Khalsa College Amritsar

(An Autonomous College)

<u>Ordinances</u>

Credit Based Evaluation and Grading System (CBEGS) for all the faculties in the college (excluding faculty of Agriculture and Bachelor of Physiotherapy)

Introduction

In order to enhance the quality of education, Khalsa College Amritsar has introduced Credit Based Evaluation and Grading System (CBEGS) in its curricula. The curriculum in a given subject would include such contents as may be required to upgrade the standards of teaching such as classroom lectures, laboratory techniques, seminars, field study, assignments, discussions, project and training etc. These contents would be specified in terms of courses, with each course having credits depending on the contact hours it involves.

1. **Semester System**

   The academic programmes shall be based on semester system:

   Odd semester: July to December

   Even semester: January to June

2. **Eligibility for Admission and duration of the courses**

   The Eligibility and duration of the courses shall be as prescribed by the academic council and governing body of Khalsa College Amritsar from time to time.

3. **Fee/Funds**

   Every candidate shall pay fee/funds to the college as may be prescribed by the College from time to time.

4. **Scheme of Instructions-Examination**

   For each examination, every student admitted to the programme under the semester system must be on the rolls of the college.

a) **Attendance**

   Attendance requirement for appearing in the examination is atleast 75%

of the total number of lectures delivered in each theory and practical paper separately. Deficiency in lectures maybe condoned as per college and GNDU norms.

b) Issuing of roll number

Roll number/s of all admitted students in the college will be issued by the Registrar Office, Khalsa College Amritsar. It is the responsibility of the Registrar Office, Khalsa College Amritsar to issue roll number to the eligible students only.

5. Syllabi and mode of evaluation

The syllabi, courses of reading and regulations for the courses shall be notified by the College from time to time, and shall be deemed to constitute integral part of the Ordinances. Course evaluation under the semester system of evaluation shall be done on marks basis and thereafter will be converted into grades. If a paper has both the theory and practical components, the student will be required to pass both the components, separately. However, if the student fails in theory, but is passing in practical of that paper, he/she will be required to clear the theory paper only, and vice-versa.

6. Carry on system for various semester examinations.

I. Courses having two semester duration:

a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.

b. For certificate courses/UG/PG Diploma - In case a student fails to pass all the courses/papers within a period of two semesters (One Year), he/she shall be given two consecutive semesters (one year) more to pass.

c. For one year degree course - In case a student fails to pass all the courses/papers within a period of two semesters (One Year), he/she shall be given two consecutive years more to pass.

II. Courses having four semester duration:

a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the

prevailing ordinances and has been issued Roll number for first semester examination.

b. However, the student shall be promoted to the third semester only if he/she has passed at least 50% courses/papers of the first two semesters.

c. There shall be no condition for promoting a student from third semester to fourth semester.

d. In case a student fails to pass all the courses/papers within a period of four semesters (Two Years), he/she shall be given four consecutive semesters (Two Years) more to pass.

III. Courses having six semester duration:

a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.

b. However, the student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters.

c. There shall be no condition for promoting a student from third semester to fourth semester.

d. However, a student shall be promoted to fifth semester only if he/she has passed atleast 50% courses/papers of the first four semesters.

e. There shall be no condition for promoting a student from fifth semester to sixth semester. After a period of six semesters the student shall be given a period of two consecutive years to pass.

IV. Courses having eight semester duration:

a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.

b. A student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters, but there will be no condition for promoting a student from third semester to fourth semester.

c. A student shall be promoted to fifth semester only if he/she has passed atleast 50% courses/papers of the first four semesters.

d. There shall be no condition for promoting a student from fifth semester to sixth semester.

e. A student shall be promoted to seventh semester only if he/she has passed at least 50% courses/papers of the first six semesters.

f. There will be no condition for promoting a student from seventh semester to eight semester and after a period of eight semesters, the student shall be given a period of two consecutive years to pass.

V. Courses having ten semester duration:

a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfills all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.

b. A student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters, but there will be no condition for promoting a student from third semester to fourth semester.

c. A student shall be promoted to fifth semester only if he/she has passed at least 50% courses/papers of the first four semesters.

d. There shall be no condition for promoting a student from fifth semester to sixth semester.

e. A student shall be promoted to seventh semester only if he/she has passed at least 50% courses/papers of the first six semesters.

f. There will be no condition for promoting the student from seventh semester to eighth semester.

g. However, a student shall be promoted to ninth semester only if he/she has passed at least 50% courses/papers of the first eight semesters.

h. There will be no condition for promoting the student from ninth semester to tenth semester.

i. After a period of ten semesters, the student will be given a period of two consecutive years more to pass.

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

VII. Tenure of a Degree Programme

The successful candidate shall be awarded the degree in the subject of

his/her study indicating the CGPA on the basis of the result of all the semester examinations. A student who does not complete the programme of study within the minimum duration of the course of his/her study, or gets 'F' grade shall not be eligible for any merit position/medal/award of the College. He/She shall have to complete his/her degree within N+2 rules, where 'N' stands for the Normal or minimum duration prescribed for completion of the programme and '+2' stands for the extra period of 2 years immediately after completion of the normal duration of the course. Maximum time allowed to pass a degree programme is given below in the table.

Table-1

Course duration	Maximum time to complete a Degree
Five years	Seven years
Four years	Six years
Three years	Five years
Two years	Four years
One year*	Three years

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

7. **Course Credits**

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, assignments or field study and/or self-study.

Generally, each course shall have an integer number of credits reflecting its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under:

(1) **Lectures/Tutorials:** One lecture hour per week shall normally be assigned one credit. One hour of tutorial per week shall be assigned one credit. Theory courses shall be generally two to four credits, and tutorials one credit each. For determining the credits of a theory course, lectures and tutorials shall be added.

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(2) **Practicals:** Two laboratory hours per week shall be assigned one credit. Courses other than Lectures /Tutorials shall be treated as practical courses.

The Course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture-based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credit will be assigned to seminar, dissertation, project etc. under the practical component.

(3) **Internal Assessment**: Internal assessment of 25 (Twenty Five) percent shall be made by the subject teacher, teaching the paper as per the following distribution of marks:

1. 10% of the total marks for attendance
2. 10% of the total marks for mid semester tests
3. 5% of the total marks for extracurricular activities, sports, other academic activities and class conduct etc.

Total marks will include theory marks, practical marks and internal assessment.

Generally, the course work per semester will be of 20 to 30 credits. A student shall register for a minimum of 20 credits in a semester. Syllabi will be designed with minimum credits required to complete a degree as follows:

Table-2

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

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

The following table shows distribution of credit/s into marks.

Table-3

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

8. Grading System

The Grading will follow Credit-Based System, the details of which are given below:

While undertaking the course work, the following terms are defined:

'Course' means a paper.

'Credit' means weightage assigned to a course

'Grade' means a letter grade assigned to a student on a 10-point scale.

'Grade point' means points assigned to a letter grade.

'Semester Grade Point Average' (SGPA) means weighted average of grades in a semester.

$$SGPA = \sum_{i=1}^{m}(G_i \times C_i)/\sum_{i=1}^{m}C_i$$

Where G_i are the grade points obtained by a student in the ith registered course and C_i are the credits of the ith registered course and 'm' is the number of courses registered by a student in a particular semester.

$\sum_{i=1}^{m}(G_i \times C_i)$ = Total grade points obtained by a student in a semester,

$\sum_{i=1}^{m}C_i$ = Total credits registered by the student in that semester.

Or

SGPA = $[(G_1 \times C_1) + (G_2 \times C_2) + \cdots + (G_m \times C_m)]/ [C_1+C_2 + \cdots + C_m]$

'Cumulative Grade Point Average' (CGPA) means weighted average of grades in all the semesters computed on the completion of Degree/ Diploma/Certificate.

$$CGPA = \sum\nolimits_{i=1}^{n}\left(G_i \times C_i\right)/\sum\nolimits_{i=1}^{n} C_i$$

$$= [(G_1 \times C_1) + (G_2 \times C_2) + \cdots + (G_n \times C_n)]/ [C_1 + C_2 + \cdots + C_n],$$

where G_i are the grade points obtained by a student in the ith registered course and C_i are the credits of the ith registered course, 'n' is the number of courses registered in all the semesters.

SGPA and CGPA shall be calculated up to two decimal places, after rounding off the third decimal to the nearest second place integer decimal, hence 0.005 to be increased to 0.01

The student would be awarded a letter grade on a 10-point scale on the basis of his/her performance. Grades shall be awarded as per Table-4. The grade of a paper, having 'Theory and Practical combined', will be based on three components (Theory, Practical and Internal Assessment). A student appearing in a university examination has to secure pass marks in theory and practical separately. If a student has passed in theory and practical of a paper, only then marks of the Internal Assessment of that particular paper will be added and grades will be awarded as per Table-4 given below. But if the student fails in either theory or practical or both in the above mentioned paper, then he/she will be considered as 'Fail' in that paper irrespective of the marks secured in Internal Assessment and can reappear for that particular paper. The student has to score minimum of 35% in total of 3 components in order to pass that paper. But passing marks in theory and practical is mandatory.

The pass marks of a **'Theory Paper'** will be based on two components (Theory and Internal Assessment) and the pass marks of a **'Practical Paper'** will be based on two components (Practical and Internal Assessment).
If a student has passed in theory of a paper, only then marks of the Internal Assessment of that particular paper will be added and grades will be awarded as per Table-4 given below. Similarly, if a student has passed in practical of a paper, only then marks of the Internal Assessment of that particular paper will be added and grades will be awarded as per Table-4 given below.

Table-4

Common Grading Table		
Percentage Marks	**Letter Grade**	**Grade Points**
>90 to ≤100	O (Outstanding)	10
>80 to ≤90	A+ (Excellent)	9
>70 to ≤80	A (Very Good)	8
>60 to ≤70	B+ (Good)	7
>50 to ≤60	B (Above Average)	6
>40 to ≤50	C (Average)	5
≥35 to ≤40	P (Pass)	4
Below 35	F (Fail)	0
Absent (Ab)	F (Fail)	0

Award of Grace Marks

A candidate who appears in all the subjects of an examination and who fails in one or more subjects shall be given grace marks up to a maximum of one percent (1%) of the total aggregate marks (excluding marks for internal assessment) to make up the deficiency, if by such addition the candidate can pass such subject(s). If a student fails in a particular paper due to Internal Assessment, then he/she will not be given grace marks to pass that paper.

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

9. Conversion from CGPA to Percentage:

A CGPA of 6 will be considered equivalent to 60% marks. The conversion of CGPA to Percent Score will be carried out by multiplication of respective CGPA by a factor of 10. The equivalence between selected percentages in absolute marks system and CGPA is as follows.

Table-5

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

10. Assignments

In courses involving project report/dissertation/thesis/case study/status report/training report/term report or any other such assignment, the candidate shall be required to submit any such assignment, required in the partial fulfillment of the degree, by the 31st March of the last semester of the course or unless otherwise specified in the syllabus of the respective examination, in which he/she is registered. The Principal of the College may, however, give an extension of one month after this date. Further extension, beyond the stipulated time may be given on the recommendation of the committee constituted by the Principal. Assignments shall be evaluated by a board of three examiners consisting of HOD and one internal examiner and one external examiner (appointed from the list of examiners recommended by the Board of Studies). If HOD is the supervisor then senior most teacher of the department will act as third examiner.

11. Discipline

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

12. Minimum Credits and Minimum CGPA required for a degree

The number of credits assigned to a particular course in which a student has obtained 'P' (minimum passing grade for a course) grade or higher shall be counted as Credits earned by him/her. A student shall have to

earn a minimum of such number of Credits as may be required for the award of a degree in a particular programme. A student, who has obtained a minimum CGPA of 4 and earned a minimum number of Credits as per scheme as specified for the programme, shall be eligible for the award of the respective degree.

13. Promotion Rules

a) A student getting 'F' grade in any paper will be treated as having failed in that paper. If he/she fails in a paper/s, he/she will have to repeat the paper/s and will have to obtain at least 'P' grade in that paper/s within the maximum period of the programme as defined above in Table-1 to complete the degree for that programme.

b) A student who does not complete the programme of study within the minimum duration of the course of his/her study, or gets 'F' grade in any paper/s shall not be eligible for any merit position/medal/award of the College.

c) If a student fails in more than 50% of the papers at the end of the even semester of each academic session during all the preceding semesters taken together, he/she will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year of the degree. However, in the final semester (where promotion to the next academic session is not applicable), the result of the final semester examination will be declared only if the candidate has passed all the preceding semester examinations. If the candidate has passed all the preceding semester examinations and failed in one or more papers of final semester only, then his/her result of final semester shall be declared as having failed in such paper/s and he/she will have to repeat the paper/s and will have to obtain at least 'P' grade in that paper/s within the maximum period defined above in Table-1 to complete the degree for that programme.

d) In the case when a student, after appearing in the first semester, he/she is unable to take the admission in any of the next even/odd semester of his/her course, then the candidate shall be required to seek admission into that missed semester examination as a regular candidate after the last

semester of the programme, but within maximum time allowed to complete that degree programme as per Table-1 above, provided that he/she fulfills all the other requirements under the prevailing ordinances.

e) Special chance under medical grounds may be given as per College Norms prescribed from time to time.

14. Improvement of Performance

    a. A Candidate who has been awarded degree in any faculty; he/she may be allowed to appear again for the purpose of improving his/her performance within maximum time allowed to complete that degree programme as per Table-1 above. For this purpose, he/she may appear in one or more subjects of the semester(s) of that examination with the prescribed examination fee as applicable to the private candidates. The examination for an odd semester shall be conducted along with the next odd semester, and even semester along with the next even semester and there shall be no special examinations. However, if the candidate wants to improve his/her performance after the maximum time duration prescribed for that degree programme as per Table-1, then the existing rules of special chance for improvement will be applicable.

    b. The result of the candidate will be declared only if he/she improves his/her performance otherwise the previous result shall stand.

    c. He/she shall not be eligible for inclusion in the merit list.

Notes:

1. Failing students shall appear in the examination in the regular semester examinations next year i.e., reappear of examination for an odd semester shall be conducted along with the next odd semester, and even semester along with the next even semester and there shall be no special supplementary examinations.

2. If 50% of the courses/papers required to pass involve a fraction, the fraction of the course/paper will be treated as a full course. For example, if in a year there are 13 courses/papers in two semesters, the candidate will be required to pass minimum of 7 courses/papers.

3. The student may be allowed to do two academic programmes

simultaneously (one Degree programme and one Certificate/Diploma programme) from this College provided that the total credits of two programmes shall not exceed 40 per semester, while maintaining the minimum credit requirements of the individual programme.

4. For students opting two academic programmes in this college, the student applying for the first course will submit migration certificate. While the students need not submit migration certificate for the second programme.

5. All such students who were admitted under the non-credit based system before the implementation of credit based grading system will be governed under the prevalent respective Ordinances of non-credit based System of examination till; they pass such classes/courses.
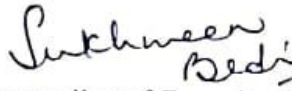
6. The clauses which are not covered under these Common Ordinances be read with their respective Ordinances and other general rules.

7. Clauses relating to medium of instructions, duration of courses, eligibility, re-appear etc. which have not been mentioned under the new Common Ordinances will remain the same as per the previous ordinances.

8. In case of special/unavoidable circumstances, the competent authority may exempt what is stated in these Ordinances.

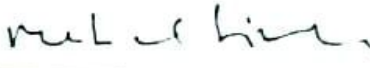Dean Academic Affairs   Registrar   Controller of Examinations

Dean Sciences   Dean Languages   Dean Commerce   Head Computer Science

Principal