

Revised Structure/Scheme for Paper Setting, Assessment, and Evaluation for
 Discipline Specific Core (DSC), Discipline Specific Elective (DSE), Minor Course (MC), Multidisciplinary Course (MDC),
 Skill Enhancement Course (SEC), Ability Enhancement Course (AEC), Value Addition Course (VAC) & Add on Course (AOC)

Name of Courses	Credits	Structure of each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the End Sem Exam
DSC, DSE, and MC	4	<ul style="list-style-type: none"> There shall be four Sections/Blocks (I, II, III, IV) in the syllabus of each paper. Each Section/Block, preferably may have 3 units. 	<ul style="list-style-type: none"> The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each Paper in a Course shall be of <u>100 marks</u> and <u>divided as follows</u>: Internal Assessment -30 Marks End Semester Exam -70 Marks Internal Assessment: Attendance - 05 Marks Class Test/House Test - 15 Marks Assignments & Presentations - 10 Marks 	<p>There will be 5 Parts (A, B, C, D, E), and the examiner shall <u>set 9 questions in total from all the Sections/Blocks (I, II, III, IV) in total and each question shall carry 14 marks.</u></p> <ul style="list-style-type: none"> Part A will have 2 questions from Section/Block I of the syllabus and students have to attempt any one. Part B will have 2 questions from Section/Block II of the syllabus and students have to attempt any one. Part C will have 2 questions from Section/Block III of the syllabus and students have to attempt any one. Part D will have 2 questions from Section/Block IV of the syllabus and students have to attempt any one. Part E will have 10 short answer questions from all the Sections/Blocks of the syllabus (I, II, III, IV) and the student shall have to attempt 7 in total carrying 2 Marks each. 	3 hrs
MDC & SEC	3	<ul style="list-style-type: none"> There shall be three Sections/Blocks (I, II, III) in each paper. Each Section/Block, preferably, may have 3 units. 	<ul style="list-style-type: none"> The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each Paper in a Course shall be of <u>75 marks</u> and <u>divided as follows</u>: Internal Assessment - 25 Marks End-Semester Exam. - 50 Marks Internal Assessment: Attendance - 05 Marks House Test/Class Test - 10 Marks Assignments & Presentations - 10 Marks 	<p>There will be 4 Parts (A,B,C,D) and examiner shall <u>set 7 questions in total from all the Sections/Blocks (I,II,III) of the syllabus in total.</u></p> <ul style="list-style-type: none"> Part A will have 2 questions of 12 Marks each from Section/Block I of the syllabus and students have to attempt any one. Part B will have 2 questions of 12 Marks each from Section/Block II of the syllabus and students have to attempt any one. Part C will have 2 questions of 12 Marks each from Section/Block III of the syllabus and students have to attempt any one. Part D will have 10 short-answer questions of 2 Marks each from all three Sections/Blocks (I, II, III) of the syllabus, and the student have to attempt 7 in total. 	2hrs

Rau

Kushiram

AEC and VAC and AOC	2	<ul style="list-style-type: none"> There shall be two Sections/Blocks (I, II) in each paper. Each Section/Block, preferably, may have 3 units each. 	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each paper in a Course shall be of <u>50 marks</u> and <u>divided</u> as follows:</p> <ul style="list-style-type: none"> Internal Assessment - 15 Marks End-Semester Examination - 35 Marks <p>Internal Assessment: The Internal Assessment shall comprise the following: Attendance - 05 marks House Test/ Class Test/ Assignments /Presentations etc. - 10 Marks</p>	<p>There will be 3 Parts (A, B, C) and examiner shall <u>set 5 questions from both the Sections (I, II) in total.</u></p> <ul style="list-style-type: none"> Part A will have 2 questions from Section/Block I of the syllabus of 10 Marks each and students shall have to attempt any one. Part B will have 2 questions from Section/Block II of the syllabus of 10 Marks each and students shall have to attempt any one. Part C will have 7 questions from both the Sections/Blocks (I and II) of the syllabus of 3 Marks each and students have to attempt any 5 questions. 	1.5 hrs
---------------------	---	---	---	--	---------

Important Points:

- The Class Test in all types of courses must be scheduled once 50 % of the syllabus is covered.
- For 4-credit courses where L T P is kept 3 0 1, the syllabus and evaluation pattern shall be as follows:
 - For the theory course having 3 Sections/Blocks (I, II, III) in the syllabus, the following evaluation pattern will be followed:

End Semester theory exam : 50 Marks
 End Semester Practical exam: 20 Marks
 Internal Assessment (Theory + Practical): 30 Marks.

Internal Assessment

Attendance marks: 05 Marks
 Class Test/House Test: 10 Marks
 Assignments & Presentations: 10 Marks
 Internal Assessment of Practical (File Record, Performance, etc): 05 Marks

- End semester theory paper shall be of 50 Marks. There will be 4 Parts (A,B,C,D) and examiner shall set 7 questions in total from all the three Sections/Blocks (I,II,III) of the syllabus in total. Part A will have 2 questions of 12 Marks each from Section/Block I of the syllabus and students have to attempt any one. Part B will have 2 questions of 12 Marks each from Section/Block II of the syllabus and students have to attempt any one. Part C will have 2 questions of 12 Marks each from Section/Block III of the syllabus and students have to attempt any one. Part D will have 10 short answer questions of 2 Marks each from all the three Sections/Blocks(I,II,III) of the syllabus and the student have to attempt 7 questions.
- Duration of the end semester theory examination will be 3 Hours
- End semester practical will be of 20 Marks:
(Performance = 10 Marks, Viva-Voce = 5 Marks, File = 5 Marks)
- Duration of end semester practical will be 3 Hours

2b. For theory course having 4 Sections/Blocks (I, II, III, IV) in the syllabus following evaluation pattern will be followed:

End Semester theory exam : 50 Marks
 End Semester Practical exam: 20 Marks
 Internal Assessment (Theory + Practical): 30 Marks.

Internal Assessment

Attendance marks: 05 Marks
 Class Test/House Test: 10 Marks
 Assignments & Presentations: 10 Marks
 Internal Assessment of Practical (File Record, Performance etc): 05 Marks

- End semester theory paper shall be of 50 Marks. There will be 5 Parts (A,B,C,D,E) and examiner shall set 9 questions in total from all the four Sections/Blocks (I,II,III,IV) of the syllabus in total. Part A will have 2 questions of 10 Marks each from Section/Block I of the syllabus and students have to attempt any one. Part B will have 2 questions of 10 Marks each from Section/Block II of the syllabus and students have to attempt any one. Part C will have 2 questions of 10 Marks each from Section/Block III of the syllabus and students have to attempt any one. Part D will have 2 questions of

Rauk

Kishiram

10 Marks each from Section/Block IV of the syllabus and students have to attempt any one. Part E will have 7 short answer questions of 2 Marks each from all the four Sections/Blocks(I,II,III, IV) of the syllabus and the student have to attempt 5 questions.

- Duration of the end semester theory examination will be 3 Hours
 - End semester practical will be of 20 Marks:
(Performance = 10 Marks, Viva-Voce = 5 Marks, File = 5 Marks)
 - Duration of end semester practical will be 3 Hours
3. For Music (Vocal & Instrumental) /Dance/Sculpture/Painting/Tabla/Applied/Commercial Arts courses where the division of Credits into L T P is 2 0 2, syllabus shall have 2 Sections/Blocks (I, II) and the following evaluation pattern shall be followed:

- End Semester Theory Examination 35 Marks
- End Semester Practical Examination 35 Marks (Performance = 25 Marks, Written/Viva-Voce = 10 Marks)
- Internal Assessment(Theory +Practical) 30 Marks(15+15)

3a. Internal Assessment:

- Attendance 05 Marks
- Class Test/House Test 05 Marks
- Assignments and Presentations 05 Marks
- Internal Assessment (Practical: File Record, Performance etc): 15 Marks

3b. The paper pattern for the End-semester examination shall be as follows:

- The paper duration for the semester theory exam shall be 1.5 hrs or as otherwise notified separately
- The paper duration for end semester practical exam shall be 1.5 hrs or as otherwise notified separately. There will be 3 Parts (A, B, C) and examiner shall set 5 questions from both the Sections/Blocks (I, II) in total. Part A will have 2 questions from Section/Block I of the syllabus of 10 Marks each and students shall have to attempt any one. Part B will have 2 questions from Section/Block II of the syllabus of 10 Marks each and students shall have to attempt any one. Part C will have 7 questions from both the sections/blocks (I and II) of the syllabus and students shall have to attempt any 5 questions, and each question shall carry 3 Marks.

4. Where the division of the credits L T P is 0 0 3, the evaluation pattern shall be as under:

- End Semester Practical Examination 50 Marks, (Performance = 35 Marks, Written/Viva-Voce = 15 Marks)
Duration shall be 1.5 hrs or as otherwise notified separately
- Internal Assessment (Practical) 25 Marks

4a. Internal Assessment:

- Attendance 05 Marks
- Class Test/House Test/Mid-semester Evaluation/etc. 10 Marks
- Assignments and Presentations/File Record/etc.: 10 Marks

5. For ICDEOL (CDOE), students, internal Assessment (IA) shall comprise only assignments, Tutor Marked Assignments TMAs as per table below:

Table 1: Number of TMA, Marks, &Number of Questions for UG Students of CDOE (ICDEOL)

Sr. No.	Course Credits	Number of TMA	Marks per TMA	Total Marks	Number of Questions per TMA
1	2-credit courses	1 Tutor Marked Assignment (TMA)	15 Marks	15	3 Questions up to 500 words each
2	3-credit course	2 Tutor Marked Assignments (TMA)	15 Marks	25	3 Questions up to 500 words each
			10 Marks		3 Questions up to 400 words each
3	4-credit course	2 Tutor Marked Assignments (TMAs)	15 Marks	30	3 Questions up to 500 words each
			15 Marks		3 Questions up to 500 words each

6. Attendance Weightage shall be as follows:

- 75% -79.9% - 1 Marks
- 80%- 84.9% - 2 Marks
- 85% - 89.9% - 3 Marks
- 90% - 94.9% - 4 Marks
- 95% - 100% - 5 Marks

7. Pass marks of each subject including Internship/Apprenticeship/Minor Project/Community Outreach/Dissertation/Research Project: 35% minimum in each individual component (CCE, ESE, Practical etc) and 40% in Aggregate of a subject. However, the qualifying marks for accredited online courses shall be in accordance with Swayam/MOOCs guidelines.

8. Policy/Guidelines for Internship/ Apprenticeship /Minor Project/Community Outreach/Dissertation/Research Project/etc are notified separately.

Ranul

baghiram

No. 7-1/2025-HPU (Acad)
NAAC Accredited 'A' Grade University
Himachal Pradesh University, Shimla-5
Academic Branch

Dated 2 JUN 2025

NOTIFICATION

On the recommendations of the NEP committee constituted vide Notification No.-1-10/2022(NEP)-HPU (DS) dated 03-04-2024 (Item Nos. 1 to 5) in its meeting held on 22-04-2025, the Standing Committee of Academic Council vide item No. 3 of its meeting held on 27-5-2025 approved as under:

1. Revised guidelines for Internship /Apprenticeship; Research Project /Dissertation Guidelines; Field-Based Learning /Minor Project Guidelines; Community Outreach Program Guidelines (Annexure "A").
2. Revised Structure/Scheme for Paper Setting, Assessment, and Evaluation for Discipline Specific Core (DSC), Discipline Specific Elective (DSE), Minor Course (MC), Multidisciplinary Course (MDC), Skill Enhancement Course (SEC), Ability Enhancement Course (AEC) and Value Addition Course (VAC) & Add on Course (AOC) (Annexure "B").
3. Revised guidelines for SWYAM/MOOCs of H.P. University (Annexure "C").
4. Recommendations of the proceedings of the CDOE Faculty Members' Meeting held on 22.04.2025 received through the Director, ICDEOL vide letter No. 23-7/2025/Admn. /ICDEOL/HPU dated 24th April 2025 (Annexure "D").

Further, The decision on Point No. 5 regarding nomenclature of the Certificate/ Diploma/ Degree/ Honours Degree/ Honours with Research under NEP shall be notified separately after obtaining fresh/ revised approval of Academic Council.

Encls. As above.

[Signature]
26.6.
Deputy Registrar (Acad)
HPU, Shimla-5.
Dated: 26 JUN 2025

Endst. No. Even.

Copy for information and further necessary action to:-

1. The Dean of Studies, H.P. University, Shimla-5.
2. The Director, CDEO, HPU, Shimla-5.
3. The Controller of Examination, H.P.U. Shimla-5.
4. All the Deans of the Faculties, H.P. University, H.P.U. Shimla-5.
5. All the Chairman/Chairperson/Director of the Teaching Department, H.P.U. Shimla-5.
6. The D.R./A.R.(Admn./Exam-(UG/PG)/Secrecy/RME/Conduct, HPU, Shimla-5.
7. All the Section Officer (Exam-UG and PG), H.P.U. Shimla-5.
8. The Incharge, CCEW, HPU, Shimla-5.
9. The Web-Admin, HPU, Shimla-5 with the request to upload the notification alongwith its annexures.
10. All the members mentioned above with the request to kindly upload the annexures from the University website i.e. www.hpuniv.ac.in please.
11. Guard file.

[Signature]
26.6.
Deputy Registrar (Acad)

[Signature]

DATED: 11.04.2025

PROCEEDINGS OF THE MEETING OF THE SUBCOMMITTEE CONSTITUTED BY
THE VICE-CHANCELLOR VIDE DEAN OF STUDIES OFFICE
NOTIFICATION NO.: 1-10/2022(NEP)-HPU(DS)- DATED: SHIMLA-5, THE 19TH APRIL 2024;
FOR THE
EFFECTIVE IMPLEMENTATION OF THREE/FOUR YEAR UNDERGRADUATE
PROGRAMME ON THE CAMPUS OF H.P. UNIVERSITY AND AFFILIATED COLLEGES
AND
TO EXAMINE THE ONLINE MOOC'S/SWAYAM COURSES ALIGNED WITH THE
RECOMMENDATIONS OF THE CURRICULUM AND CREDIT FRAMEWORK FOR
UNDERGRADUATE PROGRAMMES OF UGC."

Post adoption of SWAYAM policy of H.P. University vide Himachal Pradesh University, Summer-Hill, Shimla-5 notification No. 7-1/2024-HPU (Acad) Dated 03rd Feb 2025; a meeting of the Subcommittee referred as above, constituted to examine the online MOOCs/SWAYAM courses with the recommendations of the curriculum and credit framework for undergraduate programmes of UGC and for the effective implementation of three/four-year undergraduate programme on the campus of H.P. University and affiliated colleges was held on dated 11th April 2025 at 12:30 p.m. in the office of the Dean Planning and Teachers Matter to *revise/amend* the SWAYAM policy of H.P. University .

The following were present in the meeting:

- | | |
|--|--------------|
| 1. Prof. Jawahar Thakur, Dept. of Computer Science | Co-ordinator |
| 2. Prof. Joginder Singh Dhiman, Dept. of Mathematics | Member |
| 3. Prof. Anita Gaupati, Dept. of Computer Science | Member |
| 4. Dr. Yogesh Mohan, Dept. of Computer Science | Member |

The committee took note of and went through the relevant documents such as *UGC Curriculum and Credit Framework for Undergraduate Programmes of UGC and Online Learning Courses through SWAYAM, Regulations dated 25 March 2021 and Framework for Universities to conduct Examinations for SWAYAM Courses [UGC Letter No. D.O.F.No.1-8/2017(SWAYAM) Dated 27th August, 2024]*, etc. After detailed deliberation in the light of the above documents, the subcommittee recommends the following for the implementation of credit transfer by MOOCs in the various Faculty/Department/affiliated colleges of the University:

1. As per the existing UGC regulations "40% of the credits in any category may be earned through online courses" approved by the relevant bodies of the universities. The learner can adopt and credit courses from SWAYAM MOOCs up to 40%, which usually translates to one course per semester,



Kashiram

To earn these credits the various Faculty/Department/Institutes may exercise the following options depending on the suitability and requirement of MOOCS in their respective Faculty/Department/Institute.

Option 1:

NPTEL is defining domain certifications for UG courses within each discipline, where a certain number of allied courses are grouped together to form a domain or area of specialization. Each domain comprises 3-4 core courses that are compulsory and 2-3 elective courses to be taken from the given options. The students need to complete these domain courses within 3 years from their first exam registration to complete a domain certification. The set of 5-7 courses taken by the students will give them a strong foundation and understanding of the area and might make students more job-ready or better prepared to pursue higher education and research. These domains (set of courses) can be recommended and approved by the Academic Council so that students can start taking these courses from the first/second year and comfortably complete them by the time they graduate. The domain may be entered into the university transcript as such and given additional credits. It is suggested that this need not be made mandatory for all students, but only for those who want specializations along with their regular degree.

Option 2:

The students may be given the option to accrue 20 credits from SWAYAM/NPTEL in addition to the credit earned for their regular coursework. These students should be awarded Honors degree wherever applicable. Students have to take the courses and write the NPTEL exams, and show the certificates obtained. Advantages of the option are that the regular course offered can be taken from the university during the normal schedule, and the 20 credits can be pursued by a more dedicated group of students in each programme. These 20 credits can be completed from one of the domains or from a set of other courses which are not covered as part of the prescribed syllabus of the programme.

Option 3:

All students may be allowed to take at least one open elective course online with SWAYAM/NPTEL to be better prepared for the future, so that they can cultivate the habit of self-study online. The open elective course must be of equivalent credits. The students can go for the open elective course with the due permission of the MOOC Coordinator and Chairperson/Director. The open elective course should be from the list notified by the Department/Faculty.

Option 4:

The Chairpersons of various Departments, after due resolution of the respective Departmental Councils, may initiate the process of starting MOOCs in lieu of any Core/Elective/Open Elective/VAC/SEC course(s) etc. The Departmental Council needs to justify the suitability of the MOOC in terms of the number of credits and coverage of the content. The MOOC must cover at least 60-75 percent contents of the course prescribed in the syllabus and must be of equivalent credits.

2. The Chairpersons of the Departments must prepare the list of MOOCS related domains of specialisation/open elective/elective/core courses through the respective departmental councils. Any MOOC must be initiated in consultation with the students who are important stakeholders in the teaching learning process.

balshivan

[Signature]

[Signature]

3. SWAYAM notifies to the Registrars of all the Institutions, on 1st June and 1st November each year, the list of the online learning courses that would be offered in the forthcoming Semester. The Chairperson/Director of the Department/Institutes must get the list of MOOCs to be offered approved by all the competent bodies/authorities as per the university regulations.
4. It is again recommended that, in most cases, the courses taken by the students be a discipline elective not offered by the university, so that they can leverage the online course initiative completely, which is to facilitate opportunities in areas of learning for which teachers are not locally available.
5. The domain specialisations/credit earned through MOOCs must be entered in the transcripts of the students.
6. The university needs to have a mechanism in place for conducting supplementary examinations for the students who may not pass any MOOC that was offered in place of a core/elective/open elective/VAC/SEC course(s) etc. The Chairperson/Director must prepare a panel of examiners for such MOOCs.
7. The COE will facilitate the conduct of supplementary examinations for the MOOCs as per the *Framework for Universities to conduct Examinations for SWAYAM Courses by UGC (annexure-C)*.
8. No supplementary examinations will be conducted for the MOOCs opted by the students for over and above the requirement of the degree of the programme, i.e., no supplementary examinations will be conducted for the MOOCs for earning the Honors degree or a domain specialisation.
9. No MOOCs should be offered in the first and last semesters. During the first semester, the students need time to get acquainted with the university system. Offering a MOOC in the last semester of the programme may cause delays in completion/award of the degree.
10. The MOOCs should be offered with utmost care so that the overall academic performance of the students does not suffer, and in no case should there be a delay in the award of the degree.
11. Every Department/Affiliated Colleges must appoint a MOOCs Coordinator to deal with the issues related to the smooth conduct of these courses.
12. The Departments/Affiliated Colleges can only allow up to a maximum of 40% of the total courses being offered in a particular program in a Semester through the online mode provided through the SWAYAM/NPTEL platform.
13. While allowing the online learning MOOCs offered by SWAYAM/NPTEL etc., the Department/Affiliated Colleges shall ensure that all the physical facilities like Laboratories, computer facilities, internet connectivity etc., essential for pursuing the courses are made available in adequate measure for the students opting for these courses.

Chairperson

The revised "HPU-SWAYAM Policy 2025" is attached as *annexure-A*.
Proposed guidelines for implementation and adoption of SWAYAM, MOOCs in HPU/
Affiliated Colleges are attached as *annexure-B* and Framework for Universities to conduct
Examinations for SWAYAM Courses by UGC (*annexure-C*).

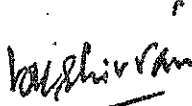
The meeting ended with a vote of thanks to the Chair.


Yogesh Mohan


Anita Ganpati


Joginder Singh Dhiman


Jawahar Thakur


Bishwinder

REVISED IPU-SWAYAM Policy 2025

Definitions

- **IPU-SWAYAM Policy:** The policy of the Himachal Pradesh University to consider online learning courses available on the SWAYAM Platform for credit transfer.
- **SWAYAM:** Study Webs of Active Learning for Young Aspiring Minds
- **MOOCs:** Massive Open Online Courses (MOOCs) are such online courses that are developed and made available on the SWAYAM platform of the Government of India.
- **MOOCs Guidelines:** Mean guidelines on online learning issued by the MHRD vide its orders dated 25 March 2021 and subsequent addendums issued by the MHRD.
- **MHRD:** Ministry of Human Resource Development
- **NME-ICT:** National Mission on Education through Information Communication Technology
- **NPTEL:** National Programme on Technology Enhanced Learning
- **Course:** A paper that is taught for at least one semester as part of a subject.

There shall be two types: credit courses and non-credit courses.

1. A). Credit Course shall mean a course which is taught for at least one semester as a part of a subject/programme.
 2. B). Non-Credit Course shall include courses like awareness programme, continuing education programme, or training of a specific skill set as an independent course, which are not part of any set curriculum. It can be of shorter duration.
- **CBCS:** Choice-Based Credit System
 - **Credit:** One credit will be equivalent to 13-15 hours of learning designated for the course.
 - **Sector:** A particular level of learning, such as high school, engineering / non-engineering diploma/ degree/ post-graduation.
 - **Subject:** A discipline (Example: Physics) taught in an educational institution consisting of specific programmes/courses, resulting in the award of a certificate/diploma/degree.

SWAYAM-Background

Whereas, with a view to providing access to the best quality learning resources across the country, the project 'Study Webs of Active Learning for Young Aspiring Minds' (SWAYAM) has been started by the Government of India. SWAYAM provides an integrated platform and portal for online courses, using information and communication technology (ICT) and covering High School till all higher education subjects and skill sector courses to ensure that every student benefits from learning material through ICT. SWAYAM is a:

- one-stop web and mobile-based interactive e-content for all courses from High School to University level.
- High-quality learning experience using multimedia on an anytime, anywhere basis.

Kushirani

- State-of-the-art system that allows easy access, monitoring and certification.
- Peer group interaction and a discussion forum to clarify doubts
- Hybrid model of delivery that adds to the quality of classroom teaching.

Whereas, SWAYAM involves the development of Massive Open Online Courses (MOOCs) compliant e-content (video and text) and building a robust IT platform.

Himachal Pradesh University SWAYAM Policy (HPU-SWAYAM)

- The online learning courses available on the SWAYAM Platform will be considered for credit transfer in the UG Programmes of the Himachal Pradesh University.
- The Single Point of Contact (SPOC) of Himachal Pradesh University in June and November every year shall notify the list of the online learning courses eligible for credit transfer in the forthcoming Semester.
- The student/university shall ensure no overlap of SWAYAM-NPTEL MOOC exams with that of the university mid-semester/internal exam and end-semester/external exam.
- Any student will be permitted to opt for only up to 40% of the total courses being offered in a particular program in a semester through the online learning courses provided through SWAYAM platform.
- Students opting for an online course shall be required to register for the MOOCs for that course/paper through SWAYAM-NPTEL Local Chapter, and it will be mandatory for her/him to take prior approval to undergo an online course/paper.
- It will be mandatory for students to inform the college/ university/institute and the potential employer:
- While allowing the online learning courses offered by SWAYAM, Himachal Pradesh University shall provide free and adequate physical facilities like laboratories, computer facilities, library, etc., essential for pursuing the courses, if available with the University and feasible.
- Himachal Pradesh University will designate a SPOC, Mentor/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations.

Credit Transfer for MOOCs

- Himachal Pradesh University shall give the equivalent credit weightage to the students for the credits earned through online learning courses through the SWAYAM platform in the credit plan of the program.
- Credit transfer policy will be applicable to:
 - A). All UG programmes offered by the Himachal Pradesh University.
 - B). Capability Enhancement Courses, Skill Enhancement Courses, Elective Courses, Value Addition Courses (VACs), and Elective Courses (Intra/Inter) etc.

Handwritten signatures and initials:
 Kashiram
 [Signature]
 [Signature]
 [Signature]

Procedure for Credit Transfer

The procedure for transferring credits from SWAYAM-NPTEL MOOCs in the Himachal Pradesh University will be as follows.

- During the current semester, the candidate while filling up her/his exam form, will have to submit an undertaking for credit transfer forwarded through SPOC and the Director/Principal of the Affiliated College/ Institute.
- Once due permission is granted by the Controller of Examination/Registrar of the University, the student need not appear for the University examination for the exempted course(s).
- The Local chapter (School/College/institute) will intimate the exam section about the completion of a course by a letter from the SPOC and the Director/Principal of the affiliated College/ Institute along with the certificates of completion and the list of students, who have passed MOOC in the current semester.
- On successful completion of each course, the institution offering the MOOCs would issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into their marks certificate issued by their parent institution.
- The conversion of marks from grade points awarded in the certificate issued by the institution offering MOOCs shall be as per the Himachal Pradesh University Ordinances and Regulations for UG, if not specified in the certificate.
- If a 4-credit course is not available as per the choice of the student then he/she can opt for a 3-credit course that is available, and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- If a 3-credit course is not available as per the choice of the student then he/she can opt for a 2-credit course that is available, and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- Students who have qualified in the proctored examinations conducted by the SWAYAM-NPTEL and apply for credit transfer as specified; are exempted from appearing in the continuous end semester evaluations (internal as well as external for the specified equivalent credit course only) conducted by the university.
- If a student opts for an additional MOOC course above 40%, it will be considered as add-on credit and will be reflected on the marks sheet or a separate certificate, but will not be taken into account for tabulating CGPA.
- In case of delay in SWAYAM results, the university can withhold the results of such candidates, and upon declaration of results of MOOCs, the university will issue the marks sheet for such students.
- The university will not remain responsible for any kind of delay in the results, ambiguity in the results, and/or declared results for such students.

[Handwritten signatures]

balshirvan

Anticipatory Measures

The procedure for transferring credits from SWAYAM-NPTEL MOOCs in the Himachal Pradesh University will be as follows.

- The university shall constitute the university-level credit transfer committee (CTC) for transferring credits earned by the students through SWAYM-NPTEL-MOOCs.
- The university-level credit transfer committee shall resolve any issue that may arise in the implementation of this ordinance/ rules/ Regulations/ policy from time to time.
- The university shall review its credit transfer policy in the light of periodic changes brought by UGC, AICTE, SWAYAM, NPTEL and the State Government through the existing university-level credit transfer committee.

Credit Transfer Committee

The University-level credit transfer committee shall have the following structure.

- Controller of Examinations – *Member Secretary*
- The University-level MOOCs Coordinator/Nodal Officer (*SPOC*)
- Deans Academics
- Dean (CDC)
- Three to Five Deans of faculty nominated by the Vice Chancellor. (*Due weightage is to be given to various faculties.*)
- Three to Five Principals of the affiliated colleges nominated by the Vice Chancellor. (*Due weightage is to be given to various faculties.*)

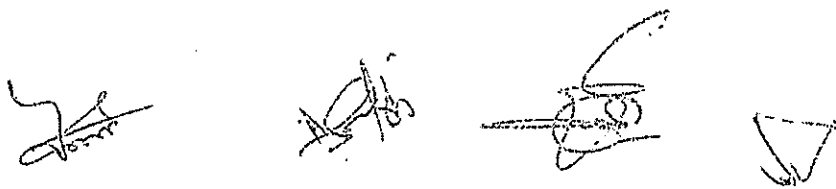
The CTC shall identify the list of courses offered by MOOCs, which shall be offered to the students in an academic year/semester/term.

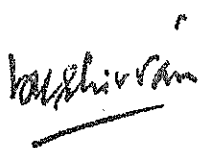
The university-level MOOCs Coordinator (SPOC) shall give wide publicity to the identified courses, provide proper guidance, educate, and encourage the students to opt for MOOCs.

The Controller of Examination – Member Secretary shall convey the meeting twice in an academic year, preferably each in a semester/term, record minutes of each meeting, do the necessary formalities to take approval of various university bodies (if required), and take all measures to implement the policy. It shall be obligatory for the controller of examination to inform the rules/policy of SWAYM-NPTEL-MOOCs-MHRD to the CTC.

The above Ordinances/ Rules/ Regulations/ Policy shall also be applicable for the candidates undergoing the programmes in Self-Financing / Higher payment Stream.

The University/ The Vice Chancellor may from time-to-time revise, amend, and change the Ordinances/ Rules/ Regulations/ Policy and the Curricula, if found necessary.





REVISED GUIDELINES
for
IMPLEMENTATION and ADOPTION of SWAYAM MOOCs
in HPU and AFFILIATED COLLEGES

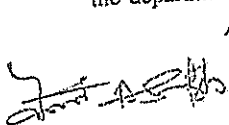
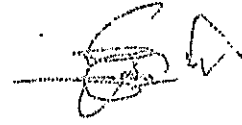
SWAYAM is an indigenous platform of Government of India which provides repository of interactive electronic learning resources under a single window. It provides credit and non-credit Massive Open Online Courses (MOOCs). It enables the students to virtually attend courses taught by the best faculty and earn credits as per the UGC Regulations, 2021. The credits earned by students in SWAYAM MOOCs are transferable in any Indian University/Institute. Therefore, university students can opt for MOOCs through SWAYAM and seek transfer of credits from the university.

SWAYAM MOOCs for earning credits are offered in each semester in January and July every year. Technical and non-technical SWAYAM-MOOCs approved by SWAYAM Board are offered on SWAYAM platform. The list of courses is widely circulated to all the Chairpersons and faculty members by the SWAYAM Local Chapter of the university as soon as these courses are launched on the SWAYAM platform in the months of May-June/ November-December. The list is available on SWAYAM official website: swayam.ac.in

As proposed through the proceedings of the meeting of the subcommittee formed by the Hon'ble Vice-Chancellor, at least one compulsory course may be offered by the Departments/Affiliated Colleges for each semester from identified SWAYAM MOOCs, and there will not be any parallel course in the department. It will be a compulsory course for all the students through SWAYAM-NPTEL MOOCs. Also, at least one elective course may be offered by the department to be chosen by the students from SWAYAM MOOCs.

The following guidelines are being proposed while implementing the adoption of SWAYAM MOOCs in the HPU/Affiliated Colleges.

1. Procedure for offering MOOCs by Departments/Affiliated Colleges
 - Chairpersons of all Departments are advised to appoint a teacher coordinator for SWAYAM MOOCs at the departmental level.
 - A committee comprising at least three faculty members, including SWAYAM Coordinator of the department, should identify the compulsory and elective SWAYAM MOOCs for each

baghiram

semester in the month of June / December. These identified SWAYAM MOOCs can be referred to the concerned faculty members for evaluation of its matching contents and syllabus up to at least 60-75% with that of the University. The final decision to offer the identified SWAYAM MOOCs may be taken in the departmental council. The list of identified SWAYAM MOOCs should be publicized amongst students through the notice board/website etc.

- It will be the duty of the department/institution to ensure that all the students opting for the offered MOOCs register themselves on the SWAYAM platform well before the last date.
- The required facilities for the SWAYAM MOOC, like laboratories, computer facilities, library etc. will be made accessible to the students by the department/ university for free.
- A list of students allowed to opt for SWAYAM MOOCs should be made available to the office of the Dean Academic, UGC SWAYAM Coordinator, and Controller of Examinations at the start of each semester. The Chairperson will also get ratified the offered SWAYAM MOOCs from the Academic Council of the university.
- Students can pursue 40% of credit courses online through MOOCs.

2. Creation of SWAYAM MOOCs

The Chairpersons are also requested to encourage faculty members to produce MOOCs in the subject of their choice. This will give faculty members an opportunity of using ICT Tools for teaching-learning purpose and also instil a global visibility in them. This will help in shaping a new benchmark of excellence in professional development of faculty in particular and the university at large. The UGC will provide financial assistance for them. They may apply for the production of MOOC through SWAYAM website. Guidelines and procedures for the creation of MOOCs are available on the SWAYAM portal.

3. SWAYAM-PRABHA Program:

NPTEL Video Contents can be procured and made accessible to all faculty members and students through the Campus Wide Network. LED along with DD Free Dish for SWAYAM-PRABHA Program should be installed in the Departments/Affiliated Colleges. The students can visit and watch MOOC lectures as per the schedule. The SWAYAM PRABHA is a group of 32 DTH channels devoted to telecasting high-quality educational programmes on a 24X7 basis. Every day, there will be new content for at least four hours which would be repeated five times a day, allowing the students to choose the time of their convenience. MOOC contents are provided by SWAYAM.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

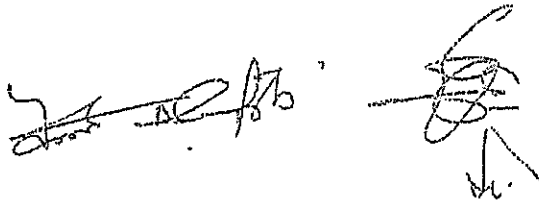
[Handwritten signature]

4. UGC SWAYAM Chapter: Single Point of Contact (SPOC) for SWAYAM MOOCs

- UGC has formed Local Chapters in the Universities for creating awareness and promotion of SWAYAM MOOCs. UGC Swayam Coordinator in SWAYAM-UGC Local Chapter is a Single Point of Contact in the university for SWAYAM MOOCs. He/ she plays a pivotal role in disseminating and popularizing SWAYAM MOOCs among students in particular and the academic fraternity at large. He/ she will facilitate in various things like sending all important announcements regarding SWAYAM MOOCs, setting up of SWAYAM MOOCs examination centre in the university, fee waiver for economically weaker students etc. A list of students opting for SWAYAM MOOCs must be made available to UGC Swayam Coordinator by the concerned department/institute at the start of each semester so that related things can be planned and required support can be provided.
- In order to spread awareness and promote SWAYAM courses, University Swayam Mentors (*from faculty*) and University Swayam Volunteers (*from students*) may also be nominated to act as brand ambassadors for the popularization of SWAYAM initiatives.

5. Publicize SWAYAM MOOCs:

The Chairpersons are requested to motivate faculty and students to visit the SWAYAM portal and get registered. Faculty and students are also advised to download the SWAYAM Android mobile application from Google Play. They may also be encouraged to enrol for non-credit courses of their choice. Every student of the university should register for at least one MOOC course. The Chairpersons and Departmental SWAYAM Coordinators are advised to visit the official SWAYAM portal time to time for the latest announcements.



Kashiram

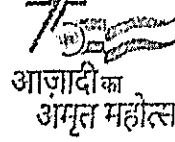


आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



भारतमेव जयते



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(विद्या संवालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O.F.No.1-8/2017(SWAYAM)

27th August, 2024/ 5 अगस्त, 1946

Subject : Framework for Universities to conduct Examinations for SWAYAM Courses.

आदरणीय महोदय/महोदय,

I would like to inform you that UGC and MoE have organised state-wise SWAYAM awareness and outreach virtual meetings during October-November 2023, and April- May 2024. UGC has also conducted two online meetings chaired by the Chairman, UGC with Higher Education Institutions (HEIs) on 8th February, 2024 and 5th March 2024 to deliberate on adopting SWAYAM for credit transfer and gather feedback from HEIs.

These meetings were attended by Vice-Chancellors of Universities, College Principals, SWAYAM Coordinators, and NEP SAARTIIs wherein the state-wise status of participation of students from these Universities on the SWAYAM platform was shared. The queries of the HEIs, such as re-examination for failed students, reduction of examination fees, online doubt-solving classes, and a re-run of the SWAYAM courses were also addressed during these interactions.

During these interactions, universities expressed keen interest in conducting SWAYAM examinations for their students enrolled in SWAYAM courses. Subsequently, this matter was deliberated upon during the 24th SWAYAM Board meeting on 5th March 2024 at the Ministry of Education. To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, the SWAYAM Board decided that the universities may conduct examinations for courses offered on SWAYAM, provided the university has adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021 and requested UGC to issue necessary framework in this matter.

At present, the end term proctored examinations for SWAYAM courses are conducted by the National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL). In addition to these, students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

In this regard, please find the related documents as under:-

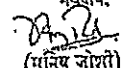
1. Framework for Universities to conduct Examinations for SWAYAM Courses.
2. Steps for Adopting MOOC Courses through the SWAYAM platform (www.swayam.gov.in) for Universities & Colleges.
3. University Dashboard User Guide - for universities to register on the SWAYAM University dashboard to help them benefit from the Framework.

सादर,

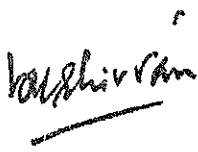
संलग्नक: उपरोक्तानुसार

To,

The Vice Chancellors of all Universities.

प्रबन्धीय,

(मनिष जोशी)

बहादुर शाह जज़र मार्ग, नई दिल्ली-110002 | Bahadur Shah Zafar Marg, New Delhi-110002
दूरभाष (Ph.): 011-23236288/23239337 | सम्पर्क सूत्र (ई-मेल) (E-mail): secy.ugc@nic.in



Framework for Universities to conduct Examinations for SWAYAM Courses

Major Highlights of the Framework:

1. To increase the number of students taking SWAYAM Courses for credit accumulation.
2. To enhance student flexibility with respect to SWAYAM Examination.
3. To permit Universities to conduct SWAYAM Examination provided they have adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

Purpose of the Framework:

SWAYAM (www.swayam.gov.in) is an online platform of the Government of India designed to achieve the three cardinal principles of Education Policy, viz., access, equity, and quality. Through the SWAYAM platform, students can take online courses from leading Higher Education Institutions to fulfill credit requirements for their university's academic programmes, which can be accessed by anyone, anywhere at any time.

As per the UGC Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds Regulations, 2021, an institution can allow students to take up to 40% of their total courses online in a particular programme in a semester, through the SWAYAM Platform. The credits/marks obtained by the candidate enrolled in universities for SWAYAM Certificate, will be counted in the transcript of the candidate, only if the University has adopted MOOCs Courses offered on SWAYAM Platform for Credit Transfer.

The SWAYAM courses are aligned with the academic semester commencing in the month of January and July of every year. The courses offered on SWAYAM are mapped by the universities to their regular academic curriculum.

Balshivram

2 | Page

Currently, the end term proctored examination for all the SWAYAM based credit courses are conducted by National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) in their designated centres across the country.

To encourage more students to earn credits through SWAYAM Courses and provide re-attempt opportunities to students, it has been decided in the 24th SWAYAM Board meeting held on March 5, 2024, that Universities who have adopted UGC SWAYAM Regulations 2021 will be permitted to conduct examinations of the SWAYAM courses for their students who enrolled and completed Courses from the SWAYAM Platform.

Students who have completed courses on SWAYAM will now have the option of writing their SWAYAM examination at their own university.

Universities would conduct these examinations during the current semester for their students along with the end-term examinations.

Universities would conduct examinations in the subsequent two semesters for their students who could not pass/appear in the end-term SWAYAM Course exams.

All universities shall appoint a Nodal Officer to coordinate with the SWAYAM Technical team in matters related to SWAYAM Courses including registration and credit transfer.

The University shall conduct the examination for students enrolled in SWAYAM courses in alignment with their regular academic calendar.

Eligibility Criteria for Universities to conduct SWAYAM examination: -

All universities which are listed under Section 2 (f) of the University Grants Commission Act, 1956 and have adopted SWAYAM Courses for Credit Transfer as per the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.

Steps to be taken by the University:

1. If the University has decided to conduct the end-term examination for the SWAYAM Courses, the students in these SWAYAM Courses can take the end-term examination conducted by the university.
2. The number of credits of the SWAYAM courses should be as prescribed on the SWAYAM Platform.

V. Srinivasan

3. For conducting the end-term examination, the University shall be responsible for setting the Question Papers, evaluation of answer scripts and declaration of examination results.
4. The University shall ensure that students who have completed the entire SWAYAM course and submitted a minimum of 75% of the assignments and quizzes on SWAYAM shall only be allowed to appear for the end-term examination conducted by the University. The Nodal Officer shall verify this from the SWAYAM Admin dashboard.
5. The University shall give 70% weightage to end-term examination. For the assignments and quizzes component conducted by the SWAYAM Course Coordinator, the weightage will be 30% and shall be available on the SWAYAM portal.

Responsibilities of the University Nodal Officer:

1. To obtain login credentials from the SWAYAM Technical Team and register on the SWAYAM portal to access students details along with progress made.
2. To monitor students' internal assignments and quiz marks from the SWAYAM Portal and prepare a list of students eligible for university exam.
3. To conduct the end-term examination and upload the marks on the SWAYAM portal.
4. To ensure that marks of all students who have appeared in the SWAYAM Examination are mapped with their Automated Permanent Academic Account Registry (APAAR) Id and visible to the students with their login credentials.
5. To prepare the list of students who could not pass/appear in the end-term examination and conduct the exam accordingly in subsequent semester, as outlined in the Framework.

Washiram

**Steps for Adopting MOOC Courses
through the SWAYAM platform (www.swayam.gov.in)
for Universities & Colleges**

Step-1: Approval of University Statutory Bodies to adopt SWAYAM

1. The University should make amendments in its Ordinances, Rules and Regulations through its Statutory bodies (i.e. Executive Committee, Academic Council, Board of Studies) to incorporate provisions for the transfer of up to 40% of the total courses in a semester to be taken through online learning via the SWAYAM Platform as per University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021.
2. The University should inform its affiliating colleges regarding the adoption of SWAYAM Courses for credit transfer.
3. The University shall constitute a SWAYAM Advisory Committee headed by the Vice-Chancellor or his/her nominee for all SWAYAM-related issues at the University level.
4. The University shall designate a faculty member as the Nodal Officer as a single point of contact for SWAYAM and he/she may also be the Coordinator of the SWAYAM Advisory Committee to ensure seamless access to all SWAYAM-related information.
5. The details of the Nodal Officer should be published on the University website.
6. During the registration process on the SWAYAM platform, the Nodal Officer shall upload the approval document from the University for adopting SWAYAM courses (Refer point 1 above). After verification of the approval document by UGC, the login credentials will be sent to the Nodal Officer.

Step-2: SWAYAM Course Selection and Awareness by University

1. The Nodal Officer shall share the details of the SWAYAM courses to be offered in every semester on 1st June and 1st November with the SWAYAM Advisory Committee of the University.
2. The SWAYAM Advisory Committee of the university shall identify SWAYAM courses based on the students' requirement/curriculum and announce on the University Website, Notice Boards/Social Media.

K. S. Chiranjeev

2 | Page

Step-3: SWAYAM Course Registration and registration for SWAYAM Exam

1. The Chairperson of the SWAYAM Advisory Committee shall nominate suitable faculty members (as SWAYAM Mentors) at the University/College Level.
2. The Nodal Officer shall ensure that all SWAYAM Mentors shall review and understand the course requirements.
3. The Nodal Officer shall conduct an awareness and sensitization program related to SWAYAM courses at the beginning of every semester (January and July) as per the SWAYAM academic calendar.
4. The SWAYAM Mentors to facilitate timely registration of students for the SWAYAM course(s) approved by the University.
5. The SWAYAM Mentors shall ensure that students who have registered in the SWAYAM courses participate in discussion forums, quizzes and assignments conducted by the SWAYAM Course Coordinator.

Step-4: Examination Process and declaration of results for SWAYAM Courses

1. The SWAYAM Course Coordinator evaluates the assessments and quizzes submitted by students on the SWAYAM Platform, and their marks are reflected in the students' accounts on the SWAYAM platform.
2. To pass in a SWAYAM Course, a minimum of 40% passing marks (i.e., minimum 12/30 marks in Assessments/Quizzes & 28/70 Marks in the end term examination) is required.
3. SWAYAM Examination can be conducted in two different ways: -
 - A. The Universities conduct the end term SWAYAM Examination.
 - B. National Testing Agency (NTA) and National Programme on Technology Enhanced Learning (NPTEL) conduct the end term SWAYAM Examination.
4. Universities which opt to conduct the end term examinations for SWAYAM courses may refer to Framework for Universities to conduct Examinations for SWAYAM Courses for the detailed procedure.
5. For universities which do not opt to conduct the end-term examinations for SWAYAM courses, the end-term proctored examinations are conducted by the NTA and NPTEL at designated centers across the country. Subsequently, NTA & NPTEL will announce the results.

balshiram

Step-5: Steps for transfer of Marks/Credits obtained by students through the SWAYAM Platform to their University Transcript/Marksheet

A. SWAYAM Courses for which the end-term examinations are conducted by Universities:

1. The Nodal Officer of the University shall upload on the SWAYAM platform, the marks out of 70 obtained by the students' in the end-term examination, conducted by the University.
2. The Nodal Officer of the University shall submit the total marks (out of 100) obtained by students from the SWAYAM platform to Controller of Examination (CoE) and the same shall be reflected in the students' University Mark-sheet / Transcript.
3. University to ensure that marks of all students who have appeared in the SWAYAM Examination are mapped and visible to the students in their Academic Bank of Credits (ABC) account.

B. SWAYAM Courses for which the end-term examinations are conducted by NTA/NPTEL:

1. The students shall receive a certificate from SWAYAM upon successful completion. The certificate includes the student's photo, roll number, course name, Course Coordinator's name, host institution details, marks/grade obtained, and credits earned.
2. The Nodal Officer of the University shall compile and submit the list of students along with their SWAYAM Certificates to the CoE and the credits of the Courses as indicated in the SWAYAM Certificate shall be transferred by the CoE to the students' Transcript/Marksheet.
3. The Nodal Officer of the Colleges shall compile and submit a list of students along with their SWAYAM Certificates to the Principal. The Principal of the College shall review SWAYAM Certificates and course names to ensure that they match the university's list of approved SWAYAM courses. The principal shall then submit the verified list of students and their SWAYAM Certificates to the University CoE.

Wadhvani

Annexure-"IV"

Himachal Pradesh University Summer-Hill, Shimla-5.
(NAAC Accredited "A" Grade University)
Academic Branch

Dated: 31 JAN 2024

No. 7-1/2023-HPU (Acad)

NOTIFICATION

On the recommendations of the Deans' Committee vide Item No. 4 in its meeting held on 22-12-2023, duly approved by the Standing Committee of Academic Council vide On Spot Item No. 2 of its meeting held on 23-12-2023, the Executive Council vide On Spot Item No. 1 in its meeting held on 26-12-2023 has accorded its approval for adoption of University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulation, 2021 as notified and circulated vide Notification F.No. 14-31/2018 (CPP-II) dated 28-07-2021 as per annexure for its implementation in the University as well as affiliated/maintained colleges under the Jurisdiction of H.P. University, Shimla-5.

Encls. As above.

J
31/01/2024

Registrar
H.P. University, Shimla-5.
Dated: 31 JAN 2024

Endst. No.

Copy for information and further necessary action to:-

1. The Dean of Studies, H.P. University, Shimla-5.
2. All the Deans/ Chairman/Chairpersons/Directors/Chairs of the Teaching Departments, H.P. University, Shimla-5.
3. All the Principal of Govt./Pvt./ Sanskrit/B.Ed. Colleges/Institutions maintained/affiliated with H.P. University, Shimla-5./Director, H.P.U. Regional Centre, Dharamshala/ Principal, Department of Evening Studies, The Mall, Shimla-5.
4. The Controller of Examination, H.P. University, Shimla-5.
5. The D.R./A.R. Admn/ Exam-I, II, III,/Conduct/Secrecy/ RME/ Evaluation/Re-Evaluation, H.P. University, Shimla-5.
6. The SPS to Vice-Chancellor/SPS to Pro-Vice-Chancellor/PS to Registrar, H.P. University, Shimla-5.
7. Guard file.

J
Registrar

balshivram

UNIVERSITY GRANTS COMMISSION**NOTIFICATION**

New Delhi, the 28th July, 2021

F. No. 14-31/2018 (CPP-II).—In exercise of the powers conferred by clauses (f) and (g) of sub-Section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission with the approval of the Central Government hereby makes the following regulations, namely:-

1. **Short title, Application and Commencement.**- (1) These Regulations may be called the ~~University Grants Commission~~ (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021.
(2) These Regulations shall apply to all Universities in India established or incorporated by or under a Central Act, a Provincial Act or a State Act; the institutions Deemed-to be Universities declared as such under Section 3 of the University Grants Commission Act, 1956 (3 of 1956); and the Autonomous Colleges as defined in these regulations.
(3) They shall come into force from the date of their notification in the Gazette of India.
2. **Definitions.**- In these Regulations, unless the context otherwise requires,-
 - (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);

Kashiram

- (b) "Academic Bank Account" means an individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the Student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree/diploma/certificates etc. by an awarding institution;
- (c) "Academic Bank of Credits" means an academic service mechanism as a digital or virtual or online entity established by the Commission with the approval of the Central Government, to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning;
- (d) "Academic Flexibility" means the provision for innovative and interchangeable curricular structures to enable creative combinations of Courses or Programmes in Disciplines of study leading to Degree or Diploma or Post Graduate Diploma or Certificate of Study offering multiple entry and multiple exit facilities, while removing rigid curricular boundaries and creating new possibilities of life-long learning;
- (d) "Autonomous college" means any institution, whether known as such or by any other name, accorded with autonomous status by the Commission upon the recommendations of the affiliating university and the State Government concerned, by virtue of which it provides for a course or programme of study with academic and innovative flexibility for obtaining any qualification from a university; and which, in accordance with the Statutes and Ordinances of such university, is recognised as competent to provide for such course or programme of study and present students undergoing such course or programme of study for the examination leading to the award of such qualification;
- (f) "Commission" shall have the same meaning as assigned to it in clause (a) of section 2 of the Act;
- (g) "Course" means one of the specified units which go to comprise a specified programme of study;
- (h) "Credit" means the standard methodology of calculating one hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of a semester (13-15 weeks) resulting in the award of one credit; which is awarded by a higher educational institution on which these regulations apply; and, Credits for internship shall be one credit per one week of internship, subject to a maximum of six credits;
- (i) "Credit-accumulation" means the facility created by Academic Bank of Credits in the Academic Bank Account opened by students in order to transfer and consolidate the credits earned by them by undergoing Courses;
- (j) "Credits-recognition" means the credits earned through a registered Higher Educational Institution and transferred directly to the Academic Bank of Credits by such Higher Educational Institution;
- (k) "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 Degrees or Diplomas or Certificates or Course work for Ph.D. programme etc., by the registered degree-awarding Higher Educational Institutions;
- (l) "Credit-transfer" means the mechanism by which the Registered Higher Educational Institutions are able to receive or provide prescribed credits to individual Academic Bank Accounts in

Washirvan

adherence to the University Grants Commission credit norms for the 'course/s' undertaken by students enrolled in any Registered Higher Education Institution within India;

- (m) "Higher Education Institutions" means the institutions which are empowered to award degrees by themselves or in accordance with section 22 of the Act;
- (n) "Professional Standards Setting Body" means a regulatory or principal body created, established or constituted under an Act of Parliament for determining and maintaining standards in the relevant areas of higher education;
- (o) "Programme" or "Programme of study" means a higher education programme pursued for a degree specified by the Commission under sub-section (3) of section 22 of the Act;
- (p) "Registered Higher Education Institution" means an eligible Higher Educational Institution which is registered by the Academic Bank of Credits, under these regulations;
- (q) "Statutory authority" means statutory bodies of higher educational institutions, such as the Governing Council or Executive Council or Syndicate or Board of Management or Academic Council, competent to take decisions on behalf of the institution.
- (r) "Student" means a person admitted to, and pursuing, a specified credit-based course/programme of study in a higher education institution.

3. Academic Bank of Credits.- (1) Academic Bank of Credits, shall be a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in the country with appropriate credit transfer mechanism created through these regulations and shall facilitate students to choose their own learning path to attain a Degree or Diploma or Post Graduate diploma or academic qualification, working on the principle of multiple entry-multiple exit as well as any-time, any-where, and any-level learning.

- (2) Academic Bank of Credits shall enable the integration of multiple disciplines of higher learning, leading to the desired learning outcomes including enhanced creativity, innovation, higher order thinking and critical analysis.
- (3) Academic Bank of Credits shall provide significant autonomy to students by providing extensive choice of courses for a programme of study, flexibility in curriculum, novel and engaging course options across a number of higher education disciplines or institutions.

4. Objectives of Academic Bank of Credits.-(1) To promote student centricity with learner-friendly approaches in higher education across the country and promote a more inter-disciplinary approach in higher education.

- (2) To enable students to select the best courses or combination of courses to suit their aptitude and quest for knowledge.
- (3) To permit students to choose a pace for their studies along with the associated logistics and costs.
- (4) To allow students to tailor their degrees or make specific modifications or specialisations rather than undergoing the rigid, regularly prescribed degree or courses of a single university or autonomous college.
- (5) To enable multiple entry-multiple exit for students to complete their degrees as per their time preferences, providing mobility across various disciplines and HEIs for Degree or Diploma or Post Graduate Diploma or Certificate programme or Course work for the Ph.D. programme.
- (6) To support, procedurally, the teaching-learning activities to happen in a distributed and blended manner through integration across campuses or universities or autonomous colleges with increased mobility.

Balshirram

- (7) To facilitate lifelong learning amongst all, i.e., formal and informal students from both full-time and part-time modes.
- (8) To satisfy the students' quest for knowledge, freedom to choose and change their academic directions, connect different domains of knowledge and help them acquire the right foundations and building blocks to pursue their life goals.

5. Organisational Structure of Academic Bank of Credits.- (1) Academic Bank of Credits shall be a digital or virtual or online store-house entity of academic credit data base of Higher Education Institution with students as its stakeholder.

- (2) Academic Bank of Credits shall be established, on the lines of the National Academic Depository shall have a dynamic website providing all details of Academic Bank of Credits and its operational mechanism for the use of all stakeholder of higher education.
- (3) Academic Bank of Credits shall be a bank for academic purposes, on the pattern of commercial banks for financial purposes, with students as academic account holders to whom, the Academic Bank of Credits shall provide a variety of services including credit verification, credit accumulation, credit transfer or redemption and authentication of academic awards.
- (4) Authentication of credits or academic awards by Academic Bank of Credits shall not, in any way, be construed as encroachment on the statutory powers of Higher Education Institutions registered with Academic Bank of Credits to award degrees and other academic qualifications.
- (5) ABC shall act as the body empowered by the Central Government or the Commission, as the case may be, to provide authenticated records of credits earned by students from Registered Higher Education Institutions.
- (6) The requirement of credits as well as essential components of study for award of any Under Graduate or Post Graduate or diploma or certificate, or the Course work requirements for the Ph.D. programmes shall be as prescribed by Registered HEIs.
- (7) Academic Bank of Credits shall provide to every student the facility to open unique or individual Academic Bank Account in digital form; and the account holder shall be provided with a unique ID and access to the Standard Operating Procedure (SOP).

6. Functions of Academic Bank of Credits. - (1) Academic Bank of Credits shall deposit Credits awarded by Registered Higher Education Institutions, for Courses pursued therein, in the Academic Bank Account of the student and the validity of such credits shall be as per norms and guidelines issued by the Commission from time to time:

Provided that ABC shall not accept any document pertaining to course credits directly from students and shall entertain such documents as valid only when the same are transmitted by the respective, Registered Higher Education Institution awarding the credits.

- (2) ABC shall register Higher Education Institutions under these regulations, ensure the opening, closure and validation of Academic Bank Accounts and shall also ensure credit verification, credit accumulation, and credit transfer or redemption for students; apart from promoting its role among stakeholder.
- (3) Courses undergone by the students through the online modes through National Schemes like SWAYAM, NPTEL, V-Lab etc. or of any specified university, shall also be considered for credit transfer and credit accumulation.
- (4) The functions of ABC are not limited to distance or a non-contact mode; and shall extend to amalgamation of various existing and futuristic teaching-learning models and it may also consider

Kashirani

credits obtained by students in assessments for theory or practicals, if the same are offered as separate credit courses.

- (5) The norms in respect to the curriculum content, curriculum transaction, educational technologies for the courses offered, their timing, continuous evaluation methods, attendance and novel methods of assessment shall be as decided by the Registered Higher Education Institution, and shall be consistent with the overarching policy and philosophy of holistic, multidisciplinary education under National Education Policy-2020.
- (6) In the interests of students, credits earned and deposited with ABC shall be valid for the purpose of redemption to a degree or diploma or Post Graduate diploma or certificate, for varying duration as specified by the credit awarding and credit accepting Higher Education Institution subject to a maximum duration of seven years.
- (7) Academic Bank of Credits shall encompass all higher education programmes coming under the purview of the Commission, the All India Council of Technical Education, and the National Council of Teacher Education; credits in professional programmes of study in respect of other disciplines may be included with the approval of the appropriate professional standards setting body and the Central Government.
- (8) Academic Bank of Credits shall also facilitate the credit recognition and credit redemption process for students who may opt, according to their individual choice, for all courses, not falling in any particular subject domain, but fulfilling the total credits requirement for the Under Graduate degree to be awarded by a Registered Higher Education Institution and such Under Graduate degree to be awarded by the Higher Education Institution may be specified by the Commission.
- (9) In addition to the choice based courses to be undertaken by the student as a part of the specific higher education programme in Registered Higher Education Institutions, students shall also have freedom to take additional courses of their aptitude, beyond the curriculum prescribed for such degree programme, and accrue credits in their respective Academic Bank Account:
Provided that Registered Higher Education Institutions may award diploma or certificate against credits accrued in respect of courses undertaken by students beyond the prescribed curriculum.
- (10) Credits obtained by students by undergoing Skill-courses from Registered Higher Education Institutions offering vocational Degree or Diploma or Post Graduate Diploma or Certificate programmes are also eligible for accrual and redemption of credits through the Academic Bank of Credits.
- (11) Credits obtained by undertaking Courses in Registered HEIs during or after the academic year 2021-2022 alone are eligible for Credit transfer, Credit accrual and Credit redemption through Academic Bank of Credits.
- (12) For carrying out the purposes of the Academic Bank of Credits, the Commission may provide such financial and administrative assistance to the Academic Bank of Credits, as it may deem fit.
7. Eligibility Criteria for approval of HEIs to register with Academic Bank of Credits.-(1) Universities and Autonomous Colleges satisfying sub-regulation (2) of regulation 1, which are accredited by either National Assessment and Accreditation Council with minimum 'A' Grade or by National Board of Accreditation for at least three programme(s) with a minimum score of 675 individually (however, if the number of programme(s) being run by the Institution is less than three, then each of the programmes should secure 675 or more marks); or top 100 National Institutional Ranking Framework (NIRF) or similar Assessment and Accreditation body(ies) to be established by Government of India from time to time or those Indian Higher Education Institutions appearing in top 1000 world ranking of Quacquarelli Symonds (QS)/ Times Higher

Kalshirani

Education (THE); Institutions of Eminence or Institutions of National Importance as declared by Government of India are eligible to register with Academic Bank of Credits.

- (2) Accreditation or ranking status must be valid at the time of registration with Academic Bank of Credits.
- (3) HEIs shall obtain approval from their respective statutory authorities such as the Governing or Executive Council or Syndicate or Board of Management or Academic Council etc., to apply for registration with Academic Bank of Credits.
- (4) Registered Higher Education Institutions shall be required to admit students to individual courses, in addition to their admissions to full degree programmes:
 Provided that in order to avoid overcrowding in a course(s) of any Higher Education Institution, such Higher Education Institution shall be permitted to have additional (supernumerary) seats in such course(s), subject to prior approval by the appropriate professional standards setting body:
 Provided further that in respect of courses, not coming under the purview of any professional standards setting body the Registered Higher Education Institution may, subject to availability of required infrastructure, create supernumerary seats with the approval of its statutory authorities:
 Provided also that, Registered Higher Education Institution may also offer a set of Courses, exclusively for the purpose of the Academic Bank of Credits Scheme.
- (5) Registered Higher Education Institution shall have the appropriate educational infrastructure in terms of audio-visual facilities, e-resources, Virtual classrooms and studios etc., and specifically high bandwidth internet connectivity to support ODL or On-line courses or programmes and other infrastructural facilities for face to face theory or practical/ or training courses as specified, from time to time, under the relevant University Grants Commission Regulations and/or Statutes or Ordinances of the Higher Education Institution.
- (6) A Registered Higher Education Institution shall have a webpage on its website containing details of the facility of Academic Bank of Credits, list of all Registered Higher Education Institutions, guidelines or Standard Operating Procedures for the students to utilise the facility effectively, along with a link to the website of Academic Bank of Credits.

8. Academic Bank of Credits Implementation methodology. - (1) Academic Bank of Credits is essentially a credit-based, and highly flexible, student-centric facility.

- (2) Registered Higher Education Institutions shall, with the approval of their statutory authorities, amend the extant Ordinances relating to, inter alia, Course registration, Course requirements, acceptance for inter-disciplinary and multi-disciplinary courses, Credits to be offered to such courses, Credit transfers and Credits acceptance from other approved Higher Education Institutions, nature of grades to be awarded etc.
- (3) Registered Higher Education Institutions shall encourage and enable students to customise or design their own degrees utilising Courses selected by the student from among courses offered by one or more of the Registered Higher Education Institutions:

Provided that, the student shall be required to earn at least fifty per cent of the credits from the Higher Education Institution awarding the degree or diploma or certificate:

Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree or Diploma or Certificate, as specified by the degree awarding Higher Education Institution, in which the student is enrolled.

balshiram

- (4) Students availing flexibility under the facility of ABC provided in sub-regulation (3) are entitled to subscribe only to Courses of their choice and aptitude, so as to enable them to accumulate credits and not to the entire Programme of study leading to the award of a degree by the Registered Higher Education Institution.
- (5) The ABC shall maintain a dynamic online directory of Higher Education Institutions which satisfy the eligibility criteria stipulated under regulation 7.
- (6) Every Registered Higher Education Institution shall provide student counselling and guidance to all students desirous of opening an Academic Bank Account with Academic Bank of Credits, in regard to the details of utilisation of the services of Academic Bank of Credits in terms of Credit definition, Credit accumulation, Credit transfer, Credit redemption as well as in respect of the opening, closure and validation of Academic Bank Accounts of students where such requests are recommended through the parent University or Autonomous colleges which are already registered with Academic Bank of Credits.
- (7) Credits earned by students shall be deposited in the respective Academic Bank Account with ABC and shall be valid for not exceeding seven years as specified by the credit awarding institutions and subject to its acceptance by the Registered Higher Education Institution awarding academic qualifications, for the purpose of commutation of credits for the award of any Degree or Diploma or Certificate:
- Provided that once any credit is redeemed for the award of the aforementioned academic qualification, such credit shall be irrevocably debited from the respective student's Academic Bank Account.
- (8) Where a student fulfils the norms of sufficiency of total number of credits and of the nature of credits, approved by a Registered Higher Education Institution for the award of the specified Degree or Diploma or Post Graduate Diploma or Certificate, the student shall be eligible for such award by that Higher Education Institution.
- (9) Once used, or redeemed, Credits earned by a student cannot be re-used for the award of any other formal academic qualifications.
- (10) With the approval of its statutory authorities, a Registered Higher Education Institution shall be encouraged by Academic Bank of Credits to apportion the structure of courses offered by it as core courses or core electives or open electives or skill enhancement electives or ability enhancement electives etc. with appropriate credit requirements, in order to promote multi-disciplinary or inter-disciplinary higher education.
- (11) In awarding academic qualifications etc., Registered Higher Education Institutions shall follow the norms and guidelines, in regard to the number of credits and duration of time, stipulated from time to time by the Commission or the professional standards setting body, as the case may be:
- Provided that in respect of time duration, a student pursuing academic qualifications under the Academic Bank of Credits facility may, after earning the stipulated credits, avail a relaxation of a maximum of one semester, provided the duration of the course or programme is of two-years or more (Four semesters or more).
- (12) A Registered Higher Education Institution may fix its Course fee based on the number of credits of a course for which the student is enrolled.
- (13) The Higher Education Institution shall pay a fee for registration as an eligible institution under these regulations, which shall be determined with the prior approval of the Central Government or the Commission, as the case may be.

Kaushik Ram

9. **Monitoring, support and Quality assurance by Universities and ABC.**- (1) It shall be the responsibility of Registered Higher Education Institutions, to monitor the development and operationalisation of the Academic Bank of Credits programme at the university level and at the level of their affiliated autonomous colleges.
- (2) Registered Higher Education Institutions shall offer teacher or staff training, mentoring, academic and administrative audit and other measures for improving the quality of performance of the Academic Bank of Credits facility and promotion of holistic/multidisciplinary education with the support of Academic Bank of Credits, which may be in the form of Faculty Development Programmes or Quality Improvement Programmes or Professional Development Programmes or Technology Inculcation Programmes.
- (3) The Quality assurance of the implementation of Academic Bank of Credits at the level of the registered university or autonomous college shall be developed by the University or autonomous college concerned either through the Internal Quality Assurance Cell (IQAC) or any other appropriate structured mechanism as may be decided by the Registered Higher Education Institution.
- (4) Every Registered Higher Education shall upload, annually, on its website, a report of its activities *vis a vis* the Academic Bank of Credits, as well as of measures taken by it for Quality assurance, Quality sustenance and Quality enhancement.
- (5) There shall be an Academic Bank of Credits-Grievance Redressal Mechanism at the level of Central Government/University Grants Commission/Academic Bank of Credits, and at the level of every Higher Education Institution registered with Academic Bank of Credits to address the grievance/appeals of students.
10. **Consequences of violation.**- Where a Registered Higher Education Institution fails to fulfil the conditions or requirements prescribed under these regulations, the Commission may, after providing a reasonable opportunity of being heard, direct the institution to rectify the deficiency within such period of time as may be stipulated by the Commission and on failure on the part of the Higher Education Institution to do so, terminate the registration of such institution from Academic Bank of Credits and, in addition, cease to provide grants under the Act, where such grants are admissible to the institution.
11. **Interpretation.**- Any question as to the interpretation of these Regulations shall be decided by the Commission, and its decision shall be final and binding in the matter.

Prof. RAJNISH JAIN, Secy., UGC

[ADV.T.-III/4/Exty./167/2021-22]

balshivram

HIMACHAL PRADESH UNIVERSITY
'GENERAL ADMINISTRATION SECTION'

Annexure-"V"

No. 9-61/2015-HPU(Genl.)

Dated: Shimla-5, the 30 NOV 2024

NOTIFICATION

In continuation of this office notification of even number dated 4-11-2024, the NAD Cell-CCEW is hereby made functional with the following structured hierarchy. This hierarchy has been created to execute and implement the Academic Bank of Credits (ABC) System in accordance with the UGC Regulations, 2021, within the University:-

- | | |
|---|-----------------------------|
| 1. Head of the NAD Cell | Registrar |
| 2. Co-ordinator | Controller of Examinations |
| 3. Co-ordinator for (ICDEOL)/CDOE | Director CDOE |
| 4. In-charge (Quality Assurance) | Director, (IQAC) |
| 5. Incharge, ABC& Digi locker (Technical Support) | In-charge, Computer, Centre |
| 6. Nodal Officer (NAD/ABC) | Programmer/Web Master |
| 7. Coordinator ABC (Operations) | In-charge, CCEW |
| 8. Branch Admins & Grievance Redressal Officers:- | |
| a) ACOE | |
| b) DR/AR-RME | |
| c) AR/DR Exam-I,II,III | |
| d) AR/DR Degree Cell | |
| 9. Administrative Staff:- | |
| a) One Section Officer/Supdt | |
| b) One JOA(IT)/Clerk | |
| c) One Peon | |

The role and responsibilities of the above designated officers/officials as approved by the Executive Council is enclosed.

REGISTRAR

Dated: 30 NOV 2024

Endst.No.Even.

Copy to :

1. The Dean of Studies/ DSW/ Chief Warden/Dean, Planning & Teacher's Matters, HPU, Shimla-5.
2. The Director, (ICDEOL)/Physical Education /Adult Education / HRDC/ Agro Economic Research Centre/ Population Research Centre/ HPU Business School/ (DIS)/ Pre-Examination Coaching Centre/ HPU Regional Centre of Dharamshala, District Kangra, H.P. / UCBS / UILS, Ava-Lodge, Shimla-171004.
3. All the Chairmen/Chairpersons of Teaching Departments, HPU, Shimla-5.
4. The Principal, Dept. of Evening Studies, The Mall Shimla-171001.
5. The COE/ P& DO/ACOE/ Joint Controller, SAD/ IAO, HPU, Shimla-5.
6. The Finance Officer, HPU, Shimla-5 is requested to make budgetary provisions for the NAD Cell-CCEW, in accordance with the decision of the Executive Council.
7. The Librarian/ Medical Officer/ Incharge Computer Centre, HPU, Shimla-5.
8. The Executive Engineer Construction / Design /Architect), HPU, Shimla-5.
9. The Chief Security Officer/PRO/Pool Officer, HPU, Shimla-5.
10. All Dy./ Assltt. Registrar/ Section Officers/Branch Officers, HPU, Shimla-5.
11. The Dealing Assistant Meeting. (GAD), HPU, Shimla-5 with the direction to report the action taken to the Executive Council.
12. The Web Administrator, HPU, Shimla-5 with the direction to upload the above notification on the University Website.
13. SPS to the Vice-Chancellor/ PS to PVC/SPS to Registrar, HPU, Shimla-5.
14. Guard file.

REGISTRAR

Handwritten signature

Annexure-D

For the smooth and effective functioning of the NAD Cell as per the UGC Regulations, 2021 following Officials are required in an Administrative Hierarchy of NAD Cells. The designation-wise duties and responsibilities of Officials required in NAD Cell is given here under: -

1. Head of the NAD Cell:

Registrar, HPU

The Registrar, H.P. University is the administrative head and the academic branch directly works under his supervision. The Registrar, being Head of Administration has already got registered the Himachal Pradesh University, Shimla on the NAD portal with his Name, Aadhaar and Phone number in the year 2022 after the approval of the Hon'ble Vice-Chancellor. The academic branch works under the Registrar therefore, he shall also facilitate NAD accordingly as per their role, responsibility and activities.

2. Co-ordinator:

COE

The Controller of Examinations is the principal officer in charge for the Conduct, evaluation of Examinations and the declaration of their results. Therefore, Co-ordinator shall co-ordinate among different branches of exams & NAD Cell. In his absence from Office the same work will be looked after by the Add. Controller of Examination wing and also assist in COE in this process.

3. Co-ordinator for CDOE

Director-CDOE

Director-Centre for Distance & Online Education will be responsible for the work related to the Correspondence & Online/distant education courses and co-ordinate among different branches of correspondence courses & NAD Cell and other related issues. The Director shall be responsible for students enrolled in CDOE.

4. In-Charge (Quality Assurance)

Director (IQAC)

Director, IQAC will act as a Member (Quality Assurance) in order to ensure the quality & also for implementation of Academic Bank of Credits (ABC) Scheme as per UGC regulations, 2021 published in the Gazette of India on 28th July, 2021 in NAD Cell. The following Clause of aforesaid UGC regulations are reproduce here under which justify the appointment of Director (IQAC) as a Member (Quality Assurance):-

Clause 9(3): "The Quality assurance of the implementation of Academic Bank of Credits at the level of the registered university or autonomous college shall be developed by the University or autonomous college concerned either through the Internal Quality Assurance Cell (IQAC) or any other appropriate structured mechanism as may be decided by the Registered Higher Education Institution."

Clause 9(4): "Every Registered Higher Education shall upload, annually, on its website, a report of its activities vis a vis the Academic Bank of Credits, as well as of measures taken by it for Quality assurance, Quality sustenance and Quality enhancement."

Washirvan

5. Incharge, ABC & Digilocker (Technical Support)

Incharge Computer Centre

The Incharge, ABC & Digilocker will monitor the work in coordination with NAD/Digital lockers Delhi, Central agency and HPU. The Incharge, Computer Centre will be responsible for technical support/guidance by providing the suitable solutions such as final data pushing from CCEW to NAD/Digilockerportal during the implementation of ABC in the University System as per UGC guidelines. He will make sure that the entire functioning of the NAD cell should be executed smoothly and provide assistance in resolving operational problems.

6. Nodal Officer (NAD/ABC):

Programmer/Web Master

Nodal Officer is the interface between NAD Delhi and HP. University, Shimla who has administrative rights on the NAD portal of HPU and to resolve all the issues of HPU, give prompt replies to NAD Delhi for all the queries raised by the NAD Delhi.

Nodal Officer should be well versant with the latest technology and who can handle the various technical activities (for e.g. database, websites or any other IT related issues), for adopting the guidelines/directions in order to maintain/upgrade the entire scheme i.e. ABC issued time to time by UGC. Nodal Officer will act as an important link between IT Officials of NAD and H.P. University Administrative Hierarchy for resolving the various issues and also upload the academic awards of the candidates in coordination with CCEW to NAD portal as per the requirements of the NAD. Moreover as per the UGC Regulations, 2021 vide Clause 7(6) which is reproduced here under for ready reference:-

"A Registered Higher Education Institution shall have a webpage on its website containing details of the facility of Academic Bank of Credits, list of all Registered Higher Education Institutions, guidelines or Standard Operating Procedures for the students to utilize the facility effectively, along with a link to the Website of Academic Bank of Credits."

In view of the above, it is in the interest of the University for delivery of efficient services to all stakeholders, Programmer/Webmaster should Act as a Nodal Officer (NAD/ABC) for its smooth and effective functioning. The Nodal Officer (NAD/ABC) will also act as a main Admin of NAD Cell and also authorize to entrust the work to Officials of RME Branch, UG/PG Exam branches of HPU and ICDEOL to complete the various stages i.e. creation of ABC IDs, credit uploads, record/certificate verifications etc. on NAD portal. The Nodal Officer shall be responsible for creating dedicated webpage of NAD Cell and updates the same time to time on the University Official website.

7. Co-ordinator ABC (Operations):

In-charge, CCEW

In-charge, CCEW will also act as a Co-ordinator ABC (Operations) because the processing of entire results of UG/PG/Diploma/Certificate Courses etc. is processed through Computer Centre for Examinations Wing (CCEW). Moreover, the database pertaining to post-examination, pre-examination, awards entry and case settlements to remove the discrepancies for result late cases, RLA, fee etc. is being managed and operated under the direct control and supervision of Incharge, CCEW. It is pertinent to mention here that Incharge, CCEW will provide the database to Nodal Officer for uploading the same on Academic Bank of Credits (ABC). Therefore, for the smooth functioning of NAD Cell it is very important that Incharge, CCEW should also act as Co-ordinator ABC (Operations) so that every minute thing should be taken care off

Incharge
Computer Center
H.P. University

Washirvan

while uploading/pushing the academic awards of the candidates on the NAD portal. Moreover, Co-ordinator ABC (Operations) will also be act as a main Admin of NAD Cell and also authorize to entrust the work to Officials of RME Branch, UG/PG Exam branches to complete the various stages i.e creation of ABC IDs, credit uploads, record/certificate verifications etc. on NAD portal.

8. Branch Admins.& Grievance Redressal Officers (ABC):

- a) ACOE b) DR/AR-RMEc) AR/DRExam-I, II & III d) AR/DR Degree Cell

The ACOE, Deputy Registrar/Assistant Registrar of RME, Exam-I, II & III, Degree Cell will act as a Branch Admins& Grievance Redressal Officers (ABC) of their respective courses at the level of the university for implementation of Academic Bank of Credits (ABC) Scheme as per UGC regulations, 2021 for addressing the grievance/appeals of students. The RME branch will make ensure the creation of ABC-ID of the registered students and also maintain the data pertaining to migration also. All the aforesaid officials will also act as Branch admins and play a vital role in verification of data/records, settlement of results, redressal of complaints/queries of students time to time. The Clause 9(5) of the UGC Regulations, 2021 which is reproduced here under also directs the University to adopt such a mechanism which helps in addressing the grievance/appeals of students:

"There shall be an Academic Bank of Credits-Grievance Redressal Mechanism at the level of Central Government/ University Grants Commission/ Academic Bank of Credits, and at the level of every Higher Education Institution registered with Academic Bank of Credits to address the grievance/appeals of students."

9. Administrative Staff: -

- 1) Section Officer/Supdt. 2) One JOA (IT)/ Clerk 3) Peon

The administrative office Staff is required for preparing, maintaining and storing the official records. The aforesaid office staff will be responsible for dealing with queries on the phone and by e-mail etc. and time to time correspondence with various branches of the University, UGC and with the concerned stake holders. The aforesaid staff shall be communicating & co-ordinating with different branches, officials inside HPU & with central agencies.

Incharge
Computer Center
H.P. University, Shimla

balshivram

(Annexure-“VI”)

HPU-Undergraduate Courses Offered & Syllabi Framed Align with NEP 2020

Sr. No.	Name of Courses Under (UG)
1.	B.Sc. Physics
2.	B.Sc. Chemistry
3.	B.Sc./B.A. (Mathematics)
4.	B.Sc. (Geology)
5.	Environmental Science for UG (Under VAC)
6.	B.Sc. Microbiology
7.	B.Sc. Biotechnology
8.	B.Sc. Botany
9.	B.Sc. Zoology
10.	B.A. English
11.	B.A. Hindi
12.	B.A. Sanskrit
13.	OT (Shastri)
14.	B.A. with Education
15.	B.A. History
16.	B.A. Political Science
17.	B.A. Public Administration
18.	B.A. Sociology
19.	B.A. Geography
20.	B.A. Psychology
21.	BATTM
22.	FYICTTM
23.	BHM
24.	B.Com.
25.	BBA
26.	B.A. Economics
27.	B.A. Journalism
28.	BPA (Bachelor of Performing Arts): i) Vocal

balshirvan


	ii) Instrumental iii) Tabla iv) Kathak
29.	BFA (Bachelor of Fine Arts): i) Painting ii) Sculpture iii) Applied Art
30.	BA: i) Painting ii) Sculpture iii) Applied Art
31.	B.A. Course in Music and B.A. Course in Dance
32.	Home Science
33.	BCA
34.	B.Sc. with Computer Science, BA with Computer Applications, B.Sc. (Physical Science with Computer Science).
35.	B.A. in Philosophy
36.	B.A. in Physical Education
37.	B.Sc. Data Science
38.	B.Sc. Artificial Intelligence
39.	Apprenticeship Embedded Degree Programmes (AEDP): a) B.Com Banking, Financial Services and Insurance b) B. Com E-Commerce c) B.Com Retail Operations Management d) B.Com Logistics e) B. Com Human Resource Operations

K. Shivaram

**Guidelines for
Examinations and Grading under NEP 2020
Himachal Pradesh University for
Undergraduate (UG) Programmes**

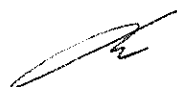
Table of Contents

S. No.	Particulars	Page No.
	Abbreviations	3
1	Registration of Students	4
2	Examinations	4
	2.1 Filling of Examination Form	4
3	Evaluation	4
	3.1 Continuous and Comprehensive Evaluation (CCE)	4
	3.2 End Semester Examination (ESE)	4-5
	3.3 Practical/Dissertation/Viva-Voce etc.	5
4	Conduct of Examinations	5
5	Evaluation process of ESE	6
6	Course-Wise Credits and Division of Marks	6
	6.1 Subject without Practical/Dissertation/Viva-Voce etc.	6
	6.2 Subject with Practical/Dissertation/Viva-Voce etc.	7
	6.3 For Music (Vocal & Instrumental)/ Dance/ Sculpture/ Painting/ Table/ Applied/ Commercial Arts	7
	6.4 For Music (Vocal & Instrumental)/ Dance/ Sculpture/ Painting/ Table/ Applied/ Commercial Arts where subject is only Practical/ Dissertation/Viva-Voce etc.	7
	6.5 Continuous Comprehensive Evaluation (CCE) for Centre for Distance and Online Education (CDOE)	7
	6.6 MOOCS	7
7	Passing Criteria	8
	7.1 Grace Marks	8
8	Re-checking	8
9	Re-Evaluation	8-9
10	Determining Merit Positions/Ranking	9
11	Conversion Formula	9
12	Degree Completion Duration	9
13	Multiple Entry and Exit	10
	13.1 Re-entry	10
14	Letter Grades and Grade Points	10-11
15	Computation of SGPA and CGPA	11-12



Abbreviations

AEC	Ability Enhancement Course
CCE	Continuous and Comprehensive Evaluation
CDOE	Centre for Distance and Online Education
CGPA	Cumulative Grade Point Average
DEB	Distance Education Board
DSC	Discipline Specific Core
DSE	Discipline Specific Elective
ESE	End Semester Examination
MC	Minor Course
MDC	Multidisciplinary Course
MOOCS	Massive Open Online Courses
SEC	Skill Enhancement Course
SGPA	Semester Grade Point Average
SWAYAM	Study Webs of Active-Learning for Young Aspiring Minds
TMA	Tutor Marked Assignment
VAC	Value Addition Course



Examination & Grading

1. Registration of Students

Every eligible student admitted to the affiliated colleges/institutions or through correspondence course shall be required to get registered with the University. Affiliated colleges/institutions/ CDOE shall be responsible to get its all students registered with the University through university registration portal. Registration process of students will be as per the University Ordinance or Notification issued from time to time. The Principal of an affiliated College of the University or of an institution, Chairman of the Deptt., Director, CDOE as the case may be shall ensure the completion of the process of registration within one month after the admission. No student shall be allowed to appear in the exam in the private capacity. Students shall be eligible for degree either through regular mode or through distance education mode.

2. Examinations

Every student after fulfilling the requisite conditions shall be allowed to fill in the examination form, which will be duly verified by the concerned college/institution.

2.1 Filling of Examination Form

University shall be notifying the schedule to fill in the examination form and will give at least 15 days. The Head of the Institution/ Principal of the college/Director of CDOE shall be responsible to ensure that their all admitted students have filled the examination form and also ensure that forms are verified by the Principal/Head/Director of the college/institutions/CDOE for their correctness and authenticity. After the prescribed date, University shall allow to fill in the examination form with late fee as per the University Norms.

3. Evaluation

Evaluation will be based on **Continuous and Comprehensive Evaluation (CCE), End-Semester Examination (ESE) and Practical/Dissertation/Viva-Voce etc.**, which will contribute to the final grade. ESE will consist of written examination at the end of the semester which will be conducted by the University.

The semester examination may have the following components:

1. Continuous and Comprehensive Evaluation (CCE)
2. End Semester Examination (ESE)
3. Practical/Dissertation/Viva-Voce etc. if any

3.1 Continuous and Comprehensive Evaluation (CCE)

- i. CCE marks obtained by students will be uploaded through online mode only. Copy of the original award list of CCE, duly signed by the concerned teacher and verified by the Principal, will be submitted to the University before the result declaration.
- ii. Before entering online CCE marks, the marks list will be displayed on college Notice Board. Students' grievances, if any, may be resolved by the college authority.
- iii. For the Distance Education Courses (through CDOE of HPU), CCE will be entered on the basis of the assignments submitted by students.
- iv. In case a student fails to clear CCE due to House Test/Class Test and/or Assignment/Presentation and/or Practical etc, he/she shall be given additional two chances prior to commencement of ESE to qualify CCE.
- v. If a student fails to clear the Continuous and Comprehensive Evaluation (CCE) even after availing all permissible chances in a particular course, he/she shall be required to redo the CCE in the subsequent semester.
- vi. The relaxation in Attendance and condonement of Shortage of Attendance if any shall be governed by the existing norms of H. P. University.

3.2 End Semester Examination (ESE)

1. Each academic year shall comprise two semesters, viz. Odd and Even semesters. Odd Semesters'



- examination will be held in October and the Even Semesters' examination will be held in April.
2. Minimum attendance requirement for appearing in ESE is 75%. A student having less than 75% attendance in aggregate will not be eligible to appear in the End-Semester Examination (ESE).
 3. Only those students will be allowed to appear in the examination whose admit card has been generated and roll numbers are appearing in the cut-list.
 4. A student shall be promoted from the 1st Year to the 2nd Year upon passing at least 50% of the total credits offered in the 1st Year. Similarly, a student shall be promoted from the 2nd Year to the 3rd Year upon passing at least 50% of the total credits offered in the first two years taken together. Promotion from 3rd year to 4th year shall be allowed when student successfully qualifies all the courses of the first three years.
 5. If a student does not take admission in a semester, he/she will not be promoted to the next semester and student will have to take fresh admission again in the same semester in the next academic session.
 6. If a student does not take admission and fills online examination form, he/she shall not be permitted to appear in the ESE examination and the online examination form if filled by such a student will be rejected. The examination fee thus submitted will not be adjusted/ refunded in any case.
 7. A student who fails to pass the End Semester Examination (ESE) in any course(s), or is unable to appear in the ESE for any reason, despite fulfilling all other conditions (including the uploading of Continuous and Comprehensive Evaluation (CCE) marks online), shall be treated as 'FAIL/ABSENT'. Such a student shall be permitted to appear in the ESE of the concerned course(s) in the corresponding odd or even semester respectively, within the maximum prescribed duration for completion of the degree.
 8. In courses having theory and practical components, the student shall be allowed to re -appear only in the failed component(s).
 9. Students who could not appear or fail in one or more courses in End Semester Examination (ESE) shall be allowed to appear for the same as per the odd and even exam schedule. The examination schedule is elaborated as follows:
 - First, third, fifth, seventh, ninth semester with odd semester examination schedule (Oct.).
 - Second, fourth, sixth, eighth, tenth with even semester examination schedule (April).

3.3 Practical/Dissertation/Viva-Voce etc.

The Principal/Head/Director of the college/Institution/CDOE shall ensure the completion of Practical/Dissertation/Viva-Voce etc. if any as per the schedule notified by the University. Practical/Dissertation/Viva-Voce etc. marks shall be entered through online mode before the ESE or not later than 10 days after the completion of ESE. Any delay in uploading the marks of Practical/Dissertation/Viva-Voce etc. may invite disciplinary action.

4. Conduct of Examinations

All affiliated colleges/institutions shall conduct examinations for their students by providing all requisite facilities as per the University norms.

- i. Centre Superintendent/Deputy Superintendent shall be appointed by the affiliating university preferably from other college/institution.
- ii. Appointment of invigilators (Teachers only) and supporting staff in the examination centres shall be made as per the University norms.
- iii. Senior Superintendent/Superintendent of the examination centre shall ensure requisite facilities for differently abled students.
- iv. It is the responsibility of the Senior Superintendent/Superintendent of the examination centre to regularly visit the University website on day-to-day basis for changes in the datesheet, cutlist of the candidates etc.
- v. To conduct the examinations smoothly, flying squad shall be constituted by the University to inspect examination centres.



- vi. If any college/institutions fail to ensure fair conduct of examinations as per norms, University may cancel the examination centre or penalize for the anomalies.
- vii. Any grievances related to questions may be addressed to Assistant Registrar (Secrecy) through Senior Superintendent of that examination centre.

5. Evaluation process of End Semester Examination (ESE)

1. Mode of evaluation may be as follows:
 - On Screen Evaluation.
 - By setting up of Cluster Evaluation Centres.
 - On Spot evaluation by setting up of Evaluation Centres
 - Evaluation at concerned college
 - Any other mode decided by the University
2. Evaluation of Value Addition Course (VAC) shall be done in the concerned college or as per the decision taken by the University from time to time.
3. To ensure timely declaration of results the Controller of Examinations in consultation with the Hon'ble Vice Chancellor/Pro Vice Chancellor, may adopt any of the aforementioned modes of evaluation.
4. The Rules and Regulations for evaluation will be as per the guidelines issued by the University from time to time.
5. All the Answer Scripts will be submitted to the University by the respective college/ centre/cluster after the completion of evaluation process, irrespective of the mode of evaluation.
6. Any delay in uploading awards of CCE/ ESE/Practical/I/A/P/C etc. from the given timelines may lead to disciplinary action against erring evaluator or Head of college/institution.

6. Course-Wise Credits and Division of Marks

Credits

The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it.

For the purpose of credit determination, instruction is divided into three components:

Lectures(L)–Class room lectures.

Tutorials (T)–Special, elaborate instructions on specific topics (from Lectures). **Practicals(P)**–Laboratory of field exercises in which the student has to do experiments or other practical work.

$$C = L + T + P$$

Where, *C* is the credit weightage for a particular course.

6.1 Subject without Practical/Dissertation/Viva-Voce etc.

Table I

Course Name	Credits	L:T:P Lectures: Tutorials: Practicals	Division of Marks	
			CCE (IA)	ESE
Discipline Specific Core (DSC)	4	4:0:0	30	70
Discipline Specific Elective (DSE)	4	4:0:0	30	70
Minor Course (MC)	4	4:0:0	30	70
Multidisciplinary Course (MDC)	3	3:0:0	25	50
Skill Enhancement Course (SEC)	3	3:0:0	25	50
Ability Enhancement Course (AEC)	2	2:0:0	15	35
Value Addition Course (VAC)	2	2:0:0	15	35

6.2 Subject with Practical/Dissertation/Viva-Voce etc.

Table II

Course Name	Credits	L:T:P Lectures: Tutorials: Practicals	Division of Marks		
			CCE (IA)	ESE	Practical
Discipline Specific Core (DSC)	4	3:0:1	30	50	20
Discipline Specific Elective (DSE)	4	3:0:1	30	50	20
Minor Course (MC)	4	3:0:1	30	50	20

6.3 For Music (Vocal & Instrumental)/ Dance/ Sculpture/ Painting/ Table/ Applied/ Commercial Arts

Table III

Credits	L:T:P Lectures: Tutorials: Practical	Division of Marks		
		CCE (IA)	ESE	Practical
4	(2:0:2)	30	35	35

6.4 For Music (Vocal & Instrumental)/ Dance/ Sculpture/ Painting/ Table/ Applied/ Commercial Arts where subject is only Practical/Dissertation/Viva-Voce etc.

Table IV

Credits	L:T:P Lectures: Tutorials: Practical	Division of Marks		
		CCE (IA)	ESE	Practical
3	(0:0:3)	25	0	50

6.5 Continuous Comprehensive Evaluation (CCE) for Centre for Distance and Online Education (CDOE)

Table V

Course Credits	Number of TMA (Tutor Marked Assignment)	Marks
4 Credit Courses	2 TMA	30
3 Credit Courses	2 TMA	25
2 Credit Courses	1 TMA	15

6.6 Massive Open Online Courses (MOOCs)

Student will have the option to earn credits by completing quality-assured Massive Open Online Courses (MOOCs) through SWAYAM portal or any other source duly approved by University. The list of subjects to be opted by the students through SWAYAM portal will be available on the University website. The earned credits through SWAYAM are transferable to student's programme. Full details of implementing (MOOCs) through SWAYAM are as per the guidelines for implementation and adoption of SWAYAM /MOOCs in H.P. University. Student can earn a maximum of 40% of the total credits through SWAYAM /MOOCs in the entire programme. For more details, refer the MOOCs guidelines of Himachal Pradesh University

7. Passing Criteria

1. In order to pass in a course, following passing criteria is required:
 - a. Passing percentage in ESE: 35%
 - b. Passing percentage in CCE: 35%
 - c. Passing percentage in Practical /Viva-Voce etc.: 35%
 - d. Passing percentage in Aggregate: 40%
 - e. Passing marks in I/A/P/C/Research/Dissertation: 35% minimum in each individual component and 40% in Aggregate.
 - f. Passing marks in accredited online courses: In accordance with Swayam/MOOCs guidelines.
2. If a subject does not have a practical component: Student will have to pass both the components (i.e. CCE and ESE) separately and also in aggregate to become eligible to be declared successful in a subject.
3. If a subject has a Practical/Dissertation/Viva-Voce etc. component: Student will have to pass all the components (i.e. CCE and ESE and Practical/Dissertation/Viva-Voce etc.) separately and also in aggregate to become eligible to be declared successful in a subject.
4. The passing criteria for UG professional courses (BBA, BCA, B.Tech, BFA, BA-LLB etc.) will be as per the passing criteria defined in the syllabus of that stream.

7.1 Grace Marks

For calculating pass marks prescribed in these Ordinances for various examinations, every half mark or more shall be rounded off to the next higher whole number and shall be ignored if is less than half.

(a) A candidate, who appears at an examination, but fails in one or more Course(s)/paper(s), (written, practical, sessional or viva-voce), and/or in the aggregate (if there is a separate requirement of passing in the aggregate), shall be given grace marks upto a maximum of one percent of the total aggregate marks allotted to the Course(s)/Paper(s)/ Subject(s), as the case may be, in which semester he has appeared to enable him to pass the said examination. While awarding grace marks the fraction working to half or more will be rounded off to the next whole number.

Provided further that grace marks up to a maximum of five may be awarded to a candidate who has failed only in one subject if it enables him to pass the entire examination.

Provided, however, that a candidate who is getting through with grace marks shall have an option not to avail of the benefit of grace marks. The application exercising such an option shall reach the Controller of Examinations within 30 days of the declaration of the concerned result and the Pro-Vice-Chancellor/ Vice-Chancellor will rectify such results and report such cases to the Academic Council in its next meeting.

(b) At the time of completion of Degree Grace marks up to 1% of the total aggregate marks may be awarded to a candidate, who has passed an examination but has failed to obtain either the letter grade or the grade point etc.

8. Re-checking

- i. If a candidate feels that either some of the answers in his/her script have not been evaluated or there is a mistake in the totaling of marks awarded to him/her, he/she may apply for re-checking.
- ii. A student shall be entitled to re-checking of his answer sheet by filling the prescribed form and submitting the requisite fee within 21 days of the declaration of result.
- iii. If on re-checking a mistake is discovered, the mistake shall be rectified.

9. Re-Evaluation

- i. If a candidate feels that his script has not been fairly evaluated, he/ she may apply for re-



- evaluation within 21 days of the declaration of result.
- ii. However, a candidate may be permitted to apply for re-evaluation after the expiry of 21 days but not later than the commencement of the succeeding semester, by depositing a late fee as decided by the university from time to time.
 - iii. The University shall endeavour to declare the result of re-evaluation within one month and not later than two months.
 - iv. The score on re-evaluation shall supersede the original score in case of a candidate securing more marks on original evaluation.
 - v. If re-evaluation marks are less than the original marks, then re-evaluation marks will supersede the original marks but will not go lower than minimum passing marks in the paper concerned.
 - vi. If the variation between originally evaluated awards and the awards of re-evaluation exceeds 10%, the answer sheet shall be sent for second re-evaluation and the average of the two higher awards shall be the final award. In such a case, the evaluator(s) may be asked to justify his evaluation.
 - vii. The fraction of 0.5 or higher will be rounded off to the next whole integer.
 - viii. Grace marks in re-evaluation will be allocated as per grace marks provision mentioned above under Grace Marks Rule.
 - ix. Only that candidate who applies for re-checking and re-evaluation within the expiry of 21 days (i.e. without late fee) shall be entitled to claim any retrospective benefit such as admission/promotion to any course/class or eligibility to sit for the Medical College entrance test or the grant of Scholarship/award/ /medal/ Merit List/Gold Medal etc., on the basis of declaration of the result of re-checking and re-evaluation.
 - x. No further re-assessment shall be allowed after the award/(s) by re-evaluators have been received.
 - xi. Answer-scripts (Hard copy/Soft Copy) will be retained by the university only for one year from the date of declaration of results for all purposes unless they are required in connection with any case that is sub judice.

10. Determining Merit Positions/Ranking

1. Merit position (Top 10) will be generated at the end of the course on the basis of CGPA without considering candidates who have applied for re-appear; re-checking & re-evaluation (only of those who apply after the expiry of 21 days); and improvement of division.
2. Tentative Merit position will be provided at the time of result declaration of final semester on the basis of CGPA.
3. The final Merit List will be generated after completing 30 days of the result declaration.

11. Conversion Formula

Conversion Formula for converting CGPA to Percentage is as follows: **Percentage = CGPAx10**

Note: The conversion formula for UG professional courses (BBA, BCA, B.Tech, BFA, BA-LLB etc.) will be as per notification if notified separately.

12. Degree Completion Duration

- i. Regular student of affiliated colleges can complete the degree programme within the stipulated maximum period of seven years for Four-year Degree Programme and six years for Three-year Degree Programme. The gap between the semesters should not be more than three years as per academic session, subject to completion of the whole UG programme within seven years.
- ii. Students of CDOE can complete the degree programme as per the DEB guidelines (The maximum duration for completion and award of degree at the undergraduate and postgraduate



levels or post graduate diploma in Open and Distance Learning mode and Online mode shall be double the minimum duration of the respective programmes) or as applicable from time to time. For e.g. B.A. degree of three years period shall be completed within six years.

13. Multiple Entry and Exit

The Rules and Regulation for Multiple Entry and Exit are as per the Guidelines for Multiple Entry and Exit in Academic Programmes offered in Himachal Pradesh University. Multiple entry and exit options under three-year degree programme with UG certificate/ UG diploma/or degree depending upon the number of credits secured is as follows:

Table VI

Sr. No	Type of Award	Stage of Exit	Mandatory credits to be secured for the award
1	Undergraduate Certificate in the field of Study/Discipline	After successful completion of Semester- I and Semester – II (1st Year)	44
2	Undergraduate Diploma in the field of Study/Discipline	After successful completion of Semester- I to Semester – IV (2nd year)	86
3	Undergraduate Degree in the field of Study/Discipline	After successful completion of Semester - I to Semester - VI (3rd year)	128
4	Bachelor' Degree (Honours/Research)	After successful completion of Semester - I to Semester - VIII (4th year)	168

13.1 Re-entry

- i. A student can seek re-entry to the Degree Programme after exiting. However, the re-entry should be within a maximum gap period of three years after taking exit. Moreover, a student cannot stay out of a degree programme for more than three years in aggregate.
- ii. In addition, the Three-year and Four-year degree programmes have to be completed within the maximum stipulated period of six and seven years respectively. In any case, the gap between the exit and the re-entry into the UG programme should not be more than three years subject to completion of the whole UG three/four years programme within six/seven years respectively.
- iii. Re-entry may be within University i.e. between Colleges (shifting from one college to another depending upon the availability of seats), it may be called as Transfer of Admission (Inter-college migration) by taking consent from both the colleges and final approval by the University as per the rules of the University.
- iv. Re-entry may be from another University to this University or vice versa, it may be considered as Inter University Migration. The process of migration from one University to another University will be followed as per the University Ordinance Rules for Migration or Notification issued by the University from time to time.

14. Letter Grades and Grade Points

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study. The University may also mention marks obtained in each course and a weighted average of marks based on marks obtained in all the semesters taken together for the benefit of students.

Table VII

Letter Grade	Grade Point	Percentage
O (outstanding)	10	90% to 100% marks
A+ (Excellent)	9	80% to less than 90% marks
A (Very good)	8	70% to less than 80% marks
B+ (Good)	7	60% to less than 70% marks
B (Above average)	6	50% to less than 60% marks
C (Average)	5	40% to less than 50% marks
P (Pass)	4	Audit Pass
F (Fail)	0	Audit Fail
Ab (Absent)	0	ABS

When students take audit courses, they may be given pass (P) or fail (F) grade without any credits

15. Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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.

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

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

Example for computation of SGPA

Table VIII

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	4	B+	7	4 X 7 = 28
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
		20			139
		SGPA			139/20=6.95

ii The Cumulative Grade Point Average (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.

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

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



that semester.

Example for computation of CGPA

Table IX

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit:21 SGPA:6.9	Credit:22 SGPA:7.8	Credit:25 SGPA:5.6	Credit:26 SGPA:6.0	Credit:26 SGPA: 6.3	Credit:25 SGPA: 8.0
CGPA= 6.73 (21 x 6.9 + 22 x 7.8 + 25 x 5.6 + 26 x 6.0 + 26 x 6.3 + 25 x 8.0)/145					

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

