

CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

(A State University established under Haryana Act No. 25 of 2014)

ORDINANCE

FOR WEEKEND SKILL-BASED CERTIFICATE, DIPLOMA, AND POSTGRADUATE DIPLOMA PROGRAMMES

(Framed in accordance with the National Education Policy 2020, the UGC Credit Framework,
and the National Higher Education Qualifications Framework (NHEQF))

1. SHORT TITLE, APPLICATION, AND COMMENCEMENT

1.1 Short Title

This Ordinance shall be called the “Ordinance for Weekend Skill-Based Certificate, Diploma, and Postgraduate Diploma Programmes” of Chaudhary Bansi Lal University (CBLU), Bhiwani.

1.2 Scope and Application

This Ordinance shall apply to all flexible, weekend, skill-oriented Certificate, Diploma, and Postgraduate Diploma programmes offered by the University Departments or by the Centre for Skill Development and Remedial Education (CSDRE).

1.3 Commencement

This Ordinance shall come into force with effect from the Academic Session 2026–27.

2. OBJECTIVES AND COMPLIANCE WITH NEP 2020

The Ordinance is framed to give effect to the following objectives:

- To provide flexible, industry-relevant skill acquisition opportunities to working professionals, entrepreneurs, and regular students pursuing concurrent academic degrees.
- To facilitate Multiple Entry and Multiple Exit (MEME) options in alignment with the Academic Bank of Credits (ABC).
- To implement the UGC Choice Based Credit System (CBCS) and the Credit Framework for Skill-Based Education.

3. ACADEMIC ARCHITECTURE AND CREDIT STRUCTURE

Programmes shall be structured into contact hours — comprising lectures, tutorials, practicals, projects, and hands-on industrial or laboratory training — conducted on Saturdays, Sundays and public holidays, in accordance with the following framework:

Programme Level	NHEQF Level	Duration	Total Credits	Minimum Contact Hours
Certificate Programme	Level 5	1 Semester (6 Months)	12 – 16 Credits	180 – 240 Hours
Diploma Programme	Level 6	2 Semesters (1 Year)/ Annually	30 – 40 Credits	450 – 600 Hours
Postgraduate Diploma	Level 7	2 Semesters (1 Year) / Annually	36 – 44 Credits	540 – 680 Hours

Note: One (1) Credit is equivalent to 15 hours of theory/instruction, or 30 hours of practical work, field work, or project work.

4. ELIGIBILITY AND CONCURRENT ENROLMENT

4.1 Academic Qualifications

- Certificate / Diploma Programmes: Senior Secondary (10+2) or an equivalent qualification from a recognised Board.
- Postgraduate Diploma Programmes: A Bachelor's Degree (10+2+3, or equivalent) in the relevant discipline.

4.2 Concurrent Enrolment (Dual Degree/Programme)

- In accordance with UGC guidelines aligned with NEP 2020, regular full-time students of CBLU, or of colleges affiliated to it, may enrol in one weekend Certificate, Diploma, or Postgraduate Diploma programme in addition to their primary degree programme.
- Working professionals shall be eligible for admission upon submission of a No Objection Certificate (NOC) from their employer, or a self-declaration of employment.

5. MODE OF DELIVERY AND TEACHING SCHEDULE

5.1 Class Schedule

Classes shall be conducted exclusively on Saturdays, Sundays, Holidays and during academic breaks.

5.2 Hybrid Mode of Delivery

Up to forty percent (40%) of theory classes may be delivered online through synchronous modes or approved MOOCs/SWAYAM courses, provided that all practicals, skill laboratories, and evaluations shall continue to be conducted offline, on campus.

5.3 Fieldwork and Internship

Short-term capstone projects or industry assignments may be completed on weekdays, provided that such engagement does not interfere with the student's primary employment or full-time academic programme.

6. ATTENDANCE AND EXAMINATION REGULATIONS

6.1 Minimum Attendance

Every student shall be required to secure a minimum of seventy-five percent (75%) attendance in both theory and practical classes in order to be eligible to appear in the end-semester evaluation.

6.2 Internal Assessment (30% Weightage)

Internal assessment shall comprise weekend quizzes, skill performance, assignments, laboratory records, and mid-term evaluations.

a)	Class Participation	5 marks
	Class Participation of 5 marks will be based on following criteria of attendance:	
	65% and above but less than 70%	1 mark*
	70% and above but less than 75%	2 marks*
	75% and above but less than 80%	3 marks
	80% and above but less than 90%	4 marks
	90% and above	5 marks
*For students engaged in co-curricular activities only		
b)	Presentation/Assignment/Quiz/Class Test/Seminar, etc. in case of Theory examination and Case Study/Demonstration/Viva-Voce/Lab record/Field work/Survey, etc. in case of Practical examination	10 marks
c)	Mid - Term Examination	15 marks

6.3 End-Semester Evaluation (70% Weightage)

The end-semester evaluation shall comprise practical/skill demonstration examinations, viva-voce, project reports, and written theory examinations.

Internal Assessment Marks will further divided as per following tables:

Course Composition- Theory/(Theory +Tutorial)			
Course Credit	Internal Assessment Marks	End-Term Exam Marks	Total Marks
2	15	35	50
3	20	50	70
4	30	70	100

Course Composition - Theory + Practical						
Course Credit		Theory		Practical		Total Marks
Theory	Practical	Internal Assessment Marks	End-Term Exam Marks	Internal Assessment Marks	End-Term Exam Marks	
1	1	10	20	5	15	50
2	1	15	35	5	15	70
3	1	20	50	10	20	100
2	2	15	35	15	35	100
0	4	-	-	30	70	100

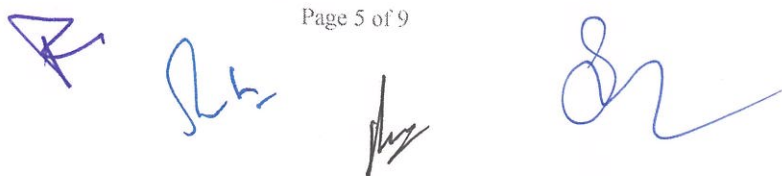
Total Internal Assessment Marks (Theory)	Class Participation	Presentation/ Assignment/ Quiz/Class Test,etc.	Mid-Term Exam
10	4	-	6
15	4	4	7
20	5	5	10
30	5	10	15

Total Internal Assessment Marks (Practicum)	Class Participation	Demonstration/ Viva-Voce/Lab record, etc.	Mid-Term Exam
5	-	5	NA
10	-	10	NA
15	5	10	NA
30	5	10	15

Note: For End-term examination of 4/3/2/1 credit course, the examiner is required to set the question in the question paper as under:

Course Credits	Number of units in a course	Total questions to be set by the Examiner	One compulsory question (parts x marks)	For descriptive questions (questions x marks)	Maximum Marks
4	4	1+8	7 x 2	4x14	70
3	3	1+6	4x2	3x14	50
2	2	1+4	7x1	2x14	35

- I. Absence from Internal Assessment test and/or Mid-Term examination will lead to award of zero marks in that component of Internal Assessment.
- II. Every candidate shall be examined according to the scheme of examinations and syllabus of concerned weekend programme/course as approved by the Academic Council from time to time. A candidate, who fails in an examination, or having been eligible fails to appear in an examination, shall, unless approved otherwise by the Academic Council, will take the examinations according to the syllabus prescribed by the University for regular students appearing for that examination.
- III. The pass percentage will be 40% (Grade 'P') both for End-Term theory and practicum Examination. A student has to obtain minimum 40% marks (Grade 'P') in aggregate (sum of the Internal Assessment & End-Term Examination marks) and in End-Term Examination separately to qualify a course.
- IV. A dissertation/project work will be of total 8 credits (200 marks). The evaluation of dissertation/project work will have two components. In the first part, dissertation/project report will be evaluated for 140 marks on the parameters laid down in the proforma for the evaluation of dissertation (Appendix-1) and the second part of the evaluation will comprise of 60 marks (Presentation + Viva-Voce) in which the student will give a presentation on the dissertation and an open viva-voce examination will be conducted by the external examiner.
- V. The Chairperson/Principal/Director shall ensure uploading of the Internal Assessment marks at least one week before the commencement of the End-Term Semester Examinations on the examination portal of the University as per schedule notified by the Examination Branch.
- VI. Internal Assessment marks of a course shall be carried forward in case of re-appear examination of that course.
- VII. The Chairperson/Principal/Director shall maintain the record on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University, up to six months from the date of declaration of concerned semester examination results.



- VIII.** The Chairperson/Principal/Director shall manage teaching Indian Knowledge System (IKS) course and Open Elective Course (OEC) at the Department/College/Institute level.

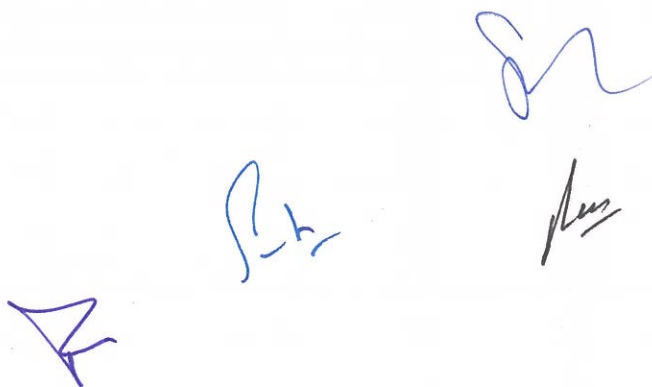
7. Eligibility for Examination:

7.1 End-Term Examination shall be open to a student who:

- a. has been on the rolls of the Department/College/Institute during the semester.
- b. has passed the requisite qualifying examination, if s/he is a candidate for the first semester Examination.
- c. has her/his examination form submitted on the University portal through the Chairperson/Principal/Director of the concerned Department/College/Institute.
- d. has attended not less than 75% of the lectures in a course. This requirement shall be fulfilled separately for each course of the programme. A deficiency in the prescribed course (Lectures/Practicum, etc.) may be condoned by the Chairperson/Principal/ Director of the Department/College/Institute in deserving cases up to 15%.

7.2 The condonation up to 15% shall also include loss of attendance due to participation in the cultural and sports assignments, etc. organized by the concerned agencies/branches/offices such as DYW, NSS, NCC, YRC, Sports etc. Provided further that, a student who participates in the Inter-University Tournaments or Inter University Youth Festivals or Republic Day Parade and any event as deemed fit by the concerned office, may be allowed additional condonation on this ground up to 10% in each course on a certificate from the Director, Sports; Director, Youth Welfare; Programme Coordinator, NSS/NCC as the case may be, subject to the condition that such a student shall not be allowed to appear in the examination if his/her attendance, after condonation on all counts, falls below 50%. The concerned office shall issue such certificates.

7.3 A candidate, who has not attended the requisite percentage of lectures/practicum, shall not be eligible to take the End-Term Examinations in the concerned theory/practicum course unless s/he repeats the course and obtains the requisite attendance but will be eligible to take examination in the remaining paper(s).



8. GRADING, ABC INTEGRATION, AND AWARD OF QUALIFICATION

8.1 Grading System

Award of Grades:

Award of grades and the corresponding grade points will be based on absolute marks as per the

Following table:

Marks (%)	Letter Grade	Grade Points
>85%	O (outstanding)	10
>75% to 85%	A+ (Excellence)	9
>65 to 75%	A (Very Good)	8
>55 to 65%	B+ (Good)	7
>50 to 55%	B (Above Average)	6
>40 to 50%	C (Average)	5
40	P (Pass)	4
Less than 40%	F (Fail)	0
	Ab (Absent)	0

- The multiplication factor for conversion from SGPA/CGPA to equivalent percentage of marks shall be 10.
- A candidate who has not attended requisite percentage of lectures in a course will also be awarded Grade "F". Such a candidate will have to repeat that course to complete the attendance requirement.
- If "F"/ "Ab" Grade is awarded to a candidate in Project work/Dissertation/Field training/Internship/Field work, s/he will get only one more chance to appear in viva voce/repeat the Project work/Dissertation/Field training/Internship/Field work, as per recommendation of the examiner at the end of next semester. However, if a candidate still gets "F"/ "Ab" Grade in Project work/Dissertation/Field training/Internship/Field work, the same will not be eligible for the award of Degree/Diploma.
- A candidate eligible to take the examination obtaining Grade "F"/ "Ab" will be considered to have failed in the examination/course(s). Such a student will be required to re-appear in that examination/course(s) within the permissible chances.

8.2 Computation of SGPA and CGPA:

The following shall be the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):





- a. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a candidate in all the courses taken by the candidate in a semester to the sum of the number of credits of all the courses undertaken by the candidate in that semester, i.e.

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

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course in the j^{th} semester.

- b. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(N_j \times S_j)}{\sum N_j}$$

where S_j is the SGPA of the j^{th} semester and N_j is the total number of credits in that semester.

- c. The SGPA and CGPA shall be rounded off to 2 digits after decimal place and shall be reported in the Detailed-Grade-Certificate (DGC)/DMC.

Total marks of each semester and grand total of the whole programme will be reflected along with CGPA in the transcript of the successful candidates.

- d. A merit list will be prepared for a programme and Gold Medal will be awarded to a candidate securing highest CGPA provided the candidate must have passed all the semester examinations in the first attempt and within minimum duration of the programme. In case, when more than one candidate has the same CGPA, then Gold Medal shall be decided on the basis of actual total marks obtained in the programme.

8.3 Credit Transfer through the Academic Bank of Credits (ABC)

Credits earned by a student shall be deposited directly into the student's Academic Bank of Credits (ABC) ID. Credits accumulated through a Certificate programme may be transferred to, or banked toward, a Diploma programme within the same learning pathway.

8.4 Award of Qualification

Upon successful completion of all prescribed credits and attainment of a Cumulative Grade Point Average (CGPA) of not less than 4.0, the candidate shall be awarded the Certificate, Diploma, or Postgraduate Diploma, as applicable, by Chaudhary Bansi Lal University, Bhiwani.

Appendix-1

DISSERTATION/ PROJECT WORK EVALUATION REPORT

Name of Course :

Name of the Candidate :

Subject :

Title of the Dissertation/Project Report :

Academic Session :

Registration Number :

EVALUATION CRITERIA

Dissertation/Project Report will be evaluated under the following three evaluation heads:

Quality, Content, Presentation

The grade for each of them on a scale of 0 -7 where:

"7" stands for "Excellent"	"4" stands for "Satisfactory"
"6" stands for "Very Good"	"3" stands for "Poor"
"5" stands for "Good"	"2" stands for "Inferior"

EVALUATION HEADS	SCORE
<i>Quality</i>	
1. Introduction to the work	
2. Review of literature	
3. Scope of the work	
4. Technical soundness (Research methodology/Experimental set-up)	
5. Problem statement	
6. Originality of work	
7. Timeliness of work	
8. Contribution to the field	
9. Conclusions drawn	
10. Scope for further research in the field	
<i>Content</i>	
11. Adequacy of data and information	
12. Organization of the Dissertation/Project Report	
13. Practical applications/utility	
14. Adequacy of reference/Bibliography	
<i>Presentation</i>	
15. Clear explanation of the work	
16. Sufficient details of the methods/techniques adopted	
17. Justification of the work done	
18. Clarity and unambiguity of the language	
19. Clarity of Objectives	
20. Freedom from redundancy/Irrelevancy	
Total Score out of 140	
(in word.....)	

Date

Signature of the Examiner