

HARIDEV JOSHI UNIVERSITY OF JOURNALISM AND MASS COMMUNICATION, JAIPUR

NOTIFICATION NO. 04

क्रमांक:प.2(33)/एचजेयू/संस्था./परि./पार्ट-II/2024/6000 दिनांक 5/3/25

As per the guidelines issued by Department of Higher Education, Government of Rajasthan regarding Choice-Based Credit System (CBCS), the Board of Management vide its Resolution No. 6-12 at its VI Meeting held on 04.09.2023 on recommendations of the Academic Council has approved the following University Ordinance :

- (I) Ref. Academic Council Meeting No. VII dated 23.08.2023 and Board of Management Meeting No. VI dated 04.09.2023

Ord. A02 : Ordinance of Choice-Based Credit System (CBCS)

Ord.:A02 : This Ordinance will come into force for Choice Based Credit System (CBCS) with effect from the date of notification. Ordinance related to the implementation of Choice Based Credit System (CBCS), Semester System, Multiple Entry and Exit, Continuous Assessment and Grading System in light of National Education Policy 2020 based on State Government Guidelines.

Ord.:A02.1: The Choice Based Credit System (CBCS), Semester System, Multiple Entry and Exit, Continuous Assessment and Grading System shall be applicable for the award of Academic Qualifications to all fresh students admitted in the Academic Session 2023-24 and subsequent sessions thereafter in any of the Academic Programs of the university leading to an award of the Certificate/ Diploma/ Bachelor degree (Three Years or Four Years) / Post Graduate Diploma/ Master degree (Two Years or One Year).

Ord.:A02.2: The term "program" or "academic program" in this ordinance refers to the entire scheme of study followed by learners leading to an academic qualification like a Certificate, Diploma, Bachelor's degree (Three Years or Four Years), Post Graduate Diploma, and Master's degree (Two Years or One Year).

Ord.:A02.3: This Ordinance shall have an overriding effect on other existing Ordinances having different provisions therein which are prevailing in Academic Session 2022-23 and were prevailing prior to academic session 2022- 23. Provided that the students already admitted in Academic Session 2022-23 and prior sessions to 2022-23 shall be considered under the ordinances prevailing at the time of admission and this ordinance shall not be applicable

retrospectively to existing students enrolled in any Academic Program prior to the Academic Session 2023-24.

Ord.:A02.4: The curricula and scheme of examinations of all fresh students admitted in the Academic Session 2023-24 and subsequent sessions thereafter in any of the Academic Programs of the university leading to an award of the Certificate/ Diploma/ Bachelor degree / Post Graduate Diploma/ Master degree shall be based on (a) Choice Based Credit System, (b) Semester System, (c) Multiple Entry and Exit, (d) Grading System, (e) Continuous Assessment (CA) and End of Semester Evaluation (EoSE), in toto as well as for each of the educational component of an Academic Program called a course in this ordinance.

Ord.:A02.5: Grade sheet issued after completing evaluation of a Semester shall specify course and grade obtained in the courses for which attempt has been made by the student , credits earned in that semester, Semester Grade Point Average of that semester, and also based on credit register maintained by the university, total number of credits earned for the programs for which student is registered and Cumulative Grade Point Average till date.

Ord.:A02.6: An academic session of the university beginning on the First of July and ending on the Thirtieth of June shall be divided into two Semesters each consisting of 15-18 weeks of academic work, equivalent to 90 actual teaching days. The ODD semester may be scheduled from the First of July to Thirty First of December and the EVEN (SPRING) semester from the First of January to Fifteenth of May followed by an annual summer vacation for students from the Fifteenth of May to the Thirtieth of June which can also be utilized for the summer internship course wherever provisions is provided as elective course if so desired by the student.

Ord.:A02.7: ODD (SUMMER) Semester may commence on the First of July. It will involve student union elections, several festivals off days and a Diwali break. So End of Semester Examination (EoSE) of the ODD Semester may commence from Dec. 1 and the Semester break from Dec. 16 to Dec. 31. Provided that the Vice-Chancellor of the University may amend the timeline in a particular session keeping in view prevailing circumstances however the decision by the Vice –Chancellor shall be reported to the Academic Council and the Board of Management.

Ord.:A02.8: EVEN semester may commence on the First of January. It will NOT involve any midterm break so the End of Semester Examination (EoSE) of the EVEN Semester may commence on First of May. The EVEN Semester will be followed by the Annual Summer Break from Sixteenth May to Thirtieth June. Provided that the Vice-Chancellor of the University may amend the timeline in a particular session keeping in view prevailing circumstances however the decisions of the Vice-Chancellor shall be reported to the Academic Council and the Board of Management.

Ord.:A02.9: The curriculum including the syllabus of each component (called Course) of an Academic Program leading to the award of Academic Qualifications of Certificate/ Diploma/ Bachelor degree / Post Graduate Diploma/ Master degree under CBCS shall be designed by the

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university, to facilitate its students with plenty of courses to choose and form their own learning path in a flexible manner involving multiple entry and multiple exits as per their choice and individual requirement. The curricula developed under CBCS shall promote flexibility in the curriculum framework leading to interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in India and the premiere institutions abroad, based on an appropriate credit transfer mechanism.

Ord.:A02.10: An Academic Program shall consist of several components called courses including core courses (discipline specific compulsory courses for all to attain the qualification with the chosen discipline(s)) and elective courses (not compulsory but opted by exercising the choice option) at the beginning of the semester based on availability in the department/ centre and on the basis of merit and reservation policy of the Government of Rajasthan.

Ord.:A02.11: For each course the curriculum shall be specified in terms of (i) Course Code, (ii) Type of the course, (iii) Title of the Course, (iv) Level of the Course, (v) Credit of the course, (vi) Delivery sub-type of the course like (a) Theory or Theory Cum Tutorial (T) (b) Laboratory work or Practicum or Studio Activity (P), (c) Special for others, (vii) pre-requisites and co requisites of the course, (viii) objectives of the course, (ix) syllabus, (x) scheme of end-of semester examination, (xi) suggested books and reference, (xii) hyperlinks of suggested e-resources on university website, (xiii) hyperlinks of suggested e-resources on web, and (xiv) course learning outcome.

Ord.:A02.12: Learning outcomes of an Academic Program consisting of courses of different level(s) of National Higher Education Qualification Framework (NHEQF) shall be in tune with learning outcome as specified in the prevailing NHEQF. Course Learning Outcome shall describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning including enhanced creativity, innovation, higher order thinking, and critical analysis as envisioned in the curriculum framework.

Ord.:A02.13: Each course (the component of the Academic Program) shall be assigned an appropriate NHEQF level based on its curriculum and course learning outcomes and as per the level of the study required for the Academic Qualification as given in the table below.

Qualification Framework Level	Relationship with Academic Qualification
Level 4.5	Courses leading to Certificate or to be part of curricula for first two semesters of Diploma and Bachelor Degree (Three or Four Years). For Bachelor degree program these are Foundation or Introductory Courses.
Level 5	Courses to be part of curricula for Third and Fourth semesters of Diploma Bachelor Degree (Three or Four Years). For Bachelor degree program these are Intermediate Level Courses.

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Level 5.5	Courses to be part of curricula for Fifth and Sixth semesters of Bachelor Degree (Three or Four Years). For Bachelor degree program, these are High Level Courses.
Level 6	Courses to be part of curricula for Seventh and Eighth Semester of Four Year Bachelor Degree (Honours/Research) or Two Semesters of PG Diploma. For Bachelor degree program these are Advanced Level Courses.
Level 6.5	Courses pertaining to one or two Year Master Degree other than M.E. and M.Tech.
Level 7	Courses pertaining to Two Year Master Degree like M.E. and M. Tech. Pursued after attaining four year bachelor degree BE / B. Tech.
Level 8	Course related to course work or thesis of Doctoral Degree

Ord.:A02.14: Credit (also referred to as Academic Credit) assigned to a course reflects a measure of the total time commitment an average student is expected to devote for learning of the course to ensure learning outcome. The credit assignment will be based on the typical workload necessary to achieve the required learning outcomes as estimated by the concerned Board of Studies (BoS) or Committee of Courses (CoC) framing the course. The decision of BoS or CoC will be final in the matter of credit assignment to a course.

Ord.:A02.15: The credit will be assigned in terms of a Natural number only and fractions shall not be assigned as the credit value. Credit shall be viewed with the level of course and type of the course. Award of an academic qualification will require earning of the specified minimum numbers of credits of different level and earning credits of all compulsory courses and requisite minimum number of credits for the program as per detailed specification of the academic program.

Ord.:A02.16: The courses will be classified as per the table given below.

Category	Type	Code	Nature of the Course	Sub-Types
Core Courses	Discipline Centric Core (Compulsory)	DCC	A discipline-centric course, which should compulsorily be studied by student as a core requirement of an Academic Program if the specific discipline is chosen by the student to attain the Academic Qualification. Not more than 60 % of Credit requirement for a	Theory/ Tutorial/ Practical/ Others

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			program shall be courses which are Discipline Centric Core Compulsory courses for the program.	
Elective Course	Discipline Specific Elective	DSE	Elective courses offered under the specific discipline/subject of study shall be referred to as Discipline Specific Electives (DSE). University enjoys autonomy to suggest their unique courses under this category based on their expertise, specialization, requirements, scope, and need. The university may also include Discipline Specific Elective courses of interdisciplinary nature which is to be delivered by the teaching department of other specific discipline or in collaboration with other departments.	Theory/ Tutorial/ Practical/ Others
	Generic Elective	GEC	An elective course chosen from an unrelated discipline/subject of the main study, or a course not related to specific discipline or interdisciplinary course is called a Generic Elective Course. Such courses are chosen by a student with an intention to seek exposure beyond the discipline/s of choice. The purpose of this category of courses is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. University may suggest unique	Theory/ Tutorial/ Practical/ Others

			Courses under this category based on its expertise, specialization, requirements, scope, and need. These may include Generic Elective Courses on Ethics, Humanism, Theory of Knowledge, Design, Innovation, Development Economics, Contemporary World, Technology and Society, and Entrepreneurship, Environmental Science, Digital and Technological Solutions, Indian Knowledge System, Local Area Specific courses. Further a core or elective course offered in a different discipline/subject than chosen for the program will be treated as a Generic Elective	
	Dissertation/Project/Field Study	DPR	An elective course designed to acquire special / advanced knowledge, such as supplement study/support study to project work, to undertake a field study, and a candidate studies such a course on his own with advisory support by a teacher/faculty member is called Dissertation / Project / Field Study (DPR). At Levels 8 and 9 an Elective Course of Project Work/Dissertation/Field Study shall be introduced so as to introduce students to research methodology in the subject and prepare them for pursuing research in theoretical or experimental or computational areas of the subject. The project	Others

			work or Field Study is to be undertaken under the guidance of a Teacher of the Department or a Scientist or any other suitable person with proven research excellence in the concerned field of study. Project work shall be of higher credits four or six for proper accomplishment of the study.	
	Internship/On Job Experience	IOJ	An Internship or On-Job Experience course is an Elective course where Internship or On-Job Experience is taken as per the scheme of the Academic Program at the Institute or Organization after approval by the University. IR or OJE course shall require students to participate in a professional employment-related activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an employee of the given external entity. A key aspect of the internship shall be induction into actual work situations. Internships involve working with local industries, businesses, artists, crafts persons, etc.. and opportunities for students to actively engage with the practical side of their learning.	Others
	Community Engagement Experience	CEE	A Community Engagement Course (CEC) shall be an elective course requiring students to participate in field-	Others

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			based learning generally under the supervision of an employee of the given external entity. The curricular component of "community engagement and service" will involve activities that would expose students to the socio-economic issues in society so that theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems.	
	Seminars	SEM	At Levels 8 and 9 an Elective Course with the aim that seminar may be introduced so as to give students exposure to recent developments and advanced topics of research interest.	Others
	Research Credit Course	RCC	A Research Credit Course (RCC) is an Elective Course involving research pursuit to lead to contribution in form of presentation of the paper in a seminar, or publication of a research paper in a journal. Credit shall be counted on basis of estimation by the guide of the research activity carried out by the students based on log records and approval by the head of the institute. No contact hour per week be assigned in the timetable for Research Credit Course and it will be beyond class hours.	Others
Special Type of Courses	Ability Enhancement Course	AEC	An Ability Enhancement Course (AECC) is a course based upon the content that	Theory/ Tutorial/ Practical/

(Compels ory or Elective as specified in the curricula of the academic program)			leads to Knowledge enhancement in English / Hindi / MIL Communication. Earning specified minimum credits of these courses are mandatory for award of Bachelor's Degree programs but are not part of Master degree program.	Others
	Skill Enhancement Course	SEC	Skill Enhancement Courses (SEC) are value-based or skill-based and are aimed at providing hands-on training, competencies, and skills. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab / hands-on / training / fieldwork. The main purpose of these courses is to increase their employability. Earning specified minimum credits of these courses are mandatory for award of Bachelor's Degree programs but are not part of Master degree program.	Theory/ Tutorial/ Practical/ Others
	Value Aided Courses	VAC	A special type of Generic Elective Courses for Bachelor level programs can be classified as Value Aided Courses which are relevant to the discipline or common to all UG programmers.	Theory/ Tutorial/ Practical/ Others

Ord.:A02.17: No contact hour per week shall be assigned in the timetable of individual faculty members for supervising Seminars, or Dissertation work, or Field Study, or Project Work, or providing Research Guidance, or Mentoring services to the students. The consultation hours shall be decided and notified by the faculty members based on his/her available free time when no classes have been assigned to him/her on his/her page on website.

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Ord.:A02.18: The workload of a course for assigning the credits indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study, and examinations) required to achieve the expected course learning outcomes. The estimation of workload must not be based on contact hours only (i.e. hours spent by students on activities guided by teaching staff like theory classes, tutorial of laboratory work or practicum, or studio activity). It will embrace all the expected learning activities required to achieve the learning outcomes, including the time spent on independent work, compulsory work placements, preparation for the assessment, and the time necessary for the assessment.

Ord.:A02.19: Workload Estimation: Workload estimation must be done realistically. It shall calculate not only the time spent by the students in lectures or seminars but also the time they need for individual learning and the preparation for examinations etc. The following shall be considered for workload estimation.

1. The contact hours for the educational component (number of contact hours per week multiplied by number of weeks)
2. The time spent in individual or group-work required to complete the educational component successfully (i.e. preparation beforehand and finalizing of notes after attendance at a lecture, seminar, or laboratory work; collection and selection of relevant material; required revision, the study of that material; writing of papers/projects/dissertation; practical work, e.g. in a laboratory or in field study)
3. The time required preparing and undergoing the assessment procedure (e.g. exams) and the time required for obligatory placement(s) if applicable.
4. Other relevant factors are specific to a course. For example:
 - (i) the entry-level students for whom the program (or its components) is designed;
 - (ii) the approach to teaching and learning and the learning environment (e.g. seminars with small groups of students, or lectures with very large numbers of students), and
 - (iii) type of facilities available (e.g. Smart classroom, demonstration, laboratory, e-resources).

Since workload is an estimation of the average time spent by students to achieve the expected learning outcomes, the actual time spent by an individual student may differ from this estimate. Individual students differ in achieving learning outcome; some progress more quickly, while others progress slowly.

Ord.:A02.20: Whatever be the method for credit allocation, the main element determining the number of credits shall be the estimated workload needed to achieve the expected learning outcomes. Proper credit allocation should be part of the internal and external quality assurance for higher education institutions. The workload of a course unit is based on the total amount of

tasks a student is expected to do as part of the overall program of study. The complexity of the material or the importance of the topic should never play a role when credits are allocated.

Ord.:A02.21: Credit Assignment to a Theory Course: 30 Hours of Academic Activity per credit shall involve

- (i) 15 Hours of Lecture or both Lecture and Tutorial at the Department / Center and
- (ii) 15 hours (may actually require 30 hours or more in some cases) of preparation beforehand, finalizing notes after attendance at a lecture, collection, and selection of relevant material; study of that material; required revision, preparation for the assessment, undergoing assessment.

Thus one contact hour with faculty per week is assigned per credit in the timetable for the course. For example, for a three-credit Theory type Course, three hours of Lecture /Tutorial be allotted in the timetable per week.

Ord.:A02.22: The contact hours of a theory course are spent not merely on delivery of the theoretical course but also on diagnostic and formative assessment, One hour of Diagnostic Assessment and Four hours of Formative Assessment with 10 hours of Content Delivery through Lecture may be included in the delivery for each credit of the theory course. Diagnostic Assessment means an assessment that occurs at the beginning of the course or before a unit of instruction, to identify whether students have the prerequisite knowledge, understanding, or skills; provide information to assist in planning appropriate learning opportunities; identify student interests; identify misconceptions. Formative Assessment means an ongoing assessment that keeps students, and educators informed of students' progress; provides direction to students on how to improve their learning; encourages students to take responsibility for their own progress; provides teachers with information upon which instructional modifications can be made; help teachers understand the degree to which students are achieving the learning expectations.

Ord.:A02.23: It is recommended that in theory course credit should not be too small (one credit). It is also advised not to make components too as Continuous assessment becomes very difficult in such cases as more than one faculty members are involved in teaching. Further, very large components are problematic for mobile students at all levels – institutional, national, or international.

Ord.:A02.24: Credit Calculation for Laboratory/ Practicum/Studio Activity Course: 30 Hours of Academic Activity per credit shall involve 30 Hours of Practical / Field Work and 7.5 hours (may actually require more up to 15 hours) of preparation beforehand and writing of report after laboratory/field work, preparation for the assessment, and undergoing assessment.

Ord.:A02.25: The Laboratory/ Practicum/Studio Activity Course courses be preferable of even credits, Thus a Two Credit Laboratory/ Practicum/Studio Activity Course means Four hours of

Laboratory/ Practicum/Studio Activity assigned as two hours on two weekdays or four hours on a single day in the timetable per week.

Ord.:A02.26: Credit Calculation for Seminar/Dissertation/ Project Work/Field Study Course: 30 Hours of Academic Activity per credit shall involve 5 Contact Hours with a Faculty Member for discussion and guidance, and 25 hours of preparation beforehand, selection of relevant material, a study of that material, laboratory or field work if required, analysis of studied material, writing of the report, preparation of presentation for assessment, undergoing assessment.

Ord.:A02.27: The aim of the Seminar is to give students exposure to recent developments and advance topics of research interest. It is a course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation, or professional practice. Normally course shall be of one or two credits only for the seminar in a semester. The EoSE evaluation of Seminar shall be done by a Board of Examiner, involving at least one external expert, supervisor and Head of the Department or his nominee.

Ord.:A02.28: The aim of Project Work/ Field Study is to introduce students to research methodology in the subject and prepare them for pursuing research in theoretical or experimental or computational areas of the subject. The project work or Field Study is to be undertaken under the guidance of a Teacher of the Department or a Scientist or any other suitable person with proven research excellence in the concerned field of study. Project work shall be of higher credits four or six for proper accomplishment of the study. The final report or dissertation may be sent in advance to external examiner for a part of evaluation. The remaining EoSE evaluation of Project Work/Field Study shall be done by a Board of Examiner, involving at least one external expert, supervisor and Head of the Department or his nominee.

Ord.:A02.29: Credit Calculation for Research Credit Course shall be based on requirement of pursuit of research on a specific topic chosen by the students and undertaken under supervision of a recognized supervisor. One credit shall mean 45 hours of research activity under the supervision of a guide with fifty percent with proper log entries and records. The courses shall be preferably of even credits, i.e. 2, or 4, or 6. Thus 60 hours of research activity under the supervision of a guide with fifty percent with proper log entries shall be assigned two credits. Research Activity is expected to lead to contribution in form of presentation of the paper in a seminar or publication of a research paper in the journal. The final report or dissertation may be sent in advance to external examiner for a part of evaluation. The remaining EoSE evaluation of Research Credit Course shall be done by a Board of Examiner, involving at least one external expert, supervisor and Head of the Department or his nominee.

Ord.:A02.30: The credit allocation under the CBCS shall be done on the workload estimate for a Semester on the following basis:


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- i) 1 Credit = 15 Theory period of one-hour duration in entire semester (that is one hour per week in the weekly timetable)
- ii) 1 Credit = 15 Tutorial period of one-hour duration in the entire semester (that is one hour per week the weekly timetable)
- iii) 1 Credit = 15 Practical periods each of two-hour durations in the entire semester (that is two hours per week the weekly timetable)
- iv) 1 Credit = Thirty hours of Dissertation/Project/Field Study/Seminar work carried out in the entire semester. (No specific assignment in the weekly time table)
- v) 1 Credit = Forty-Five hours of Internship or On Job Experience or Community Engagement Course or Research Credit Course (No specific assignment in the weekly time table)

Ord.:A02.31: Minimum Credit requirement for Award of an Academic Qualification:
Minimum Credit Requirement for qualifying for award of an Academic Qualification is described in the table below.

Duration	Minimum Credits
Two Semester (Level 4.5) Certificate	40 of Level 4.5 (including 4 AEC course) followed by an exit 4-credit skills-enhancement course
Four Semester (Level 4.5 and 5) Diploma	40 of Level 4.5 and 40 of Level 5 followed by an exit 4-credit skills enhancement course.
Three Year (Level 4.5, 5 and 5.5) Bachelor Degree with chosen Three Disciplines Example: BA - English Literature, Sociology, Music (Disciplines belonging to Three Different Faculties) BCom - ABST, EAFM, Comp. Applications (Disciplines belonging to Two Different Faculties) B.Sc. – Physics, Chemistry, Mathematics (Disciplines belong to Same Faculty)	40 of Level 4.5 and 40 of Level 5 and 40 of Level 5.5. These shall include earning 24 credits of Discipline Centric Core (Compulsory) courses in each of the three discipline and 4 credits of AEC and 8 credits of SEC courses. The remaining 36 can be from elective courses of any type including DSE of chosen disciplines, DCC or DSE of other disciplines, VAC, GEC. Pre-requisite to get promoted to (a) The III Semester that is at the

	end of first academic year to Level-5 a student is required to earn 40 credits including 24 credits of Discipline Centric Core (Compulsory) and 4 credits of AEC courses. (b) The V Semester that is at the end of second academic year to Level-5.5 a student is required to earn 80 credits including 48 credits of Discipline Centric Core (Compulsory) and 4 credits of SEC courses.
Three Year (Level 4.5, 5 and 5.5) Bachelor's Degree Single Discipline Example: BA (Economics), B.Sc. (Physics), BBA, BCA, B.Com. (ABST)	40 of Level 4.5 and 40 of Level 5 and 40 of Level 5.5. These shall include earning 60 credits of Discipline Centric Core (Compulsory) courses in chosen discipline and 4 credits of AEC and 8 credits of SEC courses. The remaining 48 can be from elective courses of any type including DSE of the chosen discipline, DCC or DSE of other disciplines, VAC, GEC. Pre-requisite to get promoted to the VII Semester, that is at the end of third academic year to Level-6, a student is required to earn 120 credits including 60 credits of Discipline Centric Core (Compulsory) and 4 credits of AEC, 8 credits of SEC and 48 credits from elective courses in previous semesters.
Four Year (Level 4.5, 5, 5.5 and 6 Bachelor Degree (Honours) or (Honors with Research) Example.: BA Hons. (Economics), B.Sc. Hons (Physics),	In addition to as mentioned above for Three Year Bachelor Degree, earning 40 credits of level 6 including 20 credits of DCC

BBA (Hons) , BCA (Hons) , BCom (Hons) (ABST), BA (Honours with Research) Econometrics	compulsory course.
Two Year Master Degree (Level 6.5) (After Three Year Bachelor Degree)	80 Credits of Level 6.5 including 40 credits of Discipline Centric Core (Compulsory) course credits Pre-requisite to get promoted to the III Semester, that is at the end of first academic year to Level-6.5, a student is required to earn 40 credits including 20 credits of Discipline Centric Core (Compulsory) courses in chosen discipline
One Year Master Degree (Level 6.5) after Four Year Bachelor Degree	40 Credits of Level 6.5 including 20 credits of Discipline Centric Core (Compulsory) course credits.
Two Year Master Degree (Level 6.5) (After Four Year Bachelor Degree)	80 Credits of Level 7 including 40 credits of Discipline Centric Core (Compulsory) course credits.
NOTE: 1. The grace marks shall be given up to 1% of the total aggregate marks of that Semester. 2. If a student earns course credit from any other institution or MOOC portal, then (a) it has to be in equivalence with the course being run by the University. (b) the credit value shall be in accordance with University's credit framework. (c) Such credits shall be added in the respective Semester, only when concerned grade sheet is presented to University within 10 days of the final course (paper) of that EA/EoSE. Otherwise said credits shall be added in the subsequent Semester. 3. Lateral Entry- (a) In 2 Year Post Graduate program, lateral entry in second year will be allowed to those candidates who have secured PG Diploma in Mass Communication / Journalism from recognized institutions. The equivalence committee will recommend such programs / institutions. Student is required to earn 40 credits including 20 credits of Discipline Centric Core (Compulsory) courses in chosen discipline. (b) Those candidates who wish to take lateral entry in the Second Year Post Graduate program of discipline chosen as minor in Four Year Bachelor Degree (Honours) or (Honours with Research) program shall have to earn 60 DCC credits (including 12 additional DCC credits) in respective discipline out of which earning 20 Credits in the fourth year is Compulsory	

Ord.:A02.32: The allocation of credits to single educational components of an Academic Program will be performed as part of curriculum design. The hybrid approach involving (i) a modular approach, and (ii) a flexible approach may be used for the curriculum design by the Board of Studies or Committee of Courses.

Ord.:A02.33: The modular approach is based on a predefined structure. Following it, the Board of Studies (BoS) or Committee of Courses (CoC) defines appropriate and feasible learning outcomes and describes the learning activities, on the basis of the standard size of the components. The estimated workload must be consistent with the number of credits allocated to that component. By standardizing the size of components, institutions allow for more flexible, multidisciplinary, and interdisciplinary pathways among programs. All AEC and DCC courses may be designed as per Predefined Modular Structure.

Ord.:A02.34: In a Flexible Approach the Board of Studies and Committee of Courses will have the freedom to incorporate credits in addition to the Predefined Structure using Flexible Approach. This procedure may result in different numbers of credits being attributed to different courses of same type. The students can opt for credits to the level permissible otherwise from this set of courses in lieu of a predefined structure. However, the student will have to ensure On-Job Experience, Community Engagement Courses and Research Credit Courses may be incorporated in this manner by the university.

Ord.:A02.35: Each Department / Center is required to arrange delivery of all compulsory courses that is DCC and AEC courses and a good number of elective courses so that t students enrolled for the course can complete twenty percent more credits than the minimum number of credits specified for the program. It is NOT binding on the Department / Centre to make provision for all elective courses specified in the Course Catalogue for the program.

Ord.:A02.36: Admission to the First Semester of each program in an academic session will be made based on Merit in the Entrance Examination or the Qualifying Examination or other criterion as applicable for the Department / Center for the concerned program ensuring reservation as per Government of Rajasthan policy. Students admitted in the First Semester in the Academic session will be registered with a 12 digit unique ID by University for the program to maintain the credit register. The first two digits of Unique ID will correspond to the year; next two to faculty code, further next two to the program code, and further next three to Department / Center code, and the last three to the serial number of the student admitted. The corresponding list of Unique IDs for faculty, program, and Department/Center shall be fixed and published by the Controller of Examination.

Ord.:A02.37: Local Credit Monitoring Committee: For each program offered by a Department / Centre there shall be a Local Credit Monitoring Committee (LCMC) consisting of Four Faculty Members associated with the Program with Head/ Coordinator as Chairperson. Student will be required to exercise option as per their wish in all, or less, or in chosen electives at time of credit registration at the beginning of the semester. The allotment shall be done on the

basis of feasibility and in non-conflicting manner in accordance to time table for teaching at the unit and EoSE time table published by the University.

Ord.:A02.38: Credits are always awarded in the context of a coherent program of study. Credits are not interchangeable automatically from one context to another. In the case of transfer, University must always evaluate the work done or competencies obtained before these can be included in the university's own academic program for the award of the qualification.

Ord.:A02.39: LCMC will also recommend the credit transfer from other university or academic institution to University as equivalent credit for award of the qualification. The equivalence so recommended will be considered by a standing Credit Equivalence Committee involving Deans of Faculty to forward with recommendation, as deemed fit to the Academic Council, for the approval. Decision of LCMC shall be binding in case of credit allotment, but decision of University will be binding in case of Credit Transfer.

Ord.:A02.40: Credit registration shall be over within seven days of the commencement of a Semester and no change except Withdrawal shall be permissible after that date.

Ord.:A02.41: Students once registered will be allowed to appear in subsequent EVEN and ODD semesters for accumulation of credits and ultimately award of certificate/ diploma/ degree on an accumulation of minimum credit required for such award. For admission and appearance in subsequent semester, student will NOT be required to earn minimum credit from earlier semesters. In admission process the top priority shall be given to student continuing in a program and discipline in succession and if seats remains available, the students opting for it as elective courses be accommodated. Declaration of the last semester's examination result will have no bearing on admission in the subsequent semester and its commencement.

Ord.:A02.42: A student may avail a blank semester. No fees will be payable by a student in that semester. A student may exit after filing an application for the same. A student can rejoin the program even after a lapse of time. The spirit of multiple entry and exit will be followed by the university and flexibility will be extended to the students for the purpose. However each entry will be subject to availability of seats, merit and reservation based on state policy. Thus student cannot seek entry at will but can avail exit at will.

Ord.:A02.43: A student may register for a minimum of one credit and a maximum of 30 credits in a semester.

Ord.:A02. 44: Credits once earned will stand EARNED in the student's record unless the student applies for EXIT from the program, with or without conferment or award of the degree to the student. The data of credit earned by the student shall be deposited in Academic Bank of Credits after declaration of result of each semester.

Ord. A02#45: A course shall be identified by a course code designated by a string of eight alphanumeric characters and a course title. In a course code, the first three alphabetic characters of the string indicate the subject or disciplines or inter-disciplines for discipline specific courses

and otherwise as AEC, SEC, VAC, GEN for the specific type of the courses. The fourth alphanumeric character will be a digit indicating the level of course as 5, 6, 7, 8, or 9 for NHEQF levels 4.5, 5, 5.5, 6, 6.5 respectively. The digit 9 will be used for the NHEQF level 7 also, The Fifth, Sixth and Seventh characters taken together will indicate the unique ID of the course for the group defined by the first four alphanumeric characters. The eighth character shall indicate type as T for Theory and Tutorial, P for Practical and S for Others.

Ord.:A02.46: Evaluation: Evaluation will be of two types, namely, Continuous Assessment (CA) and End of Semester Examination (EoSE). Letter Grades in both may be mentioned either separately in the grade sheet or a final grade may be mentioned involving 70% weightage to EA/EoSE and 30% weightage to IA/CA in each course.

Ord.:A02.47: Continuous Assessment: The schedule and pattern of continuous assessment/evaluation should be decided by the concerned department/ center where the course is being delivered, in advance and publicized to all students and faculty through the institutional regulations and the student's information brochure. The components of Continuous Assessment are to have a time frame for completion by students with concurrent and continuous evaluation of faculty members. Following the principle of "those who teach should evaluate", the continuous assessment/evaluation has to be conducted by the teacher and the evaluation outcome should be displayed through grades.

Ord.:A02.48: In Continuous Assessment, due emphasis be given to assessing cognitive skills such as logical thinking, application of knowledge and skills, and analysis and synthesis of concepts and rules. Thus innovative evaluation strategies other than mid-term tests shall also be part of CA. Innovative evaluation strategies are to be used by teachers during the semester at his/her own discretion.

Ord.:A02.49: End of Semester Examination (EoSE): EoSE will carry a maximum mark of 100 irrespective of credits of the course. The marks obtained may or may not be specified in the Grade Sheet but Grade obtained shall be specified. The scheme of Examination for EoSE for each course will be specified in the course syllabus.

Ord.:A02.50: Grading: Ten Point Scale For Letter Grades and for non letter grade courses "Satisfactory" or "Unsatisfactory" shall be indicated. Letter Grades shall be counted for the computation of SGPA/CGPA. However, for Add-On courses, non-counting of letter grades in SGPA/CGPA may be permitted.\

Letter Grade	Grade Definition	Grade Point
O	Outstanding	10
A+	Excellent	9

A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Below Average/ Pass	4
F	Fail	0
U	Unfair Means	0
W	Withdrawn	0
X	Absent	0

A credit will be counted as earned if the Grade Point in EoSE is 4 or above. Thus Credit Earned in a Semester is = Sum of the Number of Credits in which the student has scored the above grades except for F, U, W, and X.

Ord.:A02.51: Absolute Grading System: This grading system will be used if number of students appearing in EoSE of a course in University is less than 101 and if number of students appearing in Continuous Assessment of a course at a Department Center is less than 101.

Grade	Grade Definition	Marks Range
O	Outstanding	90%-100%
A+	Excellent	80%-89.99%
A	Very Good	70%-79.99%
B+	Good	60%-69.99%
B	Above Average	50%-59.99%
C	Average	45%-49.99%
P	Below Average/Pass	40%-44.99%
F	Fail	Less than 40%

Ord.:A02.52: Relative Grading System: This grading system will be used if number of students appearing in EoSE of a course in University is over 100 and if number of students appearing in CE of course at a Department / Center is over 100.

कुलपति
उद्देश्य जोशी
और जनसंख्या विभाग
जयपुर (राजस्थान)

Grade	Grade Definition	Marks Range
O	Outstanding	Top 5% in Merit
A+	Excellent	Top 15% excluding 'O'
A	Very Good	Top 35% excluding 'O' and 'A+'
B+	Good	Top 65% excluding 'O', 'A+', and 'A'
B	Above Average	Top 85% excluding 'O', 'A+', 'A', and 'B+'
C	Average	Top 95% excluding 'O', 'A+', 'A', 'B+', and 'B'
P	Below Average/Pass	Remaining in the Merit
F	Fail	Less than 40%

Ord.:A02.53: Computation of SGPA and CGPA

- (a) To determine the grade, marks obtained both in EA/EoSE as well as Internal Assessment / Continuous Assessment (IA/CA) shall be considered.
- (b) The percentage of marks will be converted into whole number. When the percentage is in fraction, and is greater than or equal to 0.50, it is considered as 1 (one). For example, if percentage is 69.45 then it will be considered as 69, but if the percentage is 69.50, it will be considered as 70.
- (c) Semester Grade Point Average (SGPA) indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to each course in a Semester.
- (d) Grade will be awarded according to the method given below:

$$\text{Credit Point earned for the Course} = \text{No. of Credits Assigned to the Course} \times \text{Grade point secured for the Course}$$

$$\text{SGPA (Semester Grade Point Average)} = \frac{\text{Total credit points earned by a student in a Semester}}{\text{Total credits assigned for that Semester}}$$

$$\text{CGPA (Cumulative Grade Point Average)} = \frac{\text{The total number of credit Points earned in all Semesters}}{\text{the total number of credits assigned in all the Semesters}}$$

SGPA and CGPA shall be rounded off to 2 decimal points.

For Example:

प्रमुख निदेश
प्रमुख निदेश प्रकाशित
और जन सेवा विभाग के माध्यम से
जयपुर (समाचार)

Course	Credit	% Obtained by Student	Grade	Grade Point	Credit assigned X Grade Point = Credit points earned
MA-(EM) 101	6	74	A	8	6X8=48
MA-(EM) 102	6	58	B	6	6X6=36
MA- (EM) 103	6	67	B+	7	6X7=42
MA-(EM) 104	6	70	A	8	6X8=48
	24				174

Semesters	Total Credit	Credit points earned in the Semester
Semester I	24	174
Semester II	24	156
Semester III	24	162
Semester IV	24	144
	96	636

$$SGPA = 174/24 = 7.25$$

$$CGPA = 636/96 = 6.62$$

Ord.:A02.54: The SGPA, CGPA Letter grades will be assigned as per table given below.

SGPA/CGPA	Letter Grade	Grade Definition
9.5 to 10.00	O	Outstanding
8.50 to 9.49	A+	Excellent
7.50 to 8.49	A	Very Good
6.50 to 7.49	B+	Good
5.50 to 6.49	B	Above Average
4.50 to 5.49	C	Average
4.00 to 4.49	P	Below Average/ Pass

Ord.:A02.55: There will be no supplementary/ due paper/ special examination for any course. To pass a course, a candidate shall have to score 40% marks in its each component i.e. IA/CA, EA/EoSE etc. The candidates can improve performance in the respective subsequent (even / odd) EA / EoSE and performance in the next appearance will overwrite earlier performance. Student will have to prepare on his/her own for improvement. Chance of improvement in IA / CA will not be permitted.

Ord.:A02.56: The University will issue a complete transcript of credits, grade obtained, SGPA and CGPA on declaration of each semester result and a Cumulative Transcript on the accumulation of minimum credits required for the award of Certificate/Diploma/Degree when EXIT is sought by the student.

Ord.:A02.57: Conversion of CGPA to Percentage: To convert CGPA to percentage, the CGPA be multiplied by Ten. Thus CGPA of 6.62 will get converted to 66.2%. Because of the grading system, the percentage calculated on the basis of conversion may be different then percentage calculated by the consideration of actual marks obtained in courses. The percentage based on CGPA conversion shall be mentioned in the final cumulative grade sheet and shall be treated as final and valid value of percentage for all purpose.


REGISTRAR

क्रमांक:प.2(33)/एचजेयू/संस्था./परि./पार्ट-II/2024/6002-6010 दिनांक 5/3/25

Copy forwarded for information and necessary action to:

1. The Secretary, Governor Secretariat, Raj Bhawan, Jaipur
2. The Secretary, Higher Education, Government of Rajasthan, Jaipur
3. PS to Vice-Chancellor, HJU, Jaipur
4. PA to Registrar, HJU, Jaipur
5. PA to Comptroller of Finance, HJU, Jaipur
6. Controller of Examination, HJU, Jaipur
7. Dy.Registrar/ Assistant Registrar, HJU, Jaipur
8. Coordinator (Academic & Administration)/Acting Dean, Academic Campus, HJU, Jaipur
9. Coordinator, IQAC, HJU, Jaipur
10. Incharge, Website, HJU, Jaipur
11. Guard file.


DY.REGISTRAR