

अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर (छ.ग.)



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बिलासपुर, दिनांक... 02/02/2021

अधिसूचना

छत्तीसगढ़ शासन, उच्च शिक्षा विभाग, मंत्रालय, महानदी भवन, नवा रायपुर, अटल नगर, जिला-रायपुर से प्राप्त पत्र क्रमांक-एफ 3-23/2020/38-2 नवा रायपुर, अटल नगर, दिनांक 13-01-2021 द्वारा विश्वविद्यालय शिक्षण विभाग, अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर (छ.ग.) के अध्यादेश क्रमांक-143 (बैचलर ऑफ होटल मैनेजमेंट एण्ड हास्पिटालिटी) में संशोधन कर समन्वय समिति की 27 वीं बैठक में अनुमोदन हेतु प्रेषित प्रस्ताव को छत्तीसगढ़ विश्वविद्यालय अधिनियम, 1973 की धारा-38 (2) के प्रावधानानुसार माननीय कुलाधिपति द्वारा अनुमोदित किया गया है:-

अ. क्र.	वर्तमान प्रावधान	प्रस्तावित प्रावधान	औचित्य
142	<p>BILASPUR UNIVERSITY, BILASPUR (C.G.) Three years Bachelor Degree programmes in University Teaching Departments (Under the Choice Based Credit System) These Ordinance shall be called Bilaspur University Regulations governing Three years Bachelor Degree Programme under the Choice Based Credit System (CBCS). The Academic Council of the University approved the CBCS Ordinance for Three years Bachelor Degree Programmes in University departments and the implementations of the Choice Based Credit System on behalf of the Executive Council, The Vice Chancellor has approved the CBCS. The CBCS become operative from the Academic Year beginning 2013.</p> <p>1. A) The Course of Study extend over 6 semesters in three full academic sessions and each of these academic session shall consists of the following :-</p> <p>i. 1st Academic session : I & II Semesters ii. 2nd Academic session : III & IV Semesters. iii. 3rd Academic session : V & VI Semester.</p> <p>B) It shall be a full time course of study and there shall be an examination at the end of each semester on such date as may be notified by the university.</p> <p>2. Definitions: In these Ordinance, unless the context otherwise requires:</p>	<p>Atal Bihari Vajpayee Vishwavidyalaya Four years Bachelor of Hotel Management (BHM) Honors degree Program Under Choice Based Credit System (CBCS)</p> <p>1. TITLE AND COMMENCEMENT: 1.1. The Ordinance shall be called as Ordinance for Four years (Eight Semesters) Undergraduate BHM Degree program. 1.2. This ordinance will come into force from the Academic Session as per the notification issued by the university and shall replace the existing ordinance. 1.3. This program shall be full time course of study and there shall be an examination at the end of each semester on such date as may be notified by the university.</p> <p>2. DEFINITION & KEY WORDS: 2.1 "Vishwavidyalaya" or "University" means AtalBihari Vajpayee Vishwavidyalaya. 2.2 "Student" means one who has been admitted in the Four years UG program of this University through Entrance examination or any other mode as decided by university from time to time. 2.3 "Academic Year" means two consecutive (one odd and one even) semesters. 2.4 "Choice Based Credit System (CBCS)" means a program that provides choice for students to select from the prescribed courses (Core, Elective,</p>	<p>ए.आई.सी. टी.ई. के मापदण्डों के अनुसार बैचलर ऑफ होटल मैनेजमेंट का पाठ्यक्रम में 4 वर्षीय होने के कारण वर्तमान में प्रचलित 3 वर्षीय पाठ्यक्रम को 4 वर्षीय पाठ्यक्रम परिवर्तित करने के फलस्वरूप</p>

छ.ग.शासन, उच्च शिक्षा विभाग, मंत्रालय, नवा रायपुर के पत्र क्रमांक-एफ 3-17/2020/38-2 दिनांक 13-01-2021 के अनुसार अनुमोदित।

<p>a) "Student" means students admitted to Post Graduates/ Under Graduates/Integrated Programmes under these Ordinance</p> <p>b) "Degree" means Post Graduate/Under Graduate/Integrated Degree</p> <p>c) "Fee" means the fee prescribed by the University for different programme from time to time</p> <p>d) "Credit Point" (Ci) means the unit in respect attendance in classes by which the course work is measured.</p> <p>e) "Grade letter" is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in course/paper. Grade letters are O,E,V,A,B,C,F</p> <p>f) "Grade Point" (Gi) is the 10-point weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.</p> <p>g) "Honour Points" refer to the product of No.of credits multiplied by the Grade point (GiXCi) for a given course/paper</p> <p>h) "Semester Grade Point Average (SGPA)" refers to the performance of the student in a given semester. SGPA is based on the total Honour points divided by the Credit points earned by the student in all the courses/papers in a Semester.</p> <p>i) "Cumulative Grade Point Average (CGPA)" refers to the Cumulative Grade Point Average weighted across all the semesters which is the average of all SVPA.</p> <p>3. COURSE STRUCTURE:</p> <p>A) Core Courses shall be those, knowledge of which is deemed essential for students of a particular programme. It may also have an elective component.</p> <p>B) Open Choice Courses are intended to allow students to acquire knowledge and skills in areas of her/his choice. Such courses may be offered by the concerned department</p>	<p>Ability Enhancement courses, etc.) as per the guidelines issued by UGC/regulatory bodies where ever applicable and as approved by the appropriate bodies of the University.</p> <p>2.5 "Course" means "papers" through different modes of delivery and is a component of a program as detailed out in the respective program structure.</p> <p>2.6 "Letter Grade" means an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, and F.</p> <p>2.7 "Credit" means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture, seminar or tutorial) per week or two hours of practical work/field work/project etc. per week. The number of credits for each course shall be defined in the respective examination scheme.</p> <p>2.8 "Grade Point" means a numerical weight allotted to each letter grade on a 10 point scale or as prescribed by the UGC/University from time to time.</p> <p>2.9 "Credit Point" means the product of grade point and number of credits for a course.</p> <p>2.10 "Semester Grade Point Average (SGPA)" means a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total credits of all courses during the semester. It shall be expressed up to two decimal places and shall be calculated as per Appendix III.</p> <p>2.11 "Cumulative Grade Point Average (CGPA)" means a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places and shall be calculated as per Appendix III.</p> <p>2.12 "Semester" means an academic session spread over 15-18 weeks of teaching work with minimum 90 teaching days. The odd semester may normally be scheduled from July to December and even semester from January to June.</p> <p>2.13 "Grade Card" means a certificate based on the grades earned. Grade certificate shall be issued to</p>	
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and/or other departments in various schools of study, within the university. This may be inter University/Institution when University endorses so.

- C) Optional Courses are intended to allow students to acquire specialized knowledge and skills in the subject. Such courses are to be offered by the concerned department.
- D) Each course of a particular programme of study shall have the following. (i) course code, (ii) course title; (iii) credits assigned (iv) maximum marks; (v) number of contact hours for teaching of theory per week and per semester; (vi) number of contact hours for teaching of practical per week and per semester; (vii) whether the course is a core (HC) and/or an open choice course (SC)
- E) On distribution of core and open courses across semesters

The open choice courses shall be offered one in even and other in odd semester i.e. maximum two courses/papers for a subject provided there is no specific requirement of the course/programme.

4. Main Features of the CHOICE BASED CREDIT SYSTEM(CBCS)-

- a) The Bachelor Degree Programmes in the departments under different Schools in the University are full time courses of study spread over a period of six academic semesters of three academic years. These courses cannot be combined with any other full-time or part time undergraduate/integrated course offered by the University except those which may be designed by the University for the undergraduate students of the University. Choice based optional papers and open courses may be opted in this system.
- b) The courses of study and the scheme of examination for the degree in each subject shall be such as may be approved by the Academic council on the recommendation of the Board of the Studies of the Department concerned.
- c) i) Subject to the general guidance of

all registered students after every semester. The grade certificate will contain the course details (code, title, number of credits, grade secured) along with SGPA of the semester and CGPA earned till that semester. The final semester grade certificate shall also reflect the cumulative total of marks obtained by the student in all semesters out of maximum marks allocated for which the grades of the program were evaluated. However, the final result will be based on the grades/CGPA.

2.14 "Transcript" means a certificate issued to all enrolled students in a program after successful completion of the program. It contains the SGPA of all semesters and the CGPA;

3. DURATION:

- 3.1 The duration of B.H.M degree shall be of eight semesters (Four academic years).The maximum duration for completing the course shall be of eight consecutive academic years. If a student is unable to clear all the semesters of the program within the maximum duration (as specified above), he/she will automatically exit from the program.
- 3.2 The maximum total duration shall include the period of absence, withdrawn and different kinds of leave permissible to a student but it shall exclude the period of rustication/suspension/or any other penalty period imposed by the University.
- 3.3 The student after successful completion of the eight semesters of the programme shall be awarded degree of Bachelor of Hotel Management

4. NUMBER OF SEATS

Number of seats in each program shall be as approved by the Academic Council and notified by the University and as advertised for admission to the program.

5. ADMISSION PROCEDURE AND ELIGIBILITY

- 5.1 Department shall constitute an admission committee well in advance duly approved by vice chancellor as per the guide lines laid down for this purpose. Entire process of admission shall be the responsibility of duly constituted admission committee of the department concern.
- 5.2 Admission in first semester shall be as per the academic calendar as approved by the competent authority from time to time and shall be made through the entrance examination as conducted by university or any other procedure as notified by the

the Board of studies, the instruction and routine in each course shall be under the control and direction of the Department concerned.

ii) Each student, with respect to her/his work in the course as well as his general conduct in the University, shall remain under the control of the school and the discipline of the concerned Department.

d) For each course or paper of 100 marks, Internal assessment/sessional marks is of 25 and End

Semester (theory/Practical) or Project/dissertation marks is of 75

f) **Distribution of credits**

Ordinarily, each semester shall have uniform distribution of credits in respect of classes attended. However, depending on specific requirement of UGC, AICTE, NCTE, BCI etc, total credits may vary from semester to semester and subjects to subjects. Generally 25 credits be there for total of 500 marks distribution in courses in each semester.

5. **Student advisor and students hand book**

- i. Each Department shall have a student's advisor(s) who shall advise the students about choosing courses offered under open choice .
- ii. Each department shall prepare a student's handbook which shall contain complete list of courses including the core (#)coerces and the open choices(s).
- iii. Immediately after joining a programme of study student shall fill up a plan declaring the choice of open courses to be taken. Depending upon the availability of courses in each semester every student must register for the courses she/he intends to undergo in that semester. Students have to apply in the prescribed proforma (in triplicate) duly signed by the candidate, student advisor and the Head of the Department (within the deadline notified in the academic calendar).
- iv. Late registration/permission for open choice course may be allowed up to two weeks after the commencement of

university from time to time.

5.3 For other semester students has to take admission to the next semester of the academic programmes at the beginning of each semester in the Department/School by completing the necessary formalities and by filing application form and by paying prescribed amount of fee as specified by the Department/University.

5.4 Student seeking admission to this program must have passed Higher Secondary (10+2) offered by any state or central Board of Higher Secondary Education or by any Universities or recognized Boards/Councils with minimum 45% marks. The exact eligibility criteria of a specific program shall be as approved by the academic council and as notified by the university from time to time.

5.1 Reservation and relaxation in minimum eligibility for admission for OBC/SC/ST/DA shall be as per Chhattisgarh state govt. rules.

5.5 Foreign national may be admitted to the program as per the policy of state govt./University/ Government of India from time to time. These seats will be supernumerary seats.

6. **ENROLMENT IN THE UNIVERSITY**

Every student admitted to the program shall be enrolled before appearing in the first semester examination through the procedure prescribed by the university from time to time.

7. **COURSE STRUCTURE**

Structure of the course for BHM shall be as decided by BoS concerned and tentatively as per UGC course structure as follows:

7.1 **Core Course:** A course, which is to be studied compulsorily by a candidate as a core requirement is termed as a Core Course.

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

7.2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be

<p>the semester.</p> <p>v. Withdrawal from a course shall be permitted within two weeks from the date of registration.</p> <p>vi. After according permission, a student can drop a choice based course opted earlier and can substitute it by another choice based course with the consent of the Student advisor and the Head of the Department before the deadline for withdrawal of courses.</p> <p>Provided that withdrawal from a course will not be permitted for those who were allowed late registration/permission/entry.</p> <p>6. Admission in Course:</p> <p>i) A candidate seeking admission to any of the courses must possess the qualifications prescribed by the Board of the studies as approved by the Academic Council from time to time.</p> <p>ii) Admissions to different courses shall be made only in the first semester at the beginning of each academic year unless specifically decided for a course by the Academic Council.</p> <p>iii) Candidates who have taken the Higher Secondary Examination (pass or honours), of any recognised board shall be eligible to apply for admission to the Bachelor Degree courses offered by the Board of studies subject to provisions of the Ordinance relating to prerequisites if any.</p> <p>The minimum qualifying marks for admission to different courses shall be as per the rules of the University prescribed for the purpose time to time.</p> <p>iv) Admission to a course shall be made on the basis of the candidate's performance at the admission test and personnel interview, if any, conducted by the concerned Department and/or her/his merit in the concerned subject/course at the qualifying degrees, based on academic records.</p> <p>v) Admission in the Departments For First semester must be within 15th July or as per the Academic Calendar. For other semesters provisional admission must be taken within 7 days</p>	<p>offered by main discipline/subject of study).</p> <p>7.2.2 Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.</p> <p>7.2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.</p> <p>P.S.: A core course offered in a discipline/subject may be treated as an elective by other</p> <p>Discipline/subject and vice versa and such electives may also be referred to as Generic Elective</p> <p>7.3 Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). „AECC“ courses are the courses based upon the content that leads to Knowledge enhancement. They (i) Environmental Science and (ii) English/MIL Communication are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.</p> <p>7.3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.</p> <p>7.3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.</p> <p>7.3.3 Project work / Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.</p> <p>7.4 The Board of Studies of each department will decide the course structure and syllabus for a specific programme.</p> <p>7.5 An undergraduate BHM degree shall be awarded with the course structure as per Appendix – I</p>	
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after examinations are over. Their admission will be regularized within 7 days of the publications of the results of the previous semester.

7. Eligibility criteria for admission in examination:

- i) Each semester shall have at least of 90 working days excluding examination days 75% of attendance in respect of classes delivered in each paper/course is compulsory for all the students. A student shall be considered to have satisfied the requirement of attendance for appearing the semester end examination.
- ii) However, there is a provision for condonation of attendance by the Vice-Chancellor for those students who have recorded between 60% and 70% of attendance due to illness or due to special reasons beyond his/her control on production of medical certificate/justified grounds along with supported documents duly certified by the Dean/HOD.
- iii) If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural of any other officially sponsored activities, he/she shall be eligible for relaxation of attendance upto 60% in a paper/ based on the specific recommendations of the Dean/Head of the Department.
- iv) Student shall have to qualify in the internal tests of the courses or papers and shall have to obtain 40% marks per paper/course of 100 marks or 3 credit out of 5 credit per/paper/course.
- v) **Examination Schedule**
Even of semester examination: May and odd semester examination: December or as per Academic calendar.
- vi) A candidate shall apply for admission to the end-semester in prescribed form to the Dean of the concerned School through the Head of the Department. Such applications shall be accompanied by certificates indicating that:
 - (a) The candidate has attended the minimum number of lectures etc in respect or all core courses and open

7.6 Student of BHM program can choose course (20% in each semester) as per the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016 or as amended from time to time. The department concern shall compile and shall prepare the list of course to be offered before the commencement of each semester.

7.7 The students will produce the evidence of credit earned for the courses opted through SWAYAM and the same is to be sent to Controller of examination (COE) for preparation of transcript. Such credit shall be converted into the grade point or in appropriate scale by the department concerned and is to be sent to the Controller of examination (COE).

7.8 The credit of the course for UG shall be as given in **Appendix –II**

8. ATTENDANCE AND ELIGIBILITY TO APPEAR IN EXAMINATION:

A student must have a minimum attendance of 75% of the total number of classes held during the semester including lectures, practical / tutorials etc., for appearing in the end semester examination. However, Students having attendance more than or equal to 60% and less than 75% shall apply for condonation to the respective Head. The condonation shall be provided by the Vice chancellor after due consideration of reasons prescribed by the university/C.G. state.

9. CONTINUOUS INTERNAL ASSESSMENT:

- 9.1 Continuous Internal assessment shall be of 25% marks of total marks of a course.
- 9.2 Out of the total marks, 75% shall be allotted for the end semester examinations and 25% shall be allotted to continuous internal assessments during the semester.
- 9.3 The components for continuous internal assessments for each paper/course are as follows (In case of 100 marks. The same ratio may be adopted if total marks is 50):

Particular	Marks
Internal test	15
Seminar/quiz/group discussion/ Assignment/Field study or any similar activity	10
Total	25

9.4 There shall be three internal assessment tests

<p>choice/optional courses.</p> <p>(b) All dues including prescribed examination fee have been deposited.</p> <p>(c) Qualify in respect of credits and internal assessment. At least 3 credits should be earned out of 5 credits per paper in respect of attendance and 40% marks should be obtained for internal assessment.</p> <p>8. Credits</p> <p>a) The term "CREDIT" refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, For each paper of 100 marks: 5 credits for 5 contact hours per week, 50 contact hours per semester 4 credits for 4 contact hours per week; 40 contact hours per semester 3 credits for 3 contact hours per week, 30 contact hours per semester</p> <p>b) For each 100 marks course, credits shall be of 5 for 5 units of the course designed so that for each semester of 500 marks total credits shall be 25 and for full P.G, course of 2000 marks, total credits be 100. Similarly for each semester of 800 marks total credit will be 40 and for full PG course of 3200 marks, total credit will be 160 and so on.</p> <p>c) For undergraduate courses like B.Tech, B.Sc, B.Ed, BVA and any such similar courses of 4 years duration of eight semesters, total credit will be calculated on the basis of 5 credits per course of 100 marks.</p> <p>d) For three year Bachelor Degree courses in the department total credit will be calculated on the basis of 5 credits per course of 100 marks or as may be decided by Academic Council / Executive Council from time to time.</p> <p>e) However the total credit to be assigned in different programmes/courses may vary in post-graduate programme as per the requirement of the course concerned and also as per instructions of different regulatory bodies like UGC, AICTE, and NCTE etc.</p> <p>9. Distribution of credits</p>	<p>should be conducted as per the academic calendar. The average of best two tests shall be considered for the marks of Internal test. The answer script of the tests shall be shown to the students and any clarification/doubt shall be cleared by the teacher concerned.</p> <p>9.5 Internal assessment marks shall be displayed on the notice board before the end semester examination for reference of the students after moderating it and approved it.</p> <p>9.6 The schedule for the continuous assessment shall be made known to the students at the beginning of the semester. The tests shall be evenly spaced out throughout the semester.</p> <p>9.7 Each Department shall constitute an Examination Committee consisting of at least three members of its faculty to oversee all work connected with evaluation of internal assessment marks. The Head of the Department shall be the ex-officio Chairman of this Committee.</p> <p>9.8 Internal assessment shall not be there for Major project/project Report and shall be carry forwarded in case of ATKT students. There shall not be any provision of conducting internal assessment tests for ATKT students at any circumstances.</p> <p>10. MEDIUM OF INSTRUCTION</p> <p>The medium of instructions in general shall be English except for language courses. The medium of instructions for examinations shall be English except for the language course. However, university may notify the medium of instruction and examination for a specific program, and in such cases the medium of instruction shall be as notified by the university.</p> <p>11. EXAMINATION AND EVALUATION</p> <p>11.1. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the evaluation The evaluation of students admitted in any of these Programmes shall be based on</p> <p>(a) End Semester Examinations- 75% marks of total and</p> <p>(b) Continuous Internal Assessment- 25% of total marks</p> <p>11.2. The end semester examinations will be held as per the academic calendar of the university.</p> <p>11.3. The minimum percentage of marks to pass the program in each semester shall be 40% in each course (Including both internal and external</p>	
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- a) Ordinarily, each semester shall have uniform distribution of credits. Maximum credit should be 5 for each paper of 100 marks. However depending on specific requirement of UGC, AICTE, NCTE, BCI etc, total credits may vary from semester to semester and subjects to subjects.
- b) Credits to the students should be finalized by the Departmental Committee recommended by the Dean of school on the basis of attendance and performance in internal assessment for each course/paper.

Course paper	Percentage of attendance considered	Credit point for each paper/course
Paper of 100 marks	100%	5
-do-	80%	4
-do-	75%	3.75
-do-	60%	3
-do-	Below 60%	0

c) **Credit point indicates:**

- i) One credit per unit (each course/paper consists of 5 units)
- ii) 20 marks of a paper is equal to one credit (if the paper is of 100 marks)
- iii) Minimum 10 class attendance for each unit
- iv) Performance in internal assessment tests.

d) **Credit Card**

Each Department will maintain academic credit card as per proforma to be provided by the examination Department in respect of each student. Credit Card shall be issued before the submission of application for admission in semester examination one copy of credit card be enclosed with it. The original copy be kept in the Department. One copy may be given to the student concerned.

Course code	Courses	Class	Classes	Credits	Internal assess	Signature

marks).

- 11.4. All Program shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student.
- 11.5. Semester examination results will have in the followings categories:
- (i) **Passed**, i.e., those who have passed in all courses of the semester examination.
- (ii) **Promoted**, i.e., those who have not passed in all the courses of the Semester examination but have passed $n/2$ courses if n is even and $(n+1)/2$ courses if n is odd, where n stands for the total number of courses in the concerned semester.
- (iii) **Detained**, i.e., those who are not promoted as per the above provisions will be detained. Such students have to rejoin the course of study in regular mode in the same semester in next session subject to not crossing maximum duration of the program as defined in the ordinance.
- 11.6. However student detained in first semester shall be out from the program. Such student has to take admission in next session through the new admission process.

12. PROMOTION RULE

- 12.1 A student may take admission in 2nd semester provisionally immediately after the 1st semester examinations and his/her admission in 2nd semester shall be confirmed and promoted to 2nd semester provided he/she is carrying not more than 50% back papers in 1st semester.
- 12.2 A student may take admission in 3rd semester provisionally, immediately after the 2nd semester examination and his/her admission shall be confirmed and promoted to 3rd semester provided he/she is carrying not more than 50% back papers in 1st semester and not more than 50% back papers in 2nd semester.
- 12.3 A student may take admission in 4th semester provisionally, immediately after the 3rd semester examination and his/her admission shall be confirmed and promoted to 4th semester provided he/she is carrying not more than 50% back papers in 2nd semester and not more than 50% back papers in 3rd semester. Provided further that student has cleared all the papers of 1st semester.
- 12.4 A student may take admission in 5th semester provisionally, immediately after the 4th semester examination and his/her admission shall be

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10.	Continuous Assessment						<p>confirmed and promoted to 5th semester provided he/she is carrying not more than 50% back papers in 3rd semester and not more than 50% back papers in 4th semester. Provided further that student has cleared all the papers of 2nd semester along with 1st semester.</p> <p>12.5 A student may take admission in 6th semester provisionally, immediately after the 5th semester examination and his/her admission shall be confirmed and promoted to 6th semester provided he/she is carrying not more than 50% back papers in 4th semester and not more than 50% back papers in 6th semester. Provided further that student has cleared all the papers of 3rd semester along with 1st and 2nd semesters.</p> <p>12.6 A student may take admission in 7th semester provisionally, immediately after the 6th semester examination and his/her admission shall be confirmed and promoted to 7th semester provided he/she is carrying not more than 50% back papers in 5th semester and not more than 50% back papers in 6th semester. Provided further that student has cleared all the papers of 4th semester along with 1st, 2nd and 3rd semesters.</p> <p>12.7 A student may take admission in 8th semester provisionally, immediately after the 7th semester examination and his/her admission shall be confirmed and promoted to 8th semester provided he/she is carrying not more than 50% back papers in 6th semester and not more than 50% back papers in 7th semester. Provided further that student has cleared all the papers of 5th semester along with 1st, 2nd and 3rd and 4th semesters.</p> <p>12.8 ATKT examination of even semester shall be conducted along with even semester similarly ATKT examination of odd semester shall be conducted along with odd semester.</p> <p>12.9 Further a special ATKT examination of 7th semester shall be conducted along with 8th semester for the students having not more than 50% back papers in 6th semester as well in 5th semester.</p> <p>12.10 A special ATKT examination of 8th semester shall be conducted after declaration of semester results. Only those students who are having not more than 50% back papers only in 8th semester shall be eligible to appear in this special ATKT examination.</p> <p>12.11 Ex-students can also appear in special ATKT examination subject to full fill condition mentioned in clause 3.1, 12.9 and 12.10.</p> <p>12.12 In case, a student fails to clear the backlog,</p>
	<p>i. Evaluation of continuous assessment for each course shall be made on the basis of the student's performance in the best two of the three written internal tests which may also include one seminar organized for this purpose by the Department concerned.</p> <p>ii. The schedule for the continuous assessment shall be made known to the students at the beginning of the semester. The tests shall be evenly spaced out throughout the semester.</p> <p>iii. The marks/grades awarded for continuous assessment shall be made known to the candidates ordinarily within ten days of the conduct of the test etc. Candidates may seek clarifications, if any, about their performance from the teacher concerned within a week of the declaration of marks/grades.</p> <p>iv. Each Department shall constitute an Examination Committee consisting of at least three members of its faculty to oversee all work connected with evaluation of sessional work. The Head of the Department shall be the ex-officio Chairman of this Committee.</p> <p>v) The marks awarded by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the Departmental, Examination Committee. It shall be the responsibility of this Committee to maintain the standard of evaluation.</p> <p>vi) Internal Tests: 3 tests for each semester must be conducted in each course. Odd Semester: 1st test: August, 2nd Test: September, 3rd test: November</p>						

Even semester: 1st test: February, 2nd test: March, 3rd test: April

Each test shall be of 25 marks and qualifying marks of 40%

If any candidate fails to attend or obtained qualifying marks then special tests may be arranged.

Average of the best two shall be considered for awarding sessional marks.

If any candidate is failed in internal test of a paper of course, the candidate shall not be allowed to appear in the end semester examination of that course/paper.

The components for continuous internal assessments for each paper/course are:

Average of the best two tests out of three tests	15 marks
Seminar/quiz/group discussion	5 marks
Assignments/Field study	5 marks
Total	25 marks
Qualifying marks (40%)	10 marks

End-on Semester Examination:

11. Paper setting

- i) The question paper for the end-semester examinations for each course shall be set by the paper setter appointed for the purpose.
- ii) It shall be the responsibility of the paper setter to ensure that the syllabus for the course is adequately covered in the question paper. The questions may compare; objective type, short notes and Descriptive types. Total number of questions may be 10 and students shall have choice to answer only 5 out of them.
- iii) The answer scripts for End-Semester Examinations shall be evaluated preferably, by the respective paper-setters.
- iv) Appointment of paper-setter/examiner
The Boards of studies in each subject shall draw a panel of paper-setters/examiners ordinarily in the month of August every alternate year and forward the same

he/she will held up till the backlog papers are cleared for which he/she can take attempt in the next appropriate examination as an Ex-student subject to the completion of degree upto maximum duration allowed for the course. Internal marks of such Ex-students will be carried forwarded for the corresponding course in which he/she is appearing as Ex-student.

12.13 For counting 50% of back papers 0.5 shall be treated as 1 including both theory and practical papers

13 RESULTS PREPARATION

A student who has passed in all the courses of each I, II, III, IV, V, and VI Semesters and obtained at least CGPA of 4.00 shall be declared as 'Passed'. The division shall be awarded after successful completion of sixth semester according to the following criteria:

- (i) First Division with distinction : CGPA \geq 7.50
- (ii) First Division : CGPA \geq 6.00, but $<$ 7.50
- (iii) Second Division : CGPA \geq 4.00, but $<$ 6.00

14 TRANSCRIPT:

Based on the Letter grades shown in **Appendix III**, the transcript shall be issued as per template shown in **Appendix IV** including Marks obtained, grade points, SGPA and CGPA along with other particulars of the student. University shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters. The detail of letter grade and formulae of SGPA and CGPA shall be printed on the back side of transcript.

15 CONVERSION TO PERCENTAGE:

The conversion formula for converting CGPA to the corresponding Percentage (P) of

Marks will be as follows:

$$P = 10 \times \text{CGPA}$$

16 OTHER GUIDELINES

- 16.1 There will be no provision for repeat of improvement of the program, once student has cleared it.
- 16.2 There shall not be the provision of revaluation however re totalling is permissible as per university rule.
- 16.3 Ranking for merit or medals shall be decided as per statute/ ordinance of the university and shall be notified by the university

17 INTERPRETATION

to the Academic Council which shall approve the panel of Paper-Setter/Examiner. While drawing the panel, the Chairman of the Board of Studies shall take into consideration the confidential aspect of the assignment.

A person to be appointed as a Paper –Setter must be a full time teacher of the University/ Colleges having at least 3 years Post Graduate teaching experience.

In exceptional circumstances, however, the Vice-Chancellor may relax the condition of experience.

12. Moderation Board and moderation of Question Papers

- i) There shall be a Moderation Board for each subject/programme of study and it shall consist of-
 - a) Dean of the School concerned
 - b) Head of the concerned Department,
 - c) Two senior teachers nominated by the Head of the Department/ Departmental committee recommended by the Dean of school and finally approved by the Vice Chancellor.
- ii) The function of the board shall be:
 - a) To ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately.
 - b) To delete question(s) set from outside syllabus and to make necessary substitution, if required.
 - c) To remove ambiguity in the language of question, if any,
 - d) To moderate the questions properly giving ample opportunity to candidates of both average and exceptional capabilities,
 - e) To ensure proper

17 INTERPRETATION

In any matter of interpretation of the provisions of this ordinance, the matter shall be referred to Vice-Chancellor who is the chairman of Academic Council. His/her decision shall be final. Also If any question arises related to the matters not covered in these provisions, the relevant provisions made in appropriate Act/Statute/Ordinance/Regulations/Rules/Notifications issued by the university shall prevail

Appendix I Course structure

SCHEME FOR CHOICE BASED CREDIT SYSTEM IN 4 YEAR BHM Program

	CORE COURSE (12)	Ability enhancement compulsory course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (12)
SEMESTER-I	DSC-1 DSC-2 DSC-3	(English/MIL Communication) / Environmental Science		
SEMESTER-II	DSC-1 A DSC-2 B DSC-3 C	Environmental Science / (English/MIL Communication)		
SEMESTER-III	DSC-1 C DSC-2 C DSC-3 C		SEC-1	
SEMESTER-IV	DSC-1 D DSC-2 D DSC-3 D		SEC-2	
SEMESTER-V			SEC-3	DSE-1 A/C/E

distribution and indication of marks for each question or part or parts thereof, time prescribed for the paper and to correct errors, if any, in this regard.

f) To bring to the notice of the Controller of Examinations lapses or omission on the part of the Paper-Setter, if any.

13. Evaluation:

- (i) In continuous assessment and end-semester examination evaluation for each course shall be done on the basis of performance of students.
- (ii) Continuous assessment means internal assessment tests or sessional tests and end-on semester means theoretical or practical laboratory examinations along with Project work/Field study or preparation of dissertation or Term paper.
- (iii) Each course shall carry maximum marks/credits as may be prescribed by the Board of studies. For the purpose of determining the marks obtained by the student in and course, the weightage assigned to continuous assessment and end semester examination.
- (iv) Grade point shall be calculated for each paper in 10 point scale system on the total marks awarded for semester and sessional tests.
- (v) Setters-cum Examiner or a Board of examiners for each course of study shall be appointed by the Vice chancellor on the recommendation of Board of studies finally approved by the academic council in accordance with the provisions of Ordinance concerning P.G course examinations of the University.
- (vi) The end-semester Practical Examinations shall be jointly conducted by an external and an internal examiner shall conduct the practical examination in question.

14. RESULTS PREPARATION

- a) The final result of the examination

				DSE-2 A
				DSE-3 A
SEMESTER-VI			SEC-4	DSE-1 B/D/F
				DSE-2 B
				DSE-3 B
SEMESTER-VII			SEC-5	DSE-4 A
			(Choose any one from 5A-C)	DSE-5 A
				DSE-6 A - 14A (Choose any one)
SEMESTER-VIII			SEC-6	DSE-4B
			(Choose any one from 6A-C)	DSE-5B
				DSE-6B TO 14 B (Choose any one)

**Appendix II
Credit of course**

Course:	Credits	
I. Core Course	Theory + Practical	Theory + Tutorials
	12X4= 48	12X5=60
(12 Papers) 04 Courses from each of the 03 disciplines of choice		
Core Course Practical / Tutorial*	12X2=24	12X1=12
04 Courses from each of the 03 disciplines of choice		
II. Elective	6X4=24	6X5=30

shall be considered on the basis of continuous assessment and end-semester examination along with credits earned.

i) The results after computation and tabulation shall be placed before the Vice Chancellor for approval after these have been moderated/scrutinised by a Board consisting of the Head of the Department concerned and not less than two faculty members appointed by the Dean. Dean of school is the chairperson of the committee.

b) Grade Card/Mark sheet:

* The Grade card issued at the end of each semester to each student registered for a course from the examination section and this contains the following:

- i) Name, ii) Roll Number iii) Registration number iv) Course code
v) Course title vi) Percentage of marks obtained for each course

vii) Grade point (Gi) (10point scale) viii) Credits earned for each course (Ci)

ix) Honour point (Gi X Ci)
(x) SGPA/SGPS for a semester and CGPA/CGPS after final semester which will resemble consolidated results.

c) The cumulative grade point score (CGPS) of all the courses after completing the programme or all semesters at the final stage of study shall be awarded.

* Grade Point Average (GPA) and cumulative Grade Point Average (CGPA) or Cumulative Grade Point Score (CGPS) shall be calculated as under:

i) Grade point Average for each semester: Where "Ci" is the Credit earned for the course "i" in any semester, and "Gi" is the Grade Point obtained by the student for the course "i".

ii) Total Grade point or Honour point = Grade point on marks X Credit points (Given by

Course		
(6 Papers + 6 Papers in 4 th Year)	6X4=24	6X5=30
Two papers from each discipline of choice		
Including paper of interdisciplinary nature.		
Elective Course Practical/Tutorials	6X2=12	6X1=6
(6 Practical/Tutorials*)		
Two papers from each discipline of choice		
Including paper of interdisciplinary nature		

Optional Dissertation or project work in place of one Discipline elective paper (6 credits) in 6th Semester

III. Ability Enhancement Courses

1. Ability Enhancement Compulsory Courses (AECC) 2X2=4 (2 Papers of 2 credits each) Environmental Science English/MIL Communication		2X2=4
2. Skill Enhancement Courses (SEC) (6 Papers of 2 credits each)	6X2=12	6X2=12
	Total credit=160	Total credit=160
Institute should evolve a system/policy about ECA/General Interest/Hobby/Sports/NCC/NSS /related course on its own. *wherever there is practical there will be no tutorials and vice-versa		

the Department from attendance and internal assessment for each paper).

iii) SGPA/SGPS= Total Honour point divided by the credits earned per semester. For example for a programme of 500 marks per semester or 25 credits and if the credit earned is 20 then the calculation will be as follows.

$$\text{GPA} = \frac{\text{Summation of } G_i \times C_i}{\text{Summation of } C_i (=20)}$$

iv) Cumulative Grade Point Average (CGPA/CGPS)= Average of the SGPA/SGPS of all the course starting from the first semester to the final semester

Honour point of a course/paper (Grade point multiplied by Credit points for a course), Grade point Average (GPA) per semester and Cumulative Grade Point Score (CGPS) after final examination which would place students into exact position of the quality)

v) The University may from time to time revise, amend and change the Ordinance and the curriculum, if found necessary.

vi) Successful candidates shall be awarded the Degree under the following classification.

a) For semester results:

GPA/GPS for each course SGPA/SGPS for each semester
9.00 to 10.00
8.00 to 8.99
7.00 to 7.99
6.00 to 6.99
5.00 to 5.99
4.00 to 4.99
0 to 3.99

b) Final Results (after completion of all semesters)

(From average of all

semester results)

CGPA/CGPS	Letter	Classification	% of marks	Classes
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Appendix III

Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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

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.

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

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

Table – 1: Award of Grade based on absolute marks on a 10 point scale

Range of marks in %	Grade point	Letter grade	Grade
>90 to <=100	10	O	Outstanding
>80 to <=90	9	A+	Excellent
>70 to <=80	8	A	Very good
>60 to <=70	7	B+	Good
>50 to <=60	6	B	Above Average
>40 to <=50	5	C	Average
=40	4	P	Pass
0 to < 40	0	F	Fail
Absent	0	Ab	Fail

Description

(i) Letter grades **O**, **A+**, **A**, **B+**, **B**, **C**, and **P** in a course mean that the student has passed that course.

(ii) The grade **F** and **Ab** denote **FAIL**; a student fails in the course due to poor performance or non-appearance/incomplete appearance in the examination of the course. A student has to appear at subsequent examination(s), if provided under the ordinances in all such courses, until a passing grade is obtained.

Appendix – IV

Sample of transcript/ Mark sheet From UGC course structure

SEMESTER-I					
Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
DSC-1A	06	A	8	48	
DSC-2A	06	B+	7	42	
DSC-3A	06	B	6	36	
AEC	02	B	6	12	

	Grade	of the Final Results		
9.00 to 10.00	O	(Outstanding)	90% to 100%	First
8.00 to 8.99	E	(Excellent)	80% to 89%	First
7.00 to 7.99	V	(Very good)	70% to 79%	First
6.00 to 6.99	A	(good)	60% to 69%	First
5.00 to 5.99	B	Fair	50% to 59%	Second
4.00 to 4.99	C	Average	40% to 49%	Pass
O to 3.99	F	Failed	Below 40%	Fail

vii) Candidates securing grade points "F" may be allowed to reappear in the paper/course within the time limit if otherwise eligible and subject to fulfilment of other conditions as laid down in this Ordinance.

15. Promotion Rules:

a) A candidate is eligible to continue the classes of next semester immediately after the examinations of one semester is over and can appear the next semester examination with any number of back/arrear papers.

b) A candidate shall have to appear in 1st semester examinations to be eligible for promotion to 2nd semester. If and student could not appear or apply for 1st semester examination then he/she must have to take re-admission in 1st semester afresh.

c) A candidate may get chance to clear the all courses double the duration of the course of study .i e. for 2 year course within four years, for 3 year courses within 6 years, for 4 year courses within eight years and for 5 year courses within ten years.

16. Other guidelines

i) There will be no provision for repeat of betterment i.e. scope for appearing and paper again for obtaining better result.

ii) If a candidate after admission in first semester could not continue the classes or could not obtain

C-1					
Total	20			138	6.9 (138/20)
SEMESTER-II					
Course	Credit	Grade	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
DSC-1B	06	A	8	48	
DSC-2B	06	B+	7	42	
DSC-3B	06	B	6	36	
AEC C-2	02	B	6	12	
Total	20			138	6.9 (138/20)
SEMESTER-III					
Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
DSC-1C	06	A	8	48	
DSC-2C	06	B+	7	42	
DSC-3C	06	B	6	36	
SEC-1	02	B	6	12	
Total	20			138	6.9 (138/20)
SEMESTER-IV					
Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
DSC-1D	06	A	8	48	
DSC-2D	06	B+	7	42	
DSC-3D	06	B	6	36	
SEC-2	02	B	6	12	
	20			138	6.9 (138/20)
SEMESTER-V					
Course	Credit	Grade	Grade Point	Credit Point	SGPA(Credit Point/Credit)

eligibility to get admission in first semester examination then he/she is to get re-admission in first semester again as fresh and he/she will not be allowed to continue study in other semester.

- iii) Candidates should be registered under Bilaspur University, within 3 months of study, if not obtained earlier. The conditions for obtaining Registration must be followed as specified in the Application form. Without Registration number of Bilaspur University no students will be allowed to get admission in first semester examination or 2nd semester course of study.
- iv) The dates of commencement and termination of each semester shall be as fixed by the Academic Council.

17. RANKS:

First and Second Ranks will be awarded after completion of the course of study at the end of the final semester examination on the day of publication of final results.

On the basis of Average percentage of results as declared and on this basis of CGPA, Ranks will be awarded to the candidates in a subject.

		de L e t t e r	e P o i n t	(Credit X Grade)	
SEC-3	02	B	6	12	
DSE-1 A/1C/1 E	06	A	8	48	
DSE-2 A	06	B	6	36	
DSE-3 A	06	B	6	36	
Total	20			132	6.6 (132/20)
SEMESTER-VI					
Course	Cred it	Gr ad e L e t t e r	Gr a d e P o i n t	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
SEC-4	02	B	6	12	
DSE-1B / 1D /1F	06	A	8	48	
DSE- 2B	06	B	6	36	
DSC-3B	06	B	6	36	
Total	20			132	6.6 (132/20)
SEMESTER-VII					
Course	Cre dit	Gr ad e L e t t e r	Gr a d e P o i n t	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
SEC- 5A/5B/5C 5A - THEORY, 5B&5C PRACTICAL	02	B	6	12	
DSE-4 A Theory	06	A	8	48	
DSE-5 A	06	B	6	36	
DSE-6 TO 14 THEORY Select from List	06	B	6	36	
Total	20			132	6.6(132/20)
SEMESTER-VIII					
Course	Credit	Grad e Lette r	Gr a d e P o i n t	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
SEC- 6D/6E/6 F PRACT ICAL	02	B	6	12	
DSE-4B PRACT ICAL	06	A	8	48	
DSE-5	06	B	6	36	

	B PRACT ICAL					
	DSE-6 TO 14 PRACT ICAL Select from List	06	B	6	36	
	Total	20			132	6.6 (132/20)
	TOTAL	160			1080	6.75(1080/ 160)
	Semester 1	Semester 2				
	Credit: 20; SGPA:6.9	Credit: 20; SGPA:6.9				
	Semester 5	Semester 6				
	Credit: 20; SGPA:6.6	Credit: 20; SGPA:6.6				
	Thus, CGPA = (20 x 6.9 + 20 x 6.9 + 20 x 6.9 + 20 x 6.9 + 20 x 6.6 + 20 x 6.6 + 20 x 6.6 + 20 x 6.6) / 160 = 6.75					

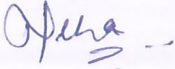
उपरोक्तानुसार संशोधित अध्यादेश कार्यपरिषद् की अनुशंसा तिथि 20-06-2019 से प्रभावशील होगा।
आदेशानुसार,


कुलसचिव

बिलासपुर, दिनांक 02/02/2021

पृ.क्रमांक...123.../अका./2021
प्रतिलिपि:-

1. माननीय कुलपति महोदय के सूचनार्थ प्रेषित।
2. अवर सचिव, छ.ग.शासन, उच्च शिक्षा विभाग, सी-30, द्वितीय एवं तृतीय तल, इंद्रावती भवन, नया रायपुर(छ.ग.) को सूचनार्थ प्रेषित।
3. परीक्षा नियंत्रक, अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर को सूचनार्थ प्रेषित।
4. विभागाध्यक्ष/विभाग प्रमुख, अटल बिहारी वाजपेयी विश्वविद्यालय, जिला-बिलासपुर(छ.ग.)को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
5. प्राचार्य, समस्त सम्बद्ध महाविद्यालय, अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।


सहा.कुलसचिव(अका.)