

ORIENTAL COLLEGE

(An Autonomous Government College Affiliated to Manipur University, Imphal)
Takyel, Imphal - 795001

ORDINANCE FOR UNDERGRADUATE PROGRAMMES IN SCIENCE AND ARTS, 2022

Under the guidelines of University Grants Commission for autonomous colleges and in view of the National Education Policy 2020 of the Government of India and the University Grants Commission's Guidelines for the Learning Outcomes-based Curriculum (LOCF) under the Choice Based Credit System (CBCS), the Oriental College hereby makes this ordinance for undergraduate academic programmes in Science and Arts.

1. Short Title, Commencement and Scope:

- 1.1. This Ordinance shall be called the Oriental College's Ordinance for Undergraduate Programmes in Science and Arts, 2022.
- 1.2. This Ordinance shall come into force from the Academic Session 2022 - 2023.

2. Scope and Coverage:

- 2.1. This Ordinance shall supersede the existing Oriental College Ordinance No. 1 of 2015 [For Bachelor of Arts Honours and Bachelor of Science Honours Courses (Six - Semester System)] & Notification dated 9th March 2020 (Amendment to Ordinance No. 1 & 2 Ref. adoption of CBCS).
- 2.2. The undergraduate academic programme governed by this Ordinance shall be of 4 (four) years duration with multiple exit options within this period with appropriate certifications namely,
 - (a) **Bachelor's Certificate** in a Discipline upon the successful completion of the First Year (Two Semesters);
 - (b) **Bachelor's Diploma** in a Discipline upon the successful completion of the Second Year (Four Semesters);
 - (c) **Bachelor's Degree** in a Discipline upon the successful completion of the Third Year (Six Semesters);
 - (d) **Bachelor's Degree with Honours** in a Discipline upon the successful completion of the Fourth Year (Eight Semesters).
- 2.3. This Ordinance shall be applicable to the students taking admission to the undergraduate programmes from the Academic Session 2022-2023.
- 2.4. Those students who were admitted to the undergraduate programmes before enforcement of this Ordinance shall continue to be governed by the existing Ordinance for Bachelor of Arts Honours and Bachelor of Science Honours (Six Semester System).
- 2.5. The curriculum for the 4 year undergraduate programme shall be based on the LOCF - CBCS system of the UGC with value addition courses which are envisaged in the NEP 2020.

3. Definitions/ Short titles:

- 3.1. **University Grants Commission (UGC) Guidelines** means the guidelines of UGC for autonomous colleges during the Eleventh (Twelfth) Plan Period, 2007 -2012 (2012-2017), provided further that all such guidelines shall be strictly in accordance with the guidelines prescribed by the UGC from time to time.
- 3.2. **College** means Oriental College, Takyel, Imphal.
- 3.3. **Autonomous Status** means the Fresh Autonomous Status implemented to the college from the academic session, 2014-2015.
- 3.4. **Board of Studies** means the Board of Studies of the college constituted with the composition and functions under the UGC Guidelines.
- 3.5. **Academic Council** means the Academic Council of the college constituted with the composition and functions under the UGC Guidelines.
- 3.6. **Governing Body** means the Governing Body of the college constituted with the composition and functions under the UGC Guidelines.
- 3.7. **Courses** mean the different courses introduced in the college from the academic session, 2022 -2023 for the award of Degrees, Diplomas, and Certificates. Provided further that all such courses shall be strictly in accordance with course structures framed by the Board of Studies, passed by the Academic Council and submitted to the Governing Body for approval, and then shall be acknowledged to the University for scrutiny in respect of the standard of the courses, from time to time.
- 3.8. **National Education Policy 2020 (NEP 2020):** The NEP 2020 envisages a holistic and multidisciplinary education that aims to produce employable graduates with integrated personality. The policy envisions the undergraduate degree to be of either 3 or 4 years duration, with multiple entry and exit options within this period and with appropriate certifications e.g., a certificate after 1 year of study or a diploma after 2 years of study or a Bachelor's degree after 3 years of study. The 4-year programme will lead to either a Bachelor's degree with Honours in a discipline or a Bachelor's degree with Research, if the student completes a rigorous project in a major area of study as specified by the college/Manipur University.
- 3.9. **Academic Bank of Credit (ABC):** It is the platform developed by national e-Governance Division (NeGD) of Ministry of Electronics and Information Technology, Government of India, having the facility/functionality of opening Academic Account by students and on boarding of eligible Higher Education Institutions (HEIs), in accordance with "The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education), Regulations 2021". ABC will digitally store the academic credits earned by the students from HEIs registered with ABC for awarding degrees/diplomas/certificates taking into account credits earned by the students. ABC will ensure the opening, closure and validation of Academic Bank Accounts, credit accumulation, and credit transfer, redemption for students etc.
- 3.10. **Multiple Entry and Exit Points:** These are stages where the students may have options for entry and exit in the academic programmes in Higher Education Institutions to be facilitated through the facility created by the Academic Bank

Credit scheme in the manner as provided in the UGC "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions".

3.11. Learning Outcomes-based Curriculum Framework (LOCF): It is a framework initiated by the UGC in 2018 for updating CBCS curriculum so as to reflect the expected learning outcomes and academic standards that are expected to be attained by graduates of programme of study and holder of a qualification.

3.12. Choice Based Credit System (CBCS): It is the system formulated by the UGC in 2015. The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses). Under the CBCS, the requirement for awarding a degree or a diploma or certificate is prescribed in terms of minimum number of credits to be completed by the students.

3.13. Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

3.14. Semester: Each semester shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester, third semester, fifth semester and seventh semester and a vacation of 6 weeks after the second, fourth and sixth semesters.

3.15. Programme: An educational programme leading to award of a Degree, Diploma or Certificate.

3.16. Course: Course means a component of the academic programme, carrying a distinctive code number, title, specific marks, grades, credits assigned to it.

3.17. Credit: Credit defines the quantum of work-load for a course. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) per week i.e., 15 hours of teaching in a semester or two hours of practical work/field work per week i.e., 30 hours of practical work/field work in a semester.

3.18. Credit Point: It is the product of grade point and number of credits for a course.

3.19. Continuous & Comprehensive Internal Assessment (CIA) means the continuous, comprehensive evaluation of students through (i) Speed Tests, (ii) Home Assignment, (iii) Seminars, (iv) Project Work, (v) Quiz Sessions, (vi) Group Discussions, (vii) Periodical Tests and (viii) Attendance.

(a) For theory portion: The distribution of weightage of different components of CIA of 40, 30 and 20 marks is given below:

Component-wise Mark Distribution							Total Marks
Periodical Test cum Speed Test	Assignment	Seminar	Project Work	Quiz	Group Discussion	Attendance	
10	5	5	5	5	5	5	40
5	5	5	#	5	5	5	30
5	5	#	5	#	#	5	20

- (b) For practical portion: The distribution of weightage of different components of CIA of 40, 20 and 10 marks is given below:

Component-wise Mark Distribution							Total Marks
Practical Attendance	Periodical test	Home Assignment	Project	Quiz	Group Discussion	Practical performance	
5	10	5	5	5	5	5	40
#	5	#	5	#	#	#	10

3.20. Semester End Examination means the examinations conducted by the college at the end of each semester.

3.21. Examination Cell means the Examination Cell of the college constituted under the UGC Guidelines. The Examination Cell shall conduct all types of examinations of the college.

3.22. Semester Grade Point Average (SGPA): It is a measure of the performance of work done in the semester. It is ratio of total credit points secured by a student in various courses registered in a semester to the total course credits taken during that semester.

3.23. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student overall semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters to the sum of the total credits of all courses in all the semesters.

4. Courses of Undergraduate Programmes:

4.1. Core Course: This is a course which is to be compulsorily studied by a student as core requirement to complete the requirement of a programme in a said discipline/subject of study. Each of Core Courses shall contain two components - Theory and Practical/Tutorial. Theory Papers having Practical shall carry 4 credits so that Practical carries 2 Credits. Theory papers having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

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

An elective course may be of three types:

a) **Discipline Specific Enhancement (DSE) Course:** Elective courses offered by the main discipline/subject of study are referred to as Discipline Specific Elective Course. This course is to advance knowledge and skill in the core domain. Each of DSE courses shall contain two components - Theory and Practical/Tutorial. Theory Papers having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory papers having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

- b) **Dissertation/Project/Internship:** An elective course designed to acquire special/ advanced knowledge is termed as dissertation/ project. This is considered as a special course involving application of knowledge in solving/ analyzing/ exploring a real life situation / difficult problem. Dissertation/ Project Work/ Internship is optional and it may be offered in lieu of a discipline specific elective paper in 8th Semester.
- c) **Generic Elective Course (GEC):** An elective course chosen generally from an unrelated discipline /subject, with an intention to seek a wide exposure is called a Generic Elective. A core course offered in a discipline/ subject may be treated as an elective by other discipline/subject vice versa and such elective may also be referred to as Generic Elective. Each of the GEC Courses shall contain two components - Theory and Practical/Tutorial. Theory Papers having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory papers having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

4.3. Ability Enhancement Compulsory Courses (AECC): AECC courses are the courses based upon the content that leads to knowledge enhancement: (i) English/ MIL Communication (ii) Environmental Science. These are mandatory for all disciplines. Each AECC course shall carry 4 Credits.

4.4. Skill Enhancement Courses (SEC): SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills etc. These may be chosen from a pool of course designed to provide value-based and or skill-based knowledge. Each SEC course shall carry 4 Credits.

4.5. Value Addition Courses (VAC): These are courses that will help to develop all capacities of human beings - intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. It includes subjects like Yoga, Sports, Health Care, NCC, Ethics, Culture etc. VAC courses may be chosen from a pool of courses. Each VAC course shall carry 2 Credits.

5. Eligibility: A student who has passed 10+2 Examinations of Council of Higher Secondary Education, Manipur or equivalent examinations recognized by Manipur University is eligible for admission to 4-Year Undergraduate Programmes in science/arts.

Elective and Honours Subjects offered:

4-Year UG Arts Honours Courses			4-year UG Science Honours Courses		
Sl. No.	Subject	Status	Sl. No.	Subject	Status
1	Manipuri	Elective & Hons.	1	Physics	Elective & Hons.
2	English	Elective & Hons.	2	Chemistry	Elective & Hons.
3	Economics	Elective & Hons.	3	Economics	Elective & Hons.
4	Mathematics	Elective & Hons.	4	Mathematics	Elective & Hons.
5	Geography	Elective & Hons.	5	Geography	Elective & Hons.
6	Education	Elective & Hons.	6	Botany	Elective & Hons.
7	Anthropology	Elective & Hons.	7	Anthropology	Elective & Hons.
8	History	Elective & Hons.	8	Zoology	Elective & Hons.
9	Political Science	Elective & Hons.			

Provided that-

- (i) No student shall be allowed to opt Chemistry/Botany/Zoology unless he/she has passed the 10+2 (Higher Secondary/Senior Secondary) Examination with Chemistry.
- (ii) No student shall be allowed to opt Mathematics/Physics unless he/she has passed the 10+2 (Higher Secondary/Senior Secondary) Examination with Mathematics.

6. Course Structure:

The course structure for the 4-Year Undergraduate Programmes under Choice based Credit System (CBCS) shall be as under:

Semester	CC (18 courses x 6 credit each)	#DSEC (4 courses x 6 credit each)	GEC (6 courses x 6 credit each)	SEC (2 courses x 4 credit each)	AECC (2 courses x 4 credit each)	VAC (8 courses x 2 credit each)
Year I (Level 5) total credits: 2 Sem. x 24=48						
I	XXX-HC 501			XXX-SE 501	GEN-AE 1/ MAN-AE 1	VAC 1
	XXX-HC 502					VAC 2
II	XXX-HC 503			XXX-SE 502	EVS-AE 2	VAC 3
	XXX-HC 504					VAC 4
Year II (Level 6) total credits: 2 Sem. x 26=52						
III	XXX -HC 601		XXX-HG 601			VAC 5
	XXX -HC 602					
	XXX-HC 603					
IV	XXX-HC 604		XXX-HG 602			VAC 6
	XXX-HC 605					
	XXX-HC 606					
Year III (Level 7) total credits: 2 Sem. x 26=52						
V	XXX-HC 701	XXX-HE 701/ XXX-HE 701/ XXX-HE 701	XXX-HG 701			VAC 7
	XXX-HC 702					
VI	XXX-HC 703	XXX-HE 702/ XXX-HE 702/ XXX-HE 702	XXX-HG 702			VAC 8
	XXX-HC 704					
Year IV (Level 8) total credits: 2 Sem. x 24=48						
VII	XXX-HC 801	XXX-HE 801/ XXX-HE 801/ XXX-HE 801	XXX-HG 801			
	XXX-HC 802					
VIII	XXX-HC 803	XXX-HE 802 Dissertation	XXX-HG 802			
	XXX-HC 804					
Grand Total Credits = 200						

Abbreviation:

XXX-Discipline/Subject

XXX-HC -Discipline/Subject Honours Core Course (**Course Code: HC**)

DSEC - Discipline Specific Elective Course (**Course Code: HE**)

GEC- Generic Elective Course (**Course Code: HG**)

SEC- Skill Enhancement Course (**Course Code: SE**)

AECC-Ability Enhancement Compulsory Course (**Course Code: AE**)

VAC = Value Addition Courses

- (i) A student opting a specific discipline as Honours course must take GEC Papers from other disciplines available in the college than his/her Honours discipline.
- (ii) All courses/papers must have either Practical of 2 credits or Tutorial of 1 credit each.
- (iii) All courses/papers shall be of 100 marks each with 40 as pass-marks irrespective of the credits assigned to each.

TOTAL:

Core Course (CC): 18 courses for 108 credits; DSEC: 4 courses for 24 credits; GEC: 6 courses for 36 credits; SEC: 2 courses for 8 credits; AECC: 2 courses for 8 credits; VAC: 8 courses for 16 credits. (**altogether 40 courses/papers & 200 Credits**)

Undergraduate Degree Programmes for 4 – year duration:

- (A) Award of **Bachelor's Certificate** in a Discipline on completion of first year (Two Semesters) equal to **minimum** 46 credits in 1 year
- (B) Award of **Bachelor's Diploma** in a Discipline on completion of second year (Four Semesters) equal to **minimum** 96 credits in 2 years
- (C) Award of **Bachelor's Degree** in a Discipline on completion of third year (Six Semesters) equal to **minimum** 140 credits in 3 years
- (D) Award of **Bachelor's Degree with Honours** in a Discipline on completion of fourth year (Eight Semester) equal to **minimum** 182 credits in 4 years.

7. Multiple Entry and Exit Options:

The entry and exit options for students, who enter the undergraduate programme, shall be as follows:

1st Year

Entry 1: The entry requirement for Bachelor's Certificate (Level 5) programme is Secondary School Leaving Certificate obtained after the successful completion of Grade 12. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment at secondary level of education specified in the programme admission regulations. Admission to the Bachelor's degree programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 1: Bachelor's Certificate will be awarded when a student exits at the end of 1st year (Level 5). A Bachelor's Certificate requires completion of courses equal to a minimum of 46 Credits at Level 5.

2nd Year

Entry 2: The entry requirement for Bachelor's Diploma (Level 6) programme is a Bachelor's Certificate obtained after completing the first year (two semesters) of the undergraduate programme. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 2: At the end of the 2nd year (Level 6), if a student exits, a Bachelor's Diploma shall be awarded. A Bachelor's Diploma requires completion of courses equal to a minimum of 96 Credits from Level 5 to Level 6.

3rd Year

Entry 3: The entry requirement for an undergraduate programme (Level 7) is a diploma obtained after completing two years (four semesters) of the undergraduate programme. A programme of study leading to the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 3: On completion of three years, the bachelor's degree shall be awarded. A Bachelor's Degree requires completion of courses equal to a minimum of 140 Credits from Level 5 to Level 7.

4th Year:

Entry 4: An individual seeking admission to a Bachelor's degree with Honours (Level 8) in a discipline would normally have completed all requirements of the relevant three - year Bachelor's degree (Level 7) in that discipline. After completing the requirements of three - year Bachelor's Degree, candidates who meet a minimum of CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's degree with Honours in the discipline.

Exit 4: On the successful completion of the fourth year, a student shall be awarded a Bachelor's degree with Honours requires in the concerned discipline. A Bachelor's degree with Honours requires completion of courses equal to a minimum of 182 Credits from Level 5 to Level 8.

8. Qualification Levels & Credit Requirements:

Following the UGC's nomenclature, qualification titles such as certificate, diploma and degree for the undergraduate programmes are organised in series of levels in ascending order as under:

Level 5: Bachelor's Certificate

Level 6: Bachelor's Diploma

Level 7: Bachelor's Degree

Level 8: Bachelor's Degree with Honours.

The minimum credit requirements for these qualification types shall be as under:

Levels	Qualification Title	Minimum Credit Requirements
Level 5	Bachelor's Certificate in a discipline	46
Level 6	Bachelor's Diploma in a discipline	96
Level 7	Bachelor's Degree in a discipline	140
Level 8	Bachelor's Degree with Honours in a discipline	182

9. Evaluation & Examination:

The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of marks and/or grades and/or credits assigned to the course.

The evaluation of students in a course shall have two components:
Continuous & Comprehensive Internal Assessment (CIA): 40%
Semester End Examination (SEE) : 60%

For the course with theory & practical with **75 marks for theory portion and 25 marks for practical portion**, 75 is apportioned in the ratio 40% : 60% i.e. 30 : 45, similarly, for 25 it is 10: 15 unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi.

9.1. Mark Distribution:

- (i) All courses/papers shall be of 100 marks each with 40 as pass-marks irrespective of the credits assigned to each.
- (ii) For the courses/papers of 100 marks comprising of theory and practical components, the distribution of marks shall be, generally as follows:
Theory - 75 marks
Practical - 25 marks.

However, for certain subjects (e.g. Geography), a different distribution may be adopted.

Details of Marks Distribution shall be provided in the respective syllabus.

9.2. Continuous & Comprehensive Internal Assessment (CIA):

For theory courses, Continuous internal assessment (CIA) comprises **Unit tests, home assignments, group discussions, quizzes, project works, and seminars** by the teacher(s) of the course. The total weightage of CIA shall be 40% of the total marks of the course.

However, the components of CIA for practical portion may be varied in some parameters of the above mentioned CIA parameters in consultation with the Dean of the faculty and shall be intimated to the Controller of Examinations for approval by the Principal. The variation rate shall be less than 15%.

a) The distribution of weightage of CIA components shall be as given below:

Sl. No.	CIA Component	Weightage
1	Unit Test	25%
2	Home Assignment	12.5%
3	Seminar	12.5%
4	Group- Discussion	12.5%
5	Quiz	12.5%
6	Project work	12.5%
7	Class attendance	12.5%

b) The distribution of weightage of CIA components in term of marks shall be as given below:

- (i) in respect of the subjects with 6 credits be fixed as under : Unit Test - 10 marks; Home Assignment - 5 marks ; Seminar - 5 marks ; Quiz- 5 marks; Attendance - 5 marks; Group discussion - 5 marks; Project work - 5 marks and
- (ii) in respect of the subjects with 4 credits i.e., SEC be fixed as under : Unit Test - 10 marks; Home Assignment - 5 marks ; Seminar - 5 marks ; Quiz- 5 marks; Attendance - 5 marks; Group discussion - 5 marks; Project work/Library work - 5 marks.

9.3. Pass Marks:

Theory Paper		Practical Paper	
Full Marks	Pass Marks	Full Marks	Pass Marks
100 (CIA-40+SEE-60)	40 (CIA-16+SEE-24)	100 (CIA-40+SEE-60)	45 (CIA-18+SEE-27)
75 (CIA-30+SEE-45)	30 (CIA-12+SEE-18)	25 (CIA-10+SEE-15)	12 (CIA-5+SEE-7)
50 (CIA-20+SEE-30)	20 (CIA-8+SEE-12)	50 (CIA-20+SEE-30)	23 (CIA-9+SEE-14)

N.B. CIA stands for Continuous & Comprehensive Internal Assessment, SEE stands for Semester End Examination.

9.4. Maximum Time allowed for Theory and Practical examinations:

Theory Paper		Practical Paper	
Full marks	Maximum time allowed	Full marks	Maximum time allowed
100	3 hours		
60	2.5 hours	60	3-4 hours (even may spread for two days depending upon the nature of the subject)

45	2 hours	15	2-3 hours (depending upon the nature of the subject)
30	1 hour	30	2-3 hours (depending upon the nature of the subject)

9.5. Eligibility to appear at the Semester End Examination:

- a) A student who has studied a regular course of study for a semester in the college may be admitted to appear at the Semester End Examination provided the student has attended not less than 75% of the lectures delivered including practical and has passed all the components of CIA.
- b) A student who has enrolled himself/ herself in more than one college/ institute simultaneously shall not be admitted into the Semester End Examinations.

10. Semester End Examination (Ref. cl. 10.4 of Ordinance 2 amended/added vide Notification No.5/Auto-ADM/2014-OC dated March 9, 2020):

- (i) For theory courses the weightage of semester-end examination comprising of objective, very short, short and essay type questions shall be 60% of the total marks.
- (ii) For courses with theory and practical portions, the marks of the theory as well as practical portions shall be 60% of the allotted marks of the theory and practical portions separately, that is, 45 marks for theory and 15 marks for practical.
- (iii) For courses involving only practical, the weightage of semester-end examination shall be 60% of the total marks.
- (iv) All semester-end examinations shall be conducted by the Controller of Examinations.
- (v) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.
- (vi) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Principal provided that the Principal may, at his discretion, delegate his authority for approval of examiners.
- (vii) For programmes being run in the College/college Departments, recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman of the Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

In emergent situations, where, for some reasons the recommendations cannot be obtained from the Board of Studies/ Academic Programme Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Principal.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Boards of Studies/Academic Programme Committee/authorised Dean before the list is submitted to the Principal for approval.

- (viii) The question paper setters appointed by the Controller of Examinations, out of the approved panel for setting the Question papers, shall set the Question papers, using

the last year question papers wherever applicable, as a guide. The question papers shall be set out of the entire syllabus of a course.

- (ix) After the receipt of the question paper(s) from the paper setters, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examinations with the approval of the Principal. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.
- (x) For fairness / checks and balances in carrying out the process of assessment and examination under credit based semester system, the following steps shall be adopted.
 - a. In case of at least 50% of Honours Core courses (HC) offered in different programmes, the assessment of the theoretical component at the Semester End Examination shall be undertaken in question paper setting and script evaluation by external examiners from outside the college, who may be appointed by the competent authority as provided in Sub-Cl. (iv) & (viii) above.
 - b. In case of the assessment of practical component of the courses, the team of examiners of such a course shall be constituted with external and internal examiners appointed as above.
 - c. In case of the assessment of project/ field reports / thesis / dissertation etc. the work should be undertaken by internal as well as external examiners appointed as above.

11. Promotion:

- 11.1 A student who has passed all the papers of the semester examination will be promoted to the next higher semester.
- 11.2. A student who has failed in one, two or three papers in a semester examination may also be promoted to the next higher semester provided that in no case a student will be promoted to the next higher semester if he/she has failed 4 (four) or more papers at a time.

12. Admission into Degree and Award of Certificate:

- 12.1. The college shall adopt the conversion of marks to Grades in 10 Point Scale system, SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average) having fulfilled the minimum criterion of 40% scores in all cases under credit-based semester system. The 10 Point Scale System is as follows:

Letter Grades & Grade Points Details

Mark Range (out of 100)	Grade Letter	Grade Point	Grade Letter Description
80-100	O	10	Outstanding
70-79	A+	9	Excellent
60-69	A	8	Very Good
55-59	B+	7	Good
50-54	B	6	Above Average
45-49	C	5	Average
40-44	D	4	Pass
0-39/ Absent	F	0	Fail

- i. A student obtaining below 40% marks or Grade F shall be considered failed and will be required to reappear in the examination.
- ii. For non-credit course, if any, 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

12.2. The marks of each paper shall be converted into Credit Points (product of the credit of the paper and the Grade point of the marks scored in the paper) and the SGPA (Semester Grade Point Average) for a Semester and the CGPA (Cumulative Grade Point Average) for all the Semesters of the programme shall be the final performance indicator.

$$(i) \text{ For a Semester, SGPA} = \frac{\text{Summation of Credit Points (CP) of a Semester}}{\text{Total Credit of the Semester}}$$

Illustrative Semester score statement:

Course/Paper (No., code, title)	CIA details	SEE details	Aggregate marks (out of 100 each)	Credit (C)	Grade Point (GP)	Credit Point CP=(C X GP)
P-1			74	4	9	36
P-2			45	6	5	30
P-3			69	6	8	48
P-4			65	6	8	48
Total				22		162

Semester Grade Point Average (SGPA): $162/22 = 7.36$

Result: PASS (B+ Grade)

- (ii) For a Programme consolidated transcript,

$$\text{CGPA} = \frac{\text{Summation of all the products of semester credits \& SGPAs of a Programme}}{\text{Total Credit of the Programme}}$$

Final Grades and Classes:

CGPA Range	Final Grade	Classes
09.50-10.00	O	First Class Outstanding
08.50-09.49	A+	First Class Exemplary
07.50-08.49	A	First Class Distinction
06.50-07.49	B+	First Class
05.50-06.49	B	Second Class
04.00-05.49	C	Pass
00.00-3.99	F	Fail

(iii) Classes awarded based on the final CGPA:

- a) First Class Outstanding: $CGPA \geq 9.5$
- b) First Class Exemplary : $CGPA \geq 8.5, < 9.5$
- c) First Class Distinction : $CGPA \geq 7.5, < 8.5$
- d) First Class : $CGPA \geq 6.5, < 7.5$
- e) Second Class : $CGPA \geq 5.5, < 6.5$
- f) Pass : $CGPA \geq 4.0, < 5.5$

(iv) Conversion of SGPA/CGPA into equivalent percentage marks:

For the Semester End Examination: Equivalent % marks = $SGPA \times 9.5$

For the Final CGPA, the overall equivalent % marks = $CGPA \times 9.5$

12.3. A Bachelor's Degree with Honours/ Bachelor's Degree / Diploma/Certificate in Grade under the seal of the Manipur University (under the UGC Guidelines of Autonomous colleges) shall be awarded to a student who has passed all the semester examinations of the respective qualification levels of the programmes.

12.4. Cumulative Performance Index (CPI) and Grades:

The successful candidates will be placed in Grades (10-point scale system) as given below:

- (i) A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 40 and above but below 50, shall be placed in Grade C.
- (ii) A candidate obtaining a CPI at the end of the programme of 50 and above but below 55 shall be placed in the Grade B.
- (iii) A candidate obtaining a CPI at the end of the programme of 55 and above but below 60 shall be placed in the Grade B+.
- (iv) A candidate obtaining a CPI at the end of the programme of 60 and above but below 70 shall be placed in the Grade A.
- (v) A candidate obtaining a CPI at the end of the programme of 70 and above but below 80 shall be placed in the Grade A+.
- (vi) A candidate obtaining a CPI at the end of the programme of 80 and above shall be placed in the Grade O.

13. Performance Index (*Ref. cl. 15 of Ordinance 2 amended vide Notification No.5/Auto-ADM/2014-OC dated March 9, 2020*):

The overall performance of a student will be determined at every end semester as Semester Grade Point Average (SGPA) and at the end of all semesters of a Programme as Cumulative Grade Point Average (CGPA). The following procedure shall be adopted:

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

$$\text{SGPA} (S_i) = \Sigma(C_i \times G_i) / \Sigma C_i$$

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

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

$$\text{CGPA} = \Sigma(C_i \times S_i) / \Sigma C_i$$

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

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points.
- iv. The final Consolidated Transcript shall indicate the performance of a student for each Semester and the average performance for all Semesters based on the above SGPA and CGPA.

14. Accumulation of Credits: Every student shall open an account in Academic Bank of Credits which will provide him/her with a unique ID and will allow access to the Standard Operating Procedure (SOP). The Credits awarded to a student for the courses pursued in the University shall be accumulated in Academic Bank of the student. The procedure for accumulation of credits earned, self life, redemption of credits, would be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 and their subsequent amendments. The validity of credits earned will be to a maximum period of seven years or as specified by the Academic Bank of Credits.

15. Admission of unsuccessful and absentee candidates:

A student who has been allowed to appear at a semester examination, but could not pass/ could not be promoted to the next higher semester (vid. Cl. 11.1&2) may be permitted to appear at the corresponding regular semester examinations as a casual student on payment of necessary prescribed fees.

16. Every student admitted to an undergraduate programme in a discipline (i.e., Level 5 to Level 8) shall be required to complete the Bachelor's Degree in the discipline or Bachelor's Degree with Honours in the discipline within a period of 6 (six) or 8 (eight) years respectively from the date of admission to the level 5 of the programme.

17. Any of the clauses/ sub-clauses contained in the Ordinance is amendable from time to time subject to exigencies.

18. The CIA evaluation of AECC and VAC courses shall be exempted.