**Indore Institute of
Management & Research**
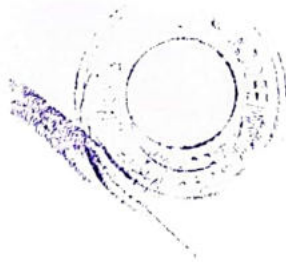Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)

1.2.1. Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

HEI Input=04

Contents

Number of Programmes in which CBCS/ Elective course system implemented.

Year	2023-2024
Number	04

List of Programmes adopting CBCS

S. No	Programme Code	Programme Name
1	C029	BBA
2	C271	BBA FT
3	D418	BCOM
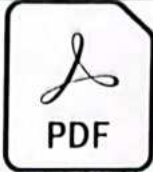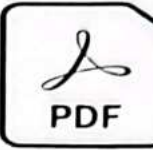
List of Programmes adopting Elective

S. No	Programme Code	Programme Name
1	7002	MBA
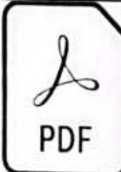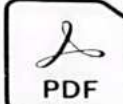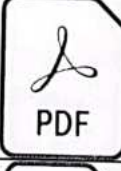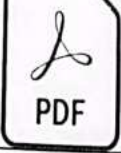
List of Courses offered by University – BBA I Year (NEP)

No.	B.B.A	Major Subjects		Minor and Elective Subjects	
1	B.B.A Group-A	1 Business Management 2. Communication skills	PDF	1. Communication skills	PDF
2	B.B.A Group –B	1. Micro Economics 2.Business Statistics	PDF	1. Business Statistics	PDF
3	B.B.A Group –C	1. Financial Accounting 2. Business Mathematics	PDF	1. Business Mathematics	PDF

List of Courses offered by University – BBA II Year (NEP)

No.	B.B.A	Major Subjects		Minor and Elective Subjects	
1	B.B.A Group-A	1 Human Resource Management 2. Organisational Behaviour	PDF	1. Organisational Behaviour	PDF
2	B.B.A Group –B	1. Marketing Management 2.Marketing Research	PDF	1. Marketing Research	PDF
3	B.B.A Group –C	1. Financial Management 2. Financial Markets and Financial Services	PDF	1. Financial Markets and Financial Services	PDF

बी.बी.ए. तृतीय वर्ष

क्र.	वी.वी.ए.	मुख्य विषय	गौण एवं वैकल्पिक विषय	
1	बी.बी.ए. ग्रुप-A	1.DSE Sub Group SA • P-1 Personal management and industrial relation(सेवीजनीय प्रबंध और औद्योगिक संबंध) • P-2 Human resource development(मानव संसाधन विकास) 2. DSE SubGroup SB • P-1 wages and salary management(मज़दूरी एवं वेतन प्रबंध) • P-2 Employees relation and compensation management (कर्मचारी संबंध और क्षतिपूर्ति प्रबंध)	1.Group A Minor / Elective -Functional Mangement(कार्यात्मक प्रबंध)	2
2	बी.बी.ए. ग्रुप-B	1.DSE SubGroup SA • P-1 Advertising and sales management(विज्ञापन एवं विक्रय प्रबंध) • P-2 Consumer Behavior (उपभोक्ता व्यवहार) 2. DSE SubGroup SB • P-1 Marketing & Services(विपणन सेवाएं) • P-2 International Marketing(अंतर्राष्ट्रीय विपणन)	2.Group B Minor / Elective- Retail Mangement (खुदरा प्रबंधन)	2
3	बी.बी.ए ग्रुप-C	1.1.DSE SubGroup SA • P-1 Security analysis and portfolio management (प्रतिभूति विश्लेषण एवं पोर्टफोलियो प्रबंध) • P-2 merchant banking and Financial services (बैंकिंग और वित्तीय सेवाए) 2. DSE SubGroup SB • P-1 Indian financial system (भारतीय वित्तीय प्रणाली) • P-4 International Finance (अंतरराष्ट्रीय वित्त)	3. Group C Minor / Elective- Working capital Mangement (कार्यशील पूंजी प्रबंधन)	2

B.B.A (Foreign Trade) Three/Four Years Degree Program

Annual System - I to IV

Proposed as per NEP-2020 to be implemented from academic year 2021-22

Nomenclature and Course Outline

First Year

BBA (Foreign Trade)- First year

Course Type	Subject Name
Major-1	Principles of Business Administration
Major-2	Global Business Environment & Communication
Minor	Basic Mathematics & Statistics
Elective	Select any one from the elective subject list
Vocational	Select any one from the vocational subject list
Foundation-1	Hindi + English
Foundation-2	Environmental Studies + Yoga and Meditation
Internship	Field Projects/internship/ Apprenticeship/ Community engagement and service

B.B.A. (Foreign Trade): First Year

Course Type	Subject Code	Subject Name	Credit Hours	Cumulative Credit Hours
Major-1	MAJBFT-101	Principles of Business Administration	6	6
Major-2	MAJBFT-102	Global Business Environment & Communication	6	12
Minor	MINBFT-103	Basic Mathematics & Statistics	6	18
Elective	Code as per list attached	Select any one from the elective subject list	6	24
Vocational	Code as per list attached	Select any one from the vocational subject list	4	28
Foundation-1	FOUBFT-104	Hindi	2	30
	FOUBFT-105	English	2	32
Foundation-2	FOUBFT-106	Environmental Studies	2	34
	FOUBFT-107	Yoga and Meditation	2	36
Internship	INTBFT-108	Field Projects/internship/ Apprenticeship/ Community engagement and service	4	40
		Total credits for I Year		40

List of Elective subjects BBA (Foreign Trade)- First year

(As per NEP-2020):

SN	Subject Code	Subject Name
1	ELCBBAFTR-001	Business Law
2	ELCBBAFTR-002	International Trade Theory

List of Vocational Subjects BBA (Foreign Trade)- First year

(As per NEP-2020):

SN	Subject Code	Subject Name
1	VOCBBAFTR-001	International Logistics & Supply Chain Management
2	VOCBBAFTR-002	Indian Economy & Trade Policies
3	VOCBBAFTR-003	International Marketing Management

Second Year

BBA (Foreign Trade)- Second Year

Course Type	Subject Name
Major-1	Export Import Procedure & Documentation
Major-2	Export & Import Finance
Minor	Financial Accounting
Elective	Select any one from the elective subject list
Vocational	Select any one from the vocational subject list
Foundation-1	Hindi + English
Foundation-2	Startups & Entrepreneurship + Women Empowerment
Internship	Field Projects/internship/ Apprenticeship/ Community engagement and service

B.B.A.(Foreign Trade): Second Year

Course Type	Subject Code	Subject Name	Credit Hours	Cumulative Credit Hours
Major-1	MAJBFT-201	Export Import Procedure & Documentation	6	46
Major-2	MAJBFT-202	Export & Import Finance	6	52
Minor	MINBFT-203	Financial Accounting	6	58
Elective	Code as per list attached	Select any one from the elective subject list	6	64
Vocational	Code as per list attached	Select any one from the vocational subject list	4	68
Foundation-1	FOUBFT-204	Hindi	2	70
	FOUBFT-205	English	2	72
Foundation-2	FOUBFT-206	Startups & Entrepreneurship	2	74
	FOUBFT-207	Women Empowerment	2	76
Internship	INTBFT -208	Field Projects/internship/ Apprenticeship/ Community engagement and service	4	80
		Total credits for II Year		80

List of Elective subjects BBA (Foreign Trade)- Second Year

(As per NEP-2020):

SN	Subject Code	Subject Name
1	ELCBBAFTR-003	Foreign Language (French)
2	ELCBBAFTR-004	Foreign Language (German)

List of Vocational Subjects BBA (Foreign Trade)- Second Year

(As per NEP-2020):

SN	Subject Code	Subject Name
1	VOCBBAFTR-004	Merges, Acquisition, Corporate Regulation
2	VOCDBAFTR-005	International Business Negotiation
3	VOCBBAFTR-006	E-business & E-commerce

Third Year

BBA (Foreign Trade)- Third Year

Course Type	Subject Name
Major-1	Packaging, Distribution Channel & Material Handling in Foreign Trade
Major-2	New Techniques in Multinational marketing & Foreign Collaboration
Minor	Foreign Exchange & Risk Management
Elective	Select any one from the elective subject list
Vocational	Select any one from the vocational subject list
Foundation-1	Hindi + English
Foundation-2	Digital Awareness+ Personality Development and Character Building
Internship	Field Projects/internship/ Apprenticeship/ Community engagement and service

B.B.A.(Foreign Trade): Third Year

Course Type	Subject Code	Subject Name	Credit Hours	Cumulative Credit Hours
Major-1	MAJBFT-301	Packaging, Distribution Channel & Material Handling in Foreign Trade	6	86
Major-2	MAJBFT-302	New Techniques in Multinational marketing & Foreign Collaboration	6	92
Minor	MINBFT-303	Foreign Exchange & Risk Management	6	98
Elective	Code as per list attached	Select any one from the elective subject list	6	104
Vocational	Code as per list attached	Select any one from the vocational subject list	4	108
Foundation-1	FOUBFT-304	Hindi	2	110
	FOUBFT-305	English	2	112
Foundation-2	FOUBFT-306	Digital Awareness	2	114
	FOUBFT-307	Personality Development and Character Building	2	116
Internship	INTBFT -308	Field Projects/internship/ Apprenticeship/ Community engagement and service	4	120
		Total credits for III Year		120

List of Elective subjects B.B.A.(Foreign Trade): Third Year

(As per NEP-2020):

SN	Subject Code	Subject Name
1	ELCBBAFTR-005	Quality Control TQM ISO 9000
2	ELCBBAFTR-006	Computer Application to Foreign Trade

List of Vocational Subjects B.B.A.(Foreign Trade): Third Year

(As per NEP-2020):

SN	Subject Code	Subject Name
1	VOCBBAFTR-007	International Human Resource Management
2	VOCBBAFTR-008	International Advertising and Brand Management
3	VOCBBAFTR-009	International Economics
4	VOCBBAFTR-010	Overseas Project Management

List of Courses offered by University – BCOM I Year (NEP)

वाणिज्य क. संकाय	मुख्य विषय	गौण विषय	वैकल्पिक विषय		Explore
वाणिज्य	1. वित्तीय लेखांकन 2. व्यावसायिक नियमन रूपरेखा	1. व्यावसायिक संगठन एवं संचार	1. व्यावसायिक अर्थशास्त्र 2. अधिकोषण एवं बीमा 3. व्यावसायिक गणित 4. विक्रय संवर्धन 5. आशुलिपि के मूल सिद्धांत 6. डेटा प्रोसेसिंग सॉफ्टवेयर 7. कार्यालय संगठन एवं प्रबंधन 8. भारत में पर्यटन उत्पाद		व्यवसायिक विषय कला संकाय वैकल्पिक विषय विज्ञान संकाय वैकल्पिक विषय वाणिज्य संकाय वैकल्पिक विषय अन्य वैकल्पिक विषय कला संकाय वाणिज्य संकाय विज्ञान संकाय बी.बी.ए होटल मैनेजमेंट

List of Courses offered by University – BCOM II Year (NEP)

वाणिज्य र. संकाय	मुख्य विषय	गौण विषय	वैकल्पिक विषय		Explore
वाणिज्य (Commerce)	1. निगमीय लेखांकन (Corporate Accounting) 2. परिव्यय लेखांकन (Cost Accounting)		1. व्यावहारिक अर्थशास्त्र (Applied Economics) 2. निगमीय विधि (Corporate Law) 3. वित्तीय बाजार परिचालन (Financial Market Operations) 4. प्रबंध के सिद्धांत (Principles of Management) 5. कार्यालय संगठन और प्रबंधन (Office Organisation and Management) 6. विज्ञापन विक्रय संवर्धन एवं प्रबंधन (Personal Selling and Salesmanship) 7. Introduction to ASP.NET & C# 8. पर्यटन विपणन (Tourism Marketing) 9. उन्नत आशुलिपि (Advanced Stenography)		कला संकाय द्वितीय वर्ष कला संकाय तृतीय वर्ष विज्ञान संकाय तृतीय वर्ष वाणिज्य संकाय तृतीय वर्ष बी.बी.ए. तृतीय वर्ष बी.एच.एससी/बी.एससी.गृह विज्ञान तृतीय वर्ष होटल मैनेजमेंट तृतीय वर्ष टूर एवं ट्रेवल मैनेजमेंट तृतीय वर्ष टूरिज्म मैनेजमेंट तृतीय वर्ष
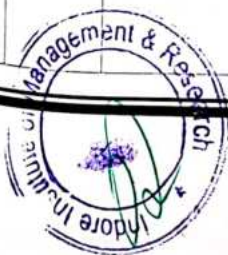
वाणिज्य संकाय तृतीय वर्ष

स.र.	वाणिज्य संकाय	मुख्य विषय	गौण विषय	वैकल्पिक विषय
1	वाणिज्य (Commerce)	1. DSE Group - A • Paper 1- Income tax law and Practices(आयकर विधि एवं व्यवहार) • Paper 2- Goods and service tax and custom duty (वस्तु और सेवाकर एवं सीमा शुल्क) 2. DSE Group - B • Paper 1 Marketing management (विपणन प्रबंध) • Paper 2 Human resource management (मानव संसाधन प्रबंध) 3. DSE Group - C • Paper 1 Financial Management(वित्तीय प्रबंध) • Paper 2 Auditing (अंकेक्षण)	1. व्यवसाय के लिए आयकर (Income Tax for Business) 2. प्रबंधकीय लेखांकन (Management Accounting) 3. लोक वित्त (public finance) (उपरोक्त किसी एक गौण विषय का चयन करे)	1 अंतर्राष्ट्रीय व्यवसाय (International Business) 2 व्यवसायिक नैतिकता व मानवीय मूल्य (Business Ethics and Human Values) 3 परियोजन नियोजन (Project Planning) 4 भारतीय अर्थव्यवस्था (Indian Economy) 5 विनियोग प्रबंध (Investment Management) (उपरोक्त किसी एक वैकल्पिक विषय का चयन करे) (केवल प्रथम वर्ष एवं द्वितीय वर्ष में चयन करने वाले विद्यार्थियों हेतु) 1 विज्ञापन विक्रय संवर्धन एवं प्रबंधन (Personal Selling and Salesmanship) 2 Internet and its Applications 3 पर्यावरण एवं सतत पर्यटन (Environment and Sustainable Tourism) 4 कार्यालय प्रबंधन एवं आशुलिपि (office management and stenography)
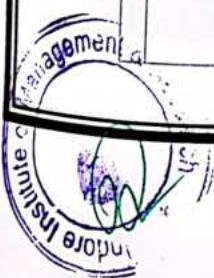
MBA Full Time Revised Syllabus for Affiliated Institutions of Devi Ahilya Vishwavidyalaya, Indore

Second Year

MBA (Full-Time) Third Semester

Third Semester			
Subject code	Subject Name	Credit Hours	Cumulative Credit Hours
COMPULSORY SUBJECTS			
FT 301 C	SUPPLY CHAIN MANAGEMENT	3	51
FT 302 C	PROJECT MANAGEMENT	3	54

ELECTIVES COURSES (SELECT ANY TWO ELECTIVE GROUPS)			
ELECTIVE GROUP-I: MARKETING MANAGEMENT			
Subject code	Subject Name	Credit Hours	Cumulative Credit Hours
FT 303M	PRODUCT AND BRAND MANAGEMENT	3	
FT 304M	ADVERTISING AND DIGITAL MARKETING	3	
FT 305M	SALES AND DISTRIBUTION MANAGEMENT	3	
ELECTIVE GROUP -II: FINANCIAL MANAGEMENT			
Subject code	Subject Name	Credit Hours	
FT 303F	TAX PLANNING AND MANAGEMENT	3	
FT 304F	INDIAN FINANCIAL SYSTEMS	3	
FT 305F	BANK AND INSURANCE MANAGEMENT	3	
ELECTIVE GROUP -III: HUMAN RESOURCE MANAGEMENT			Credits for core subjects up to III sem. : 54
Subject code	Subject Name	Credit Hours	
FT 303H	INDUSTRIAL RELATIONS AND LEGISLATIONS	3	
FT 304H	HUMAN RESOURCE DEVELOPMENT & AUDIT	3	Credits for Electives in III Sem.: 18
FT 305H	SOCIAL PSYCHOLOGY	3	
ELECTIVE GROUP -IV : INFORMATION TECHNOLOGY			Credits for Internship/Field work/MRP: 04
Subject code	Subject Name	Credit Hours	Total Credits up to III Sem.: 76
FT 303I	WEB DESIGN AND TECHNOLOGY	3	
FT 304I	MANAGEMENT INFORMATION SYSTEM	3	
FT 305I	RDBMS USING ORACLE	3	
ELECTIVE GROUP -V: PRODUCTION AND OPERATIONS MANAGEMENT			
Subject code	Subject Name	Credit Hours	
FT 303P	TECHNOLOGY MANAGEMENT	3	
FT 304P	PRODUCT INNOVATION AND OPERATIONS PLANNING	3	
FT 305P	PURCHASE AND MATERIAL MANAGEMENT	3	
ELECTIVE GROUP -VI: BUSINESS ANALYTICS			

w.e.f. Academic year 2019-20

Subject code	Subject Name	Credit Hours	
FT 303B	INTRODUCTION TO BUSINESS ANALYTICS	3	
FT 304B	PREDICTIVE MODELING	3	
FT 305B	STATISTICAL PROGRAMMING IN 'R'	3	
FT 306	MRP/INTERNSHIP/FIELD WORK	4	

MBA (Full-Time) Fourth Semester

	Fourth Semester		
Subject code	Subject Name	Credit Hours	Cumulative Credit Hours
COMPULSORY SUBJECTS			
FT 401C	BUSINESS LEGISLATION	3	57
FT 402C	STRATEGIC MANAGEMENT	3	60

ELECTIVES COURSES (SELECT ANY TWO ELECTIVE GROUPS)

ELECTIVE GROUP -I: MARKETING MANAGEMENT		
Subject code	Subject Name	Credit Hours
FT 403M	INTERNATIONAL MARKETING	3
FT 404M	SERVICE AND RETAIL MARKETING	3
FT 405M	CONSUMER BEHAVIOR AND RURAL MARKETING	3

ELECTIVE GROUP -II: FINANCIAL MANAGEMENT		
Subject code	Subject Name	Credit Hours
FT 403F	INTERNATIONAL FINANCE	3
FT 404F	FINANCIAL DERIVATIVES AND RISK MANAGEMENT	3
FT 405F	INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT	3

ELECTIVE GROUP -III: HUMAN RESOURCE MANAGEMENT		
Subject code	Subject Name	Credit Hours
FT 403H	COMPENSATION MANAGEMENT	3
FT 404H	TRAINING AND DEVELOPMENT	3
FT 405H	ORGANISATION DEVELOPMENT	3

ELECTIVE GROUP -IV : INFORMATION TECHNOLOGY		
Subject code	Subject Name	Credit Hours
FT 403I	OPERATING SYSTEM & AND THEIR UTILITIES	3
FT 404I	PHP PROGRAMMING AND JAVA SCRIPTS	3
FT 405I	MOBILE COMPUTING AND ITS APPLICATIONS	3

ELECTIVE-V: PRODUCTION AND OPERATIONS

Credits for core subjects up to IV sem. : 60

Credits for Electives in IV sem.: 18

Credits for Comp. VIVA: 04
Total Credits up to IV Sem.: 104

w.e.f. Academic year 2019-20

Subject code	Subject Name	Credit Hours	
FT 403P	LOGISTICS MANAGEMENT	3	
FT 404P	TOTAL QUALITY MANAGEMENT	3	
FT 405P	ENTERPRISE RESOURCE PLANNING	3	

ELECTIVE-VI: BUSINESS ANALYTICS

Subject code	Subject Name	Credit Hours	
FT 403B	DATA VISUALISATION FOR MANAGERS	3	
FT 404B	SPREAD SHEET MODELING	3	
FT 405B	APPLICATIONS OF MODELING IN BUSINESS	3	
FT 406	COMPREHENSIVE VIVA-VOCE	4	
		Total Credits: 104	

Total Credits:

(1) For Core (Compulsory Subjects):   60
(2) For Elective Courses: 36
(3) For MRP/ INTERNSHIP/ FIELD WORK :   04
(4) For COMPREHENSIVE VIVA-VOCE: 04
      Grand total   104

w.e.f. Academic year 2019-20

Ordinance 14 B

Ordinance for three/four years Undergraduate Degree (CBCS Annual Mode)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. The provisions of this Ordinance shall be applicable from the academic session 2021-22

2. The provisions of this Ordinance shall apply to the three-year Bachelor's degree or four-year Bachelor's degree (Honours/Research) undergraduate programmes such as Bachelor of Arts (B A), Bachelor of Science (B Sc), Bachelor of Commerce (B Com), Bachelor of Computer Application (B C A), Bachelor of Business Administration (B B A), Bachelor of Home Science(B H Sc) and other similar Undergraduate programmes notified by the University

3. The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Departments (UTDs)/SOS (School of Studies) and its affiliated colleges including autonomous colleges for their regular as well as non-collegiate (private) students Autonomous Colleges/UTDs may opt for semester system under Ordinance 14A

4. Admission rules and guidelines for admission to these programmes will be framed by the State Government for admission in colleges and by the University for admission in its UTDs SOS Admission to the 4-th year (Level 8) shall be available only in the institutions which are offering 4-year Undergraduate Programme Autonomous colleges with NAAC grade "A" or above can frame their admission guideline completely based on merit subject to the reservation policy of the government

5. Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education Madhya Pradesh, Bhopal or an equivalent examination from any other board recognised by the State Government/University will be eligible for admission to these undergraduate programmes

6. The admission shall be made on merit calculated on the basis of criteria notified by the state government/university, as the case may be, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government from time to time

7. Student enrolment in a programme/course shall be restricted to the seats allotted by the University/State Government

8. The in-take capacity shall be determined in advance by the university/autonomous college in accordance with the guidelines/norms in this regard issued by the State Government/UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website or admission portal of Department of Higher Education

9. Depending upon the academic and physical facilities available the university/college/autonomous college may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies

10. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8 Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1) The four-year undergraduate programme shall comprise courses under following subjects Categories

      i)   Major Subject (56 credits)
      ii) Minor Subject (26 credits)
      iii) Generic Elective (18 credits)
      iv) Skill Enhancement Courses/Vocational Courses (12 credits)
      v)   Ability Enhancement Courses/Foundation Courses (24 credits)
      vi) Field projects/internship/apprenticeship/community engagement and service (24 credits)

N B For B B A / B C A / B H Sc and like programmes, a group/subject shall be chosen as Major/Minor/Generic Elective

Qualification and Credit Requirements are given in Table 1 The *entry and exit options* for students, who enter the undergraduate programme, are as follows

1st Year

Entry 1 The entry requirement for Level 5 is successful completion of Class 12 from M P Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements

Exit 1: If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject.* If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand

2nd Year

Entry 2. The entry requirement for *Level 6 is successful completion of Level 5.* A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements

Exit 2: If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject.* If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels

3rd Year

Entry 3 The entry requirement for *Level 7 is successful completion of Level 5&6.* A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements

Exit 3: If the student passes all the courses of Level 5 to 7 i e First, Second and Third years and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject.* A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7

4th Year

Entry 4. An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)* 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 (Honours/ Research)degree

Exit 4: If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject.* A Bachelor's degree (Honours/Research) requires a

3

total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8

Table-1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year of the undergraduate programme (Programme duration first year of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years of the undergraduate programme (Programme duration First two years of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration Three years)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration Four years)	160

The credits will be awarded by the university The credit can be calculated as follows

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for a duration of 15 weeks resulting in the award of one credit.

- Credits for internship shall be *one credit per week* of internship, subject to a *maximum of 12 credits in a year*

11. The minimum duration of the *undergraduate degree programme* shall be of three academic years whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years

   - A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again

The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/Research)* programme for regular students shall be of 6 and 8 years respectively, there shall be no such bar for non-collegiate (private) students

12. TYPES OF COURSES

Each of the subject/categories(i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and/or training. Types of courses shall be as follows.

12.1. CoreCourse:

Such courses which shall compulsorily be studied by the student as a core requirement of the programme

12.2. Elective Course:

Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course

12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)

12.2.2 Dissertation/Project

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research A Project/Dissertation work would be of credits, as decided by the competent body The student will do this work under the guidance of a faculty member

12.2.3 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject with an intention to seek exposure of other field is called a Generic Elective course.
P.S. *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 Course*

5

12.3. **Ability Enhancement Courses (AEC):**

The Ability Enhancement Courses (AEC) are of two types

- Ability Enhancement Compulsory Courses (AECC) or Foundation Courses
- Skill Enhancement Courses (SEC) or Vocational Courses

  "AECC" courses are the courses based upon the content that leads to Knowledge enhancement, such as

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines

  SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc

12.4. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University/Autonomous college/Central Board of Studies (CBS) constituted as per Clause 34A of the M P University Act, 1973 The allowed deviation from the CBS prescribed syllabi for BOS of University/autonomous colleges will be 20% at the maximum

13. STRUCTURE FOR UNDERGRADUATE PROGRAMME: ANNUAL SYSTEM

13.1. **First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5 if he/she acquires 12 credits in core courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective 4 credits in SEC/Vocational Course, 6 credits in AEC/Foundation Course, and 4 credits in Field Projects/internship/apprenticeship/community engagement and services

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies A student passing Grade 12 with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty, a student passing grade 12 with commerce faculty can take major and minor subjects from commerce arts faculty whereas a student passing grade 12th with arts faculty can choose major and main subjects from arts faculty only Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty However, allotment of choices will be subject to the provisions of admission guidelines

6

13.2. **Second Year (Level 6):**

A student shall be declared to have successfully completed the Level 6, if he/she acquires 12 credits in core courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective, 4 credits in SEC/Vocational Course, 8 credits in AEC/Foundation Course, and 4 credits in Field Projects/internship/apprenticeship/community engagement and services

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major subject, and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree

13.3 **Third Year (Level 7):**

A student shall be declared to have successfully completed the Level 7, if he/she acquires 12 credits in discipline specific elective courses of the major subject, 6 credits in core course of the minor subject, 6 credits in generic elective, 4 credits in SEC/Vocational Course, 8 credits in AEC/Foundation Course, and 4 credits in Field Projects/internship/apprenticeship/community engagement and services preferably related to major and/or minor subjects

13.4. **Fourth Year (Level 8):**

(a) Bachelor with Honours

A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires 20 credits in discipline specific elective courses of the major subject, 4 credits course in Research Methodology, 4 credits in dissertation, and 12 credits in internship/apprenticeship related to the major subject

(b) Bachelor with Research

A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires 20 credits in discipline specific elective courses of the major subject, 4 credits course in Research Methodology, 4 credits in minor subject, and 12 credits for Research Projects and disciplinary/interdisciplinary Undergraduate thesis related to the major subject

The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC

13.5 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme

13.6 A student may change the subject of the generic elective in each year of the 3-year undergraduate degree programme

13.7. Table 2: Proposed Structure for Undergraduate Programme: Annual System

Level	Year	Main Faculty (as per prerequisite) — Major (Subject I)	Main Faculty — Minor (Subject II)	Any Faculty — Generic Elective Course (Subject III)	Skill Enhancement Course (SEC) — Vocational Course	Ability Enhancement Course (AEC) — Foundation Course	Field projects/internship/apprenticeship/community engagement and service — # Inter/Intra Faculty	Credits in a Year	Qualification title (Credit requirement)
		No. of courses (Credits)	No of courses (Credits)	No of courses (Credits)	No of courses (Credits)	No of courses (Credits)	# Inter/Intra Faculty	Credits in a Year	
Level5	1	1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)		6x4+4x4 =40	(40) Undergraduate certificate in Main Faculty
Level6	2	1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits)	1# (4 Credits)	6x4+4x4 =40	(80) Undergraduate Diploma in Main Faculty
Level7	3	1 (6 Credits); 1 (6 Credits)	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	2 (4 Credits); 2 (4 Credits)	1# (4 Credits); 1 (6 Credits) Internship/Apprenticeship Or Research Project	6x4+4x4 =40	(120) Bachelor Degree in Main Faculty
Level8	4	2 (6 Credits); 2 (4 Credits)	1 Research Methodology (4 Credits); 1 (4 Credits)				1 (6 Credits) Internship/Apprenticeship Or Research Project	6x4+4x4 =40	(160) Bachelor Degree (Honours) in Main Faculty; Bachelor Degree (Research) in Main Faculty
Total		56 Credits	26 Credits	18 Credits	12 Credits	24 Credits	24 Credits	160 Credits	

14. Choice to Select the MOOC Courses:

a   The College/UTD/autonomous college can allow up to 40% of the total credits being offered in a particular programme in a year through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer

b   The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the College/UTD autonomous college or in other UTDs of the same universities but from same level of the programmes An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the College/UTD

c   The College/UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines The number of seats in the course will depend on available facilities in the College/UTD

d   The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform

e   The College/University will take a decision for allowing the online courses of SWAYAM if

   (i)   The courses offered on SWAYAM would supplement the teaching-learning process in the institution

   (ii)   Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM The student will pay the stipulated fee to SWAYAM for registering the course, if required

   (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc essential for pursuing the courses shall be made available free in adequate measure by the College/UTD/autonomous college The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the lab/practical sessions/examinations

f   The requirement of project/dissertation, as notified by the respective College/UTD/autonomous college need to be undertaken by the candidate for the specified credits The project may be undertaken in any of the National and state

Laboratories/Institutes/Companies/Industries with the approval of College/ UTD/autonomous college

15 Requirement of attendance will be as per University Ordinance governing the examinations In general attendance of atleast seventy-five percent of theory lectures and practicals separately will be required in each course to sit in the year end examination

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor/Principal of autonomous colleges

16. Examination & Evaluation:

16.1 Generally each course will correspond to an examination paper comprising of external and internal valuations The year end theory examinations for Major subject, Minor subject and Generic Elective will be of 3 hours while Vocational (SEC) and Foundaton Course (AECC) will be of 2 hours duration The credit structure for theory/practical/tutorial, internal, external examinations and total marks for an examination are shown in the Table 3 in clause 16 14.

16.2 The question paper of the external examination should preferably contain long answer, short answer and objective type questions Where the internal assessment is for 30 marks, the continuous evaluation of the student will be conducted at four times (one in each quarter of the academic session) by conducting four tests of 10 marks each Of these, three must be written tests and the fourth may be written test /Quiz/Seminar/Assignment for theoretical courses Marks obtained in best three tests out of four will be awarded to the student Each student shall have to appear in at least three tests and Year End Examination. failing which, the student will be awarded Ab Grade in that course In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical year-end exam, viva, if any be decided by the University/autonomous college In case of internal assessment of 50 marks, the college/UTD/University shall distribute and design their assessment so that at least one test is conducted in a quarter of an academic year

16.3 UTD/Autonomous colleges may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC

11

16.4 Total marks obtained in Year-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in 16.5

16.5 The grading will be made on 10-point scale as described below

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

16.6 In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table

16.7 If a student obtains F or Ab grade in any course(s), he/she will be treated to have supplementary/failed in the course(s) He/she has to reappear in the examinations of that course(s) as and when conducted by the University/Autonomous college Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat year-end examination to decide the grade in the repeat course(s)

16.8 The student will be promoted to the next year if he/she secures at least half of the total credits (viz 20 credits out of 40 credits in annual system) in a year In case the student secures less than half of the total credits in any year, then the student will be declared fail in that year and he/she will be asked to repeat the entire year and that year will be treated as zero year In such cases the student will not be promoted to the next year

If a student passes in all the courses offered in any year then will be declared pass in that year If a student secures at least half of the total credits in a year and fails in some courses offered in that year then he/she will be provisionally promoted to the next year with supplementary in those courses in which he/she fails

12

If the student fails to pass all the courses in the next supplementary examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned year even after the aforesaid second chance, she/he shall be treated as fail in that year and will be asked to repeat the entire year and that year will be treated as zero year.

If the 4-th year of undergraduate programme is not offered in the present college, admissions in another college within the same university shall be allowed in cases of provisional promotions to the 4-th year of the undergraduate programme.

16.9 Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the year. The student has to pay the prescribed fee for repeating the course.

16.10 On account of valid reasons, a student may withdraw from a year. In such case that year will be treated as zero year.

16.11 In case of zero year, the student will not be promoted to the next year till he/she clears that year. The university may allow such a student to re-register in that year in the coming years. The student has to pay annual fee again in such case and, and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic year then annual fee will not be charged again.

16.12 The provision for revaluation of answer book in annual system will be available as per the existing rules of the University.

16.13 The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.

16.14. Table 3: Structure of Credit Course (Yearly System)

SN	Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		
			Theory	Practical	Tutorial	Internals (Through CCE)	External (Year-End Exam)	Internal	External (Year-End Practical Exam)	Internal Marks
1	Core/GE/DSE (6)	Type-1	6	NA	NA	30	70	NA	NA	NA
2	Core/DSE/GE (6)	Type-2	4	2	NA	30	70	NA	100	NA
3	Core/DSE/GE (6)	Type-3	2	4	NA	30	50 (Through CCE)	50	NA	NA
4	Core/DSE/GE (6)	Type-4	5	NA	1	30	70	NA	NA	100
5	DSE/SEC (Vocational Courses) (4)	Type-1	4	0	NA	30	70	NA	NA	NA
6	DSE/SEC (Vocational Courses) (4)	Type-2	3	1(P.T.W.etc)	NA	30	70	NA	100	NA
7	DSE/SEC (Vocational Courses) (4)	Type-3	3(P.T.W.etc)	NA	NA	NA	100	50 (Through CCE)	50	NA
8	DSE/SEC (Vocational Courses)(4)	Type-4	3	1	30	30	70	NA	NA	100
9	AECC (Foundation Course) (4)	Type-1	4	NA	NA	30	100	NA	NA	NA
10	AECC (Foundation Course) (4)	Type-2	2	2*	NA	30	50	50	50	NA
11	Field-Projects / Internship / Apprenticeship / Community engagement & service (4/6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service 3/4 Credits (75 Marks) (ii) Evaluation of Report 1/2 Credit (25 Marks)							
12	Research Methodology(4)	Type-4	3	NA	1	10	70	NA	NA	100
13	Dissertation/Research Project (4/6)	NA	Evaluation of Thesis 3/4 Credits (50 Marks) + Pre submission viva-voce 1/1 Credit (25 Marks) + External viva-voce 1/1 Credit (25 Marks)							

P-Practical (i) T-Tutorial, W-Workshop

Note: *Papers like (i) Soft Skill development, (ii) Digital Awareness & (iii) Personality Development and (iv) other Foundation courses should have 50% practical component at the evaluation process...

14

17. **Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the state government/University/SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects/Internship/Apprenticeship/Community engagement & service/Research Project

18. **Calculation of AGPA/CGPA:**

18.1 Annual Grade Point Average (AGPA) is a measure of performance of the student in a year. It is ratio of total credit points secured by a student in various courses registered in that year and the total course credits taken during that year i.e.

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

where Y_i is the i-th year, C_i is the number of credits of the i-th course in the year (Y_i) and G_i is the grade point scored by the student in the ith course

18.2 The Annual Grade Point Average (AGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The AGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet

The calculation of of AGPA and CGPA in annual system will be done as per follows

Calculation of AGPA:

Course	Credits (C)	Grade	Grade Point (GP)	Credit Points (C x GP)	AGPA (Total Credit Point/Total Credit)
Course 1	6	A	8	48	276/40 = 6.90
Course 2	6	C	5	30	
Course 3	6	B+	7	42	
Course 4	6	O	10	60	
Course 5	4	B	6	24	
Course 6	4	P	4	16	
Course 7	4	A+	9	36	
Course 8	4	C	5	20	
TOTAL	40		.	276	

18.3 CGPA is a measure of overall cumulative performance of a student over all the years completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the years completed and the sum of the credits of all courses in all the years completed. In case of annual system CGPA will be calculated as per follows

$$CGPA = \frac{\sum[C_i \times AGPA(Y_i)]}{\sum C_i}$$

where AGPA (Y_i) is the AGPA of the i-th year and C_i is the total number of credits in the i-th year

Calculation of CGPA:

Year	Credits	AGPA	Credits x AGPA	CGPA
1	40	7 50	300 00	CGPA = Total (Credits x AGPA) / Total Credits
2	40	7 58	303 20	
3	40	7 32	292 80	CGPA
4	40	8 34	333 60	= 1229 60 / 160 = 7 685
Total	160		1229 60	= 7 69 (rounded off to second decimal point)

19. On completing all requirements for award of the undergraduate certificate/diploma/degree the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8 00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6 50 above but less than 8 0
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5 00 or above but less than 6 50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4 00 or above but less than 5 00

The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters

Equivalent Percentage = CGPA x 10

The percentage will be rounded off upto second decimal point

20. The student will be examined by the university as per the prevailing syllabus and scheme of examination

21. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree

22. A Grade Card shall be issued to all the students after every academic year based on the grades earned The course details (code, title, number of credits, grade secured) along with AGPA of every year and CGPA earned till that Academic Year will be displayed in the grade card

23. Grade sheets for the colleges/UTD autonomous college will be prepared based on model Annexures Y-1 to Y-4 for annual system

24. **Credit Transfer:**

24.1 The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time

24.2 The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank Of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time

24.3 Except for the cases of provisional promotions, the universities established by M.P University Act, 1973 shall facilitate credit transfer of students between them However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student

25. If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the state government whose decision thereon shall be applicable

26. The guidelines, related to this programme, issued by the statutory bodies e g UGC/AICTE/BCI/NCTE/PCI/RCI issued from time to time will be adopted for implementation

27. In matters not covered under this Ordinance, general rules of the University shall be applicable, otherwise the directions of the state government shall be applicable

28. If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval by the Kuladhipati on the recommendation of the Higher Education Department

17