



जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

राया - सूचानी (बागला), जिला सांबा - 181143, जम्मू (जम्मू एवं कश्मीर)
Rahya - Suchani (Bagla), District: Samba - 181143, Jammu (J&K)



संख्या. CUJ/Acad/AC-19/2024/478(1)

05th September, 2024

Notification No. 176/2024

It is hereby notified that Academic Council in, 19th Meeting held on 28.08.2024 vide Item No. 30 has approved the amendment in the Ordinance for PG programmes of the University as Annexure-A.



कुलसचिव

ईमेल: registrar@cujammu.ac.in

दूरभाष: 80821-97957

Encl: As above

Copy to:-

1. All Deans of the Schools
2. All Heads of the Departments / Directors of the Centres
3. Controller of Examinations
4. P.S. to Hon'ble Vice Chancellor
5. P.S. to Registrar
6. ICT Cell (for Uploading on University Website)



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CHAPTER-I

Ordinance for Post Graduate Programs

(Common to all Post Graduate Programs)

(Central Universities Act, 2009 (Act No.25 of 2009 the Central Universities Act, 2009))
(Approved by the Academic Council (AC) and Executive Council (EC) in their meetings held on
..... andrespectively)

1. SHORT TITLE AND COMMENCEMENT

- a) These ordinances shall be called the "Central University of Jammu (CUJ)" Ordinances for Post Graduate Programs.
- b) They shall come into force with immediate effect.

2. DEFINITIONS

- a) "University" stands for "Central University of Jammu" at all places.
- b) "Academic Council (AC)" means the University's Academic Council.
- c) "Advisory Committee" means an advisory committee comprising prominent and knowledgeable members with expertise in all the postgraduate programs within and outside the University.
- d) "EC" means the Executive Council of the University.
- e) "Board of Studies (BoS)" means the Board of Studies of the Department.
- f) "School Board (SB)" means School Board of the School.
- g) CUET (Common University Entrance Test) is a test conducted by the National Testing Agency (NTA) for undergraduate and postgraduate Programs.
- h) NTA means for National Testing Agency (NTA) conducted by the Ministry of Education.
- i) CUET means for "Common University Entrance Test."
- j) "Common Entrance Test (CET)" is a test conducted by the "Central University of Jammu".
- k) "School of Business Studies, School of Life Science, School of Engineering, School of Basic and Applied Sciences, School of Education, School of Knowledge Management,



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Information and Media Studies, School of Languages, School of National Security Studies, and School of Humanities and Social Sciences" means a School which runs postgraduate programs.

- l) "NCC" means the National Cadet Corps is given basic military training in small arms and parades.
- m) "NSS" means National Service Scheme, an Indian government-sponsored public service program conducted by the Department of Youth Affairs and Sports of the Government of India for developing student's personalities through community service.

3. POST GRADUATE DEGREE PROGRAMS

- a) The University offers one- and two-year full-time programs in specialized arts, science, management, and engineering disciplines that address immediate national requirements by providing adequate knowledge.
- b) There may be a 2-year program with the second year devoted entirely to research for those who have completed the 3-year Bachelor's program;
- c) For students completing a 4-year Bachelor's program with Honours/Honours with Research: there could be a 1-year P.G. program.
- d) The currently running Post Graduate Programs list is given in **Annexure- I**.
- e) The University shall confer a Master's Degree to the student admitted to the postgraduate Programs and fulfill all the academic and co-curricular requirements as prescribed by this Ordinance.
- f) The programs may be added/deleted, or amended in accordance with the decision/recommendations of the BoS/SB and approved by the AC and EC.

4. ACADEMIC SESSION

- a) Each academic year shall be divided into two semesters (Odd and Even) apart from vacations, mid-semester and end semester. The academic session in each Semester shall be approximately 90 working days with up to 40 hours of teaching per week. The odd Semester shall generally commence in the month of July/August every year and even in December/January.



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- b) The schedule of academic activities for a Semester, including the dates of registration, mid-semester and end-semester examinations, inter-semester break, and other activities, etc. shall be referred to as per the Academic Calendar, which shall be prepared by the Academic Wing with the approval of the competent authority, and announced at least two weeks before the commencement of the academic year.
- c) The Academic Calendar must strictly adhere to all other activities, including co-curricular and/or extra-curricular activities, and must be scheduled to not interfere with the Curricular Activities stipulated in the Academic Calendar.
- d) Whenever any of the Teaching Days gets declared as a Holiday or otherwise when the classes get suspended, irrespective of whatever be the reasons, appropriate makeup for such loss shall be made by having the class/lab /teaching sessions conducted on a suitable date by following the particular Class Time Table of that Teaching Day which was so lost. It should be managed by the concerned program's Head of Department (HoD).

5. ADMISSION

- a) Admission to postgraduate programs shall be as per the ordinances and regulations of the University and in accordance with the guidelines issued by the concerned bodies, such as the Ministry of Education (MoE) / CUJ, from time to time.
- b) The admissions shall be made through centralized counseling based on merit through CUET/ CET merit depending upon the availability of seats in different postgraduate programs at the University.
- c) Every student admitted to the postgraduate degree program must submit the necessary documents, such as Character Certificate, Migration Certificate / Transfer Certificate (in original), as the case may be, and attested copies of other required academic certificates. After completing all necessary formalities, a permanent registration number and enrollment number shall be provided to him/her for all future reference by the University through the academic section/ academic branch.



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- d) The candidates who have completed three/four years of graduation from a recognized College/University shall be eligible for admission in the appropriate two-year/one-year Post Graduate Programs, respectively, based on merit /entrance exam/interview as notified by the CUJ subject to the availability of seats.
- e) The reservations in admission, cancellation of admission, and fee refund shall be as per university norms and notifications issued by the regulatory bodies from time to time.

6. CREDIT REQUIREMENT AND ELIGIBILITY FOR THE PG PROGRAMME

- a) A Bachelor's Degree with Honours/ Honours with Research with a minimum of 160 credits for a 1-year/2-semester P.G. program.
- b) A 3-year/6-semester Bachelor's Degree with a minimum of 120 credits for a 2-year/4 semester P.G. program
- c) A 4-year Bachelor's degree (e.g., B.E., B.Tech. etc.) with a minimum of 160 credits for a 2-year/4-semester P.G. program (e.g., M.E., M. Tech. etc.)
- d) A student is eligible for a P.G. program in a discipline corresponding to either major or minor(s) discipline in the UG program. In this case, the University can admit the students in the P.G. program based on the student's performance in the UG program or through an entrance examination.
- e) The eligibility for admission to postgraduate programs will be –notified the guidelines issued by the concerned bodies, such as UGC/ Ministry of Education (MoE) , CUJ, from time to time.
- f) If any College/University awards only letter grades without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the College/University specifying equivalent marks and submit it at the time of counselling. If the candidate does not provide such an equivalent certificate, the decision of the Admission Committee regarding his/her eligibility shall be final.
- g) The candidates interested in seeking admission as foreign nationals or under other categories as approved by the Central Government shall also be considered for



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admission to the Postgraduate Programs provided they fulfill the minimum criteria and their applications are received through the proper channel.

7. DURATION OF THE PROGRAM

- a. The student is ordinarily expected to complete the postgraduate program in 4 semesters (two years) from the initial registration date. However, a student may complete the program at a slower pace by taking more time, but in any case, not more than 8 semesters (four years) from the initial registration date, including rustication or temporary withdrawal from the course. For the student admitted under the lateral entry scheme, the maximum duration of the program shall be considered as 02 semesters (One year).
- b. A student who fails to fulfill all the academic requirements for the award of the Degree within the stipulated period from the date of his /her initial admission shall forfeit his/her Degree.
- c. "Multiple Entry and Exit" means the multiple entries and exit points in the academic programs offered at HEIs would remove rigid boundaries and create new student possibilities. Sometimes, learners have to give up their education mid-way for various reasons. Multiple exit and entry options are given to the needy students to facilitate flexible learning within the stipulated period (02 years for regular students and 01 year for lateral entry students). The student can exit from the program only at the end of the second Semester, and the entry option is provided to the students at the beginning of the third Semester.

In accordance with the NHEQF, the levels for the P.G. program are given in the Table.1

S.No	Qualifications	Level	Credits	Credit Points
1	P.G. Diploma	6	40	240
2	1-Year P.G. after a 4-year UG	6.5	40	260
3	2-Year P.G. after a 3-year UG	6.5	40 +40	260
4	2-Year P.G. after a 4-year UG such as B.E, B.Tech etc	7	40+40	280



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8. TEMPORARY WITHDRAWAL FROM THE PROGRAM

- a. A student may be permitted to discontinue/withdraw from the program of the University after the completion of the first year (2 Semester) for reasons of ill health/ startups or for other reasons found acceptable by the competent authority and approved in Academic Council:
 - i. Provided that the candidate applies to the University/ Department within at least 2 weeks of the commencement of the Semester or from the date he/she last attended his/her classes, whichever is later, stating the reasons for such withdrawal together with supporting documents.
 - ii. Provided further that the University/ Department is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the post-graduation degree within the maximum time limits specified for the program above.
 - iii. Provided further that there are no outstanding dues in the Department/Hostel/ Library/NCC/NSS, etc. against the name of the candidate.
 - ~~iv.~~ Under the provisions, a student who has been granted a temporary withdrawal from the University/Department, he/she shall be required to pay fees/charges (except tuition fees and hostel dues) during the leave period. However, fees shall not be refunded once paid.
- b. Normally, a student shall be permitted to withdraw from the program only once.

9. STRUCTURE OF THE PROGRAM

- a. Each Department shall have a curriculum for the program it offers which is duly recommended by BoS and SB and further approved by the AC and EC, and the same be uploaded to the university website.
- b. The complete program of study will consist of following categories of courses distributed over four semesters (02 semesters for lateral entry students):



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- i. A general core program comprising Core Courses, Departmental Elective Courses, and Open Elective Courses, Indian Knowledge Courses, with Major and Minor courses.
 - ii. A departmental core course introducing the student to the foundations with their major and minor courses offered in his/her department;
 - iii. An elective course enabling the student to take up a group of courses from a pool which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended opportunity or exposure to explore their diverse interests;
 - iv. Additional courses such as, seminar, training, project, internship etc. prescribed by the Department depending upon the specific requirement of the program.
- c. In addition, if a student interested may be enrolled for NCC/NSS/General Proficiency or other program as may be approved by the Academic Council which is recommended by BoS and School Board constituted for the purpose by the University. These courses are normally conducted during evenings hours, and are designed for character building and to sensitize the students towards social/national issues.
- d. All Post Graduate Programs shall be designed to have a minimum 80 and maximum 110 credits for direct entry to first year and for later entry, minimum 40 to Max. 60 credits under different categories of courses as follows. A student will be eligible to get additional Minor Degree in approved specializations by respective BoS, if he/she completes an additional 16-20 credits. These could be acquired through MOOCs, courses or notified by the department time to time.
- e. The nature of courses, syllabus and credits shall be reviewed and updated by the Board of Studies (BoS) of the concerned Department and concerned School Board, and the suggestions would be recommended to the Academic Council for further approval.



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- f. Courses identified as Major or Minor courses are compulsorily to be studied by a student for the award of the Degree. For electives, failure to earn credits does not necessarily require repeating the same course if not offered next time, in place of it another approved elective could be permitted as a replacement for that course by the faculty concerned advisor and Head of Department.
- g. Dissertation/Project/ industrial training etc. is to be satisfactorily completed before a student is declared eligible for the Degree. The curriculum for an individual department may show different credit allocation for Dissertation/Project/ industrial training etc. if considered necessary.
- h. Medium of Instruction /Evaluation/etc. shall be English/Regional Language.

10. CREDIT SYSTEM

- a. All courses have a combination of Lecture/Tutorial/Practical (L-T-P) to indicate the contact hours. 'T' and 'P' components of a course may be void. Separate Laboratory course (0-0-P) may also be provided. All courses have credit counts (C) which reflect its weightage depending on the number of hours of instruction per week.
- b. For calculating credit, in general each lecture and tutorial one hour per week will be considered as 1 credit, and two practical hours as one credit.
- c. A Lab will consist of one session per week for 1 credit lab course and two sessions per week for a 2 credit lab course.
- d. The curriculum of all the Post Graduate programs are designed to have minimum 40/80 credits for 1/2 years for the award of Degree. For lateral entry students the number of credits to be earned for the award of the Degree shall be in accordance with the curriculum of program concerned.
- e. The students are required to register for the backlog courses, if any, and he/she shall has to appear in the examinations for the same with the regular students of current session.



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- f. Extra-curricular activities carry no credits and a student should satisfactorily complete the prescribed NCC/NSS/General Proficiency etc. program by securing 'S' grade. ['S'- Satisfactory].
- g. The general proficiency activities may include Games/Sports/Cultural/Literary/Field Activities/Industrial visit/Extension Lectures, etc. to be carried out beyond class hours.

11. ENROLMENT AND REGISTRATION

- a. From the first Semester onwards, every student, is required to register for the courses to be pursued by him/her, as per the program, on the date(s) decided by the University in its academic calendar.
- b. The sole responsibility for enrolment and registration rests with the student. A student who does not register on the specified date for the purpose may be permitted late-registration, in consideration of any valid reasons (decided by the Head and Dean of the concerned Department), within the next 07 (seven) days on payment of late fee as prescribed by the University. However, under no circumstance's late registration after 30 calendar days from the scheduled date of registration is allowed except the written permission of Vice Chancellor.
- c. The registration procedure involves:
 - i. Filling of the registration form prescribed by the University, mentioning the courses to be pursued in the Semester including the backlog, extra or optional courses if any;
 - ii. Payment of semester/reappear fees, and clearance of outstanding dues (hostel, mess, library and others if any), and
 - iii. Submission of the signed registration form as notified by the University in the Department.
- d. A student will be eligible for registration only if he/she has cleared all the dues of the University, Hostel, Library, etc. up to the end of the previous Semester and



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completed the academic requirement of all the previous semesters, provided he/she is not debarred from registration, on disciplinary grounds.

- e. The list of all the registered students shall be sent to Academic Section and Examination Section of the University by the Department within six weeks from the last date of registration respectively for every Semester for further processing and necessary action.
- f. The semester fee once paid shall not be refunded if a student is expelled or detained/debarred from appearing the end semester examination on account of shortage of attendance, discipline or any other ground whatsoever.
- g. A student must ensure that he/she has earned the minimum specified credits to register for a particular semester as specified in the Ordinance (Under the section 20, heading "Promotion to Higher Semester").

12. ATTENDANCE

- a. A student must attend the lecture, tutorial and practical classes. The attendance requirement shall be a minimum of 75% of the total classes particular course wise actually conducted by the concerned course coordinator/Instructor. All approved leave of absence (e.g. representing the University in sports, games or athletics, placement activities, NCC/NSS activities etc.) shall be considered as present/ excused but not more than 5-10% of the total number of classes. Moreover, any other such contingencies like medical emergencies etc. shall not considered beyond 25% to maintain minimum 75% attendance criteria. However, after the recommendation by the head of the Department and endorsed by concerned dean, Vice Chancellor may condone attendance to an extent of 10% only in special cases. Each subject shall be treated as a separate unit for calculation of the attendance.
- b. The Head of the Department (HoD) shall notify regularly at least thrice in every Semester, the list of such candidates who fall short of attendance.
- c. A candidate, who does not satisfy the attendance requirement, mentioned as above, shall not be eligible to appear for the End Semester Examination of that specific subject, and the candidate shall be required to repeat the course whenever it will be offered next.



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13. ASSESSMENT& EVALUATION

- a. The assessment of the candidate shall be based on (i) Continuous Internal Assessment (CIA) throughout the Semester, (ii) Mid Semester Examination, and (iii) End Semester Examination (ESE).
- b. The CIA is a continuous process spread over the Semester and involves components as; assignments, quizzes, surprise test, case studies, presentations, attendance, etc. but informed the student starting of the Semester.
- c. There shall be one mid semester examination as per the academic calendar. If any student not appear in the mid semester examination due to any valid reasons (verified by concerned course coordinator, Head and Dean).
- d. The assessment in End Semester Examination will be based on the performance in the end semester examination/Viva-voce examination/Presentation as the case may be. The evaluation in theory courses which involves written examination shall be carried out by the concern faculty member whereas in case of practical's, projects, training, etc. it shall be carried (course coordinator) / (course coordinator and the external examiner).
- e. The assessment of a candidate in each subject shall be done on the basis of absolute grading basis as follows:

(i) Theory Courses and Laboratory Courses

(i) Theory Courses		
Component	Category	Marks
I	(a) Continuous Internal Assessment (CIA) (Assignments/Quizzes/Attendance etc.)	20
	(b) Mid- Semester Examination (MSE)	30
II	End-Semester Examination (ESE)	50
	Total	100
(ii) Laboratory Courses		
Component	Category	Marks
I	(a) Continuous Internal Assessment (CIA) (File work/lab performance/Attendance/ Quiz etc.)	20



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	(b) Mid- Semester Examination (MSE)	30
II	End-Semester Examination (ESE)	50
	Total	100

*All the Theory and Lab courses shall be evaluated with 100 marks individually, irrespective of their credits.

Note: The laboratory and project courses will be evaluated by the teachers(s) associated with the course/ an external examiner not in the service of the University at the time of examination. In case the external examiner (from the list of approved examiners by the BoS) does not turn up for the examination, the concerned head of the Department, in consultation with the course in-charge, shall call another person to act as the examiner.

(ii) Project/ Seminar

(ii) Project/Seminar		
Component	Category	Marks
I	Internal Assessment - The distribution and weightage to be decided by course co-coordinator	50
II	End-Semester Examination/ External Examination	50

Note: The Project and Seminar courses will be examined by the teacher(s) associated with the course assigned by the Department, and one or more External Examiners for the End-Semester Examination to be recommended by the head of the Department concerned and approved by the Vice Chancellor.

(iii) Industrial/Practical Training/Internship/Apprenticeship

(iii) Industrial/Practical Training/Internship/Apprenticeship		
Component	Category	Marks
I -Marks to be awarded by the respective Industrial/Practical	Technical Quality of the work	25
	Day to Day Progress	15
	Attendance, discipline, involvement, etc.	10



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	Sub Total	50
II- Marks to be awarded by the Department	Project Report	15
	Project Work	15
	Viva-Voce & Presentation	20
	Sub Total	50
Total		100

(iv) Audit Courses/Non Credit Courses

(iv) Audit Courses/Non Credit Courses		
Course Status	Marks Obtained	Grade Awarded
Audit Pass	$\geq 40\%$	S (Satisfactory)
Audit Fail	$< 40\%$	U (Unsatisfactory) Candidate has to repeat the course

- f. Grades for theory, practical's, projects, etc. will be submitted to the Department as per academic calendar after the end of classes of the respective Semester. Grades will be awarded by the subject coordinator, and shall be submitted to the Department for further submission in examination section.
- g. The grades submitted by different programs may be moderated by a Departmental Moderation Committee, recommended through the concern HoD, and approved by the Dean of School/ Vice-Chancellor, if required.

14. END SEMESTER EXAMINATION AND PASSING REQUIREMENTS

- (a) It is mandatory to appear in ESE exam. A student can only appear in the end-semester examination of a course if he/she
- has did his / her course and examination registration for the courses and no pending dues against him/her
 - has minimum prescribed attendance
 - A student shall be deemed to be passed with the minimum grade value 4.0 (Grade D) in each course in theory and lab courses individually.



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15. GRADING SYSTEM

- a. Absolute grading will be followed for all students registered for a course as per Table shown below:

Table 16.1 Relative Grading System

Grade	Point Value of Grade	Qualitative Assessment
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above Average
C	5	Average
P	4	Pass
F	0	Fail
Ab	0	Absent in the End Semester/ Pending due to other reasons
I	-	Incomplete (Detained due to short attendance)
S	-	Satisfactory
U	-	Unsatisfactory

The grades will be round of to upper ceiling values.

- b. Student who obtains 'F' grade has to reappear for the ESE only. Such a student need not attend the classes again for the that subject, and marks obtained in mid-term exam, internal assessment will be carry forward for the subsequent attempts of the student.



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- c. Grade "I" (Incomplete) is awarded to a student if he/she has shortage of attendance/suspended from the Semester. Such a student has to re-register for the course during the next Semester or whenever it is offered next. However, such candidate has to fulfil the attendance criteria.
- d. The grade "Ab" is awarded to a candidate if he/she is reported to have compelling grounds to absent himself/herself from the end semester examination on account of:
 - i. Medical reasons, illness or accident due to which student unable to appearing in the examination or any exigency in the family at the time of the examination, which, in the opinion of the Department, required the student to be away from the campus provided his/her attendance and performance in internal assessment are complete and satisfactory. Such a student shall have to appear only in the end semester examination only during the next Semester or whenever it is offered next or along with the next semester examinations provided he/she registers for the same. The grade shall be converted in to appropriate grade depending upon his/her combined performance in the internal assessment, mid-term exam and end semester examination.
- e. Transitional Grades (For Audit/ Non-Credit Courses): student who has been awarded "U" grade in Audit/ Non-Credit Courses shall have to register for the same and improve his/her performance. The grade "U" shall be converted to grade "S" on satisfactory completion of the course.

16. DECLARATION OF RESULT

- a. Final grades shall be awarded by the concern department and it should be submitted to the Controller of Examination (CoE) as per academic calendar. CoE shall be responsible for the preparation of the grade sheet and announcement of the result.
- b. 'U' grade obtained by a student will be deleted in the grade card once that course is successfully completed. The satisfactory grade 'S' acquired by the student will be indicated in the grade card of the appropriate Semester with an indication of the month and the year of passing. The final grades will be accordingly revised as per



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the revised grades in reappear exams and the CoE shall be responsible for the revision in SGPA/ CGPA.

- c. The F/I grade once awarded stays in the record of the student and will be deleted when he/she completes the course successfully later. The grade acquired by the student will be indicated in the grade card of the appropriate Semester with an indication of the month and the year of passing of that course. The CoE shall be responsible for issuing revised grade sheet.

17. PERFORMANCE INDICES

- a. The end of every Semester, a student's academic standing shall be determined by Semester Grade Point Average (SGPA), and a Cumulative Grade Point Average (CGPA). On successful completion of a course, the due credit will be allocated to specific subject in credit score sheet of student during the Semester. It would indicate the performance of the student in the Semester to which it refers.
- b. Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such.
- c. The SGPA is the ratio of 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.

$$SGPA = \frac{\sum(\text{Course credits} \times \text{Grade point}), \text{except audit courses obtained during a semester}}{\sum(\text{Course credits}), \text{except audit courses obtained during a semester}}$$

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

$$CGPA = \frac{\sum(\text{Course credits} \times \text{Grade point}), \text{of courses with pass grades except audit courses upto a specific semester}}{\sum(\text{Course credits}), \text{of courses with pass grades except audit courses upto a specific semester}}$$

18.1 Illustration of Computation of SGPA and CGPA and Format for Transcripts

- a. Computation of SGPA and CGPA

Illustration for SGPA



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Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 x 8 = 24
Course 2	4	B+	7	4 x 7 = 28
Course 3	3	B	6	3 x 6 = 18
Course 4	3	O	10	3 x 10 = 30
Course 5	3	C	5	3 x 5 = 15
Course 6	4	B	6	4 x 6 = 24
	20			139

Thus, **SGPA = 139/20 = 6.95**

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 20 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0

Thus,

$$CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0}{93} = 6.51$$

- b. Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the CoE may issue the transcript for each Semester and a consolidated transcript indicating the performance in all semesters.

18. BACKLOG COURSES REGISTRATION AND EXAMINATION

- a. Students who could not earn the required minimum credits at the end of the even Semester have two options to continue with the studies. They are permitted to re-register for the course, when it is offered in the upcoming Semester.
- b. Next semester courses duly recommended by BoS approved by Academic Council, A student will have to register for before the starting of next semester courses by with backlog courses (if offered) paying the prescribed fee within the stipulated time.



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- c. The student who has been awarded grade 'F', 'I', 'Ab' or 'U' in a subject during the regular Semester, shall be eligible for the registration in the upcoming Semester or whenever course is offered provided they have completed prerequisites if any for the courses offered.
- d. The students are required to register for the backlog courses, if any, and he/she shall has to appear in the examinations for the same with the regular students of current session.

19. REVIEW OF ANSWER SCRIPTS

- a. After the completion of Mid and End semester examination answer-sheets will be evaluated by the examiners allocated by CoE.
- b. After the completion of the evaluation the answer-sheets should be shown to the students as per deadline given by course coordinator/ academic calendar.
- c. The Head of the Department (HoD) shall facilitate the review of the answer script, if any discrepancy is noticed.

20. PROMOTION TO HIGHER SEMESTER

A student has to earn a minimum number of credits in a year to move to the next year as given here under:

20.1 For Regular Students:

- a. To be eligible for admission to third Semester, a student must earn a minimum of 50% of total Credits of 1st year, failing which he/she may re-register for the next Semester to earn the required minimum credits or join back the 1st Semester to repeat the 1st year.
- b. To be eligible for admission to fifth Semester, a student must earn 50% of total Credits till 2nd year/ 4th semester, failing which he/she has to re-register for the next Semester to earn the required minimum credits or join back the 3rd Semester to repeat the 2nd year.
- c. The students doing their major projects internships outside the University (in any other institutions or industry) may be relaxed from the university regular classes after 3rd Semester,



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subjected to the prior recommendations of the head of the Department (HoD) and approval of concerned dean.

21. DETENTION

- a. A student shall be detained in a course and shall not be allowed to appear in the end semester examination if he/she does not maintain 75% of attendance in respective course. For more details, refer to clause 12 of this Ordinance (attendance).
- b. A student shall be detained in a semester if he/she remains absent continuously in University for more than four weeks in a semester without sanctioned leave from the authorities concerned (Course Coordinator/ Program Coordinator / HoD/ Dean of School). He/she must repeat the Semester.
- c. A student involves in any misconduct in University or involve in any unethical practices in University in a semester he/she must detained from the University for 15/30 days or whole Semester.

22. TERMINATION FROM THE PROGRAM

- a. A student may be terminated from the program and his/her name will be struck off the rolls if the candidate:
 - i. fails to secure minimum 4.0 CGPA at the end of an academic year. However, a student securing a 4.0 CGPA may be allowed to continue in the following Semester by the HoD/ Dean of School on valid grounds to improve the grades in the following Semester.
 - ii. has produced forge/ false documents or made false declaration at the time of seeking admission.
 - iii. has found to be concurrently employed and performing duty in contravention to academic schedule of the department/ university.
- b. A student may be rusticated from the Department/School/University on disciplinary grounds based on the recommendations of any committee or examination committee approved by concern Dean of School and Vice Chancellor.
- c. Mercy Appeal: If the name of a student is removed from the rolls of the Department/School, he/she may appeal to the Vice-Chancellor stating the reasons for not being able to abide by



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the regulations or earn the requisite credits and the Vice-Chancellor, if satisfied with the reasons, may allow the continuation of admission of the student only once during the tenure of the program or extend the total duration of the program upto two semesters.

23. MODERATION COMMITTEES

Question Paper Moderation Committee: There shall be a Question Paper Moderation Committee to review the question papers and as per BLOOM's TAXONOMY by following committee members:

- a. Head of Department - (Convener)
- b. Subject Coordinator
- c. One subject expert from the Department to be nominated by the concern HoD and approved by Dean of School.

Result Moderation Committee: There shall be a result moderation committee of the concerned School/Department consisting of the following members to moderate course-wise results of the End-Semester Examinations if required in view of extremely poor performance by a large number of students:

- i. Head of Department - (Convener)
- ii. All course coordinators

The result moderation committee will examine the result of the course and in case of abnormal situation; it may suggest suitable corrective measure to amend the result or award grace marks in appropriate component as the case may be. In case of difference of opinion among the members of the committee, the majority decision will prevail.

24. GRADUATING REQUIREMENT

(a) A student shall be considered to have completed the post graduate program for award of the Degree if he/she

- i. has passed successfully all courses prescribed in the curriculum/scheme within the stipulated time.
- ii. has obtained a minimum **4.5 CGPA** at end of the 4th Semester.

25. AWARD OF POST GRADUATE DEGREE



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- a. A student who fulfils the requirements mentioned under Clause 24 of this Ordinance shall be awarded the Post Graduation degree in the respective Department.
- b. The Degree shall be awarded after the same is recommended by the Academic Council and approved by the EC of the University.

26. AWARD OF MEDALS

- (a) University may institute gold and silver medals to the highest and second highest rank holders respectively as per CGPA and other academic conditions in each program of specialization.
- (b) Ranks/Positions will be determined at the end of the terminal Semester. Only those students who fulfill the following conditions will be eligible for ranks/positions:
 - (i) They do not have any break in their studies;
 - (ii) They have passed every scheduled course in first attempt;
 - (iii) They have passed every course on time as per the curriculum;
 - (iv) They have earned credits as per the schedule given in the curriculum;
- (c) A student fulfilling all the conditions stated in clause 24 and obtaining highest CGPA in respective program, and above shall be recommended by the Academic Council.

27. AWARD OF POST GRADUATE DEGREE

University may award of PG Degree to the students who have successfully passed all courses (theory and lab) and at least 4.0 CGPA in their respective programs.

28. CREDIT TRANSFER/ CREDIT BANK

- a. The credit transfer will be considered on the request of a student, recommend by the department level committee after certifying the equivalence, and approved by Dean of School/ Vice Chancellor.



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- b. University offers Credit Accumulation and Credit Transfer frame work for promoting and facilitating inter University transfer and mobility of students across different Indian Universities and educational institutions.
- c. The procedure and conditions for transfer/ accepting of credits earned by a student shall be as follows:
- i. **Credit transfer from CENTRAL UNIVERSITY OF JAMMU (herein after referred to as CUJ) to other University/ Institute:** Student from CUJ can take transfer to another University/ Institute under the following conditions:
 - CUJ has signed an MoU with the University/Institute.
 - However, a student, after seeking transfer from CUJ can return to CUJ after a semester or year. Based on courses done in the other University/ Institute subject to the availability of the seats, equivalent credits shall be awarded to such students.
 - ii. **Credit transfer from another University to CUJ:** The University will accept the transfer of credits earned by a student from the following Institutions/Universities:
 - Universities recognized under section 2 (f) and 12 (b) of the UGC Act.
 - Universities as members of the Association of Indian Universities.
 - Institutions established by the State and Central Governments.
 - Any Institution/University with which CUJ has a signed MoU.

(d) To graduate from CUJ, a student must study at least half of the minimum duration prescribed for a program at CUJ.

29. POWERS TO MODIFY

Notwithstanding all that has been stated above, if any difficulty arises in giving effect to the provisions of these Ordinances, the Vice-Chancellor may by order make such provisions void with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty. Every order made under these rule shall be subject to ratification by the



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Appropriate University Authorities. Such actions of Vice-Chancellor shall not be treated as precedence under any circumstances.