महात्मा गाँधी केन्द्रीय विश्वविद्यालय,बिहार
MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR
[संसद के अधिनियम द्वारा स्थापित एक केंद्रीय विश्वविद्यालय]
[A Central University established by an Act of Parliament]
डॉ अम्बेडकर प्रशासनिक भवन, ओपी थाना के पास, मोतिहारी - 845401, जिला - पूर्वी चंपारण, बिहार

F. No. MGCUB/CoE/NEP-2020 **Dated:** 05th November 2026

To

The Heads of all teaching Departments

Mahatma Gandhi Central University

Subject: Course Structures under NEP-2020 and Other Examination-Related Matters.- Regarding.

Sir/Madam,

It is to convey that the Competent Authority has been pleased to approve the following minutes of the meeting of NEP Implementation Committee with all Deans, Heads of all teaching departments, officials of Controller of Examinations and Samarth team pertaining to preparation of Course Structures in accordance with NEP-2020 and other Examination related matters:

01: Course Code & Titles

I. Course Coding and Title Structure

It has been decided that all Five-Year Integrated Programmes shall uniformly follow the course-coding structure outlined below:

- **Course Title:** The Course Titles in English shall be written in Capital Letters. Ex: ENGI3001: ENGLISH GRAMMAR & COMMUNICATION
- **Course Code Format:** Each Course Code shall comprise an alphanumeric sequence of eight characters, consisting of four letters followed by four numerals, without any spaces or hyphens.
- **Departmental Code (First Three Letters):** The first three letters shall represent the concerned Department. The respective Departments shall determine their departmental codes.
- **Programme Code (Fourth Letter):** The letter **'I'** shall represent the Integrated Programme and shall be uniform across all integrated programmes.
- **Level Code (First Numerical Digit):** The first numerical digit shall indicate the level of the course:

First Numerical Digit	Level
3	Undergraduate (UG) Level (Semesters I–VIII)
4	Postgraduate (PG) Level (Semesters IX–X)

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- **Course Nature Code (Second Numerical Digit):** The second numerical digit shall indicate the nature/category of the course.

  The details are as under:

Second Numerical Digit	Nature of Course
0	Major Courses
1	Minor Courses
2	Multidisciplinary Course
3	Ability Enhancement Course (AEC)
4	Skill Enhancement Course (SEC)
5	Value Added Course (VAC)
6	Summer Internship/ Apprenticeship
7	Research Project/Dissertation
8	Mandatory Elective Non-credit Courses (MENC)
9	SWAYAM Courses (SWC)/MOOCs

- **Remaining Two Numerical Digits:** The third and fourth numerical digits shall be used for the serial identification of the respective courses.

II. **Accordingly, Course Coding shall be as under:**

Sem 01-08	Nature of Courses
HINI3001-HINI3099	Major Courses
HINI3101- HINI3199	Minor Courses
HINI3201-HINI3299	Multidisciplinary
HINI3301- HINI3399	Ability Enhancement Course (AEC)
HINI3401- HINI3499	Skill Enhancement Course (SEC)
HINI3501- HINI3599	Value Added Course (VAC)
HINI3601- HINI3699	Summer Internship/ Apprenticeship
HINI3701-HINI3799	Research Project/Dissertation
HINI3801-HINI3899	Mandatory Elective Non-credit Courses (MENC)
HINI3901-HINI3999	SWAYAM Courses (SWC)/MOOCs
Sem 09-10	**Nature of Courses**
HINI4001-HINI4099	Major Courses
HINI4701-HINI3799	Research Project/Dissertation
HINI4901-HINI3999	SWAYAM Courses (SWC)/MOOCs

It is indicative only. The Departments may assign course code as per the above-mentioned formula.

The Course Code for other UG, PG & PhD Courses shall continue as usual and the numeric digit shall start as detailed below:

First Numeric Digit	Level
3	Undergraduate (UG)
4	Postgraduate (PG)
6	PhD

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02: Course Code, Title, and Contents to be decided by Offering Department

It has been decided that the offering Department shall be responsible for determining the course code, course title, and course contents for all courses offered by it, irrespective of the programme or discipline in which the students are enrolled.

Example: In the case of a student enrolled in the Five-Year Integrated B.A.–M.A. English Programme, who opts for **Hindi** as a Minor Discipline, **Sociology** as a Multidisciplinary Course, and **Sanskrit** as an Ability Enhancement Course (AEC), the responsibility for determining the respective course codes, titles, and contents shall rest with the following Departments:

- Hindi (Minor Discipline): Department of Hindi.
- Sociology (Multidisciplinary Course): Department of Sociology.
- Sanskrit (Ability Enhancement Course): Department of Sanskrit.
- English (Core/Major Courses): Department of English.

Accordingly, the Department offering a course shall have the authority and responsibility to determine its course code, title, and contents, irrespective of the student's parent programme or Department.

03: Examination Eligibility and No-Dues

1. **Fee Payment and Examination Eligibility:** Students who have not paid the prescribed fees shall not be eligible to submit the Course Registration Form or Examination Form. Consequently, their Admit Cards shall not be issued, and they shall not be permitted to appear in the examinations.
2. **Back Paper Examination Forms:** All Back Paper Examination Forms shall be submitted exclusively through the e-Samarth portal.
3. **SWAYAM Courses:** Departments shall provide prior information regarding the courses offered through SWAYAM, including provisions for Back Paper examinations in SWAYAM courses, wherever applicable.
4. **Issuance of No-Dues Certificate:** The No-Dues Certificate shall be processed and signed only upon completion of the student's programme and publication of the final result.

04: Submission and Approval of Course Structure

1. It has been decided that all Departments shall submit their respective course structures, content of course along with the course code duly approved by the concerned Board of Studies (BoS) by **20.11.2026 positively.** The deadline shall be strictly followed so that these courses can be mapped on Samarth Portal to start filling of examination forms by the students.

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2. The course structure(s) must be prepared in accordance with the existing Ordinance 38 of the University dealing with 5-Year Integrated Programme (UG+PG) under clause 9.10. The Course Structures must clearly specify the Course Code, Course Title, Nature/Category of the Course, and Credits assigned to each course.

This is for your information and necessary action, accordingly.

Thanking you.

Yours faithfully,

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परीक्षा नियंत्रक
Controller of Examinations
महात्मा गाँधी केन्द्रीय विश्वविद्यालय
Mahatma Gandhi Central University
मोतिहारी, बिहार/ Motihari, Bihar

(Sachchida Nand Singh)
Controller of Examinations

Copy of the above forwarded to the following for information and necessary action:

1. The OSD (Administration), OSD (Finance) and Campus directors.
2. All Deans of different schools/DSW/Director (RDC)/Proctor/Provost/Librarian/ Director(Academic Affairs)/ Vigilance cum Verification Officer.
3. The Deputy Registrar (Establishment) and Deputy Registrar (Academic).
4. The OSD to VC for kind information of Hon'ble Vice-Chancellor.
5. Coordinator, University Website Committee- **to upload the same on the University website.**
6. Assistant Registrar/Section Officers /Public Relation Officer.
7. Office records/ Guard File/Notice Board.

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Utpal Kumar Thakur
LDC, O/o CoE