



Accredited Grade "A" by NAAC  
(3<sup>rd</sup> Cycle)

## SAURASHTRA UNIVERSITY

### Academic Section

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નં.એકે/ ૧૦૨ /૨૦૨૦

તા. ૧૨-૧૧-૨૦૨૦

પરિપત્ર:-

આથી યુનિવર્સિટી સંલગ્ન વિનયન, વિજ્ઞાન, વાણિજ્ય,ગ્રામવિદ્યા,ગૃહવિજ્ઞાન, બિઝનેશ મેનેજમેન્ટ અને પરફોર્મિંગ આર્ટસ વિદ્યાશાખાની તમામ કોલેજોના આચાર્યશ્રીઓને સવિનય જણાવવામાં આવે છે કે, માન.કુલપતિશ્રીએ અધિકાર મંડળોની બહાલીની અપેક્ષાએ તેમજ તા. ૨૮-૧૦-૨૦૨૦ની એકેડેમિક કાઉન્સિલની સભાના ઠરાવ ક્રમાંક '૫૦' અને તા. ૫-૧૧-૨૦૨૦ની સિન્ડિકેટની સભાના ઠરાવ ક્રમાંક '૧૬(૫૦)' અન્વયે શૈક્ષણિક વર્ષ ૨૦૨૦-૨૧થી અમલમાં આવે તે રીતે O.Gen. 1 to 26ની સુધારણા કરવામાં આવેલ છે તે સુધારા મંજૂર કરેલ છે અને તે આ સાથે પરિશિષ્ટ-૧ તરીકે સામેલ છે. જેથી તે મુજબ તેનો અમલ કરવા સર્વે સંબંધિતોને વિનંતી. સુધારેલ O.Gen. 1 to 26 યુનિવર્સિટીની વેબસાઈટ [www.saurashtrauniversity.edu](http://www.saurashtrauniversity.edu) → Departments → Administrative Sections → Academic Section → Circular ઉપર પણ પ્રસિધ્ધ કરવામાં આવેલ છે.

સામેલ છે : O.Gen. 1 to 26 (સુધારેલ)

(મુસદ્દો કુલસચિવશ્રીએ મંજૂર કરેલ છે.)

સહી/-

(શ્રી એ.એસ. પારેખ)

I/C.કુલસચિવ

રવાના કર્યું

એકેડેમિક ઓફીસર

પ્રતિ,

- (૧) યુનિવર્સિટી સંલગ્ન વિનયન, વિજ્ઞાન, વાણિજ્ય,ગ્રામવિદ્યા,ગૃહવિજ્ઞાન, બિઝનેશ મેનેજમેન્ટ અને પરફોર્મિંગ આર્ટસ વિદ્યાશાખાની તમામ કોલેજોના આચાર્યશ્રીઓ
- (૨) યુનિવર્સિટી સંલગ્ન વિનયન, વિજ્ઞાન, વાણિજ્ય,ગ્રામવિદ્યા,ગૃહવિજ્ઞાન, બિઝનેશ મેનેજમેન્ટ અને પરફોર્મિંગ આર્ટસ વિદ્યાશાખાના ડીનશ્રીઓ

નકલ જાણ અર્થે સાદર રવાના:-

૧. માન.કુલપતિશ્રી / માન.ઉપકુલપતિશ્રી / કુલસચિવશ્રીનાં અંગત સચિવશ્રી

નકલ રવાના (યોગ્ય કાર્યવાહી અર્થે):-

- |                    |   |
|--------------------|---|
| ૧. પરીક્ષા વિભાગ   | ૨. જોડાણ વિભાગ  |
| ૩. સામાન્ય વિભાગ   | ૪. પી.જી.ટી.આર. વિભાગ   |
| ૫. સિન્ડિકેટ વિભાગ | ૬. ડાયરેક્ટરશ્રી,કોમ્પ્યુટર સેન્ટર,વેબસાઈટ પર પ્રસિદ્ધ કરવા અર્થે |

**SAURASHTRA UNIVERSITY**  
**RAJKOT-360005**

Common Ordinances for U.G. / P.G. Degree  
(As per Choice Based Credit System)  
**Effective from A.Y. - 2020 - 2021**

**O. Gen : 1**

A candidate for the Degree of Bachelor of Faculty of Arts, Science, Commerce, Rural studies, Home Science, Business Management and Performing Arts faculty must have passed Higher Secondary School Certificate Examination of the Gujarat Secondary and Higher Secondary Education (12<sup>th</sup> standard) Board or an examination recognized as equivalent thereto and will be required to pass six subsequent semester examinations for the award of Bachelors Degree. Candidate fulfilling above requirements may be admitted provisionally in the First semesters of the concern degree program.

In case of admission to any degree/diploma course governed by the central admission committee, the admission criteria shall be the same as it is fixed by the concerned admission committee appointed by the state/central government and therefore common ordinances shall not be applied to such faculties.

**O. Gen. :- 2**

- As per UGC, New Delhi, letter D.O.No.F.12-1/2015(CPP-II) Dtd. 15/10/2015, Bachelor Degree program shall have three academic years duration consisting of six semesters, which will be required to be completed within 3 Years (Normal Program Duration) + 2 Years (If any Backlog, then, Extension Period) + 1 Year (In Exceptional Case, with the prior permission of Hon. Vice Chancellor, Extension Period as a Private Candidate where rank benefit will not be given) = Total 6 years from the date of his/her admission in the First semester.
- Master Degree program shall have two academic years duration consisting of four semesters, which will be required to be completed within 2 Years (Normal Program Duration) + 2 Years (If any Backlog, then, Extension Period) + 1 Year (In Exceptional Case, with the prior permission of Hon. Vice Chancellor, Extension Period as a Private Candidate where rank benefit will not be given) = Total 5 years from the date of his/her admission in the First semester.
- In view of the above, for any course other than above, if there is a program having Normal Program Duration of N years, then within maximum of N (Normal Program Duration) + 2 (If any Backlog, then, Extension Period) + 1 (In Exceptional Case, with the prior permission of Hon. Vice Chancellor, Extension Period as a Private Candidate where rank benefit will not be given) years, from the date of his/her admission in the First semester, program should be completed to be eligible for availing degree.

**O. Gen. :-3**

Three Years (six semesters) Degree Programme is a regular fulltime programme and therefore admitted candidate can not join any other course of study without prior permission of the University.

#### **O. Gen. :- 4**

Medium of Instruction & Examination shall be either English, or Hindi or Gujarati as the case may be and the same will not be changed during the entire duration degree programme.

#### **O. Gen. :- 5**

The Choice Based Credit System (CBCS) regular Programme of the University is implemented along with the Comprehensive Continuous Assessment (CCA) and minimum attendance as per O.98 (New) is mandatory for the students. Noncompliance to this requirement may **account** into rejection of the concerned Semester/term.

The Academic Section will inform as suggestion to the Examination Section that after the completion of 90 working days (15 weeks) as per the session system of that academic year, the Semester End Examination (SEE) shall be arranged.

New O.98 shall come in force so as to recommend the sessions to be sanctioned if there is at least 80% attendance in non-council programs under different faculties except the Engineering and other programs transferred in GTU.

#### **O. Gen.: 6**

Students will have to comply with the requirements of O.182 relating to physical Training, Athletics, Sports, N.C.C. or N.S.S. or Swachh Bharat Abhiyan / Major Sports or Shram Dan Yojana of government of Gujarat as the case may be.

#### **O. Gen. :- 7**

Every candidate admitted in the First semester shall have to appear & pass the examination of "Environmental Protection Course" as directed by the Hon. Supreme Court of India & for this the course curriculum shall be the same as it is prescribed by the U.G.C. Such an examination will be conducted by the concerned college without charging any examination fees & certificate to that effect shall have to be **enclosed with the University examination form.**

The teaching of the course may be conducted by the college either in the first or second or both the semesters of the same academic year.

#### **O. Gen.:- 8**

Every candidate admitted to First Semester of any course will have to pass through the Blood Grouping test. The Thalassemia Test should be done voluntarily.

#### **O. Gen.:- 9**

Admission granted by the affiliated college/department/institution to any student shall be provisional till the Enrolment/PG Registration/Enlistment is made by the **University**. In case of admission is granted on the basis of provisional eligibility certificate, the conditions & instructions given by the University should be complied within the time limit fixed by the University otherwise term kept by such a student will be forfeited and no fees on any account will be refunded.

A candidate having necessary qualification and other requirements shall be enrolled for a period of 3+2+1=6 years and 2+2+1=5 years (respectively U.G. and P.G.) including of extension period of two years and exceptionally extension period of one year. Any other extension will not be granted beyond the period prescribed by the U.G.C. in the guidelines referred to in **O. Gen. :-2.**

#### O. Gen.:- 10

Every affiliated College or Institution shall have to take appropriate measure against Ragging, Gender problems and Woman Harassment in College/Institution. The word College/Institution includes College building, Sports complex, Hostels and such other components which are within the purview of the College.

In case of occurrence of any such incident the violator shall be dealt with very seriously and appropriate stringent action be taken by the Principal of the College observing principle of natural justice. The Head of College may appoint a committee to inquire in to the matter which will also observe the principle of natural justice. The committee will submit its report to the head of college who may take further necessary action in the matter.

In the same manner, there shall be the provision of “**Anti Woman Harassment Cell**” as per UGC guidelines in every affiliated College or Institution to solve the problems of Woman Harassment. **The name, mobile number, WhatsApp number, Email-id of appointed responsible faculty shall be send to The Registrar, Affiliation Section, Saurashtra University, Rajkot – 360 005 within two months of the implementation of this ordinance.**

#### O. Gen. :-11

All admitting authority (Including the College/University Department/ P. G. Centre/Institute or centralized admission committee etc.) will have to strictly observe the provisions of reservation policy of the Govt./U.G.C./Rehabilitation Council of India etc. before admission process is under taken, the authority will ascertain quota & number of seats available for reserved class candidates and allotted seat to the eligible candidates. The data based information should also be provided to the University only after conclusion of entire process of admission.

#### O. Gen. :- 12 ( DELETED )

#### O. Gen. :- 13 ( DELETED )

#### O. Gen.:- 14

A candidate having obtained U.G. degree with a particular special /core / elective subject and wishes to improve his / her result **either of all six semesters or only last two semesters** then only one chance shall be given to re-register for the same subject /course with the same special /core / elective subject within the period of 6 years from the date of passing of Initial U.G. degree examination and without keeping the fresh terms.

1. In such a case, at the time of filling examination form, previous marksheets are to be surrendered and the previous result shall be forfeited by asking undertaking letter from a candidate.
2. A candidate of this University intending to reappear for the said examination under this Ordinance shall be governed by the rules and regulations relating to the courses and syllabi which shall be as it is prescribed for the regular students and it will also applicable to the students who have re-registered him/her self for reappearing in the same examination. The syllabus teaching and Examination Scheme shall be the same as it is prescribed for the Regular / External U.G. students for the relevant Academic Year. It is entirely responsibility of the candidate to ascertain that the papers / subjects he / she in which he / she desires to appear shall be the same as it is prescribed for the concern U.G. students.
3. The result and class of the reappearance examination will be declared only after passing of all the 1st to 6th semesters' examination. However, class obtained by the candidate shall be mentioned in the Marksheets of the Final 6th Semester Examination.

4. A candidate passing examination under this ordinance shall not be eligible to receive any prize / medals / scholarship etc. instituted by the University and he / she shall not be entitled to a merit / rank certification from the University.
5. A candidate will be required to submit his application for reappearing in the examination through the Principal of concern College / Centre in which previously he / she has submitted his / her application for admission. In case of an external candidate, he / she can apply directly to the University along with his / her original Marksheets and its true / self attested copies of the Marksheets of the previous examination and such other documents as are required by the University.

#### **O. Gen.:- 15**

A candidate having obtained admission in any of the Arts and Commerce college and there after he is appointed in government service / semi government service or any of the corporation / institutes established by Central /State Act or Nationalized Bank shall be entitled to complete his/her course of study of remaining semester as an External Candidate registered for the faculty of Arts or Commerce.

Candidate intending to avail the benefit of above said provision will be required to produce transfer certificate at the time of external registration. Such candidate will not be entitled change his/her core/elective subject for remaining semester examination.

However, if the set of the subject, course is not prescribe for external examination candidate will be required to change the subject/course with a condition that the papers of new subject/course will have to pass of the external program.

#### **O. Gen.:- 16**

The affiliated college will conduct online admission process as per provision made by the government of Gujarat vide its letter no. ISC-7-U.G.C.-2016-1126-2286 Dt. 5-1-2016. No fees for the admission form will be charged by any of the admitting institutions which includes college, P.G. Centre, Institute affiliated or recognized by the university. However, if the booklet containing information pertaining the course/program published by the admitting authority, maximum fees of Rs.100/- may be charged by it.

Further, if the number of applications for admissions received is less than the prescribed intake (admission capacity) for that college / organization / institute etc., then, if all the applicants holding minimum standards for admission, then give offline admission instead of online admission and college / department etc. shall display admission list on notice board and publish the same on the website of college / department / institute or P.G. Centre.

#### **O. Gen.:- 17**

A candidate of this University who has already passed B.A. Degree Examination with one Core subject may re-appear for B.A. Degree Examination by opting with another one of the elective subjects as a core subject by observing following provisions.

1. Candidate will be required to obtain admission in III to VI semester in an affiliated college and he/she will have complete CCA and SEE examination as a whole exam Candidate.
2. The span for completion of the study for semester III to VI will be limited to four academic years. Other rules and regulations and ordinances as are applicable to other candidate will also be applicable to such a candidate.
3. Candidate, after successful completion of the course shall be entitled for the award of Grade/Class **shall be carried forwarded** his/her marks of semester I and II along with the marks obtained by the candidate in semester III to VI.

### **O. Gen. :- 18**

To successfully complete a course, a regular candidate of an affiliated college will be required to obtain minimum 06 out of 30 mark in CCA ( internal ) examination as well as 28 out of 70 marks in SEE (External ) examination and should have also obtained 40% of marks in aggregate in each of the course and necessary credits as prescribed in the syllabus.

Except CCA passing standard for the each of the head of passing (Such as theory/ practical vive-voce etc.) shall be 40% marks standard.

### **O. Gen.:- 19**

(I) If a Candidate who has passed a **program** with Semester – I and II or III and IV examinations as per C.B.C.S. format from other recognized University by obtaining at least 40% aggregate marks or equivalent Grade may be admitted in Semester – III or V of the **same program** (as the case may be).

**In such case admission may be granted at the risk of the candidate provided the subjects passed by the candidate having almost same content as compare with the subjects of Teaching & Examination Scheme of this university.**

**If in any complex case, if interpretation is required then the admission may be granted by the Vice-Chancellor on the basis of the recommendations made by the Dean of the respective Faculty after having the recommendations of Chairman of Board of Studies for a specified subject if it is a case of 5<sup>th</sup> Semester OR Chairman(s) of Board of Studies for the specified subjects if it is a case of 3<sup>rd</sup> Semester.**

**The award of class shall be determined at the examination of semester 3 to 6 or 5 and 6 (whichever the case may be) of this university as per provision contained in O. Gen. :- 26.**

**Further, from now, the provision shall be made to accept the Provisional Eligibility Certificate in this university from those students of the other universities so that the maximum period of 3+2+1 = 6 years at UG level and 2+2+1= 5 years at PG level shown in O. Gen. '2' (notified) shall be maintained with the combination of both the period of passing the examination from other university and the maximum period required to pass the examination at the degree level of the semester / semesters for which the examination has to be given from this university.**

(II) When such admission is granted to a candidate all applicable Ordinances & Regulations shall be applied to such a candidate.

(III) The benefit of this Ordinance shall be made available to the refugees of Jammu & Kashmir as per policy and direction of the central governments.

(IV) A candidate intending to avail the benefits of this ordinance should submit evidence to the effect that he/she or his/her parent have been transfer from the jurisdiction of other university or their place of business place has been changed from the jurisdiction of other university.

### **O. Gen. :- 20**

A defense personnel or his/her dependent who have on account of transfer from other state to the state of Gujarat and has passed semester I and II or III and IV examination as per C.B.C.S. format, by obtaining at least 40% aggregates marks or equivalent grade under three years Degree programme from other recognized University/institution shall be eligible to obtain admission in semester – III or V (as the case may be) provided his/her teaching and examination scheme and subjects / courses are comparable with the scheme of this University.

Candidates seeking admission, as a special case, under this ordinance will be required to produce Central Government circular/rules/regulation to the effect that the candidate is defense personnel or candidate is a dependent of defense personnel and a certificate from the concerned head quarter of the Army or Air force or Navy.

The Candidate shall be eligible as per Central government policy and in case of defense personnel, the applicant should produce no objection certificate issued by the concerned head quarter.

**O. Gen.:- 21**

A candidate, having enrolled in the affiliated college / department / recognized institute / P.G. Center for semester – I of under graduate programme, shall be eligible for admission to semester ‘5’ whose term of semester ‘1 to 4’ is sanctioned and there is no backlog of any subject / paper from semester ‘1 to 4’.

The result of semester VI<sup>th</sup> will be declared only when he/she has cleared all the courses of semester I to V and obtained minimum credits & percentage of marks in each of the course as prescribed in the syllabus of concerned degree program.

**O. Gen.:- 22**

Thirty percent (30%) internal evaluation shall be within the exclusive purview of the concerned affiliated College which requires purity, transparency and accuracy in the evaluation & assessment of students. The benefits of Verification of marks or Reassessment of Marks will not be made available by the university to the students in this regards.

The student will be evaluated by the teacher who teaches concerned subject / course / paper and marks obtained by the student will be forwarded to the Principal of the College / University Department / P. G. Centre / Institute under the counter signature of the head of the concern subject.

**O. Gen. :- 23**

A regular candidate of an affiliated college having obtained minimum marks for passing in CCA (i.e. 06 out of 30) and SEE (i.e. 28 out of 70) or more but fails to obtain minimum 40% aggregate marks will be required to re-appear in both the component viz CCA and SEE. In such a case candidate will not be required to keep term for the respective semester.

No	THEORY (SEE)	INTERNAL (CCA)	RESULT	REQUIRE TO APPEAR IN EXAM
1	PASS	PASS	FAIL	BOTH (THEORY- INTERNAL)
2	PASS	FAIL	FAIL	INTERNAL
3	FAIL	PASS	FAIL	THEORY
4	FAIL	FAIL	FAIL	BOTH (THEORY- INTERNAL)

**O. Gen. :- 24**

The question paper of the Semester End Examination will carry maximum 70 (seventy) marks having 2.30 hrs. exam duration for Regular and External candidates of the Faculty of Arts and Commerce. To pass the examination, external candidate will be required to obtain 40% marks in each of the papers/courses. In case of External candidates marks obtained out of maximum 70 marks will be converted as per principle of prorata so as to convert the marks up to one hundred (e.g. if the external candidate have obtained 35/70 his obtained marks will be shown 50). In case of value of marks reflects in fraction, the fraction remainder below .50 will be disregarded and .50 will be rounded in full mark. If the candidate has obtained 31/70 then fractional value will

stand to 44.28. Therefore, .28 will be disregarded and 44 marks will be obtained by the candidate and if obtained mark is 37/70 then fractional value will stand to 52.85 then it will be rounded of as 53 marks obtained by the candidate.

**O. Gen. :- 25**

The duration of Semester End Examination for the faculties mentioned in O. Gen. :- 1 shall be as under:-

Sr.No	Total marks of paper/course	Examination duration	
		hrs	minutes
1	100	3.	00
2	70	2.	30
3	50	2.	00
4.	35	1.	30

**O. Gen. :- 26**

A candidate having successfully completed courses of all the semesters and there is no backlog on any account C.G.P.A. and S.G.P.A. shall be determined as follows:

- (1) The computation for the semester grade point average (S.G.P.A.) and cumulative grade point average (C.G.P.A.) shall be as follows

SGPA : (Semester Grade Point Average) = Sum of all GPs in the semester / sum of credit completed in the semester

CGPA : (Cumulative Grade Point Average) = Sum of all GPs in the semester / sum of credit up to the end of course

Minimum Passing Grade is E

Each letter grade has a corresponding grade point assigned as follows

Marks out of 100	Grade Point	Grade
90-100	10	O
80-89	9	A
70-79	8	B
60-69	7	C
50-59	6	D
40-49	5	E
1-39	4	F



(2) Award of Class

A candidate having successfully completed courses of all the semesters and obtain below mention percentage of marks shall be awarded receptive degree

Class Name	Lower Limit	Upper Limit
Fail	0.00	39.99
Pass Class	40.00	47.99
Second Class	48.00	59.99
First Class	60.00	69.99
First Class With Distinction	70.00	100.00

