

TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

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Ref. : TMU/R.O./2024-25/Adm/010

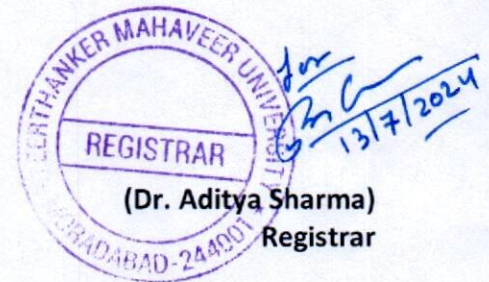
Date: 13.07.2024

Circular

Sub: Regarding Chapter 11 of Academic Ordinance-2022 for the Four-Year Undergraduate Programmes (FYUP) in accordance with NEP-2020.

With reference to the above subject, this is to inform that the ordinance for the Four-Year Undergraduate Programmes (FYUP) in accordance with NEP-2020 has been framed after careful deliberation and is included as Chapter 11 of the Academic Ordinance-2022 of the University. This shall be applicable from the batch admitted from the admission session 2024-25. This ordinance shall be effective from the date of issue of this circular. However, the same shall be ratified in the Next Academic Council Meeting.

This is issued with the approval of Hon'ble Vice Chancellor.



Copy to:

I.

1. P.S. to Hon'ble Chancellor
2. P.S. to Hon'ble Vice Chairman
3. P.S. to Hon'ble Vice Chancellor
4. Director-Administration
5. Controller of Examinations
6. Dean-Students' Welfare

II. 1. Dean-Academics

2. Dean- Agriculture
3. Principal- CCSIT & FoE
4. Principal- TMIMT
5. Principal- Education
6. Principal- Paramedical
7. HoD- Physiotherapy
8. Principal (In-charge) Physical Education
9. HOD- Fine Arts

Chapter- 11

ORDINANCE FOR THE FOUR-YEAR UNDERGRADUATE PROGRAMMES (FYUP) IN ACCORDANCE WITH NEP-2020



(w.e.f. 2024-25 onwards)

**TEERTHANKER MAHAVEER UNIVERSITY
MORADABAD**

TEERTHANKER MAHAVEER UNIVERSITY ORDINANCE FOR THE FOUR- YEAR UNDERGRADUATE PROGRAMMES (FYUP) IN ACCORDANCE WITH NEP-2020

PREAMBLE

In an effort to modernize the educational system, the government unveiled the New Education Policy (NEP) in 2020, which includes requirements especially for undergraduate degree programmes. All institutions must now connect their undergraduate curricula with the Values and recommendations found in NEP 2020. The quality, applicability, and adaptability of undergraduate education must be guaranteed in light of NEP-2020 in order to satisfy the changing demands of both society and students. The following ordinance is hereby passed to control the undergraduate degree programmes offer by Teerthanker Mahaveer University Moradabad based on the guidelines outlined in the NEP 2020.

1.1. ADMISSION

The University will permit admission and shall deliver the specified contents, conduct laboratory/field work and hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/Master's degrees and Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Programme Study & Evaluation Scheme and syllabi as are approved by the Academic Council with degree nomenclature as specified under UGC Section 22.

Admission to first semester / lateral entry to third semester, wherever applicable, shall be made as per the rules prescribed by the Academic Council of the University, duly notified in the admission brochure. The admission to the academic programmes shall be made, as per the provisions mentioned in the Chapter 4 of this Ordinance, i.e., following the UGC (Minimum Standards of Instruction for the Grant of the First Degree through Formal Education) Regulations, 2003 and UGC (Minimum Standards of Instruction for the Grant of the Master's Degree through Formal Education) Regulations, 2003, as the case may be. In case of the programmes, where-in the concerned statutory body/council has specifically laid down the norms, then such norms shall be applicable. All the norms and standards of various regulatory bodies for admission shall be reflected in the Academic Regulations under this Ordinance from time to time.

1.2. ELIGIBILITY FOR ADMISSION

Candidate shall normally have 50% marks in the qualifying examination to be eligible for admission to the program offered by the University. Any relaxation in qualifying marks, under special circumstances, shall require approval of the Vice Chancellor. However, in no case it shall not be below 45% marks.

The details of the eligibility and the criteria for merit for admissions to various programmes offered by the University and covered by Regulations of this ordinance, shall be as approved by the Academic Council and as notified in the admission brochure.

In case of programmes where lateral entry into the III semester is permitted the details of the eligibility and the criteria for merit shall be as approved by the Academic Council and notified in the admission brochure.

The minimum and maximum age of a candidate as on December 31 of the year of admission for admission to first year of the UG&PG programmes/ lateral entry shall be as notified by the University in the admission brochure as approved by the Academic Council or as per the provisions of other statutory bodies.

The above criteria can be relaxed only with prior written approval from the Vice Chancellor. However, any such decision shall have to be ratified by the Academic Council during its immediate next meeting.

A student who has been provisionally admitted to any academic program, shall have to submit the result in the University latest by November 15 of the academic year, except unforeseen situations arising otherwise. In such unforeseen situations, the permission for extension of time period from the Vice Chancellor is mandatory.

1.3. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- (a) S/He is not found qualified at any stage during the course of the programme as per the eligibility criteria prescribed by the University. **OR**
- (b) S/He is found to have taken admission using fraudulent means. **OR**
- (c) S/He is found unable to complete the programme within the specified period for completion of the programme as per prescribed in this Ordinance. **OR**

- (d) S/He is found involved in gross indiscipline or violating the University Code of Conduct. **OR**
- (e) S/He is involved in an act of ragging. **OR**
- (f) S/He voluntarily withdraws from the programme for any reason. **OR**
- (g) S/He has not paid the requisite fee within the stipulated and grace period.

1.4. CHANGE OF SPECIALIZATION (Applicable for all the programmes comes under NEP-2020)

Any student who is studying in any programme comes under NEP-2020, may inter change it's major specialization with minor specialization till third year. After entering in the seventh semester he/she will not be allowed to inter change the specialization.

- i) Should have successfully passed all courses of I & II semester in first attempt.
- ii) Should not have any disciplinary action against him/her.

The Director /Principal of the College shall issue a notice within 7 days of publication of the sixth semester results with the last date of submission of application being one week from start of the academic session / or date of issue of the notice whichever is later. Should there be no notification to the effect the last date would be assumed as seven days from start of the seventh semester.

Note: As per the course structure of Teerthanker Mahaveer University till third year a student study equal number of major and minor subjects.

1.5 FOR CHANGE OF PROGRAMME

There shall be a committee to evaluate the reason and possibility of the change of programme. If the change of programme is suggested, then the Committee shall also map the credits and courses of the two programmes and suggest earning of required credits with-in the time frame. In such cases, the internal assessment for the courses where the required credits are to be earned, will comprise of single component of 40 marks written test. All such cases of change of programme shall be reported in the next meeting of Academic Council.

1.6 EDUCATION EXCHANGE PROGRAMME/MIGRATION

The University may sign MOUs with Foreign and other Indian universities which permits student exchange and credit transfer facilities with Foreign and other Indian Universities. Under the

agreement, a student may be allowed to study in any other University outside/with-in India after 1 year/2 years / 3 years/4 years of study at TMU for programme having duration of 2 years/3 years/4 years/5 years/6 years respectively. S/He will continue his/her further study for 1 year at the University abroad/other Indian University to fulfil the requirements of the degree. To be eligible for degree, he/she has to earn the minimum required credits as specified in Programme Study and Evaluation Scheme (PSES). The credits, in such cases, shall be mapped before a student is sent to the partner University. For the award of degree, the guidelines, norms and standards of the UGC or concerned regulatory council shall have to be complied with as notified from time to time.

Similarly, a candidate may be allowed to take up the admission in Teerthanker Mahaveer University, from any other University in India or abroad. S/He will continue his/her further study for a specified duration in Teerthanker Mahaveer University to fulfil the requirements of the degree as required by the norms and standards of the UGC or concerned regulatory council as notified from time to time.

Note: The degree in the cases of programmes under MoUs with foreign or other Indian universities, shall be awarded as per the UGC guidelines notified for the purpose. The norms and standards as prescribed by the UGC for student exchange/migration/credit transfer in line with National Education Policy-2020 shall be followed, adopted and reflected in Academic Regulations under this Ordinance as notified from time to time.

1.7 Short Title, Commencement and Applicability

This Ordinance shall be called the Teerthanker Mahaveer University Ordinance for the Four-Year Undergraduate Programmes (FYUP) under National Curriculum and Credit Framework (NCRF). This Ordinance shall be effective for the Programmes of Study leading to a UG Certificate, UG Diploma, Three Year UG Bachelor's Degree, Four Year UG Bachelor's Degree (Honours) and Four Year UG Bachelor's Degree (Honours with Research). Hereinafter, it will be referred to as Teerthanker Mahaveer University Ordinance for the Four-Year Undergraduate Programme as per National Curriculum and Credit Framework (NCRF) in accordance with NEP-2020.

The Ordinance shall come in to effect from the Academic Session 2024-25 onwards from the date of its notification.

The Ordinance shall be applicable to the students enrolled in the academic programmes offered by the College/Departments of Teerthanker Mahaveer University from the academic session

2024-25 onwards.

2. OBJECTIVES

The objectives of the Ordinance are—

- 2.1** To conduct Undergraduate Bachelor's Programmes - UG Certificate, UG Diploma, Three Year UG Bachelor's Degree, Four Year UG Bachelor's Degree (Honours) and Four Year UG Bachelor's Degree (Honours With Research) in various fields of Study/Discipline as per the guidelines of UGC's Curriculum and Credit Framework in the light of NEP-2020.
- 2.2** To offer a multidisciplinary environment that fosters the development of lively communities of scholars and peers, helps students become well-rounded in a variety of subjects, including Physical Education, the art & craft, Vocational Skill in addition to Science, Humanities & Mathematics; fosters the development of vibrant research communities across disciplines; and boosts resource efficiency in higher education.
- 2.3** To nurture avenues for developing holistic individuals through an identified set of skills and Values.
- 2.4** To provide a student centric, flexible, choice-based credit framework with multiple entry and exit options so that students can be facilitated to pursue the trail of career chosen by themselves as per their interest.

3. LEARNING OUTCOMES

3.1 Learning outcomes specific to disciplinary/interdisciplinary areas of learning:

Graduates should be able to demonstrate the acquisition of

- i. Comprehensive knowledge and coherent understanding of the chosen disciplinary areas of study in a broad multidisciplinary context, their different learning areas, and their linkages with related fields of study and current emerging developments associated with the chosen disciplinary areas of learning.
- ii. Practical, professional and procedural knowledge required for carrying out professional or highly skilled work/tasks related to the chosen field of learning.
- iii. Skills in areas related to specialization in the chosen disciplinary areas of learning in a broad multidisciplinary context.
- iv. Capacity to extrapolate from what has been learned, translate concepts into real life situations and apply acquired competencies in new/unfamiliar contexts.

3.2 Generic Learning Outcomes: Graduates should be able to demonstrate the capabilities of Complex problem solving, Critical thinking, creativity, communication skills, analytical reasoning, research related skills, coordinating/collaborating with others, leadership readiness/qualities, learning how to learn skills, digital and technological skills, multicultural competence and inclusive spirit, value inculcation, autonomy, responsibility and accountability,

environmental awareness and action, community engagement and service and empathy.

4. DEFINITIONS

4.1 Undergraduate Programmes: Undergraduate programmes will include the following guidelines as

- (i) **UG Certificate:** Students who opt to exit after completing 1 year (2 semesters) of study in the chosen fields of study, he/she shall be awarded a one-year (2 Semesters) UG certificate (in the Field of Study/Discipline) after securing the “requisite” Credits on completion of second Semester if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2nd semester examination. These students are allowed to re-enter the degree programme within a period of **three years** and complete the degree programme within the stipulated maximum period of **seven years**.
- (ii) **UG Diploma: Students who opt to exit after completion of two years (4 Semesters) of study** in the chosen fields of study, he/she shall be awarded UG Diploma (in the Field of Study/Discipline) after securing the “requisite” Credits on completion of four Semester if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 4th semester examination. These students are allowed to re-enter the degree programme within a period of **three years** and complete the degree programme within the maximum period of **seven years**.
- (iii) **Three Year UG Bachelor’s Degree with dual specialization along with interdisciplinary minor specialization:** Students who wish to undergo a 3-year (6 Semesters) UG programme shall be awarded UG degree in the Major discipline after successful completion of **three years**, securing a minimum of “requisite” credits.
- (iv) **Four Year UG Bachelor’s Degree (Honours) with a major & minor specialization along with interdisciplinary minor specialization:** Students who wish to undergo a 4-year (8 Semesters) UG programme shall be awarded UG Honours degree in the Major discipline after successful completion of four years, securing a minimum of “requisite” credits.
- (v) **Four Year UG Bachelor’s Degree with a major & minor specialization along with interdisciplinary minor specialization:** Students who secure 75% marks and above in the first six semester and wish to undertake research at the UG level can choose a research stream in fourth year. They should do a research project or dissertation in the major

discipline under the guidance of a faculty members of the University/College, publish at least one research paper in Scopus/WoS/SCI/SSCI/ABDC or other such reputed indexed databases or file Patents. The students who secure minimum credit requirement as per given in the concerned programme shall be awarded UG Degree in (Honours with Research).

4.2 College: The term 'College' means the constituent Colleges and Centers permitted by Teerthanker Mahaveer University for offering different academic programmes.

4.3 Department: The term 'Department' is used to mean a Department of Teerthanker Mahaveer University permitted for offering different academic programmes.

4.4 Centre: The term 'Centre' is used to mean a Centre created for offering specialized field of studies by Teerthanker Mahaveer University.

4.5 Course: A "Course" means one of the specified units which goes to comprise a programme of study.

4.6 Academic Year: An 'Academic Year' means a period of twelve months consisting of two semesters.

4.7 Semester: The word "semester" is used to mean a half-yearly term comprising 90 working days excluding examinations, vacations and semester breaks.

4.8 Semester Duration: A semester normally extends over a period of 15 weeks.

4.9 Summer Term: A Summer Term is eight weeks during summer vacation. Internship /apprenticeship/work-base vocational educational training can be carried out during the semester, especially by students who wish to exit after two semester or four semesters of study.

4.10 End-semester: The word "end-semester" is used to refer to the terminal processes of examinations and evaluations at the end but within the half-yearly term.

4.11 Credit: A 'credit' is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks). A course may have only a lecture component or a lecture and tutorial component or a lecture and practical component or a lecture, tutorial and practical component, or only practical component. Credit shall be defined as

Sl. No	Components	Number of Hours per week	Number of hours per Semester	Credit

1	Lecture	1 Hour	15 Hours	1
2	Tutorial	1 Hour	15 Hours	1
3	Practical, Laboratory Work, Seminar/Group Discussion	2 Hours	30 Hours	1
4	Experiential Learning, Internship, Community Engagement and services, Field Visit/Industrial Visit, Studio Activities, Field Practices/Projects etc.	2 Hours	30 Hours	1

4.12 Academic Bank Account: An individual account with the academic Bank of Credit (ABC) opened and operated by a student, to which all academic credits earned by the student from course(s) of study are deposited, recognized, maintained, accumulated, transferred, validated or redeemed for the purpose of the award for degree/diploma/certificate by awarding institution. Credit deposited in the ABC platform will be valid for a maximum of seven years of the duration specified for a given discipline.

4.13 Academic Bank of Credits (ABC): 'Academic Bank of Credits (ABC)' is an academic service mechanism as a digital/virtual/online entity established and managed by ministry of Education /UGC to facilitate students to become its academic account holders and paving the way of seamless student mobility, between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching learning.

4.14 Academic Flexibility: 'Academic Flexibility' is the provision for innovative and interchangeable curricular structures to enable creative combinations of Courses/Programmes in disciplines of study leading to Certificate/Diploma/Degree of study offering multiple entry and multiple exit facilities removing the rigid curricular boundaries and creating new possibilities of life-long learning.

4.15 Credit Accumulation: 'Credit Accumulation' means the facility created by ABC in the Academic Bank Account opened by the students across the country in order to transfer and consolidate the 'credits' earned by them by undergoing 'courses' in any of the eligible HEIs.

4.16 Credit Recognition: 'Credit Recognition' means the credits earned through eligible/partnering HEIs and transferred directly to the ABC by the concerned HEIs.

4.17 Credit Redemption: 'Credit redemption' means the process of commuting the accrued 'credits' in the Academic Bank Account of the students maintained in ABC for the purpose of fulfilling the 'credits requirements' for the award of Certificates/Diplomas/Degrees etc. by the degree awarding HEIs.

4.18 Credit Transfer: 'Credit transfer' means the mechanism by which the eligible HEIs registered with ABC are able to receive or provide prescribed 'credits' to individual registered ABC account in adherence to the UGC credit norms for the 'course/s' registered by the desirous students in any HEIs within India.

4.19 Course Teacher: A 'Course teacher' is a teacher or any person who is engaged by the University/ College/Department/Centre for teaching a Course. He/ she shall perform the following functions:

- (i) Teaching the Course approved by the statutory bodies/councils.
- (ii) Maintaining attendance and performance records of all the students registered for the Course(s) he/she teaches.
- (iii) Conducting (Internal Assessment)
- (iv) Involving himself/herself in preparation and moderation of question papers, evaluation, scrutiny and finalization of results of the course(s) etc. whenever needed.
- (v) Participating in various curricular and co-curricular activities as and when necessary.
- (vi) Preparing syllabus of different Courses whenever necessary.
- (vii) Any other work assigned by the Department/College/University from time to time.

4.20 BOF:

BOARD OF FACULTY

As per the provisions of the section 29 of the U.P Private Universities Act 2019 and Claus 3.07 of the Statutes of the University framed therein decided by the University time to time. At present Teerthanker Mahaveer University has the following faculty:

1. Faculty of Medicine
2. Faculty of Dentistry
3. Faculty of Education
4. Faculty of Engineering

5. Faculty of Agriculture Science
6. Faculty of Commerce, Management
7. Faculty of Law
8. Faculty of Medical Allied Sciences
9. Faculty of Nursing
10. Faculty of Pharmacy
11. Faculty of Fine Arts
12. Faculty of Humanities & Social Sciences

The constitution and its functions would be decided by the University time to time. (**Refer Chapter -02 of Academic Ordinance**)

4.21 BOARD OF STUDIES

As per the provisions of the section 29 of the U.P. Private Universities Act 2019 and clause 3.07. of the Statutes of the University framed there-under. The constitution and its functions would be decided by the University. (**Refer Chapter -03 of Academic Ordinance**)

4.22 ACADEMIC REVIEW COMMITTEES

There shall be an Academic Review Committee in each College. The constitution and its functions would be decided by the University, (**Refer Chapter -03 of Academic Ordinance**)

4.23 SEMESTER DURATION:

- (i) Odd Semesters: July–December (including end-semester examinations and semester breaks)
- (ii) Even Semester: January-June (including end-semester examinations and semester breaks)

Any change in the Academic Calendar/Schedule may be made by the University/ College whenever necessary with the approval of competent authority.

5 EXTENT OF APPLICATION

The Ordinance shall be applicable to the students enrolled for the programmes of Study leading to the UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research)

- 6 ACADEMIC SCHEDULE:** The academic schedule of the UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research) Programmes shall be administered as per the approved Academic Calendar of the University published for every academic session.

7 ADMISSION NOTICE AND ELIGIBILITY CRITERIA

7.1 Newspaper Notice/Notification through University website inviting applications for admission into the different programmes shall be issued by the Registrar of the University as per the Academic Calendar of the University.

7.2 Minimum eligibility criteria for admission in Four Year Undergraduate degree programmes Senior Secondary School Leaving Certificate or Higher Secondary (Class 12) Certificate obtained after successful completion of class 12 or equivalent stage of education corresponding to level 4 and Admission test conducted by Teerthanker Mahaveer University.

7.3 Minimum eligibility criteria for multiple entry points of the UG programmes

- a. **1st year:** Senior Secondary School Leaving Certificate or Higher Secondary (Class 12) Certificate obtained after successful completion of Grade 12 or equivalent stage of education and/or Admission test conducted by University/National Level Testing Agency/State Level Testing Agency.
- b. **2nd year:** A UG certificate obtained after successful completion of 1 year (2 semesters) of the undergraduate programme. These students are to take admission in the 2nd year within a period of three years from obtaining the UG certificate from Teerthanker Mahaveer University or any other UGC recognized University.
- c. **3rd year:** A UG diploma obtained after successful completion of 2 years (4 semesters) of the undergraduate programme. These students are to take admission in the 3rd year UG programme within a period of three years from obtaining the UG diploma from Teerthanker Mahaveer University or any other UGC recognized University.
- d. **4th Year (Honours):** A Bachelor's degree after successful completion of three years (6 semesters) of the Undergraduate programme obtained from Teerthanker Mahaveer University or any other University/institution recognized by Teerthanker Mahaveer University. These students are to complete the degree within the stipulated maximum period of seven years.
- e. **4th Year (Honours with Research):** A three-year Bachelor Degree with a minimum

of 7.5 CGPA. The minimum entry requirement for 4th year (Honours with Research) UG programme within a period of three years from obtaining 3-year Bachelor Degree from Teerthanker Mahaveer University or any other UGC recognized University. These students are to complete the degree within the stipulated maximum period of seven years.

- 7.4** The admission or eligibility criteria shall be fixed by the Academic Council from time to time whenever necessary. The University may also adopt own policy for admission or selection of eligible candidates for admission complying with the eligibility criteria as prescribed.

8. PROVISION OF MULTIPLE EXIT FROM THE ENROLLED PROGRAM

- 8.1 Exit 1:** There is a provision of exit after successful completion of 1 year (two semesters). A Certificate will be awarded when a student will exit at the end of year 1 (2 semesters). Students who have secured minimum of 44 credits will be awarded a UG certificate (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship for 4 to 6 weeks of 4 credits within one year from the completion of 2nd semester examination.

- 8.2 Exit 2:** There is a provision of exit after successful completion of 2 years (four semesters). A Diploma will be awarded when a student exits at the end of year 2 (4 semesters). Students who have secured minimum of 92 credits will be awarded a UG Diploma (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship for 4 to 6 weeks of 4 credits within one year from the completion of 4th Semester examination.

- 8.3 Exit 3: Three Year UG Degree Programme:** There is a provision of exit after successful completion of 3 years (six semesters). Students who wish to undergo a 3-year UG programme shall be awarded UG degree in the major discipline after successful completion of three years, securing 144 credits.

- 8.4 Four Year UG Degree Programme with Honours:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours degree in the major discipline after successful completion of four years with minimum of 188 credits.

- 8.5 Four Year UG Degree Programme with Honours with Research:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours with Research degree in the major discipline after successful completion of four years, with Research Project and Dissertation along with one publication in SCOPUS/SCI/SSCI/ABDC/UGC Care or

one patent in 8th Semesters, securing 188 credits.

9 EQUIVALENCE COMMITTEE AND ITS FUNCTIONS:

If any student willing to take admission in TMU in II Year or III Year in any of the programme covered under NEP-2020, an equivalence of the course studied by the student in the previous University will be compared with courses of TMU.

Constitution of Equivalence Committee

Chairperson: Dean/Principal/Head of the Department of the concerned College/Department.

Members: A senior faculty Professor/Associate Professor nominated by the Dean/Principal/ Head of the Department.

Member Secretary: A faculty nominated by the Dean/Principal/ Head of the Department.

Functions of the Equivalence Committee:

- To collect all the required documents from the students.
- To review the course structure of the program studied by the student in previous University and the course structure of the program of TMU in which student willing to take admission.
- To prepare a comparative statement of the credits earned by the students as per the course offered at TMU with that of previous University/Institution.
- To suggest the additional courses to be studied and additional credits to be earned by the students at TMU (If he /she decides to take admission in TMU).
- To submit the equivalence sheet and its recommendation to Dean Academic office for review and recommendation to Hon'ble Vice Chancellor for final approval.
- To communicate the final decision (Upon approval from Vice Chancellor), to the concerned Student/College/Admission Cell with a letter mentioning that student need to earn the required credits by mentioning the name of courses with in an academic year.
- To maintain comprehensive records of the equalization process, including decisions made and rationale behind them, for future reference and audits. All the document will also be preserved centrally by the Exam Cell of the University.

10 Course Structure:

10.1 The Course Structure of the Undergraduate Academic Programmes shall be as per the CourseStructure given in **Annexure I**. The nature of the Courses for all Under Graduate

Academic programmes shall be as below:

Sl. No	Category of the course	Course	Description
1	Major Specialization: Major discipline provides the opportunity for a student to pursue in-depth study of a particular course or discipline	Specialization Core	Specialization Core would provide the opportunity for a student to pursue in-depth study of a core courses or discipline.
		Specialization Major	Major Specialization is the Specialization or subject of Main Focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses of the major Discipline.
2	Minor Specialization: Students who take a sufficient number of courses in a discipline or an interdisciplinary area of study other than the chosen major will qualify for a minor in that discipline	Specialization Minor	Minor Specialization helps a student to gain a broader understanding beyond the major discipline.
	Multi-disciplinary Minor Elective: Four introduction level courses in any of the broad fields are mandatory for all UG students. These classes, which are a component of the liberal arts and science curriculum, are meant to expand students'	Multi-Disciplinary Minor Courses Natural Sciences, Social Science and Humanities,	Considering broad Specialization such as Life Sciences, Physical Science, Management and computer Science, Data Analysis, Social Science, Humanities, Physiotherapy, Nursing, Fine Arts, Pharmacy, Para Medical, Education, Yoga and Meditation etc.

3	<p>intellectual perspectives.</p> <p>However, students shall not be allowed to choose or repeat any of these courses already undergone at the Higher Secondary level (12th class) and the specialization which he/she has chosen as Major.</p>	<p>Library, information & Media Science, Commerce, Computers</p>	
4	<p>Ability Enhancement Courses /Technical Proficiency Courses: These courses aim to enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills.</p>	<p>Language and Communication Skills (English) along with skills required to ensure employability</p>	<p>Students are required to achieve competency in the use of English language with special emphasis on language, Communication Skills and other relevant skills to ensure good employability.</p> <p>Technical proficiency course provides a structured learning environment where participants can acquire and sharpen technical skills essential for their professional growth and career advancement in their respective fields.</p>
5	<p>Value Added Course: The courses aim to enable the students to acquire and demonstrate certain Values.</p>		<p>The course seeks to equip students with the ability to apply the acquired knowledge, skills, attitudes, and Values required to take appropriate actions for mitigating the effects of environmental degradation, climate change & pollution, effective waste management, conservation of biological diversity, management of biological resources, forest & wildlife conservation, and sustainable development & living. There shall be</p>

			more emphasis on community-based activities.
		Digital and Technological Solutions/Digital Fluency	Courses in cutting-edge areas that are fast gaining prominence such as Artificial Intelligence (AI), 3-D machining, big data analysis, and machine learning with important applications to health, environment, and sustainable living that will be woven into undergraduate education for enhancing the Employability of the youth.
		Understanding India	The course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional Values and fundamental rights and duties. The course would also focus on developing an understanding among student-teachers of the Indian knowledge systems , Indian education system and the roles

			and obligations of teachers to the nation in general and to the school/community/society, specifically.
6	Skill Enhancement courses: These courses are aimed at imparting practical skills, hands on training, analytical skills, design thinking to enhance the Employability of the students.		The College/Departments may design courses as per the students' needs and available institutional resources subject to approval of the Teerthanker Mahaveer University.
7.	Community Engagement (NSS/Adult Education/Student mentoring/NGO/Govt. institutions, etc.):		The curricular component of 'community engagement and service' seeks to expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems. This component will include participation in activities related to National Service Scheme (NSS), National Cadet Corps (NCC), adult education/literacy initiatives and mentoring school students and other community works.

8	Field Based Learning/Projects	The field-based learning/project will attempt to provide opportunities for students to understand the different socio-economic contexts. It will aim at giving students exposure to development-related issues in rural and urban settings. It will provide opportunities for students to observe situation in rural and urban contexts, and to observe and study actual field situations regarding issues related to socio-economic development. Students will be given opportunities to gain a first-hand understanding of the policies, regulations organizational structures, processes, and programmes that guide the development process.
9	Internship/Apprenticeship	Students will be provided with opportunities for internships with industry, businesses, artists, crafts persons, etc. so that they may actively engage with the practical side of their learning and, as a by-product, further improve their employability. Students may also engage in training in labs, centers of excellence with faculty, researchers in their own or other HEI's.
10	Research Project/Dissertation	All students pursuing a Four-Year Bachelor's Degree with Honours /Honours with Research will be required to take up research oriented advanced courses, research methodology courses and a research project under the guidance of a faculty member. The

		Research Project is to be completed in the 8 th semester. The outcome of the project work must be published in UGC Care/Scopus/WoS/SCI/SSCI/ABDC or other indexed journals or may result into filing a patent.
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10.2 A student shall have to study the academic programme as per the scheme of the Programme. Even if a candidate earns the required number of credits before completion of the full duration of the programme, he/she shall not be entitled for the degree.

11 Evaluation and Examinations

- (a) The overall weightage of a course in the Programme Study & Evaluation Scheme and Syllabi shall be determined in terms of credits assigned to the course.
- (b) Usually, the evaluation of students in a course shall have two components unless specifically stated otherwise in the Programme Study & Evaluation Scheme and Syllabi in conformance with the statutory body/council:
 - i. Continuous evaluation (Internal Assessment) by course teacher.
 - ii. Evaluation through an End-semester examination
- (c) The distribution of weightage for various components of evaluation shall be as below:

	Particulars	Marks Distribution
A	THEORY COURSES	
	End-semester examination	60
	Internal Assessment	40
B	PRACTICAL/LABORATORY COURSES	
	End-semester examination	50
	Internal Assessment	50
C	DISSERTATION/THESIS/PROJECTS/INTERNSHIP REPORT	
	Assessment by External Examiner	50
	Assessment by Internal Examiner	50

The above weightage schemes shall prevail unless otherwise specified for a particular course of programmes in the Schemes of Study & Evaluation duly recommended by the Board of Faculty and Board of Studies with the approval of the Vice-Chancellor.

Note:

The Evaluation and its components and weightage of marks for programmes, shall be in accordance with such norms as prescribed by the concerned statutory body/council and shall be adopted as such with the approval of concerned BoS and approval by the Vice Chancellor. However, all such decisions shall require ratification by the Academic Council.

(d) Conduct of End-semester examinations

- i) All End-semester examinations shall be conducted by the Controller of Examinations in offline/physical mode in normal situations. If the situations, so warrant that the Examination cannot be conducted in the physical mode owing to the threat to the security, health and life of the students and concerned teaching/non-teaching staff, then the End-semester examination may be conducted in online mode using the platform/software as approved by the Vice Chancellor. In such extreme conditions, prior approval of the Vice Chancellor shall be required for the conduct of examination in online mode. However, utmost care should be taken such that the sanctity of the Examination conducted in proctored online mode is not compromised.
- ii) The schedule of examination shall be notified by the Controller of Examinations at least ten (10) days prior to the first day of the commencement of End-semester examinations. Generally, the tentative dates of the End-Semester Examinations would be announced through the University Academic Calendar at the beginning of the concerned academic session.
- iii) For theory as well as practical examinations including dissertation/thesis/ project report/internship report, all examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor unless the power is delegated to the Controller of Examinations by the Vice Chancellor, in writing. The panel of examiners shall be obtained from the concerned Director/Principal of the College / Head of the department, from the panel recommended by the Board of Faculty/ Board of Studies. In the final year and pre-final year of the programme, for the practical examinations such as dissertation/project/thesis/internship report, the examiner shall preferably be from the industry, concerned.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received from the College before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, shall have the power to appoint examiners beyond the list proposed by the Controller of Examinations, in case if the situation so demands.

After the receipt of the question paper (s) from the paper setter, the same shall be moderated by the moderator (s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each course are available in the question paper bank.

The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the Question paper, shall set the Question paper in accordance with the approved scheme. The question paper so developed shall apply the principles of Blooms' Taxonomy and catering to the course outcomes achievements.

All the question paper setting, moderation of question papers and evaluation shall be done through external examiners. The End-semester Practical Examinations shall have both internal and external examiners. For Practical Examinations, the internal examiners shall be appointed by the concerned College Principal/Director/Head of the Department.

(e) Internal Assessment

The components and weightage of Internal Assessment shall be as follows:

For Theory courses

Sl. No.	Components of Internal Assessment	Weightage
1	Assignment/Project	10
2	Class Tests – better one out of two	20
3	Attendance	10
	Total	40

For Practical

Sl. No.		Evaluation	Weightage
1	Continuous Assessment	Experiment Assessment	10
		File Assessment	10
		Viva voce	20
2	Attendance		10

		Total	50
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Note:

1. In specific case (s) if, the curriculum so requires either due to the nature of the programme or due to such provisions of the statutory body/councils, the change in the composition of internal assessment shall be permitted with the prior approval of the Vice Chancellor.

2. In case of the Class Quiz/ Project work/ Assignments & Activities, the course teacher will inform the marking pattern on the first day of the class with the course handouts including learning plan and also put the same on the web site/ERP Portal after being duly approved by the Director/Principal of the College. All questions for assignments will be uploaded on the web site /ERP Portal in the College page and the assessments monitored by the Principal of the College.

1. The College will conduct class tests as per the University Academic Calendar. The evaluated answer scripts shall be shown to the students by the faculty with prior information and the same shall be discussed for improvement in the class during tutorials. Also, the model answers shall be displayed immediately after the conduct of the class test.

2. The internal assessment marks shall be submitted to the HOD by each faculty. The HOD will compile the internal assessment marks and send the same to the Academic Review Committee for review, records and its onward transmission to the Controller of Examinations one week after the commencement of End Semester Examination and uploading on the ERP system.

3. Marks for attendance would be given as per the following criteria:
All students should be given attendance marks irrespective of being detained. The marks should be given as follows: 01 mark for upto 09% attendance; 02 marks for 10-19% attendance and so on and 10 marks for 90% and above

4. Final summary of internal marks obtained by the student shall be displayed on the notice board of the College by the departments within one week of the commencement of End Semester Examinations and also uploaded on the University ERP enabling the student to have the information. The compiled internal marks shall be sent to the Controller of Examinations within the seven days of the start of the end semester examination. Dean/Director/Principal of the College will ensure that the complete records of the internal marks are properly displayed for information to the students and the same duly compiled reach the examination division on time.

No claim shall be accepted from the College side for internal marks against the declared result after three months from the date of declaration of result.

- (f) **Dissertation/Thesis:** For dissertation/thesis/Project work in final year of graduation wherever specified in the syllabus, the internal and external evaluation shall be done and marks awarded as detailed in the Schemes of Study & Evaluation.
- (g) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- (h) End-semester practical examinations shall be coordinated by the Director/Principal of the College from the appointed examiners by the Examination division. S/he will ensure the proper conduct and fair evaluation of the practical and the student record.
- (i) For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the Study & Evaluation Scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.
- (j) The results of a semester (including both the semester-end examinations and internal assessment) shall be declared by the Controller of Examinations with-in 20 days from the last date of examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct/substantial change of standard in the examination result as a whole or in a particular course, he may refer the matter to the Examination Committee for review and further action accordingly.
- (k) The tabulation register containing the grade and grade points obtained by all the students in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result the same shall be sent to the Dean/Director/ Principal of the College for notification and records and also ensure the same is updated in the University ERP system and uploaded on the University web site. Subsequently, the semester marksheets shall be issued by the Controller of Examinations to the students through the concerned College. The data as above shall also be uploaded on the Digi locker as per the guidelines from U.P. Higher Education Council.

12 CRITERIA FOR PASSING COURSES (MARKS AND GRADES)

(a) Passing Criteria

- i) Appearing in assessment of all the courses as prescribed in the Study & Evaluation Scheme, both internal and external, and obtaining a minimum of 45% marks in aggregate in each course including the end-semester examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 45% marks in a course, shall be deemed to have failed in that course and shall not be considered to have earned the respective grade.

Note: In case of the programmes where-in the concerned statutory body/council has prescribed specific norms for passing in individual courses and aggregate, then such norms shall be applicable.

- ii) **Grace Marks** – A student shall be eligible for grace marks for clearing one or more courses to a maximum of 0.5% of the semester maximum marks (rounded to next higher integer). The grace marks will be added to individual course score as well as to the gross total. In case the student does not want to avail the grace marks s/he will have to forward a notarized affidavit to controller of examination through the Director/Principal of the College stating that s/he is not willing to avail the grace marks and that s/he will not avail the same in future also and would clear the courses by re-appearing in the future examination(s).
- iii) **Scrutiny of answer scripts:** A student may apply, within one week from the date of the declaration of the result, for scrutiny of the examination answer script(s) of a specific course(s) on the payment of prescribed fee. Scrutiny shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned end-semester examination.
- iv) **Re-evaluation of answer scripts:** A student may apply with-in one week of the declaration of the End-Semester result, by paying the requisite fee as decided by the Fee Fixation Committee from time to time, for re-evaluation of the answer script of a course.

(b) Re-appear Examination

- i) A student who fails in a course as per the clause 12 (a) (i), shall be allowed to special re-appear in end-semester examination of the course in a subsequent semester(s) when the course is offered or allows for special examination will be held by the University. The internal marks in such cases shall not changes. For such students, the grade awarded for such re-appear courses shall be pegged to B Grade irrespective of the actual marks

scored by them in such re-appeared courses. The Grade shall be calculated with reference to the individual students of the original batch to which they belong. This special re-appear examination shall be held with-in 60 days of the declaration of the result of the End-Semester Examination. The detained/absent/UFM punished category students shall not be allowed to appear in Special Examinations.

- ii) In case of final year/semester students who fail in a course(s) of any semester as per the clause 12 (a) (i), shall be given an extra chance for appearing in the Special Examination to be held with-in 60 days of the declaration of the result of End-semester Examination of the final year. The detained/absent/UFM punished category students shall not be allowed to appear in Special Examinations.
 - iii) A student, who has to reappear in an end semester examination as per the clause 12 (b) (i) above, shall be examined as per the syllabus which will be in operation during the current semester(s). However, in case the student(s) is from previous batches where-in the old syllabus was in operation, in such cases, the period of considering the old syllabus for such examination shall be N+1 year, where “N” is the duration of the programme.
- (c)** The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for the Certificate/Diploma/Degree. The student may earn extra credits as mentioned in the programme study evaluation scheme either through off-line or online mode only in Discipline Specific courses. These extra credits earned so, shall be the part of SGPA and CGPA. The Study Evaluation Scheme shall have the semester-wise list of audit courses. A student may choose any number of courses out of this list. However, the grades earned in these courses shall not be included in the CGPA, though grade will be shown in the mark-sheet.
- (d)** (i) Any student appearing and qualifying the End Semester Examination of both the semesters in an academic session as per the clause 12(a) shall be promoted to the next year of the programme provided, he/she scores CGPA of minimum 4.0 and clear minimum credits of 40% of the total credits in that particular year of the programme. If he/she fails to score the minimum CGPA score of 4.0 and minimum credits of 40% of the total credits of that particular year, he/she shall not be promoted to the next year of the programme.
- (ii) The students who fails the criteria as above shall re-appear in the Re-appear Examinations scheduled subsequently as per the provisions of Academic Ordinance and upon qualifying the above criteria as mentioned in 12 (d) (i), shall be promoted to the next year of the programme.

(iii) The student who fails the promotion criteria as mentioned in sub—clause 12 (d) (i) shall be treated as year back student and will attend the classes and earned new internal marks. His/her previous all marks will be treated as null & void.

13. USE OF UNFAIR MEANS DURING THE EXAMINATIONS

STANDARD OPERATING PROCEDURE FOR DEALING WITH CASES OF UNFAIR MEANS

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The examination committee of the University shall after giving a personal hearing will recommend the penalty to be imposed on the student. If the student fails to turn up before the committee for personal hearing, the committee shall be entitled to decide about the penalty to be imposed without giving any further opportunity of hearing.

Offences during the Examination

- a)** Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate or writing Roll No. in Answer Book at a place other than the space provided for it.
- b)** Found seating in a room or at a seat other than the allotted without permission of the Centre Superintendent.
- c)** Having in possession of book(s), notes, papers or any other like material connected with the examination.
- d)** Receiving or giving assistance in copying or in any other form during the course of the examination.
- e)** Smuggling in or out of the examination hall of Answer Book in whole or part or tampering with it in any way.
- f)** Using abusive/derogatory language orally or in writing in the Answer Book against the Centre Superintendent /Examiner/Invigilator or threatening/using violence towards Centre Superintendent/ Invigilators.
- g)** Impersonation, i.e. sending some other person to take the examination.
- h)** Communicating with the examiner or any other person connected with the examination for favour.

- i) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- j) Writing questions and answers on any paper other than the Answer Book.
- k) Unethical and unlawful conduct with the faculty and staff involved in the conduct of examination.
- l) Any other case of Unfair Means detected at any stage during or after the examination.

13.1 PROCEDURE FOR BOOKING OF UFM CASES AT THE EXAMINATION CENTRE

- i) **Issuance of Second Answer Book:** As soon as any case of unfair means comes to the notice of the Centre Superintendent of the examination centre s/he shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and provide the candidate with a second Answer Book immediately. On the top of the Answer Book it should be superscribed "Second Answer Book". The Superintendent shall record on the first Answer Book the time when the case was brought to his/her notice. S/he shall also record the time on the second Answer Book when it was issued to the candidate.
- ii) **Explanation of the candidate:** While issuing the second Answer Book the candidate shall be asked by the Centre Superintendent to submit his explanation in writing. In case the candidate refuses to give his statement, s/he should not be forced to do so, only the fact of his/her refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.
- iii) **Statement of the Invigilator:** The Invigilator, who detects the use of UFM by a candidate, shall also record his/her statement which shall be verified and signed by the Centre Superintendent.
- iv) **Material found from the candidate:** As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Book and also in the UFM report form, duly signed by the Invigilator and Centre Superintendent,
- v) **Procedure to be followed in case of smuggling out an Answer Book:** In case a candidate has smuggled out a Answer Book, the Centre Superintendent should call for the student directly and try to secure the Answer Book. In case of non-availability of the Answer

Book, the matter should be reported to the police and a copy of the FIR be sent to the office of Controller of Examinations along with the statement of the Invigilator present in the room and also of the candidate. The statement of the attendant/guard/police constable etc., if any should also be forwarded.

vi) Other Cases of Unfair Means

(a) Impersonation: In case of impersonation, the Centre Superintendent should send to the Controller of Examinations, the statement of the person found to be impersonating, the Invigilator/s and the real candidate, if possible. He may also report the matter to the police in the prescribed format as Annexure - B and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case. The expenditure incurred in this connection shall be reimbursed by the examination division of the University.

(b) Misconduct: In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the attendant/guard/policeman concerned may be obtained and sent to the office of the Controller of Examinations.

vii) Documents required to be sent in UFM cases: All cases of UFM should be recorded in the form for reporting UFM cases as given in Annexure - A. The form shall be accompanied by the following documents:

(a) First and/or second Answer Books and additional sheets

(b) Explanation of the candidate

(c) Statement of the Invigilator

(d) Unfair aid material found from the student

Note: All the columns of the proforma must invariably be filled properly in order to strengthen the case.

viii) Dispatch of UFM Cases: A separate sealed cover should be sent to the office of Controller of Examination along with the prescribed proforma in each case booked daily under UFM with a covering Proforma as per Annexure -A.

LIST OF PENALTIES FOR DIFFERENT TYPES OFFENCES UNDER UFM

Category of offence	Offence(s)	Penalty
I	Recovered material not related to the subject or found writing something on the question paper, which is not the answer to the questions being asked on his question paper.	Issue of warning not to repeat the same.
II	<p>Relevant material written by the candidate on any part of body, wall, door of the room, table or desk</p> <p style="text-align: center;">OR</p> <p>Related matter found in the form of book, manuscript, pages of books, clothes, scale, handkerchief, writing pad, geometry box, etc.</p> <p style="text-align: center;">OR</p> <p>Possession of any message, mutual conversation by words of mouth or gestures. The recovered material is related to the subject, but not used.</p> <p style="text-align: center;">OR</p> <p>The candidate is showing his Answer Book to the other candidate to copy from his Answer Book.</p> <p style="text-align: center;">OR</p> <p>The candidate is copying from the Answer Book of another candidate.</p> <p style="text-align: center;">OR</p> <p>Carrying mobile phone, ear phone, pager, scientific calculator other than where explicitly allowed, lazer pen or other electronic device in the examination hall.</p> <p style="text-align: center;">OR</p> <p>Writing by the candidate even after the stipulated time is over and is being</p>	Cancellation of the concerned paper

	reminded by the invigilator repeatedly not to do so.	
III	Recovered matter is related with subject and is being used. OR Recovered material is copied on the Answer Book before distribution of question paper.	Cancelling the relevant paper along with one more paper (theory) in which the candidate has secured the minimum marks.
IV	Candidate is caught with a material which s/he has chewed or swallowed or torn into pieces and the candidate refuses to sign the documents and also misbehaves with the invigilation staff	Cancellation of entire examination.
V	Replacement of Answer Book, exchange of Answer Book with other student, addition of extra pages in the Answer Book, smuggling of Answer Book/pages, OR Manhandling with staff on duty or creating disturbance in the examination hall/centre. OR Caught using unfair means for more than once in a particular semester or yearly examination or during the whole duration of the programme	Cancellation of entire examination and further debarring for one year
VI	Ran away with Answer Book from examination hall. OR Impersonation	Cancellation of entire examination And further debarring the candidate for two years.
VII	Two times UFM	Cancellation of the semester

VIII	Three times UFM	Expulsion from the University
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IMPORTANT NOTES

- (a) The fact that a particular Enrollment no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Book to the Controller of Examinations.
- (b) Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers.
- (c) Candidates can be physically searched by the Centre Superintendent/Invigilators/Member of the team of Observers deputed by Examination Division before or during the examination at any time except that as far as possible a female candidate should be searched by a female member only.
- (d) Normally when a candidate goes out to toilet the invigilators must ensure that the Answer Book and Question Paper of the candidate has been left behind on his/her seat in the examination hall.
- (e) At the end of the examination no candidate should be allowed to leave the room till all the answer scripts are collected, counted and found correct. If a candidate forces his/her way out with the answer script, the complete statement explaining the circumstances under which the candidate has left with the script should be made out. In no case this provision should be used to cover up the loss of Answer Book. The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Book/efforts made to recover the Answer Book should also be stated.
- (f) In respect of the cases detected by the members of the team of observers, the Centre Superintendent should forward the same to the Examination Division after giving an opportunity to the candidate concerned to give his/her explanation. For these cases also requisite proforma should be used.
- (g) Proper procedure must be followed while reporting the UFM cases.
- (h) Under no circumstance shall the student be manhandled by anybody.

13.2 STUDENTS' GRIEVANCE

In case of any written representation/complaints received from the students within seven days after completion of the examination regarding setting of question paper etc. along with specific recommendations of the Dean/Director/ Principal of the College, the same shall be considered by the Examination Committee constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Committee, before the declaration of result(s) of the said examination.

13.3 SCRUTINY & RE-EVALUATION

The provisions shall be such as prescribed in the sub-clause 12 (a) (iii) & (iv) above.

14. AWARD OF DEGREE

A student shall be awarded a degree if:

- i. S/he has registered himself/herself, undergone the programme of studies, completed the project report/dissertation specified in the curriculum of his/her programme within the stipulated time, appeared and qualified examinations (internal and external) of all prescribed courses and secured the minimum credits prescribed for award of the concerned degree.
- ii. There are no dues outstanding in his/her name to the College/University and
- iii. No disciplinary action is pending against him/ her.

14. QUALIFICATION TYPE AND MINIMUM CREDIT REQUIREMENT:

Equivalent National Higher Education Qualification Framework (NHEQF)	Qualification title	Minimum credit requirement
Level 5	Undergraduate Certificate	44+4*
Level 6	Undergraduate Diploma	92+4*
Level 7	Bachelor's Degree	144

Level 8	Bachelor's Degree (Honours and Honours with Research)	188
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*4 additional credit required in case of will to get certificate after one year or diploma after completion of 2 years.

16. PERFORMANCE INDEX

A. CGPA SYSTEM OF PERFORMANCE GRADING:

In view of the guidelines of UGC for grading of performances while introducing the CBCS system of curriculum, the University shall adopt SGPA and CGPA system in-place of existing CPI system of grading of performance:

Based upon the performance in a course, each student shall be awarded a letter grade at the end of the semester for each course on the basis of relative grading where the batch size is greater than equal to 30. The letter grades shall be awarded to each student on the basis of Standard Deviation (σ) which can be calculated using the following method where the class size is greater than equal to 30:

$$\text{Standard Deviation} = \sqrt{\sum (X(i)-M)^2/N}$$

X(i) is the marks obtained by the particular student

M is the arithmetic mean of X

N refers to the total number of students in the class

σ refers to the Standard Deviation

1. TABLE FOR RELATIVE GRADING

Range from Mean	Computation of Grade Cut Off	Letter Grade	Grade Point	Performance
$\geq M+1.5\sigma$	The value of $M+1.5\sigma$ to be taken into account for grade computation the grade cut off will be $M+1.5\sigma$ or 90% whichever is lower	A+	10	Outstanding

M+1.0σ to <M+1.5σ	The value of M+1.0σ to be taken into account for grade computation The grade cut off will be M+1.0σ or 80% whichever is lower	A	9	Excellent
M+0.5σ to <M+1.0σ	The value of M+0.5σ to be taken into account for grade computation The grade cut off will be M+0.5σ or 70% whichever is lower	B+	8	Very Good
M to <M+0.5σ	The value of M to be taken into account for grade computation the grade cut off will be M or 60% whichever is lower	B	7	Good
M -0.5σ to <M	The value of M-0.5σ to be taken into account for grade computation the grade cut off will be M-0.5σ or 55% whichever is lower	C	6	Fair
M-1.0σ to <M-0.5σ	The value of M-1.0σ to be taken into account for grade computation the grade cut off will be M-1.0σ or 50% whichever is lower	D	5	Average
M-1.5σ to <M-1.0σ	The value of M-1.5σ to be taken into account for grade computation the grade cut off will be M-1.5σ or 45% whichever is lower	E	4	Pass
<M-1.5σ	Less than M-1.5σ or 45% whichever is lower	F	0	Fail

2. TABLE FOR ABSOLUTE GRADING

Percentage of marks obtained	Letter Grade	Grade Point	Performance
90.00-100.00	A+	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B+	8	Very Good

60.00-69.99	B	7	Good
55.00-59.99	C	6	Fair
50.00-54.99	D	5	Average
45.00-49.99	E	4	Pass
Less than 45	F	0	Fail

Note:

1. The students who are Absent, Detained and UFM marked will not be included during the calculation on relative method of grading system.
2. After the decision of examination committee regarding UFM students', result of UFM students' always will be calculated on absolute method for grading system.
3. The result of reappear students will also be calculated on absolute method for grading system (For such students, the grade awarded for such re-appear courses shall be pegged to B Grade irrespective of the actual marks scored by them in such re-appeared courses).

A. SEMESTER GRADE POINT AVERAGE (SGPA)

The performance of a student in a semester is indicated by a number called “Semester Grade Point Average” (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C1,C2,C3,C4 and C5 and the student's grade points in these courses are G1,G2,G3,G4 and G5, respectively, and then student's SGPA is equal to:

$$SGPA = \frac{C1G1+C2G2+C3G3+C4G4+C5G5}{C1+C2+C3+C4+C5}$$

$$C1+C2+C3+C4+C5$$

The SGPA is calculated to two decimal points.

B. CUMULATIVE GRADE POINT AVERAGE (CGPA)

The CGPA is calculated with the SGPA of all semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all semesters

and their courses. The CGPA shall not be calculated if any of the courses are not passed. When the course (s) is/are passed by obtaining a pass grade on subsequent examination(s), the CGPA shall only reflect the new grade and not the failed grades shown earlier. The CGPA is calculated:

$$\text{CGPA} = \frac{C1S1 + C2S2 + C3S3 + C4S4 + C5S5 + C6S6 + C7S7 + C8S8}{C1 + C2 + C3 + C4 + C5 + C6 + C7 + C8}$$

Where C1, C2, C3....refers to total number of credits for semester I, II, III,.....

C. CGPA CONVERSION INTO PERCENTAGE

To calculate the equivalent percentage from CGPA, multiply CGPA by 10.

17. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council from time to time.

18. 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 constituted for the purpose. The decision of the Vice-Chancellor shall be final.

ANNEXURE I

COURSE STRUCTURE OF FOUR YEAR UNDER GRADUATE PROGRAMMES (FYUGP) IN TEERTHANKER MAHAVEER UNIVERSITY AND ITS AFFILIATED COLLEGES

TO BE EFFECTIVE FROM 2024-2025 SESSION

Year	Semester	Course (Lecture+Tutorial+Practical) (L+T+P)	No. of Courses	Credit per Course	Total Credit
		Discipline Core	1	4	4
		Discipline Major	1	4	4
1	1 st Semester	Discipline Minor	1	4	4
		Inter-disciplinary Minor	1	4	4
		VAC	1	2	2
		AEC/Technical Proficiency	1	2	2
		Skill Enhancement Course	1	3	3
		Total			23
		2 nd Semester	Discipline Core	1	4
	Discipline Major		1	4	4
	Discipline Minor		1	4	4
	Inter-disciplinary Minor		1	4	4
	VAC		1	2	2
	Skill Enhancement Course		1	3	3
	Total				21
	Grand Total (Semester I and II)				
The students on exit shall be awarded Undergraduate Certificate (in the Field of Study/Discipline) after securing the requisite 44 Credits in Semester 1 and 2 provided they secure 4 credits in work based vocationalcourses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill enhancement courses earned during 1 st and 2 nd Semester					
	3 rd Semester	Discipline Core	1	4	4
		Discipline Major	1	4	4
		Discipline Minor	1	4	4
		Inter-disciplinary Minor	1	4	4
		VAC	1	2	2
		Skill Enhancement Course	1	3	3
		PBL/ Internship/ Project/Community Engagement	1	2	2
		Total			23
	4 th Semester	Discipline Core	1	4	4
		Discipline Major	1	4	4
		Discipline Minor	1	4	4
		Inter-disciplinary Minor	1	4	4
		VAC	1	2	2
		AEC/Technical Proficiency	1	2	2

		Skill Enhancement Course	1	3	3
		PBL/ Internship/ Project/Community Engagement	1	2	2
		Total			25
Grand Total (Semester I, II, III and IV)					92
The students on exit shall be awarded Undergraduate Diploma (in the Field of Study/Discipline) after securing the requisite 92 Credits on completion of Semester IV provided, they secure additional 4 credit inskill based vocational courses offered during First Year or Second Year summer term or internship / Apprenticeship					
	5 th Semester	Discipline Core	1	4	4
		Discipline Major	2	4	8
		Discipline Minor	2	4	8
		AEC/Technical Proficiency	2	2	4
		PBL/ Internship/ Project/Community Engagement	1	2	2
		Total			26
	6 th Semester	Discipline Core	1	4	4
		Discipline Major	2	4	8
		Discipline Minor	2	4	8
		AEC/Technical Proficiency	2	2	4
		PBL/ Internship/ Project/Community Engagement	1	2	2
		Total			26
Grand Total (Semester I, II, III, IV, V and VI)					144
The students on exit shall be awarded Bachelor of (in the Field of Study/Discipline) (3 years) after securingthe requisite 140 Credits on completion of Semester VI					
	7 th Semester	Discipline Core	2	4	8
		Discipline Major	2	4	8
		AEC/Technical Proficiency	2	2	4
		Major Project	1	4	4
		Total			24
	8 th Semester	Discipline Major (MOOC)	2	4	8
		(Research Report/Dissertation/Internship Project)	1	12	12
		Research Project TMU/Research Lab With one publication accepted in UGC Care, Scopus /SCI			
		Total			20
Grand Total (Semester I, II, III, IV, V, VI, VII and VIII)					188
The students on exit shall be awarded Bachelor of (in the Field of Study/Discipline) (Honours and Honourswith Research) (4 years) after securing the requisite 188 Credits on completion of Semester VIII					

Annexure -II Semester wise Distribution of Credits

Semester	Discipline Core	Discipline Major	Discipline Minor	Interdisciplinary Minor course	Value Added Course VAC)	AEC /Technical Proficiency)	Skill Enhancement Course (SEC)	PBL/Internship/Project/Community Engagement	Total Credit	Exit Option (With Certificate / Diploma and Degree)
I	4	4	4	4	2	2	3	--	23	UG Certificate 44+*4= 48
II	4	4	4	4	2	--	3	--	21	
III	4	4	4	4	2	--	3	2 PBL	23	UG Diploma 92+*4 =96
IV	4	4	4	4	2	TP1(2)	3	2 PBL	25	
V	4	4X2=8	4X2=8	--	--	TP2(2) +TP3(2) =4	--	2 (Internship)	26	Three Year UG144
VI	4	4X2=8	4X2=8	--	--	TP4(2) +TP5(2) =4	--	2 PBL	26	
VII	8 RM PM	4X2=8	--	--	--	TP6(2) +TP7(2) =4	--	4(Minor Project)	24	Four Year UG (Honours/ Honours with Research) 188
VIII	--	4X2=8 (MOOC)	--	--	--	--	-	12 Industry Project/Apprenticeship (H)	20	
								20 Research Project TMU/Research Lab (R)		
Total	8x4=32	12x4=48	8x4=32	4x4=16	2x4=08	8x2=16	4x3=12	24	188	

***On exit, students may be awarded UG Certificate/UG Diploma (in the Field of Study/Discipline) after securing the requisite 44 or 92 Credits on completion of Semester II/IV provided they secure additional 4 credit in skill based vocational courses or internship / Apprenticeship in addition to the Credits earned from Skill Enhancement Courses (SEC).**

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For the smooth functioning and optimum utilization of the human resources Value Added Course, Ability Enhancement Course and Skill development courses will be taught in two group i.e. A & B Group as follows:

Group-A BCA, B.Sc (CS), B.Sc.(Animation), B.Sc (Forensic Science)				Group- B BBA, B.Com, BFA, BPES, BA			
Semest er	Value-Added Course VAC	AEC/Technical Proficiency	Skill Enhancement Course SEC	Semest er	Value-Added Course VAC	AEC/Technical Proficiency	Skill Enhancement Course SEC
I	Indian Knowledge System (TMUVA240101)	English Communication (TMUAE240101)	Modern Office Management (TMUSE240201)	I	Environmental Studies & Disaster Management (TMUVA240201)	English Communication (TMUAE240101)	Innovation & Entrepreneurship Development (TMUSE240101)
II	Environmental Studies & Disaster Management (TMUVA240201)		Innovation & Entrepreneurshi p Development (TMUSE240101)	II	Indian Knowledge System (TMUVA240101))		Modern Office Management (TMUSE240201)
III	Digital Technology in Education (TMUVA240301)		Basic Analytical Skills (TMUSE240301)	III	Human Values & Professional Ethics (TMUVA240401)		Basic Analytical Sills (TMUSE240301)
IV	Human Values & Professional Ethics (TMUVA240401)	TP-1 Proposed by the College	Advanced Analytical Skills (TMUSE240401)	IV	Digital Technology in Education (TMUVA240301)	TP-1 Proposed by the College	Advanced Analytical Sills (TMUSE240401)
V		Personal Effectiveness (TMUAE240501) TP-2 Proposed by the College		V		Personal Effectiveness (TMUAE240501) TP-2 Proposed by the College	
VI		TP-3 Proposed by the College Corporate Skills (TMUAE240601)		VI		TP-3 Proposed by the College Corporate Skills (TMUAE240601)	
VII		Team Building and Leadership (TMUAE240701) TP-4 Proposed by the College		VII		Team Building and Leadership (TMUAE240701) TP-4 Proposed by the College	

for
13/7/2024

(Dr. Aditya Sharma)
Registrar

