



MANIPUR UNIVERSITY
CANCHIPUR, IMPHAL-795003

**NEP-2020 ORDINANCE FOR
UNDERGRADUATE PROGRAMMES**

(As Approved by the Academic Council
vide Office Order No. 372 dated 14th June, 2022)

MANIPUR UNIVERSITY
CANCHIPUR, IMPHAL-795003

**ORDINANCE FOR
UNDERGRADUATE PROGRAMMES IN SCIENCE, ARTS AND COMMERCE, 2021**
[Under Section 31 of the Manipur University Act, 2005]

In exercise of the powers conferred by Section 31 and Statute 41 of the Manipur University Act, 2005 and in view of the National Educational Policy 2020 of the Government of India and the University Grants Commission's Guidelines for the Learning Outcomes-based Curriculum Framework (LOCF) under the Choice Based Credit System (CBCS), the Manipur University hereby makes this Ordinance for undergraduate academic programmes in Science, Arts and Commerce.

1. Short Title, Commencement and Scope:

- 1.1. This Ordinance shall be called the Manipur University's Ordinance for Undergraduate Programmes in Science, Arts and Commerce, 2021.
- 1.2. This Ordinance shall come into force from the Academic Session 2021-2022.

2. Scope and Coverage:

- 2.1. This Ordinance shall supersede the existing Ordinance for Bachelor of Arts and Bachelor of Science (Six-Semester System), 2010.
- 2.2. The undergraduate academic programme governed by this Ordinance shall be of four years duration with multiple exit options within this period with appropriate certifications namely,
 - (a) **Bachelor's Certificate** in a Discipline upon the successful completion of the First Year (Two Semesters);
 - (b) **Bachelor's Diploma** in a Discipline upon the successful completion of the Second Year (Four Semesters);
 - (c) **Bachelor's Degree** in a Discipline at the successful completion of the Third Year (Six Semesters);
 - (d) **Bachelor's Degree with Honours** in a Discipline at the successful completion of the Four Year (Eight Semesters).
- 2.3. This Ordinance shall be applicable to the students taking admission to the undergraduate programmes from the Academic Session 2021-2022.
- 2.4. Those students who were admitted to the undergraduate programmes before enforcement of this Ordinance shall continue to be governed by the existing Ordinance for Bachelor of Arts and Bachelor of Science (Six-Semester System), 2010.
- 2.5. The curriculum for the 4-year undergraduate programme shall be based on the LOCF-CBCS system of the UGC with value addition courses which are envisaged in the NEP 2020.

3. Definitions of Key Words:

- 3.1 National Education Policy 2020 (NEP 2020):** The NEP 2020 envisages a holistic and multidisciplinary education that aims to produce employable graduates with integrated personality. The policy envisions the undergraduate degree to be of either 3- or 4-years duration, with multiple entry and exit options within this period and with appropriate certifications e.g. a certificate after 1 year of study or a diploma after 2 years of study or a Bachelor's degree after 3 years of study. The 4-year programme will lead to either a Bachelor's degree with

Honours in a discipline or a Bachelor's degree with Research, if the student completes a rigorous research project in a major area of study as specified by the University.

- 3.2 Academic Bank of Credit (ABC):** It is the platform developed by National e-Governance Division (NeGD) of the Ministry of Electronics and Information Technology, Government of India, having the facility/functionality of opening Academic Account by students and onboarding of eligible Higher Education Institutions (HEIs), in accordance with "The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021". ABC will digitally store the academic credits earned by students from HEIs registered with ABC for awarding degrees/diplomas/certificates taking into account credits earned by students. ABC will ensure the opening, closure and validation of Academic Bank Accounts, credit verification, credit accumulation, and credit transfer, redemption for students.
- 3.3 Multiple Entry and Exit Points:** These are stages where the students may have options for entry and exit in the academic programmes in Higher Education Institutions to be facilitated through the facility created by the Academic Bank Credit scheme in the manner as provided in the UGC "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions".
- 3.4 Learning Outcomes-based Curriculum Framework (LOCF):** It is a framework initiated by the UGC in 2018 for updating CBCS curriculum so as to reflect the expected learning outcomes and academic standards that are expected to be attained by graduates of a programme of study and holder of a qualification.
- 3.5 Choice Based Credit System (CBCS):** It is the system formulated by the UGC in 2015. The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses). Under the CBCS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of minimum number of credits to be completed by the students.
- 3.6 Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 3.7 Semester:** Each semester will consist of 15-16 weeks of academic work equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from June/July to November/ December, and even semester from November/ December to April/May.
- 3.8 Programme:** A programme, hereinafter, shall mean an academic programme leading to award of a degree, diploma or certificate. It comprises of a fixed set of core (compulsory) Courses and some choice based (optional) Courses with a minimum Credit requirement.
- 3.9 Course:** A course, usually referred to as 'paper', is a component of a Programme, comprising one or a combination of some academic forms of instructions such as lectures, tutorials, laboratory work, field work, outreach activities, project work, vocational training, viva, seminars, term papers, assignments, presentations, self-study etc. or a combination of some of these. All courses should define learning objectives and students learning outcomes. Each course is to be identified by a unique course code and course title.
- 3.10 Credit:** Credit defines the quantum of work-load for a course. Generally, one hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of a semester result in the award of one credit. Credits for internship shall be one credit per one week of internship, subject to a maximum of six credits.
- 3.11 Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 3.12 Letter Grade:** It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab.
- 3.13 Credit Point:** It is the product of grade point and number of credits for a course.

- 3.14 Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester to the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 3.15 Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters to the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 3.16 Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

4. Courses of Undergraduate Programmes:

The undergraduate programmes governed by this Ordinance contain the following course components:

- 4.1 Core Course:** This is a course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline/subject of study. Each of the Core Courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory Paper having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

- 4.2 Elective Course:** Generally, an elective course is a course which can be chosen from a pool of courses 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.

An elective course may be three types:

- (a) **Discipline Specific Elective (DSE) Course:** Elective courses offered by the main discipline/subject of study are referred to as Discipline Specific Elective Courses. This course is to advance knowledge and skill in the core domain. Each of the DSE courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory Paper having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.
- (b) **Dissertation/Project/Internship:** An elective course designed to acquire special/advanced knowledge is termed as dissertation/project. This is considered as a special course involving application of knowledge in solving/ analyzing/ exploring a real life situation/ difficult problem. Dissertation/Project Work/Internship is optional and it may be offered in lieu of a discipline specific elective paper in 8th Semester.
- (c) **Generic Elective Course (GEC):** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek a wide exposure is called a Generic Elective.

A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

Each of the GEC Courses shall contain two components: Theory and Practical/Tutorial. Theory Paper having Practical shall carry 4 Credits so that Practical carries 2 Credits. Theory Paper having Tutorial shall carry 5 Credits so that Tutorial carries 1 Credit.

- 4.3 Ability Enhancement Course:** The Ability Enhancement Course 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: (i) Environmental Science and (ii) English/MIL Communication. These 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. These may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

Each of the AECC and SEC courses shall carry 4 Credits.

4.4 Value Addition Courses (VAC): These are courses that will help develop all capacities of human beings – intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. It includes subjects like Yoga, Sports, Health Care, NCC, NSS, Ethics, Culture etc. VAC courses may be chosen from a pool of courses. Each VAC course shall carry 2 Credits.

5. Course Structure:

The course structure for the 4-year UG programme shall be as under:

Course structure for 4-Year Undergraduate programmes

Semester	Core (Credit)	DSE (Credit)	GEC (Credit)	AECC (Credit)	SEC (Credit)	VAC (Credit)	Semester Credit
I	Core-1 (6)			AECC-1 (4) English/MIL	SEC-1 (4)	VAC-1 (2)	24
	Core-2 (6)					VAC-2 (2)	
II	Core-3 (6)			AECC-2 (4) Environmental Sc.	SEC-2 (4)	VAC-3 (2)	24
	Core-4 (6)					VAC-4 (2)	
Exit option with Bachelor's Certificate in a Discipline on completion of courses equal to a minimum of 46 Credits							
III	Core-5 (6)		GEC-1 (6)			VAC-5 (2)	26
	Core-6 (6)						
	Core-7 (6)						
IV	Core-8 (6)		GEC-2(6)			VAC-6 (2)	26
	Core-9 (6)						
	Core-10 (6)						
Exit option with Bachelor's Diploma in a Discipline on completion of courses equal to a minimum of 96 Credits							
V	Core-11 (6)	DSE-1 (6)	GEC-3(6)			VAC-7 (2)	26
	Core-12 (6)						
VI	Core-13 (6)	DSE-2 (6)	GEC-4(6)			VAC-8 (2)	26
	Core-14 (6)						
Exit option with Bachelor's Degree in a Discipline on completion of courses equal to a minimum of 140 Credits							
VII	Core-15 (6)	DSE-3 (6)	GEC-5(6)				24
	Core-16 (6)						
VII	Core-17 (6)	DSE-4 (6)	GEC-6(6)				24
	Core-18 (6)						
Award of Bachelor's Degree with Honours in a Discipline on completion of courses equal to a minimum of 180 Credits							

(A) Bachelor's Certificate

The Bachelor's Certificate in a discipline is obtainable after 1 year (two semesters) of study. A Bachelor's Certificate in a discipline may be awarded if a student studies 4 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC) and 4 Value Addition Courses (VAC), with the completion of courses equal to a minimum of 46 Credits.

(B) Bachelor's Diploma

The Bachelor's Diploma in a discipline is obtainable after 2 years (four semesters) of study. A Bachelor's Diploma in a discipline may be awarded if a student studies 10 core papers in that discipline, 2 Ability Enhancement Compulsory

Courses (AECC), 2 Skill Enhancement Courses (SEC), 6 Value Addition Courses (VAC) and 2 Generic Elective courses (GEC), with the completion of courses equal to a minimum of 96 Credits.

(C) Bachelor's Degree

The Bachelor's Degree in a discipline is obtainable after 3 years (six semesters) of study. A Bachelor's degree (i.e., B.Sc./ B.A./ B.Com.) in a discipline degree may be awarded if a student studies 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC), 8 Value Addition Courses (VAC), 2 Discipline Specific Elective (DSE) courses and 4 Generic Elective (GE) courses, with the completion of courses equal to a minimum of 140 Credits.

(D) Bachelor's Degree with Honours

The Bachelor's Degree with Honours in a discipline is obtainable after 4 years (eight semesters) of study. A Bachelor's degree with Honours (i.e., B.Sc.(Honours)/ B.A. (Honours)/ B.Com. (Honours)) in a discipline may be awarded if a student studies 18 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC), 8 Value Addition Courses (VAC), 4 Discipline Specific Elective (DSE) and 6 Generic Elective courses (GEC), with the completion of courses equal to a minimum of 180 Credits.

6. SWAYAM Courses:

6.1 SWAYAM Courses: The University may allow up to 40% of the total courses being offered in a particular program in a Semester through the online learning courses offered through SWAYAM platform subject to the following conditions:

- (a) The course contents are alike;
- (b) The courses are not offered in the University/College;
- (c) There is non-availability of suitable teaching staff to run the course in the University/College.

6.2 The University shall give the equivalent credit weightage to the student for the credits earned vide online learning credit courses through SWAYAM platform, in the credit plan of the programme.

7. Mechanism for Computation of Work-load:

The following mechanism shall be adopted for computation of work-load:

- (a) 1Credit = 1Theory period of one hour duration/week/semester;
- (b) 1Credit = 1Tutorial period of one hour duration/week/semester;
- (c) 1Credit = 1Practical period of two hours duration/week/semester;
- (d) 1Credit = Internship of 1 week/semester.

8. Course Curriculum and Syllabus:

- 8.1. The course curriculum and syllabus of every undergraduate programme shall be developed by the concerned School Board of Studies/Department Board of Studies / Board of Under-Graduate Studies of the University and they shall be implemented after obtaining approval from the Academic Council.
- 8.2. The University may offer a number of choices for the papers under Generic Elective Courses (GEC), Discipline Specific Elective (DSE) courses, Skill

- Enhancement Courses (SEC) and Value Addition Courses (VAC), as per the availability of the courses and faculty.
- 8.3. The University may evolve a system/policy about Extra Curricular Activities/ General Interest and Hobby Courses/Sports/NCC/NSS/Vocational courses/related courses, for adding them under Value Addition Courses (VAC).
 - 8.4. Dissertation/Project Work/Internship is optional and it may be offered in lieu of a discipline specific elective paper in 8th Semester.
 - 8.5. Every course/paper offered in the University shall have a unique Course Code consisting of 05 (five) alphanumeric characters in the form of “XYpqr” where the double alphabet characters “XY” shall identify the discipline/ subject to which the Course/paper belongs, *p* is a numeric character specifying the qualification level and “qr” are numeric characters specifying the serial number of the Course/paper under that level.
 - 8.6. The curriculum of every undergraduate programme shall be in conformity with the University Grants Commission’s Guidelines for the Learning Outcomes-based Curriculum Framework (LOCF) under the Choice Based Credit System (CBCS).
 - 8.7. Every undergraduate programme shall conform with the common minimum curriculum and syllabi of the core papers as fixed by the UGC under the CBCS system. The allowed deviation from the syllabi is 30% at the maximum.

9. Multiple Entry and Exit Options:

The entry and exit options for students, who enter the undergraduate programme, shall be as follows:

1ST YEAR

Entry 1: The entry requirement for Bachelor’s certificate (Level 5) programme is Secondary School Leaving Certificate obtained after the successful completion of Grade 12. A programme of study leading to entry into the first year of the Bachelor’s degree is open to those who have met the entrance requirements, including specified levels of attainment at the secondary level of education specified in the programme admission regulations. Admission to the Bachelor’s degree programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant’s ability to undertake and complete a Bachelor’s degree programme.

Exit 1: Bachelor’s certificate will be awarded when a student exits at the end of 1st year (Level 5). A Bachelor’s certificate requires completion of courses equal to a minimum of 46 Credits at Level 5.

2ND YEAR

Entry 2. The entry requirement for Bachelor’s diploma (Level 6) is a Bachelor’s certificate obtained after completing the first year (two semesters) of the undergraduate programme. A programme of study leading to the second year of the Bachelor’s degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme of study is based on the evaluation of documentary evidence (including the academic record) of the applicant’s ability to undertake and complete a Bachelor’s degree programme.

Exit 2: At the end of the 2nd year (Level 6), if a student exits, a Bachelor’s diploma shall be awarded. A Bachelor’s Diploma requires completion of courses equal to a minimum of 96 Credits from Level 5 to Level 6.

3RD YEAR

Entry 3. The entry requirement for an undergraduate programme is a diploma obtained after completing two years (four semesters) of the undergraduate programme. A programme of study leading to the Bachelor’s degree is open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations. Admission to a programme

of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree programme.

Exit 3: On successful completion of three years, the Bachelor's degree shall be awarded. A Bachelor's degree requires completion of courses equal to a minimum of 140 Credits from Level 5 to Level 7.

4TH YEAR

Entry 4. An individual seeking admission to a Bachelor's degree (Honours) (Level 8) in a discipline would normally have completed all requirements of the relevant three-year bachelor degree (Level 7) in that discipline. After completing the requirements of a three-year Bachelor's degree, candidates who meet **a minimum CGPA of 7.5** shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's degree with Honours in the discipline.

Exit 4: On the successful completion of the fourth year, a student shall be awarded a Bachelor's degree with Honours in the concerned discipline. A Bachelor's degree with Honours requires completion of courses equal to a minimum of 180 Credits from Level 5 to Level 8.

10. Qualification Levels and Credit Requirements:

Following the UGC's nomenclature, qualification titles such as certificate, diploma and degree for the undergraduate programmes are organized in a series of levels in ascending order as under:

Level 5: Bachelor's certificate;

Level 6: Bachelor's diploma;

Level 7: Bachelor's degree;

Level 8: Bachelor's degree with Honours.

The minimum credit requirements for these qualification types shall be as under:

Levels	Qualification Title	Minimum Credit Requirements
Level 5	Bachelor's Certificate in a discipline	46
Levels 6	Bachelor's Diploma in a discipline	96
Levels 7	Bachelor's Degree in a discipline	140
Levels 8	Bachelor's Degree with Honours in a discipline	180

11. Marks Distribution and Evaluation:

Total marks for each course shall be based on internal assessment (25%) and semester end examination (75%). The internal assessment of 25% shall be distributed as under:

- (i) Test/Assignment/Seminar/Field Work/Project Work/Case Study : 20%;
- (ii) Attendance: 5%.

12. Letter Grade and Grade Point:

The 10-point grading system of the UGC, as described below, will be adopted for assessment and examination of the performance of students in various courses of the undergraduate programmes.

Letter Grade is used to signify the level of qualitative/quantitative academic achievement of a student in a Course, while the **Grade Point** is used to indicate the numerical weight of the Letter Grade on a 10-point scale. Letter Grades 'O' to 'P'

indicate successful completion of a Course, while Letter Grades 'F' and 'Ab' indicate 'fail' and 'Absent' respectively.

Table : Letter Grades and Grade Points

Letter Grade	Grade Point	% of Marks	SGPA/CGPA	Description
O (Outstanding)	10	90 – 100	9.0 – 10.0	Outstanding
A+ (Excellent)	9	80 – 89	8.0 – 8.9	First Class Exemplary
A (Very Good)	8	70 – 79	7.0 – 7.9	First Class Distinction
B+ (Good)	7	60 – 69	6.0 – 6.9	First Class
B (Above Average)	6	55 – 59	5.5 – 5.9	High Second Class
C (Average)	5	50 – 54	5.0 – 5.4	Second Class
P (Pass)	4	40 – 49	4.0 – 4.9	Pass
F (Fail)	0	00 - 40	0.0 - 4.0	Fail
Ab	0	---	---	Absent

13. Computation of SGPA and CGPA

13.1 The Semester Grade Point Average (SGPA) of a student in a Semester is the weighted average of the Grade Points secured by the student in all the Credit Courses that he/she registered in that Semester, irrespective of whether he/she could or could not complete the Courses. The SGPA of a student in a Semester shall be calculated on the UGC's 10-point scale by finding the ratio of sum of the product of the number of credits with the grade points scored by the student in all the courses in that semester and the sum of the number of credits of all the courses undergone by the student i.e.,

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

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. Conventionally, SGPA is rounded off to 2 decimal points.

13.2 The Cumulative Grade Point Average (CGPA) of a student in a Programme is the accumulated weighted average of the Grade Points secured by the student in all the Credit Courses that he/she registered, over all semesters of the programme. The CGPA of a student shall be calculated on the UGC's 10-point scale by finding the ratio of sum of the product of the number of credits with the SGPA of the student over all the semesters and the sum of the number of credits over all the semesters i.e.,

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

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester. Conventionally, CGPA is rounded off to 2 decimal points.

14. Accumulation of Credits:

Every student shall open an account in the Academic Bank of Credits which will provide him/her with a unique ID and will allow access to the Standard Operating

Procedure (SOP). The Credits awarded to a student for the courses pursued in the University shall be accumulated in the Academic Bank Account of the student. The procedure for accumulation of credits earned, shelf life, redemption of credits, would be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 and their subsequent amendments. The validity of credits earned will be to a maximum period of seven years or as specified by the Academic Bank of Credits.

15. Duration of the undergraduate programmes:

Every student admitted to an undergraduate programme for a qualification (Level 5 to Level 8) shall be required to complete the programme within a period of 2 (two) years from the date of admission to the programme of each qualification level.

16. Course Registration:

At the beginning of every Semester, all the students shall be required to register for the Courses specified for that Semester of the Programme in the Office of Controller of Examinations in the prescribed forms with payment of fees as prescribed by the University from time to time.

17. Admission and Examinations:

All matters pertaining to admission and examinations for the 4-year undergraduate programs shall be regulated by the Admission and Examination Regulations for the 4-Year Undergraduate Programmes of the Manipur University.

18. Power to remove Difficulties:

If any difficulty arises in giving effect to the provisions of this Ordinance, the Vice-Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to ratification of such order by the Appropriate University Authorities.

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