

**Khalsa College for Women**  
**Amritsar**  
**(An Autonomous College)**

**Common Ordinances**

# **Khalsa College for Women Amritsar**

## **(An Autonomous College)**

### **Common Ordinances for Courses Being Run under Credit- Based Evaluation and Grading System**

Khalsa College for Women, Amritsar has implemented a Credit-Based Evaluation and Grading System to elevate educational standards and promote transparency in assessment procedures. It emphasizes continuous evaluation and grading based on credits obtained through various educational activities.

By integrating diverse teaching methods such as lectures, lab work, seminars, field studies, assignments, internship, discussions, projects, internships, outreach activities and training sessions, the college aims to provide students with a comprehensive learning experience. Each activity contributes to the total credit hours allocated to a course, reflecting the level of student engagement and effort required.

The transition to a credit-based system allows for a more flexible approach for evaluating student performance, moving beyond conventional exam-centric methods. Instead, it recognises the multifaceted skills and competencies developed through different learning experiences, better preparing students for real-world challenges.

#### **1. Semester System**

The academic programmes shall be based on semester system:

Odd semester: July to December

Even semester: January to June

#### **2. Course Codes**

Each course offered by a Department shall be identified by a course code, consisting of a string of alphanumeric characters - First two alphabets (KW) for Khalsa college for Women, B for Bachelor, M for Masters, Next three or four digits for specific degree. The first numeric is for semester and next two digits are for paper number. KWBVA is for value added courses, KWMDc for multidisciplinary courses and KWSEC for Skill Enhancement Courses

1. L for Lecture
2. T for Tutorial
3. P for Practical

**Lectures/Tutorials:** Typically, one credit will be allotted for each lecture hour per week. Similarly, one credit will be assigned for each hour of tutorial per week. Theory courses usually range from two to four credits, with a preference for three credits, where lectures and tutorials collectively determine the course's credit allocation.

**Practical:** Each laboratory hour per week will generally be worth half a credit. Courses other than Lectures/Tutorials are regarded as practical courses. The credit allocation for each course will be represented as L-T-P. For instance, a course labelled as 3-1-0 signifies a lecture-based course consisting of three lectures, one tutorial, and no practical component. Conversely, a course labelled as 0-0-2 indicates a practical course with four hours of class work.

**Internship/Outreach Programmes:** At the end of each year student will undergo 2 week internship/outreach program of 2 credits.

**Value Added Courses:** Three value added courses will be taught to all undergraduate students in first, second and third semesters.

**Multidisciplinary Courses:** In the second, third, and fourth semesters, each student will choose a different course from a pool of subjects selected from various departments.

**Skill Enhancement Courses:** Each student will choose a different course from a pool of subjects selected from various departments

### **3. Course Credits**

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, assignments or field study and/or self-study

### **4. Eligibility for Admission and Duration of the Programmes:**

The Eligibility and duration of the programmes shall be as prescribed by the Governing Body from time to time. "In accordance with the GNDU calendar vol. 2, 2022, a special provision allows for the admission of five additional students in each course, above the stipulated seats, specifically reserved for students from economically weaker sections."

### **5. Registration of Students.**

As per GNDU Norms.

### **6. Admission to Examination**

As per GNDU Norms.

### **7. Change of Subject or Faculty**

As per GNDU Norms.

### **8. Fee**

Every candidate shall pay the fee as prescribed by the Governing Body from time to time.

### **9. Attendance**

Attendance requirement for appearing in the examination is at least 75% of the total number of lectures delivered in each theory and practical paper separately. Deficiency in lectures may be condoned as per college and GNDU norms.

### **10. Issuing of roll number**

Roll number/s of all admitted students in the college will be issued by the Registrar Office, Khalsa College Amritsar. It is the responsibility of the Registrar Office, Khalsa College Amritsar to issue roll number to the eligible students only.

### **11. Syllabi and Mode of Evaluation**

The syllabi, courses of reading and regulations for the courses shall be notified by the College from time to time, and shall be deemed to constitute integral part of the Ordinances. Course evaluation under the semester system of evaluation shall be done on marks basis and thereafter will be converted into grades. If a paper has both the theory and practical



components, the student will be required to pass both the components, separately. However, if the student fails in theory, but is passing in practical of that paper, he/she will be required to clear the theory paper only, and vice-versa.

#### **12. Dual Degree**

Upon successful completion of all six/eight semesters, candidates will be awarded a Bachelor's Degree /Honours Degree respectively in the relevant subject. Upon successful completion of all ten semesters, candidates will be awarded a Postgraduate Degree in the relevant subject.

#### **13. Tenure of a Degree Programme**

The degree will be conferred upon successful candidates in their respective subjects, with the CGPA reflecting their performance in all semester examinations. However, students who fail to complete their programme within the minimum duration or receive an 'F' grade will not be eligible for any college merit positions, medals, or awards. They must complete their degree within the "N+2" rule, where 'N' denotes the normal or minimum duration required for program completion, and '+2' signifies an additional two-year period immediately following the normal duration of the course. Note: For UG/PG diplomas maximum time limit is N+1.

#### **14. Internal Assessment:**

Internal assessment of 30 marks out of 100 marks shall be made by the subject teacher, as per the following distribution of marks:

1. 8 Marks of the total marks for attendance
2. 10 Marks of the total marks for mid semester tests
3. 4 Marks of the total marks for extracurricular activities, sports, other academic activities and class conduct etc.
4. 8 Marks of the total marks for sessional work which includes assignments, presentations, seminars etc.

Total marks will include theory marks, practical marks and internal assessment.

#### **15. Discipline**

Every student is subject to the rules and regulations of the college. If a student engages in misconduct, the college reserves the right to enforce disciplinary measures, including possible expulsion from the college.

#### **16. Scheme of Instructions-Examination**

For each examination, every student admitted to the programme under the semester system must be on the rolls of the college.

#### **17. Grading System**

The Grading Scheme adheres to a Credit-Based System, outlined as follows:

During the course of study, the following terms are defined:

'Course' refers to a paper.

'Credit' denotes the weightage assigned to a course.

'Grade' represents a letter grade awarded to a student on a 10-point scale.

'Grade point' signifies the points designated to a letter grade.

'Semester Grade Point Average' (SGPA) calculates the weighted average of grades within a semester.

$$SGPA = \frac{\sum_{i=1}^m (G_i \times C_i)}{\sum_{i=1}^m C_i}$$

Where  $G_i$  represents the grade points attained by a student in the  $i^{\text{th}}$  registered course,  $C_i$  signifies the credits of the  $i^{\text{th}}$  registered course, and ' $m$ ' denotes the number of courses enrolled by a student in a specific semester.

$$\sum_{i=1}^m (G_i \times C_i) = \text{Total grade points obtained by a student in a semester}$$

$$\sum_{i=1}^m C_i = \text{Total credits registered by the student in that semester}$$

OR

$$SGPA = [(G_1 \times C_1) + (G_2 \times C_2) + \dots + (G_m \times C_m)] / [C_1 + C_2 + \dots + C_m]$$

The 'Cumulative Grade Point Average' (CGPA) refers to the weighted average of grades across all semesters, computed upon the completion of a Degree/Diploma/Certificate programme.

$$CGPA = \frac{\sum_{i=1}^n (G_i \times C_i)}{\sum_{i=1}^n C_i}$$

$$= [(G_1 \times C_1) + (G_2 \times C_2) + \dots + (G_n \times C_n)] / [C_1 + C_2 + \dots + C_n]$$

Where  $G_i$  represents the grade points obtained by a student in the  $i^{\text{th}}$  registered course,  $C_i$  signifies the credits of the  $i^{\text{th}}$  registered course, and ' $n$ ' is the total number of courses registered in all semesters.

SGPA and CGPA will be calculated up to two decimal places. To achieve this, any value at the third decimal place equal to or greater than 0.005 will be rounded up to the nearest second place integer decimal. For example, 0.005 will be increased to 0.01.

The student's performance will be evaluated based on a 10-point scale, with grades awarded according to Table 1. For papers combining 'Theory and Practical', grades will be determined by considering three aspects: Theory, Practical, and Internal Assessment. To pass a paper, a student must achieve the pass marks separately in theory and practical components. If a student passes both theory and practical, the marks from Internal Assessment will be added, and grades will be awarded as per Table 1. However, if a student fails in either theory or practical or both, regardless of the marks in Internal Assessment, he/she will be considered as 'Fail' for that paper and will have the opportunity to reappear for it. A minimum of 35% in undergraduate program and 40% in Post Graduate Program, the total of all three components is required to pass the paper, but securing passing marks in both theory and practical is mandatory.



The pass marks for a 'Theory Paper' will be determined based on two components: Theory and Internal Assessment. Similarly, for a 'Practical Paper', pass marks will be based on two components: Practical and Internal Assessment.

If a student passes the theory component of a paper, only then will the marks from the Internal Assessment of that paper be added, and grades will be awarded according to Table 1. Likewise, if a student passes the practical component of a paper, only then will the marks from the Internal Assessment of that paper be added, and grades will be awarded accordingly from Table 1.

**Table 1**

<b>Common Grading Table</b>		
<b>Percentage Marks</b>	<b>Letter Grade</b>	<b>Grade Points</b>
>90 to ≤100	O (Outstanding)	10
>80 to ≤90	A+ (Excellent)	9
>70 to ≤80	A (Very Good)	8
>60 to ≤70	B+ (Good)	7
>50 to ≤60	B (Above Average)	6
>40 to ≤50	C (Average)	5
≥35 to ≤40	P (Pass)	4
Below 35	F (Fail)	0
Absent (Ab)	F (Fail)	0

#### **Award of Grace Marks**

Candidates who appear in all subjects of an examination but fail in one or more subjects may be awarded grace marks up to a maximum of one percentage (1%) of the total aggregate marks (excluding marks for internal assessment) to compensate for the deficiency, provided that such addition enables the candidate to pass the subject(s). However, if a student fails in a specific paper due to Internal Assessment, they will not be eligible for grace marks to pass that paper.

Additionally, candidates who reappear to clear a compartment, subject(s), or part(s) in which they have been declared to reappear may be awarded grace marks up to one percentage (1%) of the total marks of the subject(s) or part(s) in which they reappear, if such addition enables them to pass in that subject(s) or part(s).

#### **18. Conversion from CGPA to Percentage**

A CGPA of 6 will be regarded as equal to 60% marks. Converting CGPA to a Percentage Score will involve multiplying the respective CGPA by a factor of 10. Below is the correlation between certain percentages in the absolute marks system and CGPA.

**Table 2**

CGPA	%age
4	40
5	50
6	60
7	70
8	80
9	90
10	100

### 19. Assignments

In courses involving project reports, dissertations, theses, case studies, status reports, training reports, term reports, or any other similar assignments, candidates are required to submit such assignments, necessary for the partial fulfilment of the degree, by the 31st of March of the final semester of the course, unless otherwise specified in the syllabus of the respective examination in which they are enrolled. The Principal of the College may grant an extension of up to one month beyond this deadline. Further extensions, exceeding the stipulated time, may be provided upon the recommendation of a committee formed by the Principal.

Assignments will be evaluated by a board of three examiners, comprising the Head of Department (HOD), one internal examiner, and one external examiner selected from the list of examiners recommended by the Board of Studies. If the HOD is the supervisor, the most senior teacher in the department will serve as the third examiner

### 20. Discipline

Every student is subject to the authority and disciplinary regulations of the College. In the event of any misconduct by a student, the College reserves the right to take disciplinary measures against the offender, including the potential cancellation of admission from the college's rolls.

### 21. Minimum Credits and Minimum CGPA required for a degree

The number of credits assigned to a particular course in which a student has obtained 'P' (minimum passing grade for a course) grade or higher shall be counted as Credits earned by him/her. A student shall have to earn a minimum of such number of Credits as may be required for the award of a degree in a particular programme. A student, who has obtained a minimum CGPA of 4 and earned a minimum number of Credits as per scheme as specified for the programme, shall be eligible for the award of the respective degree.

### 22. Promotion Rules

- a. A student getting 'F' grade in any paper will be treated as having failed in that paper. If he/she fails in a paper/s, he/she will have to repeat the paper/s and will have to obtain at least 'P' grade in that paper/s within the maximum period of the programme as defined under point 13 "Tenure of Degree Programme" to complete the degree for that programme.
- b. A student who does not complete the programme of study within the minimum duration of the course of his/her study, or gets 'F' grade in any paper/s shall not be eligible for any merit position/medal/award of the College.



- c. If a student fails in more than 50% of the papers at the end of the even semester of each academic session during all the preceding semesters taken together, he/she will be declared as having failed in that particular year and will have to seek readmission in the odd semester of that particular year of the degree. However, in the final semester (where promotion to the next academic session is not applicable), the result of the final semester examination will be declared only if the candidate has passed all the preceding semester examinations. If the candidate has passed all the preceding semester examinations and failed in one or more papers of final semester only, then his/her result of final semester shall be declared as having failed in such paper/s and he/she will have to repeat the paper/s and will have to obtain at least 'P' grade in that paper/s within the maximum period defined under point 13 "Tenure of Degree Programme" to complete the degree for that programme.
- d. In the case when a student, after appearing in the first semester, he/she is unable to take the admission in any of the next even/odd semester of his/her course, then the candidate shall be required to seek admission into that missed semester examination as a regular candidate after the last semester of the programme, but within maximum time allowed to complete that degree programme as per Point 13 "Tenure of Degree Programme", provided that he/she fulfils all the other requirements under the prevailing ordinances.
- e. Special chance under medical grounds may be given as per College Norms prescribed from time to time.

### **23. Improvement of Performance**

- a. A Candidate who has been awarded degree in any faculty; he/she may be allowed to appear again for the purpose of improving his/her performance within maximum time allowed to complete that degree programme as per Point 13 "Tenure of Degree Programme",. For this purpose, he/she may appear in one or more subjects of the semester(s) of that examination with the prescribed examination fee as applicable to the private candidates. The examination for an odd semester shall be conducted along with the next odd semester, and even semester along with the next even semester and there shall be no special examinations. However, if the candidate wants to improve his/her performance after the maximum time duration prescribed for that degree programme as per Point 13 "Tenure of Degree Programme", then the existing rules of special chance for improvement will be applicable.
- b. The result of the candidate will be declared only if he/she improves his/her performance otherwise the previous result shall stand.
- c. He/she shall not be eligible for inclusion in the merit list.

### **24. Carry on system for various semester examinations.**

#### **I. Courses having two semester duration:**

- a. Students will be promoted from the first semester to the second semester without conditions, provided they fulfil all requirements stipulated by prevailing ordinances and have been issued a Roll number for the first semester examination.



- b. Regarding certificate courses/UG/PG Diplomas, if a student fails to pass all courses/papers within two consecutive semesters (one year), they will be granted an additional two consecutive semesters (one year) to complete their requirements.
- c. For one-year degree courses, if a student fails to pass all courses/papers within two consecutive semesters (one year), they will be given an extension of two consecutive years to fulfil their requirements.

**II. Courses having four semester duration:**

- a. A student will be promoted from the first semester to the second semester without any conditions, provided they meet all requirements outlined in the prevailing ordinances and have been issued a Roll number for the first semester examination.
- b. However, promotion to the third semester is contingent upon the student passing at least 50% of the courses/papers from the first two semesters.
- c. There are no conditions for promoting a student from the third semester to the fourth semester.
- d. If a student fails to pass all courses/papers within four consecutive semesters (Two Years), they will be granted an additional four consecutive semesters (Two Years) to fulfil their requirements.

**III. Courses having six semester duration:**

- a. Promotion from the first semester to the second semester will occur without conditions, provided the student fulfils all requirements outlined in the prevailing ordinances and has been issued a Roll number for the first semester examination.
- b. However, promotion to the third semester is contingent upon the student passing at least 50% of the courses/papers from the first two semesters.
- c. There are no conditions for promoting a student from the third semester to the fourth semester.
- d. However, promotion to the fifth semester will only occur if the student has passed at least 50% of the courses/papers from the first four semesters.
- e. There are no conditions for promoting a student from the fifth semester to the sixth semester. After completing six semesters, the student will be granted a period of two consecutive years to fulfil their requirements.

**IV. Courses having eight semester duration:**

- a. A student will be promoted from the first semester to the second semester without any conditions, provided they fulfil all requirements stipulated in the prevailing ordinances and have been issued a Roll number for the first semester examination.
- b. Promotion to the third semester is contingent upon the student passing at least 50% of the courses/papers from the first two semesters. However, there will be no conditions for promoting a student from the third semester to the fourth semester.

- c. A student will be promoted to the fifth semester only if they have passed at least 50% of the courses/papers from the first four semesters.
- d. There are no conditions for promoting a student from the fifth semester to the sixth semester.
- e. Promotion to the seventh semester will occur only if the student has passed at least 50% of the courses/papers from the first six semesters.
- f. There will be no conditions for promoting a student from the seventh semester to the eighth semester. After completing eight semesters, the student will be granted a period of two consecutive years to fulfil their requirements.

**V. Courses having ten semester duration:**

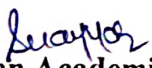
- a. There shall be no condition for promoting a student from first semester to second semester provided that he/she fulfils all requirements under the prevailing ordinances and has been issued Roll number for first semester examination.
- b. A student shall be promoted to the third semester only if he/she has passed at least 50% courses/papers of the first two semesters, but there will be no condition for promoting a student from third semester to fourth semester.
- c. A student shall be promoted to fifth semester only if he/she has passed at least 50% courses/papers of the first four semesters.
- d. There shall be no condition for promoting a student from fifth semester to sixth semester.
- e. A student shall be promoted to seventh semester only if he/she has passed at least 50% courses/papers of the first six semesters.
- f. There will be no condition for promoting the student from seventh semester to eighth semester.
- g. However, a student shall be promoted to ninth semester only if he/she has passed at least 50% courses/papers of the first eight semesters.
- h. There will be no condition for promoting the student from ninth semester to tenth semester.
- i. After a period of ten semesters, the student will be given a period of two consecutive years more to pass.

**VI. The medium of instructions shall be as per already existing ordinances of different examinations.**



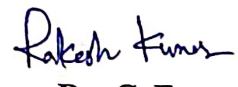
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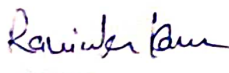
1. Students who fail in examinations will sit for the re-examination during the regular semester examinations of the following year. Re-examinations for odd semesters will be held alongside the next odd semester, and re-examinations for even semesters will be held alongside the next even semester. Special supplementary examinations will not be conducted.
2. If 50% or more of the courses/papers required to pass involve a fraction, the fraction will be counted as a full course/paper. For instance, if there are 13 courses/papers in a year spread across two semesters, the student must pass a minimum of 7 courses/papers.
3. Students may pursue two academic programmes simultaneously (one degree programme and one certificate/diploma program) from this College, provided that the total credits of both programs do not exceed 40 per semester, while still meeting the minimum credit requirements of each individual programme.
4. Students opting for two academic programs in this college must submit a migration certificate when applying for the first course. However, they are not required to submit a migration certificate for the second program.
5. Students who were admitted under the non-credit-based system before the implementation of the credit-based grading system will continue to be governed by the respective ordinances of the non-credit-based system until they successfully pass their classes/courses.
6. Any clauses not covered under these Common Ordinances will be addressed according to their respective Ordinances and other general rules.
7. Clauses regarding the medium of instruction, duration of courses, eligibility criteria, re-examinations, etc., which has not been mentioned in the new Common Ordinances, will remain unchanged as per the previous ordinances.
8. In case of special/unavoidable circumstances, the competent authority may exempt what is stated in these Ordinances.

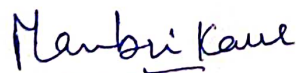
  
Dean Academic Affairs

  
Registrar

  
CoE

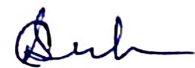
  
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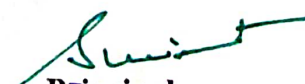
  
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