

**Model Regulation for Undergraduate Programmes under the Apprenticeship-Embedded Degree Programs (AEDPs) (AEDP UGC guideline- 2025)**

**1. Title and Commencement:**

These regulations shall be *called* **Model Regulation for Undergraduate Programs under the Apprenticeship-Embedded Degree Programs (AEDPs UGC guideline- 2025)**

These regulations shall be effective from the academic session 2025-26. Presently, these shall be applicable to the following program.

- i. AEDP 3/ 4- year programme: Bachelor in Commerce with double Major in HR Operations and commerce.
- ii. AEDP 3/ 4- year programme: Bachelor in Commerce with double Major in Retail Operation management and Commerce.
- iii. AEDP 3/ 4- year programme: Bachelor in Commerce with double Major in E-commerce Operations and Commerce.
- iv. AEDP 3/ 4-year programme: Bachelor in Commerce with double Major in Logistic Management and Commerce.
- v. AEDP 3/ 4-year programme: Bachelor in Commerce with double Major in Banking Financial Services and Insurances and Commerce.
- vi. AEDP 3/ 4- year program: Bachelor in Science with a double Major in Food Science and Hospitality Operation and Home Science.

These regulations shall also be applicable to the new UG program under AEDP to be introduced in future by the Department of Higher Education, Govt. of Odisha.

**Aims and Objectives**

- To meet the gap between the needs of employees, industry and corporate sector etc. and the University UG curriculum structure, design and detail syllabus.
- To improve the employability of UG students.
- To facilitate the collaboration of HEIs with employers and industries.
- To facilitate the growth of the skilled graduate workforce.
- To promote a smooth transition between the AEDP UG programme with UG programs with multiple entry - exit option under NEP-2020 introduced in 2024-25 by the Department of Higher Education, Govt. of Odisha.

**The guiding principles for this regulation are the following:**

- i. UGC guidelines for AEDP programme 2024.
- ii. The syllabus developed by Sector Skill Council of India.
- iii. UGC guideline dated 26<sup>th</sup> March 2025 on minimum standards instruction for the UG and PG programme and
- iv. Model regulation for UG programme with multiple entry and exit options as developed by OSHEC under NEP-2020

*Signature*  
7.5.25

*Signature*  
7.5.25

*Signature*  
7.5.25

## 2. Definitions of Components:

- a) **Academic Year:** Two consecutive (one odd + subsequent even one) semesters constitute one academic year (**June to May**)
- b) **Choice - Based Credit System (CBCS):** The CBCS allows students to choose courses from a range of options, and earn credits for the courses they complete. It is designed to provide flexibility and enable students to pursue their interests and strengths. The students select courses from the prescribed courses i.e., Core, Multidisciplinary, Ability Enhancement Course (AEC), Skill Enhancement Course (SEC), Value Added Course (VAC), Embedded Apprenticeship Summer Internship and Research Project/ Dissertation etc.
- c) **Core** is the subject of main focus, under Core-I, Core-II or Core-III. Major will be awarded provided the students acquire 84 credits core (I/II/III) and one-year apprenticeship with 40 credits in three years programme (Table II). Honours will be awarded in case the students complete additionally the 7<sup>th</sup> and 8<sup>th</sup> semester in the 4 -year programme. Honours may be awarded with or without research.
- d) **Course:** Usually refers to 'paper', which is a component of a programme.
- e) **Requirements:** The requirement for awarding a degree/diploma/Certificate is prescribed in terms of a number of credits to be earned as per Table No. I,II,III and IV.
- f) **Credit:** A unit by which the coursework is measured. One credit is equivalent to one hour of lecture or tutorials or two hours of practical work/fieldwork per week in a semester. One Credit will be generally equivalent to 15 hours of instructions.

**Credit for different Classes**

Credit	Theory	Tutorial	Practical/Field work
1	1 Hour	1 Hour	2 Hours

- g) **Credit Point:** It is the product of grade point and number of credits for a course.
- h) **Discipline/Faculty:** A group of related subjects i.e., Faculty (Science/Arts/Commerce etc.)
- i) **Grade Point:** It is a numerical weight allotted to each letter grade on a 7-point scale.
- j) **HEIs:** It refers to 'Higher Educational Institution' (Colleges/Universities).
- k) **Programme:** It is a study in a discipline leading to the award of a degree, diploma or certificate.
- l) **Semester:** Each semester comprises at least 90 working days and an academic year is divided into two semesters. The odd semester may be generally scheduled from July to December and even semester from January to June.

*Adarsh*  
7.5.25

*Alu*  
21/7/25

*Somani*  
7.5.25



3. The UGC guidelines for Higher Educational Institutions to offer Apprenticeship Embedded Degree Programmes shall be broadly applicable.

#### 4. Eligibility for Admission into UG 1<sup>st</sup> year Degree:

4.1. Student who has Passed Higher Secondary (Class-XII) Examination conducted by CHSE Odisha, Senior Secondary (CBSE/ICSE) or any other equivalent course from any Board/Council established by the Govt. of India or any other state Government or any such course recognized by Higher Education Department, Skill Development & Technical Education Department or any other Dept. of Govt. of Odisha shall be eligible for admission into a first- year UG programme satisfying Model Regulation for Under Graduate Programmes under Apprenticeship Embedded Degree Programme (AEDP UGC guideline- 2024) broadly the guidelines of UGC and the prescribed curriculum of Sector Skill Council of India and BOAT(Board of Apprenticeship Training) /BOPT (Board of Practical Training) shall be followed from time to time. Those who have completed the diploma course SCTEVT (State Council for Technical Education and Vocational Training) Govt. of Odisha after completion of BSE, Odisha are also eligible for admission to a degree program.

4.2. The transfer from one College/Autonomous College to another beyond the admission period shall be allowed by the affiliating Universities. Transfer shall be subject to the following conditions: -

- HEI must not exceed the sanctioned strength of the seats.
- Availability of the same combination of subjects in both HEIs.
- Attendance shall be combined in case one semester is pursued in two colleges.

Further, the University may allow migration from one university to another university for transfer of credit.

#### 5. Counselling of Students:

5.1. After admission to 1<sup>st</sup> Year Degree Programme, students have to be properly counselled by the authorities of the Institutions by organizing induction programmes. Similarly, during the beginning of the 3<sup>rd</sup> Semester and the end of the 4<sup>th</sup> Semester, the students have to be properly counselled about the choice of subjects, skill development courses etc. and during admission into the VII semester regarding research projects.

5.2 All HEIs are required to upload the subjects available in their respective institutions with sanctioned strength on their websites.

*Signature*  
7.5.28

*Signature*  
7.5.28

*Signature*  
7.5.28

**5.3.** 'Course *Counselling Cell*' has to be created in each HEI to provide proper information to students for admission on the available subjects in their respective institutions under the U.G. programme.

**5.4** A state-level central counseling cell under SAMS shall be created to advise and regulate the college counseling cells for the smooth functioning of the system.

## **6. Process of Admission:**

**6.1.** The admission shall be made on merit on the basis of criteria to be notified by the University/Govt. of Odisha, keeping in view the guidelines/norms issued by the UGC/ concerned statutory bodies and taking into account the Reservation Policy issued by the Govt. of Odisha from time to time.

**6.2.** All admissions are into a three year degree program only and continuance to 4<sup>th</sup> year shall be as prescribed by Higher Education Department, Govt. of Odisha from time to time.

**6.3.** Irrespective of their stream (Science, Arts and Commerce) at the Higher Secondary Students of programme **i to v** (Ref to Clause I) shall be awarded B.Com Degree and Students of program **6** shall be awarded B.Sc. degree.

## **7. Registration of HEIs/Students:**

**7.1.** All HEIs must be registered in the National Academic Depository (NAD) and upload the required information from time to time.

**7.2. Registration of students:** All the students admitted into UG 1<sup>st</sup> semester are compulsorily registered to the universities through their respective institutions and also register for 1<sup>st</sup> Semester examination by depositing the required examination fees during the time of admission.

**7.3. Students Registration with ABC:** It is mandatory for all the students to register themselves with the Academic Bank of Credit and upload all required information.

**7.4.** The university and college shall facilitate ABC registration of the students centrally at the institution level.

**7.5** During at the beginning of the second semester, the students have to register for 2<sup>nd</sup> semester examination by depositing the required fees. However, for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year i.e., readmission into 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semester the students have to register for Term- end exam of both odd and even

*Manohar*  
7-5-25

*Bl*  
7/5/25

*7-5-25*



semesters by depositing the required fees. Admission to examination will be subject to attendance, appearance of sessional and mid-semester examinations.

**7.6** The HEI during the registration for final semester examination will collect fees for issue of the migration certificate prescribed by the concerned University and shall deposit the same with the University. After publication of final semester result migration certificate will be issued to all successful candidates along with their grade sheet.

### **8. Academic Bank of Credits (ABC):**

Credit transfer shall be allowed in case the credit is registered under Academic Bank of Credits (ABC); a facility provided by UGC. The rules and regulations in this regard notified by UGC from time to time shall be applicable. All universities and Autonomous College shall join ABC, NAD and obtain Digi Locker as mandated by UGC. Every student including those of Affiliated College may also require to join ABC and obtain Digi Locker.

### **9. Duration and Types of Courses and Process of Multiple Entry and Exit:**

Candidate has to complete the Three /Four years course within **Seven Years** from the date of admission. Under no circumstances, the candidate will be allowed to appear the backlog exam beyond the specific period.

**9.1** The undergraduate programmes shall extend over four academic years (Eight Semesters) with multiple entry and exit options. The students can exit a course as follows:

- i. **Certificate Course-** One academic year (First & Second Semesters and a summer / Vocational Course and Community Work) Total minimum credit **58**
- ii. **Three Year Degree Course with Double Major** -Total minimum credit **150**
- iii. **Four Year Honours without Research with Major** - Total minimum credit **190**
- iv. **Four Year Honours with Research-** Total minimum credit **190**

### **9.2 Awarding UG Certificate and Degrees:**

**9.2.1 UG Certificate:** Students who **opt to exit** after completion of the first year and have secured **58 credits** (54+4) will be awarded a UG certificate if, in addition, they complete one vocational course of 4 credits during the summer vacation of the first year (*Table-I*). These students are allowed to re-enter the degree programme within three years session of admission

**9.2.2** There shall be no exit option after 2<sup>nd</sup> year.

*Madhavi*  
7.5.23

*He*  
7.5.23

*San*  
7.5.23

**9.2.3 3-year UG Degree:** Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major subject after successful completion of three years, securing at least **150(110+40) credits** and satisfying the minimum credit requirement as given in the *Table-II*. The discipline or faculty shall be decided on the basis of the first Major, for example Physics major shall be under the B.Sc.

**9.2.4 4-year UG Degree (Honours):** A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with at least **190 credits** and have satisfied the credit requirements as given in *Table-III*.

**9.2.5 4-year UG Degree (Honours with Research):** Students who secure 7.5 CGPA and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the institution who is a recognized Ph.D. Supervisor of the affiliating University or who holds a Ph.D. Degree. The research project/dissertation will be in the major discipline. The students, who secure **190 credits**, including **12 credits** from a research project/dissertation, are awarded UG Degree(Honours with Research) (*Table-IV*). The research work can be spread over both VII and VIII semester; however, the credit will be awarded in the Semester VIII.

## **10. Eligibility for Award of Degree:**

The university where a student has earned at least 60% of the Total Credit shall issue the certificate, in case credit has been acquired from more than one University/ Industry.

## **11. Types of Courses:**

**11.1. Core** is the subject of main focus. Under double major there are two subjects of focus.

**11.2. Multidisciplinary UG Programmes (06 Credits):** All UG students are required to undergo 3 introductory-level courses relating to any of the broad discipline/faculty offered by the University/College. These courses are intended to broaden the intellectual experience and form part of liberal U G courses. The University shall develop curriculum for multi-disciplinary courses. Students are to be encouraged to opt for courses outside their discipline/faculty. A basket of course under MDC category of 3 credits shall be offered. A student has to complete 2 MDC courses as per table.

**11.3. Ability Enhancement Courses (AEC) (08 Credits):** The students are required to acquire competency in English language communication. The focus shall be on communication skills and not on literature.

*Manoj K*  
7-5-25

*File*  
7/5/25

*Sanu*  
7-5-25



**11.4. Skills Enhancement Courses (SEC) (06 Credits):** These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students. A student has to opt the Skill Enhancement courses from the basket as per the subject available in the institution. A basket of course under SEC category of 3 credits shall be offered. A student has to complete 2 SEC courses as per table.

**11.5. Value Added Courses (6 Credits)**

- Environmental Studies and Disaster Management (03 Credits) shall be compulsory
- A basket of VAC shall be offered out of which a student will be required to opt for 3 as per table no. IV

(\*)Credits for NCC, NSS, Red Cross and such other activities shall be granted as per the principle specified under 2(h) of the draft Model Regulation. These credits shall be treated as Additional Credit and shall not be considered for award of Rank, Gold Medal etc.

**11.6.** For all value-added courses VTP Utkal University shall prepare video lectures and in case colleges are unable to hold classes, shall hold doubt clearing session. These courses shall have no internal component.

**11.7. Apprenticeship (40 Credits) :** Both under 3 year and 4 year AEDP UG programme, 1 year Apprenticeship with 20 credits per semester (for 5<sup>th</sup> and 6<sup>th</sup> semester / 3<sup>rd</sup> year) shall be compulsory .

**11.8 Research Project/ Dissertation:** Student of four-year Bachelor's Degree (Honours with Research) are required to take up Research Projects under the guidance of a faculty member. The students are expected to initiate the project work during seventh semester and complete the Research Project in the Eighth Semester. The Research outcome of their project work may be published in peer-reviewed journals or may be presented in conferences/ seminars or may be patented.

**11.9 Studio activities:** Studio activities involve the engagement of students in creative or artistic activities. Every student is engaged in performing a creative activity to obtain a specific outcome. Studio-based activities involve visual- or aesthetic- focused experiential work.

**11.9.1 Field Practice/Projects:** Courses requiring students to participate in field-based learning/projects generally under the supervision of an expert of the given external entity.

**11.9.2 Community engagement and service:** Courses requiring students to participate in field-based learning/projects generally under the supervision of an expert 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 the

*Signature*  
7.5.25

*Signature*  
7.5.25

*Signature*  
7.5.25

theoretical learning's can be supplemented by actual life experiences to generate solutions to real-life problems.

**11.9.3 Seminar:** 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/vocational, or professional practice.

**11.10 Open Distance Learning (ODL):** Student may be allowed to earn 40% of the course credit in a semester through online courses from SWAYAM (UGC)/IGNOU etc. or any institution recognized by the regulatory authority like UGC at their own cost and arrangement.

**11.11 Vocational courses:** In order to be eligible for Certificate/ Diploma, a student is required to earn 4 credits in vocational subjects during the summer vacation with 60 hours of Theory/ Laboratory/ Workshop at least within 15 days from the followings

- I. Recognized ITI/ Poly Techniques providing a certificate to the effect that the candidate has completed 120 hours of vocational learning (Lab/ Workshop) in a specific trade.

OR

- II. A vocational course provided under ODL platform (SWAYAM or any institution recognized by the regulatory authority).

OR

- III. A vocational course offered by the HEI in a specific trade duly recognized by the Academic Council of the University concerned.

- IV. The student is required to pay additional fees for the purpose as specified by the course provider.

*Mohd Ali*  
7-5-25

*Ali*  
7/5/25

*Sonali*  
7-5-25



**Table-I:**

**Apprenticeship Embedded Degree Program: Three-year B.Sc / B. Com Degree with Certificate Course w.e.f. 2025-26**

Semester	Core-I (Credit 4)	Core-II (Credit 4)	Core-III (Credit 4)	MDC (Credit 3)	AEC (Credit 4)	SEC (Credit 3)	VAC (Credit 3)	Sumer Vocational course	Credit total
Semester I	4X4=16	1x4=4	-	-	1x4=4	-	1x3=3	-	27
Semester II	4X4=16	-	1x4=4	-	1x4=4	-	1x3=3	-	27
Credit Summa ry	32	4	4	-	8	-	6	4	58

*M. P. K. S.*  
7-5-25

*7/5/25*

*60/25*  
7-5-25

**Table-II:**

**Apprenticeship Embedded Degree Program: Three-year B.Sc / B. Com Degree with Double Major w.e.f. 2025-26**

Semester	Core-I (Cred4)	Core-II (Credit 4)	Core-III (Credit 4)	MDC (Credit 3)	AEC (Credit 4)	SEC (Credit 3)	VAC (Credit 3)	Total Credit
Semester I	4x4=16	1x4=4			1x4=4		1x3=3	27
Semester II	4x4=16		1x4=4		1x4=4		1x3=3	27
Semester III	4x4=16	1x4=4	1x4=4	1x3=3		1x3=3		30
Semester IV	3x4=12	1x4=4	1x4=4	1x3=3		1x3=3		26
Semester V	Apprenticeship							20
Semester VI	Apprenticeship							20
Credit Summary	60	12	12	6	8	6	6	150

*Madhanki*  
*7.5.25*

*File*  
*31/5/25*

*Sanvi*  
*7.5.25*



**Table-III:**

**Apprenticeship Embedded Degree Program: Three-year/ 4 yr. B.Sc / B. Com Hons.  
Without Research w.e.f. 2025-26**

Semester	Core-I (Credit 4)	Core-II (Credit 4)	Core-III (Credit 4)	MDC (Credit 3)	AEC (Credit 4)	SEC (Credit 3)	VAC (Credit 3)	Credit total
Semester I	4X4=16	1x4=4	----	----	1x4=4	----	1x3=3	27
Semester II	4X4=16	----	1x4=4	----	1x4=4	----	1x3=3	27
Semester III	4X4=16	1x4=4	1x4=4	1x3=3	----	1x3=3	----	30
Semester IV	3X4=12	1x4=4	1x4=4	1x3=3	----	1x3=3	----	26
Semester V	Apprenticeship							20
Semester VI	Apprenticeship							20
Semester VII	4X4=16	1x4=4	----	----	----	----	----	20
Semester VIII	4X4=16	1x4=4	----	----	----	----	----	20
<b>Total</b>	<b>132</b>	<b>20</b>	<b>12</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>190</b>

*Mustafa*  
7-5-25

*Alayash*

*Son*  
7-5-25

**Table-IV:**

**Apprenticeship Embedded Degree Program: Three-year/ 4 yr. B.Sc / B. Com Hons.  
with Research. w.e.f. 2025-26**

Semester	Core-I (Credit 4)	Core-II (Credit 4)	Core-III (Credit 4)	MDC (Credit 3)	AEC (Credit 4)	SEC (Credit 3)	VAC (Credit 3)	Research	Total Credit
Semester I	4X4=16	1x4=4	—	—	1x4=4	—	1x3=3		27
Semester II	4X4=16	—	1x4=4	—	1x4=4	—	1x3=3		27
Semester III	4X4=16	1x4=4	1x4=4	1x3=3	—	1x3=3	—		30
Semester IV	3X4=12	1x4=4	1x4=4	1x3=3	—	1x3=3	—		26
V	Apprenticeship (Credit 20)								20
VI	Apprenticeship (Credit 20)								20
Semester VII	3X4=12	2x4=8	—	—	—	—	—		20
Semester VIII	2X4=8	—	—	—	—	—	—	12	20
Total	120	20	12	6	8	6	6	12	190

*Master*  
*7.5.25*  
*File*  
*7.5.25*  
*Samir*  
*7.5.25*



## 12. Process of Multiple Entry and Exit:

**12.1** A student after completion of 1<sup>st</sup> academic Session with completion of 56 Credits and an additional 04 Credits in vocational stream can exit with a certificate issued by the HEI/University concerned. Such student can re –enter to the UG programme into the 3<sup>rd</sup> semester within two years from award of his certificate.

**12.2** Under AEDP there shall be no exit after second year

**12.3** Student who desires to undergo a 3-year degree programme will be allowed to exit after completion of 3<sup>rd</sup> year with minimum of 150+40= 190 credits with a degree.

**12.4** However, the total duration for completing the UG program shall not exceed 7 years from the admission into the 1<sup>st</sup> year Academic Session.

**12.5** Students may acquire additional credit under Value added / Multi-Disciplinary / Swayam etc. The additional credit shall not be taken into account for Division/ Grade/ Rank etc. They shall not count for admission into higher program.

## 13. Level of Course:

The Board of Studies (BOS)/ subject experts while designing the course curriculum shall follow NCRF guideline as detailed below.

NCRF Level for different Academic Grades

Academic Band	Academic Grade	National Credit Frame Work Level
4-year UG with Hons. / Hons. With Research Program	UG- 1 <sup>st</sup> year	4.5
	UG- 2 <sup>nd</sup> year	5.0
	UG- 3 <sup>rd</sup> year	5.5
	UG- 4 <sup>th</sup> year	6.0

Source- National Credit Framework (NCRF) Guideline March- 2023 (Table- 3)

Masfah  
7-5-25

He  
21/5/25

Son  
2-5-25

## **14. Attendance and Change of Subject:**

### **14.1 Attendance**

- 14.1.1 A candidate shall be required to attend at least 75% of the lectures in a course in theory and practical classes taken separately.
- 14.1.2 The authorities may condone to the extent of 15% in exceptional cases i.e., serious illness & hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of his/her absence shall not be counted towards the calculation of attendance on the condition that students concerned submit a certificate to that effect from the appropriate authority.
- 14.1.3 Absence due to attendance in Sports/NCC/NSS etc. activities shall be treated as presence for calculation of attendance, with prior permission of the Principal in case of college/Chairman PG Council in case of university

## **15. Examination Pattern:**

### **15.1 Medium of Examination and Instructions**

Under AEDP the medium of instruction and examination shall be English.

### **15.2 Duration of the Examinations-Mid Semester & End Semester:**

Duration of examination for all term End examination shall be for 3 hours and for all Mid Term examination for 1 hour irrespective of full marks in the course/subjects and irrespective of credit. The practical examinations shall be of 3 hours duration in each college /University, there shall be a teacher in charge of AEDP courses including examination.

### **15.3 Continuous Evaluation and Mid Semester Examination:**

- 15.3.1 Mid semester examination will be of 1-hour duration for 20/10 marks (20 for subjects having no practical and 10 for subject with practical papers). 40% shall be pass mark in Mid Semester examination. The type of questions will be decided by the college authority (concerned Faculty member).
- 15.3.2 The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). A student who fails to appear in a Mid-Semester Examination **will be allowed one more chance** to take the same examination before appearing the concerned term-end examination. There will be no provision to re-appear in the Mid-Semester Examination for improvement. Absences in the mid-semester examination will result in award of nil .
- 15.3.3 For subjects with practical there will be a Mid-Semester practical examination carrying 10 marks.



15.3.4 The College authority will preserve the answer script of the Mid Semester examination for 06 months from the date of publication of result of concerned semester for reference.

15.3.5 The College authority of the valuation zones/University authority will preserve the answer Script of the End Semester examination for 06 months from the date of publication of result for reference.

15.3.6 The candidate may be allowed to appear the mid semester examination before commencement of the concerned Term-End examination under special case duly considered by the institutional authorities *(for the candidates who represent the University or State for Inter- University or inter-state competitions in Games and Sports or attending different recognized National level camps/ any critical medical case duly certified by the designated medical officer.*

**15.3.7 Assessment method of the apprenticeship component shall be as per UGC guideline for AEDP**

- A. Evaluation by industry/establishment (min. 30% - max. 40% weightage).
- B. Evaluation by faculty mentor based on the on-site visit(s) (min. 30% - max. 40% weightage).
- C. Evaluation through seminar presentation and Viva-Voce at the HEI (remaining weightage: min. 20% – max. 40%)

**15.4 Distribution of Marks in Semester End and Continuous Evaluation:  
(Irrespective of credit in a course/Paper)**

Course Type	Maximum Marks	Semester-End theory Mark	Continues Evaluation Marks /Sessional	Mid Semester theory Mark	Semester-End and Practical mark	Mid Semester Practical Mark
Without Practical	100	60	20	20	----	--
With Practical	100	50	10	10	20	10

**15.5 Distribution of Sessional Marks:**

College shall preserve all records of Sessional Examination.

Course Type	Maximum Mark	Mid Semester	Attendance	Surprise Test/Quiz	Assignment/ Presentation
Without Practical	40	20	Above 95%- 5 Marks	10	05
With Practical	30	(Theory 10 + Practical 10)=20	85%-94%- 4 Marks 75%-84%- 3 Marks	05	Nil

*Mastfanki*  
*7-5-25*

*71 57 78*

*80m*  
*7-5-25*

### 16 Examination Question Pattern of Term End Examination:

The term end theory examination shall be for 100 marks of three hour's duration, the weightage shall be 50 marks with practical and 60 marks without practical.

Question Pattern		With Practical	Without Practical
Part-I –Objective	Answer in MCQ /One word /Sentence. (All are Compulsory)	1x10=10	1x10=10
Part-II- Very Short Type	Answer maximum 50 words (All are Compulsory)	2x9=18	2x9=18
Part-III- Short Type	Answer maximum 250 words Answer any 8 out of 10 questions	5x8=40	5x8=40
Part-IV- Long Type	Answer maximum 800 words Answer any 4 out of 5 questions	8x4=32	8x4=32
Total		100	100
For Practical Paper		One Major Experiment-10 Record- 05 Viva voce-05	

*Mustafai*  
*7-5-25*

*7/5/25*

*7-5-25*



## 17. Grading System:

Qualification	Grade	Mark Secured from 100	Grade Point	CGPA	Classification for Hons. (Applicable to 4yr Course only)	Classification for Pass
Outstanding	‘O’	90-100	10	$\geq 9.5$	First Class Hons.	Pass
Excellent	‘A+’	80-89	9	$\geq 8.5 - < 9.5$		
Very Good	‘A’	70-79	8	$\geq 7.5 - < 8.5$		
Good	‘B+’	60-69	7	$\geq 6.5 - < 7.5$		
Above Average	‘B’	50-59	6	$\geq 5.5 - < 6.5$	Second Class Hons.	
Fair	‘C’	45-49	5	$\geq 5.0 - < 5.5$		
Pass	‘D’	40-44	4	$\geq 4.0 - < 5.0$		
Fail	‘F’	Below 40	0	Below 4.0		Fail
Absent	‘AB’	00	0			Fail
Malpractice	‘M’	00	0			MP

### N.B.

- A candidate has to secured Grade D or above to pass in each of the paper (Individually in Theory, Practical and Project)
- FAIL /MP/HARD CASE and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

## CALCULATION OF GP, SGPA, CGPA AND PERCENTAGE OF MARK

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as: SGPA- Semester Grade Point Average, CGPA- Cumulative Grade Point Average

- Grade Point- Integer equivalent of each letter grade
- CREDIT- Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT: CREDIT x GRADE POINT for each course item

CREDIT INDEX:  $\Sigma$ CREDIT POINT of course items in each Semester

GRADE POINT AVERAGE =  $\frac{\text{CREDIT INDEX}}{\Sigma \text{CREDIT}}$

Semester Grade Point Average (SGPA) =  $\frac{\text{CREDIT INDEX for each semester}}{\Sigma \text{CREDIT}}$

Cumulative Grade Point Average (CGPA) =  $\frac{\text{CREDIT INDEX of all previous Semesters up to the 6<sup>th</sup>/ 8<sup>th</sup> Semester}}{\Sigma \text{CREDIT}}$

**Conversion of CGPA into Percentage of Marks = CGPA x 10.0**

Maafah  
7.5.25

He  
7/5/25

Samir  
7.5.25

#### 18. HARD CASE RULE:

2% of the total as grace mark subject to maximum of 5 (five) marks in single paper shall be given to pass in a semester. This shall be applicable in each semester.

#### 19. Disciplinary action against unfair means adopted in examinations:

A student adopting malpractice and/or showing any indiscipline behaviour, violating code of conduct [ Which includes: Use of programmable calculators, mobile phones(except the paper in which it is asked to use such tools )/ smart watch (even in switch off mode), document or any electronic devices having memory chips, leaving the Examination Hall within the first hour from the commencement of the examination, talking to other examinees in the Examination Hall, trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall, using question papers and/or answer scripts for communicating with fellow examinee, exchange of question papers and answer scripts with other examinees/outside, writing answers in question papers, writing obscene or filthy languages in answer scripts, taking away the answer scripts or any examination materials/papers to the outside of the examination hall without intimation/permission from the concerned authority of the examination etc.]

- a) Will be awarded "M" grade having 0(zero) Grade Point in the Course/Courses concerned and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University for the first offence.
- b) For repeated offence as described above in subsequent semester examinations in spite of the warning issued previously or grave misconduct despite warnings, he will be awarded "M" grade having 0(zero) Grade Point in all the courses of that examination and will be expelled from the college for one year.
- c) Any student found man-handling/threatening the officers/staff connected with the examinations (Invigilator, Centre Superintendent, Supervisors, Principal, Members of Flying squad, etc.) will be awarded "M" grade having 0(zero) Grade Point in all the papers of that Examination and will be expelled from the college for one year. Other disciplinary actions as deemed fit as per the Odisha Conduct of Examination Act-1988 or University first statute - 1990 or IPC would be initiated by the University/college.

Marked  
7-5-25

File  
7/5/25

Sum - 7.5.25



## **20. Re-Addition/Re-Checking and Un-Evaluated Portion:**

**20.1** A Student may apply through head of the Institution for Re-addition/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester by depositing prescribed fees. In case, there is any answer left unvalued, the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation. The photocopy of answer scripts and information regarding re- addition of marks will be intimated to the candidate within 45 days.

**20.2** There will be no re-evaluation processes of the answer scripts.

### **20.3 Re-Addition of Marks and Photocopy of Answer Scripts:**

For Re-addition of marks and photo copy of the answer scripts, the candidate may apply for the same in the prescribed application form available in the college concerned with application fees within 15 days from the date of publication of the result. Here, publication means the date on which the result of the particular candidate has actually been published.

**20.4** For such purpose, all the Principals of the college are to provide prescribed application form of the University to the students of their college downloading from the website of the concerned Universities and receive the said application duly filled by the candidate with the prescribed fee within 15 days from the date of publication of the result.

After completion of 15 days from the date of publication of the result, a list of applicants specifying Sl. No./Roll No./Subject-Paper/Name of the valuation zone for re-addition/rechecking of marks or obtaining photo copies of answer scripts must be prepared valuation zone/college wise and the same list to be send to the controller of examination of the concerned University along with the application fees received from the student as demand draft made in favor of the Comptroller of Finance or through electronic transfer (as applicable) of the concerned University within Seven working days from the last date of receiving such applications

**20.5** Autonomous College/ University shall formulate their own Rules/ Regulation for Zonal/Central Valuation.

## **21. Evaluation Responsibility:**

### **21.1 Scheme of Evaluation:**

Scheme of evaluation has to be prepared by subject experts, preferably members of Board of Conducting Examiner for every paper and has to be supplied to the valuation zones by the Controller of Examination before evaluation.

*Musfahi*  
7.5.25

*7.5.25*

*7.5.25*

## 22. Responsibility of Examiner

22.1 The concerned examiners are solely responsible for evaluation of Mid Semester, Practical and End Semester Examinations. He/She is also responsible for maintaining all records to justify his/her evaluation scheme and marks thereof.

22.2 Neither the Principal nor the Management of the college shall have the right/power to change the Mid Semester marks awarded by a teacher. However, if the principal is convinced that the Mid Semester marks awarded by a teacher are biased, he/she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised marks shall be sent to the University for necessary Action.

22.3 Internal examiners for practical subjects should be appointed from among the teachers of the department eligible as per University statute on rotation basis and no single teacher be appointed for all the papers of a particular examination as far as possible.

## 23. University Registration Card:

**Every student shall be issued a University Registration Card after admission.** University Registration number continues to be his/her registration number for all examinations during his/her tenure of study. This card is also essential for admission of the student to a college and **his/her eligibility to attend classes in a college.** This is an **IMPORTANT** document and the student must possess it throughout his/her course under the University.

In the event of a student losing his/her University Registration Card, he/she should immediately lodge a FIR in the nearest Police Station. He/ She should apply through the College for issue of duplicate Registration Card with prescribed fee. The application form will be made available in the University counter/website. The application form accompanying the copy of FIR and prescribed fee and recommended by the concerned principal should be sent to the Controller of Examinations, of the concerned Universities by Speed Post/Registered Post/Email.

## 24. Uniform Fees & Uniform Transcript format:

a) The Vice Chairperson, Odisha Higher Education Council shall constitute a committee for develop a uniform formats of Transcript (grade sheet), Migration certificate, Final degree certificate for approval of the appropriate authority.

b) Similarly a committee shall be constituted to recommend a uniform admission, examination and other fees structure.

*Signature*  
2-5-25

*Signature*  
7.5.25



## 25. Credit Transmission for University to University:

Credit transfer shall be allowed. Each university shall have a committee for credit transfer as follows.

- |                                                                                  |   |                 |
|----------------------------------------------------------------------------------|---|-----------------|
| 1. Chairman, P.G. Council                                                        | - | Chairman        |
| 2. Director, College Development Council                                         | - | Member          |
| 3. Three HODs of the HEIs dept.                                                  | - | Members         |
| 4. Controller of Examinations                                                    | - | Member          |
| 5. Deputy Controller of Examinations/Any teacher<br>nominated by Vice Chancellor | - | Member Convener |

## 26. Concurrence/ affiliation to be Subject Specific:

**No of seats allotted /sanctioned for Commerce stream shall be treated as sanctioned for B.com including AEDP programme**

*Example: If x y z college as a sanctioned strength of 128 for the Commerce stream this will now include both B.com and B.Com AEDP programme.*

**For B. Sc. Home Science under AEDP the total sanctioned strength for Home Science subject both under BA and B.Sc. shall also include AEDP Home Science Programme**

**Exiting B.Vocational for tourism and Hospitality management may be converted to AEDP programme for Food Science and Hospitality Operation**

The Department of Higher Education may grant permission /concurrence for AEDP to any college as per its norms. However, as per present UGC guideline college with valid NAAC Accreditation may only be allowed to offer AEDP and the future stipulation of UGC shall also be applicable.

Teacher of practice (i.e. Persons working in industry/establishment) shall be engaged to teach the skill component.

The number of seats allotted/Sanctioned for Commerce shall be treated as sanctioned for B.Com including AEDP program. For example if XYZ College has a sanctioned strength 128 for commerce streams this will include B.Com and B.Com AEDP course.

*Handwritten signature*  
7.5.25

*Handwritten signature*  
7.5.25

*Handwritten signature*  
7.5.25

For B.Sc. Home Science under AEDP the sanctioned strength for Home Science (BA and B.Sc.) subject shall also include the AEDP the college offers BSc Program in the CBZ Programme. The College offers B.Sc. program in the CBZ program. Details may be worked by HED, Govt. of Odisha. Colleges not offering Home Science may also AEDP Home Science provided .The existing B.Voc program for Tourism and Hospitality Management shall be converted AEDP program for Food Science and Hospitality Operation.

The apprenticeship rules shall be per UGC guideline 2024.

**27. Original Diploma/Marksheet/Transcript:**

The Original Diploma/ Degree/ Mark Sheet/ Transcript shall carry security features, it shall also mention the APAAR ID number of the degree holder.

**28. Teaching**

Besides teacher of HEIs **Teachers of Practice** i.e. persons working in industry / relevant establishment shall be engaged to teach the skill component and provide training.

29. Rules for Apprenticeship shall be as per UGC guidelines (2024) Refer clause 12.  
**ASSESSMENT METHODOLOGY OF THE APPRENTICESHIP COMPONENT OF THE AEDP**

**30. Fourth Year Programme**

Students after completing three year programme may join the four year programme subject to vacancy in a College/University. The syllabus for the 7<sup>th</sup> and 8<sup>th</sup> semester shall be same as under multiple entry and exit NEP-2020 syllabus implemented w.e.f. 2024. However in case the student has covered any of the courses under AEDP the University/ Autonomous College shall choose alternate courses for the student.

31. In case of any hardship due to exigency or under exceptional circumstances the Controller of Examinations (COEs) may take remedial measure under approval of the Vice-Chancellor.

*Handwritten signature*  
7.5.25

*Handwritten signature*  
7.5.25

*Handwritten signature*  
7.5.25