



देवी अहिल्या विश्वविद्यालय, इंदौर

क्रमांक: शैक्ष./पाठ्य/2015/2312

विश्वविद्यालय भवन,
इन्दौर-452001

दिनांक :- 10 AUG 2015

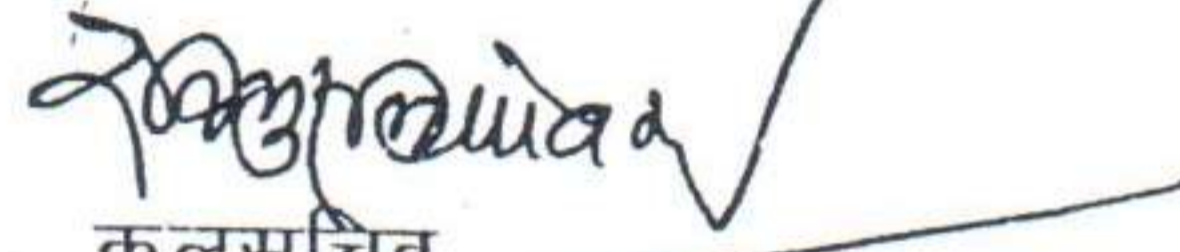
// अधिसूचना //

एतद्वारा सर्वसंबंधितों की सूचनार्थ अधिसूचित किया जाता है कि मध्यप्रदेश विश्वविद्यालय, राज्य विश्वविद्यालयों की समन्वय समिति की 90वीं बैठक दिनांक 26/06/2015 में मध्यप्रदेश राज्य एवं महाविद्यालयों में च्वाइस बेस्ड क्रेडिट सिस्टम (C.B.C.S.) को लागू करने के संबंध में लिए गये निर्णय तथा उक्त निर्णय कार्यपरिषद् बैठक की दिनांक 16/07/2015 में अंगीकृत किया गया है।

उक्त निर्णयानुसार देवी अहिल्या विश्वविद्यालय से संबद्ध सभी स्वशासी महाविद्यालयों में सत्र 2015-16 से एतद्वारा च्वाइस बेस्ड क्रेडिट सिस्टम (C.B.C.S.) लागू किया जाता है।

उपर्युक्त निर्णयानुसार विश्वविद्यालय की सभी अध्ययनशालाओं, अध्ययन/अध्यापन एवं परीक्षाओं का आयोजन समन्वय समिति द्वारा पारित संशोधित अध्यादेश 31 के अनुसार होंगे।

कुलपतिजी के आदेशानुसार


कुलसचिव

दिनांक :- 10 AUG 2015

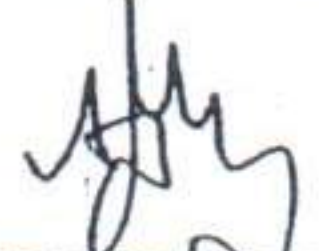
क्र.पृष्ठां./शैक्ष./अधि./2015/2312

प्रतिलिपि :-

- 1 विभागाध्यक्ष, समस्त अध्ययनशाला, दे.अ.वि.वि., इन्दौर।
- 2 प्राचार्य/प्राचार्या समस्त संबद्ध स्वशासी महाविद्यालय, दे.अ.वि.वि., इन्दौर।
- 3 प्रमुख सचिव, उच्च शिक्षा, वल्लभ भवन भोपाल।
- 4 आयुक्त उच्च शिक्षा, सतपुड़ा भवन 5वीं मंजिल भोपाल।
- 5 विभागाध्यक्ष आय.टी.सेन्टर की ओर इस निवेदन के साथ की वे इस अधिसूचना दे.अ.वि.वि., की वेबसाइट पर अपलोड करें।
- 6 कुलपति के सचिव/कुलसचिव के निज सहायक।
- 7 परीक्षा नियंत्रक, दे.अ.वि.वि., इन्दौर।
- 8 उपकुलसचिव/सहायककुलसचिव(परीक्षा/गोपनीय/स्थापना/विकास/शैक्ष.)
- 9 संबंधित सहायक संकाय (परीक्षा/गोपनीय)
- 10 निदेशक, महाविद्यालयीन विकास परिषद् दे.अ.वि.वि., इन्दौर।
- 11 डीन, छात्र कल्याण दे.अ.वि.वि., इन्दौर।
- 12 सर्व सामान्य की सूचनार्थ सभी अध्ययनशालाओं तथा विश्वविद्यालयीन कार्यालयों के सूचना पटलों पर चस्पा करने हेतु।

क्र.पृष्ठां. 2312

दिनांक 10 AUG 2015

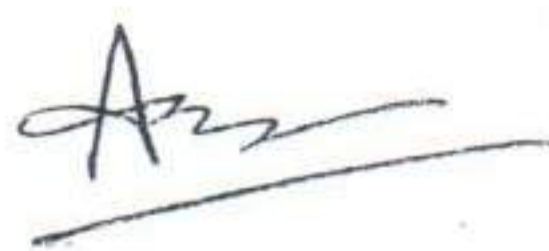

उपकुलसचिव
(शैक्षणिक)

Amended as per S.C.
meeting dt. 13.07.15
decision

Guide lines

For the teaching and conduct of examination in Autonomous Colleges of DAVV, Indore

1. These guide lines will be applicable for teaching and conduct of examination of all regular full-time and part-time undergraduate and post-graduate programmes conducted in the Autonomous College. The regulation will not be applicable to the courses under Distance and Executive programmes.
2. The Autonomous Colleges will be responsible for Instituting, Planning, Monitoring, Assessing and modifying their educational programmes. The colleges will take appropriate permissions from competent authorities.
3. A semester will consist of 16-18 weeks of academic work. One credit is equivalent to one hour (60 minutes) of teaching (lecture or tutorial) or two hours (120 minutes) of practical work/ field work per week in a semester. The credits associated with the courses will be **valid credits**. The Autonomous Colleges will offer the courses of 20-30 credits for full-time programmes and 12-18 credits for part-time programmes, in a semester.
4. The Autonomous Colleges will work out the required minimum number of Credits for the award of the degree on an average, minimum valid 20 credits, per semester for all the programmes, except Honours programmes where required minimum number of credits will be worked out on an average of valid 24-26 credits per semester. The distribution of the credits among theory, practical, field work, project work, etc., in a given semester will also be worked out by the Autonomous Colleges. The total credits in three years pass programme will be 120 credits, while in honours programmes 140 credits.
5. (I) The required minimum number of credits for each programme will be distributed among the courses under Core, Ability Enhancement and Skill development, Electives-Discipline Centric and Generic categories.
(II) The Autonomous Colleges will offer elective-generic courses in each programme to the students. The students will have the choice to opt a course in each semester under elective-generic category available within the Department or in other departments of the college but from the same level of the programmes.
(III) The requirement of project / dissertation needs to be undertaken by the candidate for the specified credits. Minor project may be offered along with other courses, in any semester should not exceed 4 credits while major project / dissertation should be of maximum of 12 credits in a semester.
6. The minimum duration of a programme shall be as per guidelines of the UGC and other statutory bodies like AICTE/ BCI/ NCTE/ PCI etc. The maximum duration of a programme shall be twice of the minimum duration of the programme. For example, two years M.Sc./ M.A./M.Com. programme need to be completed by the student in maximum of four years.
7. Requirement of attendance will be as per applicable guidelines of the statutory body / State Government / University.
8. Each course will be assessed for 100 marks, out of which 70 marks will be for end-semester examination and 30 marks will be for continuous evaluation. In case of Laboratory / Field /Project work based courses, appropriate distribution of marks will be decided by the college.
9. During the semester, a teacher offering the course will do the continuous evaluation of the student at three points of time by conducting three tests of 15 marks each. Of these, two must be written tests and the third may be written test / Quiz / Seminar/ Assignment for theoretical courses. Marks obtained in two best tests out of three will be awarded to the student. In each course, there shall be End Semester Examination of 70 marks. Each student has to appear in at least two tests and End Semester Examination; otherwise, the student will be



awarded Ab Grade in that course. Total of marks obtained in end-semester examination and best two tests under continuous evaluation will decide the Grade in the course. The Grades obtained in the subjects having practical examination will be shown separately in the Grade sheet / marks sheet.

10. The student will be promoted to the next semester if he/ she secure at least 12 valid credits in a semester. In case, the student secures less than 12 valid credits in any semester, then the student will be asked to repeat the entire semester and that semester will be treated as zero semester. Repetition of a theory / practical course is allowed only to those candidates who get F or Ab in the course.

11. If a student obtains F or Ab Grade in any course, he /she will be treated to have failed in the course. He / she have to reappear in the examinations of the course as and when conducted. Marks obtained earlier in continuous assessment will be carried forward and added to the marks obtained in repeat end-semester examination to decide the Grade in the repeat course. The theoretical and practical courses can be repeated whenever offered. The student can avail multiple repeat attempts to pass the course.

12. On account of valid reasons, a student may withdraw from a semester. In such case the semester will be treated as zero semester. In case of zero semester, the student will not be promoted to the next semester till he/ she clears that semester. The college may allow such a student to register in the subsequent semester whenever it is offered.

13. The Autonomous Colleges will decide the ratio for External & Internal evaluation of answer scripts, paper setting and practical examination, as per UGC / Statutory body guidelines.

14. (I) The Grading will be made on 10-point scale as described below:

| Letter Grade | Grade Point | Description | Range of Marks (%) |
|--------------|-------------|---------------|--------------------|
| O | 10 | Outstanding | 90-100 |
| A+ | 9 | Excellent | 80-89 |
| A | 8 | Very good | 70-79 |
| B+ | 7 | Good | 60-69 |
| B | 6 | Above Average | 50-59 |
| C | 5 | Average | 40-49 |
| P | 4 | Pass | 35-39 |
| F | 0 | Fail | 0-34 |
| Ab | 0 | Absent | Absent |

(II) In case of B.Ed./M.Ed. / law programmes the students will be promoted as per NCTE/ BCI guidelines.

(III) In case, statutory bodies of the programme issue guidelines regarding minimum passing percentage of marks, in such cases, for the award of the Grade, marks obtained by the student, in a course are less than the minimum cut-off percentage of marks, then F Grade will be awarded, otherwise the Grades will be awarded as per above mentioned table.

15. A student will be eligible for award of a degree when he/ she earns minimum required number of valid credits, within maximum duration of the programme, as specified in the revised ordinance 31, but not before the minimum duration of the programme.

16. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of valid credit points secured by the student. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the Grade sheet / mark sheet.



17. SGPA is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

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

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

18. CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

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

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

19. The conversion of CGPA in to percentage will be as follow to facilitate its application in other academic matters:

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

20. On completing all requirements for award of the degree, the CGPA will be calculated and this value will be indicated on the degree along with Division. The Final degree should also indicate the Division obtained as per follows:

| Division | Criterion |
|----------------------------|--|
| First division distinction | The candidate has earned minimum number of credits required for the award the degree in first attempt with CGPA of 8.00 or above |
| First | The candidate has earned minimum number of credits required for the award the degree with CGPA of 6.50 or above |
| Second | The candidate has earned minimum number of credits required for the award the degree with CGPA of 5.00 or above but less than 6.50 |
| Pass | The candidate has earned minimum number of credits required for the award the degree with CGPA of 4.00 or above but less than 5.00 |

As

(FORMAT)

Bharat College, Indore

Deen Dayal Upadhyay Marg, Indore-452016

GRADE-SHEET/ MARKS-SHEET

Name of the Programme:

| | |
|---------------------------|----------------------------|
| Batch: 2014-16 | Semester: FIRST |
| Enrolment No.: | Roll No.: |
| Name of the Student: | Examination: December-2014 |
| Father's/ Husband's Name: | Mother's Name: |

| Course Code | Course Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|-------------|--------------|---------|-------|-------------|--|
| | Course 1 | 4 | A | 8 | 32 |
| | Course 2 | 3 | C | 5 | 15 |
| | Course 3 | 4 | B+ | 7 | 28 |
| | Course 4 | 4 | O | 10 | 40 |
| | Course 5 | 3 | B | 6 | 18 |
| | Course 6 | 6 | P | 4 | 24 |
| TOTAL | | 24 | | | 157 |
| SGPA | | | | | 6.54 |

| SEMESTER-WISE DETAILS OF RESULT | | | | |
|---------------------------------|---|----|-----|----|
| Semester | I | II | III | IV |
| Credits | | | | |
| SGPA | | | | |
| ATTEMPT | | | | |
| RESULT | | | | |

SGPA: Semester Grade Point Average

Signature :

| | | |
|-------------|--------------|---------------------------|
| Prepared by | Co-ordinator | Head/Director / Principal |
|-------------|--------------|---------------------------|

Date :



(Format)

Netaji Subhash College, Indore

Shivaji Marg, Indore-452001

GRADE-SHEET/ MARKS-SHEET

Name of the Programme:

| | |
|---------------------------|----------------------------|
| Batch: 2014-16 | Semester: |
| Enrolment No.: | Roll No.: |
| Name of the Student: | Examination: December-2014 |
| Father's/ Husband's Name: | Mother's Name: |

| Course Code | Course Title | Credits | Grade | Grade Point | Credit Points (Credits x Grade Point) |
|--------------|--------------|-----------|-------|-------------|--|
| | Course 1 | 4 | A | 8 | 32 |
| | Course 2 | 3 | C | 5 | 15 |
| | Course 3 | 4 | B+ | 7 | 28 |
| | Course 4 | 4 | O | 10 | 40 |
| | Course 5 | 3 | B | 6 | 18 |
| | Course 6 | 6 | P | 4 | 24 |
| TOTAL | | 24 | | | 157 |
| SGPA | | | | | 6.54 |

| SEMESTER-WISE DETAILS OF RESULT | | | | |
|---------------------------------|---|----|-----|----|
| Semester | I | II | III | IV |
| Credits | | | | |
| SGPA | | | | |
| ATTEMPT | | | | |
| RESULT | | | | |

SGPA: Semester Grade Point Average

| FINAL RESULT: PASS | | | |
|--------------------|------|-----------------------|------------------------|
| TOTAL CREDITS | CGPA | EQUIVALENT PERCENTAGE | DIVISION |
| 120 | 8.54 | 85.40% | First with Distinction |

Equivalent Percentage=CGPAx10

CGPA: Cumulative Grade Point Average

Signatures :

| | | | |
|-------------|--------------|-------------------------------|--|
| Prepared by | Co-ordinator | Head/ Director / Principal | |
|-------------|--------------|-------------------------------|--|

Date :



(FORMAT : Transcript / Grade Sheet (Format) FOR REPEAT CASES:)

INDORE COLLEGE, INDORE
Mahaveer Marg, Indore-452004

GRADE-SHEET/ MARKS-SHEET

Name of the Programme:

| | |
|---------------------------|----------------------------|
| Batch: 2014-16 | Semester: FIRST (REPEAT) |
| Enrolment No.: | Roll No.: |
| Name of the Student: | Examination: December-2014 |
| Father's/ Husband's Name: | Mother's Name: |

| Course Code | Course Title | Credits | Grade | | Grade Point | Credit Points (Credits x Grade Point) |
|-------------|--------------|---------|-----------------|--------------|-------------|--|
| | | | Carried Forward | Repeat Exam. | | |
| | Course 1 | 4 | A | - | 8 | 32 |
| | Course 2 | 3 | C | - | 5 | 15 |
| | Course 3 | 4 | B+ | - | 7 | 28 |
| | Course 4 | 4 | O | - | 10 | 40 |
| | Course 5 | 3 | - | B | 6 | 18 |
| | Course 6 | 6 | - | P | 4 | 24 |
| TOTAL | | 24 | - | | | 157 |
| SGPA | | | | | | 6.54 |

| SEMESTER-WISE DETAILS OF RESULT | | | | |
|---------------------------------|---|----|-----|----|
| Semester | I | II | III | IV |
| Credits | | | | |
| SGPA | | | | |
| ATTEMPT | | | | |
| RESULT | | | | |

SGPA: Semester Grade Point Average

| | | |
|-------------|--------------|---------------------------|
| Prepared by | Co-ordinator | Head/Director / Principal |
|-------------|--------------|---------------------------|

Date :



Definitions of Key Words:

1. Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.
2. Semester : Each semester will consist of 15 - 18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
3. Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
4. Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses under elective category (elective or minor or soft skill courses).
5. Programme : An educational programme leading to award of a Degree, diploma or certificate.
6. Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self study etc. or a combination of some of these.
7. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab.
8. Grade Point: It is a numerical weight allotted to each letter grade on a 10- point scale.
9. Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
10. Credit Point: It is the product of grade point and number of credits for a course.
11. Semester Grade Point Average (SGPA) : It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
12. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
13. Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester. CGPA will be mentioned in the final semester grade sheet.

