.00) / 140 = \mathbf{7.71}$$