

# IEC UNIVERSITY

## Ordinance

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### 1. SHORT TITLE OF COMENCEMENT

- (i) The “Ordinance” shall mean **The First Ordinance of IEC University Baddi, Himachal Pradesh** and will come into force with effect from the date of issuance of the notification of establishment of the University by the State Government.
- (ii) The Rules framed under the ordinance shall be applicable to all the regular programmes offered by the Schools, Institutes, Colleges, Centers and Institutions, run by the IEC University and any matter relating and incidental thereto.
- (iii) Nothing in these Rules shall be deemed to debar the University to amend or revise the Rules subsequently; and the amendment or revision so made, if any, shall have application as defined under the sub-clause 1(ii).
- (iv) Unless the context otherwise requires, any abbreviation or shortened form of a word, shall represent and mean exactly that word as defined in the Act and the Statutes, Regulations, Ordinances, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as the case may be, as may be framed from time to time.

### 2. DEFINITIONS

- (i) “Clause“ Means duly numbered Clause of the Ordinances.
- (ii) “He” includes She and “His/Him” includes Her.
- (iii) “Academic Counselor/Mentor” means a faculty member assigned the task of providing the course- specific and programme-specific information to a group of students and to advise them on registration related matters.
- (iv) “Class” means specific group of students meeting for specific instructional purposes; and it may mean the whole series of scheduled meetings or just one session; and a Class may be a lecture, a tutorial or a practical.
- (v) “Continuing Student” means a student, who has registered for at least one term prior to the current term.
- (vi) “Course” means a prescribed set of instructions in a subject offered as a unit of studies within an academic programme.
- (vii) “Course Detail” means detailed syllabus of a course.
- (viii) “Disciplinary Probation” refers to the status assigned to a student on committing some act of indiscipline, academic or otherwise and once assigned the student remains on disciplinary probation for the rest of the duration of his programme.

**Explanation:**

- (a) Once any act of indiscipline has been proven against a student individually or in a group, he will automatically be on disciplinary probation. It is also irrespective of fact whether action was taken against the student or not.
  - (b) Indiscipline will include, inter-alia, indiscipline in academic or other matters of the University, hostel, transport, tours and acts outside the University premises which are likely to bring bad name to the University and/or are not legally correct even though the student was not under the direct control of the University at that moment.
- (ix) “Freshman” means a student who is registering for the first time at the University in any programme.
  - (x) “ESE” means End-Semester Examination.
  - (xi) “Expulsion” by the University means the permanent removal from the University rolls with prohibition on future enrolment.
  - (xii) “Teacher” means the teacher who is assigned the responsibility of teaching Lecture and/ or Practical classes.
  - (xiii) “LTP” means hours of Lecture, Tutorial and Practical of a course per week in a regular term.
  - (xiv) “MSE” means Mid- Semester Examination.
  - (xv) “Practical” means classes that require students (generally in smaller groups compared to lecture) to perform certain functions in controlled situations that help them to test and understand what is being taught in the lecture or otherwise.
  - (xvi) “Prerequisites” means conditions that must be met before a student can register for a course. Prerequisites can include a specific skill level (e.g., a minimum of C grade in a specified course), or Pass in a specific course.
  - (xvii) “Program” means the area of study leading to the conferment or award of a degree, diploma, certificate or any other academic distinction or title of the University.
  - (xix) “Program Detail” means scheme and curriculum of a Programme.
  - (xx) “Registration Number” means a unique number allotted to a student on his admission in a particular programme. Registration number of a student remains unchanged through out the duration of his programme at the University.
  - (xxi) “Right of access to all the premises or facilities of the University” means and include registration for courses/ examinations, appearing in examination(s), receiving tutorials, attending classes or otherwise receiving academic instruction under the aegis of the Universities or any of its School/ Department/ Institute/ Centre, making use of any University facilities, including the library (whether sitting there for academic purposes or by borrowing books/ periodicals), computer/ internet facilities, the sports facilities, the halls and café, etc, enter and remain on University premises, attend any function in the University or participate in any student activity, be members of student organizations, occupy University accommodation, e.g., student hostels, use of transportation/ parking facility or such other facilities as provided by the University.

- (xxii) “Rustication” by the University means the withdrawal of the right of access to all premises and facilities of the University for a specified period and/ or till the fulfillment of certain conditions.
- (xxiii) “Scheme and Curriculum” means and includes description of nature, duration, pedagogy, syllabus, eligibility and such related details for a programme.
- (xxiv) “Suspension” by the University means withdrawal of the right of access to all or some of the premises or facilities of the University where action is taken as an interim measure pending further investigation.
- (xxv) “Tutorial” means a class that offers students (generally in smaller groups compared to lectures) the opportunity to talk about material being taught, ask questions, and discuss material with their classmates and a designated tutor.
- (xxvi) “Tutor” means the teacher who is assigned the responsibility of tutoring the students in tutorial classes.

Definitions specified in the Act and the Statutes shall also apply unless the context requires otherwise.

### **3. THE TEACHERS OF THE UNIVERSITY**

- (i) Teachers of the University shall be of two categories, namely
- (a) Appointed teachers of the University as defined in the Ordinance
  - (b) Recognized teachers of the University.
- (ii) “Appointed Teachers of the University “, shall be either –
- (a) An employee appointed by the University as a Professor, Associate Professor, Assistant Professor, Reader, Lecturer or otherwise as a teacher of the University in the manner prescribed in the Act, the Statutes, the Ordinance or the Regulations, or
  - (b) A Person appointed by the University as Honorary Professor, Honorary Associate Professor, Honorary Assistant Professor, Honorary Reader, Honorary Lecturer or otherwise as the teacher of the University.
- (iii) ”Recognized Teachers of the University” shall be –
- (a) Members of the Faculty of a recognized Institution or a subject area expert, functioning as Visiting Faculty at the University and/ or its Colleges engaged with the approval of the Vice- Chancellor
  - (b) The qualification of recognized teachers of the University shall be such as may be determined by the Academic Council.
  - (c) The Vice-Chancellor may on a reference from the head of the department/ institution withdraw recognition from any recognized teacher

### **4. ADMISSION AND ENROLMENT OF STUDENTS**

- (i) Admission of students shall be done on the basis of merit providing equal opportunity to all without any discrimination on the basis of gender, religion, caste or creed.
- (ii) However, the University shall make provision for reservations in admission of students of the weaker section of the society in accordance with the Act

(iii) The merit shall be determined by the marks obtained by the candidates in an entrance examination and/ or such criteria as may be specified by the Academic Council in accordance with the Act, the Statutes, the Ordinance such as personal interview, group discussion etc, which shall be duly announced .

(iv) The procedure for the offer of admissions, deposition of admission fee and other fees and enrollment shall be in accordance with the Regulations framed for the purpose.

## 5. COURSES OF STUDIES

- (i) The University shall offer imaginatively designed innovative courses in areas of Science, Engineering & Technology, Pharmacy, Management, Hotel and Hospitality Management, Media Journalism and Mass communication, Law and other professional courses and also History, Culture, Commerce, Economics, Humanities, Philosophy, Art, Languages etc. and other discipline ,which have strong relevance to development and growth of the country, leading to Bachelors and Masters degrees, Diplomas etc .The University shall also run Certificate courses of short durations.
- (ii) The University shall offer Doctoral degree programmes in its chosen areas which shall give a lively edge and substance to its degree and diploma programmes
- (iii) The nomenclature of various degrees shall be in accordance with the nomenclature under applicable law.
- (iv) The structure of the academic programmes and their duration shall be in accordance with norms prescribed under applicable law.
- (v) The University may make provision in its Regulations to enable students to convert their courses of studies into integrated degree programmes approved by the Academic Council.
- (vi) The University may make provision in its Regulation for lateral entry admissions in various programmes.
- (vii) The University shall run regular full time/ part time/ distance learning/ correspondence/ on-line degree/ diploma and certificate courses in various disciplines.
- (viii) (a) The Board of management shall specify the administrative structure of the Colleges of the University and frame Regulations for smooth running and effective management of their academic programmes, cooperation and coordination among them and their linkage with industry and other agencies.
  - (b) The Academic programmes of the Colleges shall be approved by the Academic Council which shall ensure high standards of these programmes
  - (c) The Board of management shall consider and approve Regulations to declare an institution, school, college or centre established, operated, maintained and/ or owned by the Society as a College.
  - (d) The Board of management shall frame regulations for periodic reviews of the working and the performance of the College.

## **6. MEDIUM OF INSTRUCTION AND EXAMINATIONS**

The medium of instructions and examination shall be English except in language courses where it is necessary to use the corresponding mediums.

Provided that with the approval of the Academic Council, on the recommendation of the concerned Board of Studies, the medium of instruction for a course may be Hindi.

## **7. AWARD OF DEGREES, DIPLOMAS, CERTIFICATE AND OTHER DISTINCTIONS**

- (i) Degrees, Diplomas, Certificates and other academic distinctions shall be awarded on the basis of examination, evaluation or any other method of testing as approved by the Academic Council to
  - (a) Students who have successfully pursued a Programme of Study of the University;
  - (b) Persons who are not the members of the University (i.e. are not registered students, employees on roll, staff or teachers of the University) but appear and pass the examinations or qualify through other evaluation/ testing process of the University as may be specified from time to time;
  - (c) Persons who are not the members of the University but have successfully completed the requirements of the academic programmes and qualified under special circumstances as a one time measure on the recommendation of the Examination Committee.
- (ii) The Degree, Diploma, Certificates and other Distinctions, as decided by the Academic Council, may be awarded in an annual Convocation every year or in any special function.
- (iii) The text and the format of the degree and diploma documents, certificates and citations shall be approved by the Academic Council.
- (iv) The Chancellor and in his absence, the Vice-Chancellor shall preside over the Convocation/ such special function.

## **8. UNIVERSITY FEE**

- (i) A reasonable and rational fee structure shall be established consistent with the objectives of the University.
- (ii) The course and the examination fees chargeable from students for various programmes of studies shall be proposed by a Fee Committee constituted by the Board of management. The Recommendations of the Fee Committee shall be considered and approved by the Board of management.
- (iii) The University Fee Committee may review the escalation and the levels of fee as and when required basis and if necessary may recommend any change in the fee structure as it may consider appropriate for forwarding to HP Government Fee Committee.

## **9. FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES**

- (i) Award of Fellowships, Scholarships, Stipends, Medals and Prizes shall be instituted by the Academic Council and approved by the Board of management.

- (ii) The eligibility criteria for the awards, their values, wherever required their tenure, the methodology and procedure for selection of awardees, etc. shall be approved by the Board of management on the recommendations of the Academic Council
- (iii) A Standing Award Committee with a tenure of three years shall be constituted by the Academic Council for selection of awardees under different categories.
- (iv) The Academic Council shall frame Regulations for the awards

## **10. EXAMINATION**

- (i) The course structures and examinations shall be based on semester system.
- (ii) There shall be rigorous and continuous evaluation of the level of learning of students and their acquisition of knowledge of which the end semester examination shall be a component.
- (iii) The other components (class tests, laboratory, assignment, quizzes etc.) of evaluation and their weightage, for such courses not provided in the Ordinance, shall be decided by the Board of Studies concerned and shall require approval of Academic Council.
- (iv) The Guidelines for an efficient, transparent and fair evaluation of students, including the conduct of ESE shall be prepared by the Examination Committee and the conduct of the ESE shall be supervised/ managed by the Examination Committee.
- (v) Programme wise Regulation for the examinations and other methods of evaluation shall be framed by the Academic Council for consideration and approval of Board of management.

## **11. RESIDENCE OF STUDENTS**

The University shall provide boarding and lodging facilities to the students in hostels to the extent possible, at a reasonable cost .The allotment of hostel room, welfare, discipline and other matters shall be governed by the Hostel Regulations.

## **12. PROVISION FOR WOMEN STUDENTS**

Hostel facilities for women students shall be provided to the extent possible with necessary safety and security arrangements. Regulation shall be made to maintain discipline and take care of welfare of the women students.

## **13. APPOINTMENT AND EMOLUMATION OF OTHER EMPLOYEES**

The qualifications and experience, the procedure for selection and the terms and conditions of appointment including emoluments of the employees other than those for whom provisions has been made in the Statutes, shall be laid down in the Regulations which will be approved by the Board of management.

## **14. ESTABLISHMENT OF SPECIAL UNIVERSITY UNITS**

On the recommendation of the Academic Council, the Board of management may make provisions for establishment of Centers of Interdisciplinary studies and Special studies as well as specialized laboratories. The Board of management may constitute special Board(s) of studies and Committee(s) for providing guidance to these centers.

## **15. COOPERATION AND COLLABORATIONS**

- (i) The University may cooperate and collaborate with other Universities/ Institutions and persons of eminence on mutually agreed terms in the areas , including the following
  - (a) Joint Research programmes
  - (b) Sharing of Library, Laboratory and other learning resources
  - (c) Joint arrangement for :
    - (1) Conferences, Seminars, Workshops
    - (2) Training Programmes
    - (3) Refresher courses
    - (4) Book writing ,etc
  - (d) Expert lectures of faculty
  - (e) Conduct courses /classes
  - (f) Any other activities of mutual benefit
  
- (ii) The University shall identify and actively seek cooperation and collaborations with Centers of Excellence in India and abroad in activities including the following :
  - (a) Joint research projects funded by national and international agencies .
  - (b) Twinning/ Articulation of syllabi/ course contents of academic programmes for exchange of students at Bachelors and Master levels .
  - (c) Exchange of faculty for teaching, research, development and training .
  - (d) Sharing of course and instruction materials
  - (e) Jointly establishing centers
  - (f) Jointly developing e-courses for interactive and interactive–integrated learning.
  
- (iii) The scope, terms and conditions of cooperation and collaboration shall be approved by the Board of management on the recommendation of the Academic Council.

## **16. OTHER BODIES OF THE UNIVERSITY**

For smooth and efficient functioning of the University, the Board of management shall constitute the Academic Advisory Committee, with Dean Academics as its Chairman, specifying their compositions, powers, functions and tenure. The Board of management may also constitute other Standing committees as it deems necessary.

## **17. REMUNERATION FOR EXAMINATION**

The Academic Council shall frame Regulations for remuneration to be paid to paper setters, moderators, examiners, evaluators, invigilators, tabulators and other persons engaged on examination duties.

## **18. TERMS AND CONDITIONS OF SERVICE OF TEACHERS AND OTHER ACADEMIC STAFF**

The terms and conditions of service of teachers and other academic staff, other than those for whom provisions has been made in the Statutes, shall be as provided in the Regulations which will be approved by the Board of management.

## **19. RESIDUAL PROVISION**

In case of any dispute/ difference of interpretation of provisions made in the Ordinances and Regulations, the decision of the Chancellor shall be final.

## 20. MAINTENANCE OF DISCIPLINE AMONG STUDENTS

- (i) All powers relating to maintenance and enforcement of discipline in the University and taking disciplinary action against the students and employees of the University shall vest in the Vice-Chancellor.
- (ii) The Vice-Chancellor may delegate all or any such of his powers, as he deems proper, to such other persons, officers or authorities of the University as he may specify in this behalf.
- (iii) The Principals/ Directors of colleges and institutions shall have the authority to exercise all such to maintain discipline over the students in their respective colleges and institutions.
- (iv) Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and colleges / institutions :-
  - (a) Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff of the University or a college or institution or against any student of the University, a college or institution.
  - (b) remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to participate in without permission beyond the specified period;
  - (c) carrying of, use of or threat to use any weapon;
  - (d) misbehavior or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
  - (e) use of drugs or other intoxicants except those prescribed by a qualified doctor;
  - (f) any violation of the provisions of the Civil Rights Protection Act, 1976;
  - (g) indulging in or encouraging violence or any conduct which involves moral turpitude;
  - (h) any form of gambling;
  - (i) violation of the status, dignity and honor of a student belonging to a scheduled caste or a scheduled tribe;
  - (j) discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
  - (k) practicing casteism and untouchability in any form or inciting any other person to do so;
  - (l) any act, whether verbal or otherwise, derogatory to women;
  - (m) any attempt at bribing or corruption of any manner or description;
  - (o) willful destruction of the property of the University or a college or institution;
  - (p) behaving in a rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;



- (q) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
  - (r) causing disruption of any manner or description of the academic functioning of the University system;
  - (s) indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University
  - (t) Truancy and unpunctuality;
  - (u) Indulging in Ragging as defined in this ordinance.
  - (v) additional list of malpractices which may be amended with the approval of the Vice-Chancellor
- (v) The Vice-Chancellor, Directors/ Principals of a colleges or institutions as the case may be, may in the exercise of his powers aforesaid, order or direct that any student –
- (a) be expelled from the University, college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other college or institution with the prior approval of the Vice-Chancellor; or
  - (b) be, for a stated period, rusticated in which case he shall not be admitted to the University or a college or institution, till the expiry of the period of rustication; or
  - (c) be not, for a stated period, admitted to a course or courses of study of the University; or
  - (d) be imposed with the fine of a specified amount of money;
  - (e) be debarred from taking a University examination or examinations for one or more years.
- (vi) the Vice-Chancellor, in exercise of his powers aforesaid or on the recommendations of the Directors/ Principals of the colleges or institutions, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.
- (vii) At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University or of the Director or the Principal, as the case may be, of the college or institution, as the case may be.
- (viii) Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.
- (ix) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- (x) Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which-
- (a) Involve physical assault or threat to use physical force;

- (b) Violate the status, dignity and honor of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;
  - (c) Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
  - (d) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior.
- (xi) The Dean / Director / Principal of the school/ institution/ college, as the case may be, shall, without fail, take immediate action on the receipt of any information that ragging has taken place or is likely to take place.
- (xii) Notwithstanding anything contained in clause (xi), the Chief Warden or The Chief Proctor or The Registrar or the Convener of the Board of Discipline of a college or institution may also suo motu inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.
- (xiii) The Chairman or the Convener of the Board of Discipline, as the case may be, may also submit an interim report to the Vice-Chancellor establishing the identity of the perpetrators of ragging and the nature of the incident.
- (xiv) If the Chairman of the Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry, he may so advise the Vice-Chancellor accordingly.
- (xv) Where the Vice-Chancellor is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.
- (xvi) The Boards of Discipline at the level of the University and colleges and institutions shall be constituted by the Vice- Chancellor as follows :-
- (a) **University:**
    - (1) Dean, Student's welfare - Chairman
    - (2) Chief Warden and Chief Proctor - Members
    - (3) One senior lady teacher of the University to be nominated by the Vice-Chancellor, - Member
    - (4) Directors/ Principals of the concerned institutions / colleges to which the act of Indiscipline or misconduct by a student or students pertains to. - Members
  - (b) **Colleges or Institutions:**
    - (1) The Director of the institution or the Principal of the college concerned, Chairman
    - (2) Two senior teachers of the institution or the college to be nominated by the Director/ Principal, - Member
    - (3) One senior lady teacher of the college or the institution to be nominated by Director/ Principal, - Member
    - (4) A senior teacher of the institution or the college of the programme to which the act of indiscipline or misconduct by a student or students pertains to member

## 21. INSTITUTION OF MEDALS, PRIZES AND AWARDS TO THE OUTSTANDING STUDENTS

The University may institute various medals, prizes, awards and certificates to the outstanding students pursuing various programmes in the Schools, Colleges and institutions maintained by the University. The value of the awards/ prizes, eligibility conditions, methods & procedure of selection and mode of payment shall be as laid down in the regulations formulated from time to time separately for Schools, Institutions and Colleges maintained by the University.

## 22. MIGRATION OF STUDENTS

- (i) Inter-university migration shall not be allowed in normal circumstances. It can be allowed in special circumstances by the Vice-Chancellor, on the recommendations of a Sub-Committee, comprising of three members of Academic Council, constituted by the Vice-Chancellor.
- (ii) Migration (inter-se) from the Schools/ institutions or colleges shall, however be considered as under :-
  - (a) No migration shall be allowed during first year of studies except on extreme compassionate grounds, with the prior approval of Academic Council.
  - (b) Migration from one School/ institution/ college to another School/ institution/ college in the same programme/ discipline in the second year/ third semester can be considered in respect of following cases:-
    - (1) Mutual migration of the student(s) in the same programme/ discipline may be allowed when „No Objection“ is conveyed by both the Deans/ Directors/ Principals of concerned School/ institution/ college, as applicable and the clear vacancy is available. Such migration shall be allowed with the approval of the Vice- Chancellor of the University.
    - (2) In case applicants seeking such migration indicated in para (1) are more than the vacancies available, migration will be allowed with the approval of the Vice- Chancellor on the basis of merit of students in I year of the programme.
    - (3) In case of migration of the student, the candidate is required to pay the fee as prescribed by the University.
- (iii) Under exceptional circumstances or in order to take care of unforeseen situations, the Academic Council may consider any relaxation in this Ordinance for reasons to be recorded in writing.

## 23. CHANGE OF BRANCH

- (a) The students shall normally pursue the respective B.Tech. programmes allocated to them at the time of admission. However, the Academic Advisory Committee may permit a limited number of academically meritorious students, as assessed by their performance in the Institute for at least two regular semesters, to change their branch as per the guidelines given below:-

- (i) Change of branch in the beginning of the 3rd semester, shall be allowed on merit basis from amongst the students; who have completed all the common course credits required in the first two semesters of their studies, in their first attempt.
- (ii) Who have obtained CGPA of not less than 7.5 (for General Category Students) and 6.5 (for SC/ST students) at the end of the second semester.
- (iii) Students who have taken re-admission in 1st semester after seeking temporary withdrawal will not be considered for branch change in 3rd semester (2nd year).
- (iv) *The change of branch clause will not be applicable to B.Arch. students.*
- (b) Application for a change of branch must be made by all eligible students in the prescribed form. The Dean Academics will call for applications at the beginning of 3<sup>rd</sup> semester of each academic year and completed forms must be submitted by the last date specified in the notification.
- (c) Students may enlist up to three choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choice after the application has been submitted.
- (d) Change of the branch will be permitted strictly in the order of merit as determined by their CGPA at the end of first year subject to the limitation that the actual number of students in the third semester in the branch to which the transfer is to be made, should not exceed the sanctioned strength and the strength of the branch from which transfer is being sought does not fall below 75% of sanctioned strength.
- (e) Change of branch will be allowed against the vacant seats in particular branch strictly in order of inter-se-merit, subject to the condition that change so allowed shall not exceed sanctioned strength of that branch.
- (f) For a student with CGPI 9.5 or above if a vacancy does not exist, he will be permitted to change the branch provided the strength in the discipline to which the change is being sought does not exceed by 5% of the approved strength. Such seats will be supernumerary.
- i) The change of branch shall be made in accordance with the above rules and shall be effected in the beginning of 2nd year (3rd semester). After this no change of branch shall be permitted.
- (j) All changes of branch will be final and binding on the applicants. No student will be Permitted, under any circumstances, to refuse the change offered.

## **24. CONDUCT AND EVALUATION OF EXAMINATIONS FOR PROGRAMMES LEADING TO ALL BACHELOR'S / MASTER'S DEGREES AND UNDER-GRADUATE/ POSTGRADUATE DIPLOMAS**

### **(i) Academic Registration**

- (a) Every Student will register every semester for courses that he wishes to pursue in that semester.
- (b) The Dean Academics shall issue the list of courses to be offered during the next semester before the Pre- semester Academic Registration dates specified in the Academic Calendar.
- (c) Each Head of Department with the approval from Dean Academics shall nominate **Academic Counselors** from amongst the faculty of the department to provide necessary information on the courses and advise students on registration.
- (d) The entire registration procedure will involve the processes indicated below:

### **(ii) Pre- semester Academic Registration** (for continuing students):

- (a) The process of selection of courses to be studied in the next semester by the

continuing students will be completed before the End- semester Examinations as per the schedule specified in the Academic Calendar.

- (b) Student will fill Pre- semester academic registration semester form listing the courses to be studied in the following regular semester /summer semester in consultation with and with the approval of the concerned Academic Counselor.
- (iii) In case a student is not able to obtain Pass grades in all the registered courses that he registered for in the current semester, his Pre- semester Academic Registration shall stand cancelled, and he has to complete the filing of the registration form again before the beginning of the next semester (during the Final Registration as per the specified schedule). Final semester Registration:
- (a) Final semester registration has to be completed as per the specified schedule. It will involve:
- (1) Clearance of all dues of the University,
  - (2) Signing the registration roll on the specified date.
- (b) A student who does not sign the registration roll will be deemed not a registered student, and will not be allowed to attend classes and take examination even if he has paid the fees.
- (c) For freshmen, the process of filing up the registration form (choice of courses to be studied in the coming term) will be done during final registration only.
- (d) Unless prescribed otherwise in the Regulations of any specific programme, a student will normally not be allowed to register for more than 30 credits or 8 courses in a semester.
- (e) A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student concerned.
- (f) In case a student is registering for course(s) other than those prescribed in the regular scheme for that semester, the University will not be responsible for a clash-free scheduling of time table for such course(s). Student himself shall verify that timetable of such course(s) do not have clash with other courses he is choosing.
- (g) The student will not be allowed to undergo academic registration if the „Maximum Duration for Completion of the Degree/ Diploma/ Certificate“ does not permit so.
- (h) A student will not get credit for any course for which he is not registered.
- (i) **Registration of Deficient Student:**
1. A deficient student is one who has either not registered for or has registered for but not completed successfully one or more courses of the previous semester (s) or has at present a CGPA less than the „Minimum CGPA requirement for the award of Degree/ Diploma/ Certificate“ for the concerned programme. The deficiency may be due to poor attendance, poor grades, not registering for course(s), or any other reason(s).
  2. The programme of a deficient student will be framed by the Academic Counselor in such a manner that as many backlog courses as are available may be included. Further, backlog courses may be registered for, as far as possible, in the sequence of their accumulation.
  3. Unless prescribed otherwise in the Regulations of any specific programme, the maximum number of courses that an efficient/ deficient student will be allowed to register for in a term will be as follows:
    - 3.1. A student of UG or PG, having a CGPA of more than or equal to 8.0 may be allowed to register for at most one course more than the normal load for that semester subject to maximum of 32 credits.

- 3.2. For UG programmes, student having CGPA between 4.0 to 5.0 and for PG Programmes, student having CGPA between 4.5 to 5.5 will be allowed to register for at least one course less than the normal load for that term.
- 3.3. For UG programmes, a student having CGPA less than 4.0 and for PG Programmes, a student having CGPA less than 4.5 will be allowed to register for at least two courses less than the normal load for that term.
4. In case a student fails in a compulsory course of a programme, he can avail more chances to register for the same course in subsequent terms, whenever offered by the University, provided the „Maximum Duration for the completion of Degree/ Diploma/ Certificate“ permits so.
5. In case a student fails in an optional course of a programme, he can opt to re-register for the same course or may opt for some other course as prescribed under the programme requirements provided the „Maximum Duration for the completion of Degree/ Diploma/ Certificate“ permits so.
6. In case the CGPA of a student is less than the „Minimum CGPA requirement for the award of Degree / Diploma/ Certificate“, he may be allowed to re-register for marginal course(s) (i.e., course(s) in which the student has obtained marginal grade, i.e., „D“ grade) to improve his CGPA.
7. In case a student has registered for a course for improvement of result, the old grade shall only be replaced by the new grade, if there is an improvement in the grade; and the new CGPA shall be calculated accordingly.

**(iv) Late Registration**

- (a) The maximum time stipulated for late registration on payment of prescribed late fee shall be one week from the actual beginning of the semester.
- (b) The late registration may be allowed only for valid reasons after the approval of the same from the Head of Institution or any other authorized official subject to certain condition(s), if deemed necessary.
- (c) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice- Chancellor.
- (d) The late registration of a freshman who is admitted after the start of the semester may be done at the time of admission by the authorized official.
- (e) The calculation of attendance for determining the eligibility to appear in ESE shall be based on the actual date of registration for the candidates permitted late registration.
- (f) For a student registering late, compensation for the loss of any component of continuous assessment may be allowed with the approval of Head of the Institution, i.e. if the assignment or any other component has been missed due to late registration, a student may be allowed to complete the same in future as per notified schedule.
- (g) The sections of the students of a programme may be reframed every term based on student’s performance or as decided by the University from time to time.

**(v) Adding and Dropping of Courses**

- (a) A student may on recommendation of HOD add or drop course(s) within **two** weeks of the beginning of the semester or the last date(s) as specified in the Academic Calendar with the permission of the Dean Academics through Head of Institution.
- (b) For this, he must fill up the prescribed form, get the endorsement of the Academic Counselor and the Head of Department, and submit the form to the Head of

Institution for getting approval of Dean Academics.

- (c) A student who is on disciplinary probation may be allowed to change/ add/ drop the course, only with the approval of the Vice- Chancellor.
- (d) A student may be required to drop a course at any stage if it is found that he does not meet the pre- requisites of the course, or if there is a clash in the student's time table preventing him from attending the course, or if he is found not entitled to register for that course for any other reason(s).
- (e) In case a student has been allowed to change the course or programme during the current semester by the University, the classes attended in the previous course may also be considered in calculation of attendance to determine the eligibility for appearing in ESE in the corresponding manner.

**(vi) Summer Term**

- (a) The Vice Chancellor may decide to hold a Summer Term on the recommendation of the **Academic Advisory Committee**.
- (b) Summer semester is a special privilege to be offered at the discretion of the University and the University will not be under any obligation to offer Summer Term every year. The student(s) shall not have any right to cite the non-availability of this facility as an excuse for his poor performance.  
**Explanation:** Students are advised not to wait for Summer semester and perform to the best of their abilities in the regular semesters.
- (c) Summer semester, if offered, may be allowed only for students who are not on disciplinary probation.
- (d) Summer semester may be offered to a student only if there is no other obligation of the programme and enough time is available after close of the current semester (after ESE and evaluation process) and beginning of next semester.
- (e) A list of courses to be offered in the Summer semester is brought out during the even semester before the ESE.  
Only a few selected courses as decided by the University may be offered during the Summer semester.
- (f) A course may be offered in the Summer semester if there are a minimum of ten students registering for it.
- (g) Unless prescribed otherwise in the Regulations of any specific programme, the Summer semester is a fast-paced semester where all the rules for the normal semester shall apply but the registration shall be limited to three courses having total credits not exceeding 12.
- (h) The Summer semester may be of about seven to eight weeks duration and each course may run on about two times the normal load, thus imparting equivalent to about 16 weeks of teaching, but at an accelerated pace.
- (i) Whenever possible, the deficient students may be allowed to register for backlog courses and/ or marginal courses in the Summer semesters on payment of necessary fees per course, and on approval of the Academic Advisory Committee.
- (j) A student can normally register only for backlog or marginal courses for the Summer semester. However, if a student has a backlog of three or more courses, but there are no more than one or two courses of backlog being offered, the student may be allowed to register for new courses as per the programme requirement.
- (k) In view of the short duration of the Summer semester, late registration and adding and dropping of courses are not permitted beyond three days of the start of classes.

- (l) Registration for marginal courses (where the grade obtained is D) will be allowed only in case the current CGPA is less than the „Minimum CGPA required for award of degree/ diploma/ certificate“.

## 25. TRANSFER OF PROGRAMME

- (a) A student once admitted and registered in a programme will not be allowed to change the programme under any circumstances.
- (b) However, under exceptional circumstances, transfer of a student from any other University to IEC University may be permitted by the Academic Council on the recommendation of the Academic Advisory Committee on a case to case basis. In all such cases the approval on the transfer of relevant credits the student has already earned in that University may be granted by the Academic Council.
- (c) A student may be given No Objection for seeking transfer from the University to any other University, provided the student has cleared all the dues and no case of indiscipline is pending against him in the University.

## 26. COMPONENTS OF EVALUATION

- (i) Unless otherwise provided in the Course Detail and/ or Programme detail, the components of Evaluation for each course will be as under: (**\* amended by Academic Council on 31.08.2013**)
  - (a) **Continuous Assessment (CA), - 20 Marks** in the form of:
    - (i) Attendance (5 Marks),
    - (i) Assignments (15 Marks)
  - (b) **Mid-Term Exams (MSE), - 40 Marks (20+20)**
    - (i) First MSE to be held after completion of 35% - 40% course coverage,
    - (ii) Second MSE to be held after completion of 70% - 80% course coverage,
    - (iii) Third MSE (optional)**(Best of Two MSE shall be considered)**
  - (c) **End- semester Exams (ESE), - 40 Marks**

(**ia**) however in those courses where **practical is a part of theory**, the Components of Evaluation are as under: (**applicable only for students admitted during Academic Session 2012-13 and 2013-14 - 'added by academic council meeting dated 29.01.2014'**)

- (a) **Continuous Assessment (CA), - 15 Marks** in the form of:
  - (i) Attendance (5 Marks),
  - (ii) Assignments (15 Marks)
- (b) **Mid-Term Exams (MSE), - 30 Marks (15+15)**
  - (i) First MSE to be held after completion of 35% - 40% course coverage,
  - (ii) Second MSE to be held after completion of 70% - 80% course coverage,
  - (iii) Third MSE (optional)**(Best of Two MSE shall be considered)**
- (c) **End- semester Exams (ESE), - 30 Marks**



**(ib)** In those courses where **practical is a part of theory**, the Components of Evaluation are as under: **(applicable only for students admitted during Academic Session 2014-15 - ‘added by academic council meeting dated 29.01.2014’)**

**Theory: 100%**

**Practical: 50%**

**(ic)** further a student needs to pass **Internal as well as External Examinations separately** (*‘added by academic council meeting dated 13.10.2014’*)

**(id)** for Courses under IEC School of Law, the components of evaluation shall be followed as per Annexure – A to the ordinances (*‘added by academic council meeting dated 28.11.2013’*)

**(ie)** for courses under IEC School of Pharmacy for which the following pattern shall be followed: (*‘added by academic council meeting dated 29.01.2014’*)

S.No.	Subject	Marks	Internal Evaluation	External Evaluation
1	Theory	100	40	60
2	Practical	100	40	60

**Marks break up will be as follows for internal and External:**

**(a) Continuous Assessment (CA), - 10 Marks** in the form of:

- (i) Attendance (5 Marks),
- (ii) Teacher Assessment (5 Marks)

**(b) Mid-Term Exams (MSE), - 30 Marks (15+15)**

- (i) First MSE to be held after completion of 35% - 40% course coverage,
- (ii) Second MSE to be held after completion of 70% - 80% course coverage,
- (iii) Third MSE (optional)

**(Best of Two MSE shall be considered)**

**(c) End- semester Exams (ESE), - 60 Marks**

**(d) Practical examinations, - 100 Marks**

The proportion of CA, MSE, ESE and components of CA, for a course having both Lectures and practical, shall be finalized by Board of Studies and approved by Academic Council in such a manner that weightage of practical components in the total marks shall be approximately same as the weightage of practical contact hours in the weekly total contact hours of the course as prescribed in the course detail.

Explanation: If for a course the weekly LTP (teaching load) is 4-0-2, (i.e. four Lectures and two Practical hours per week), the weightage of the practical contact hours in the total contact hours is 1/3<sup>rd</sup>. For this course, the proportion of CA, MSE, ESE and components of CA shall be decided in such a manner that components of practical nature shall have about 1/3<sup>rd</sup> weight.

(ii) Unless otherwise specified, there will be two Mid- semester examinations and one

End- semester examination, and all will be conducted by the Department concerned under the supervision of Controller of Examinations in the prescribed manner.

- (iii) The Faculty-in-charge shall make available the syllabus of his course along with the lecture- wise details, various components of evaluation, their weightages, dates of various tests/ quizzes etc. reasonably phased over the semester to the students in the beginning of the semester. The last test or quiz shall not be within 10 days of the ESE.

## **27. ATTENDANCE REQUIREMENTS**

### **(i) Attendance Category - I**

A student has attended 75% or more in aggregate of delivered classes, in all registered courses of theory (lectures plus tutorial) and practical (including workshops training, seminar, projects, industrial training etc.) of the concerned semester.

### **(ii) Attendance Category – II**

The student's aggregate attendance in all registered courses of theory (lectures plus tutorial) and practical (including workshops training, seminar, projects, industrial training etc.) of the concerned term is less than 75% but more than or equal to 60%.

### **(iii) Attendance Category - III**

The student's aggregate attendance in all registered courses of theory (lectures plus tutorial) and practical (including workshops training, seminar, projects, industrial training etc.) of the concerned term is less than 60%.

- (iv) A student will be allowed to appear in ESE as per the following rules:

- (a) If a student's attendance falls under Attendance Category – I, he will be allowed to appear in ESE of all the courses registered in the term.
- (b) If a student's attendance falls under Attendance Category – II, he will be allowed to appear in ESE of only those courses in which his attendance is more than or equal to 75%. In all other courses, he will be awarded „F“ grade(s).
- (c) If a student's attendance falls under Attendance Category – III, he will not be allowed to appear in the ESE of any course registered in the semester. He will be awarded „F“ grades in all the courses of that semester.

- (v) However, if for a particular programme, the regulatory authority has imposed stricter condition(s) on attendance, the same shall prevail.

- (vi) In case a student has been allowed to change the course or programme during the current semester by the University, the classes attended in previous course/ programme will also be considered in the calculation of attendance for the changed course/ programme, and then his eligibility for appearing in ESE will be determined accordingly.

- (vii) As mentioned under the head „Late Registration“, calculation of attendance for determining the eligibility to appear in ESE will be based on the date of actual registration of the candidate, if late registration is permitted by the University.

### **(viii) Condoning of Attendance**

- (a) Unless otherwise prescribed, Academic Advisory Committee may condone shortage of attendance of students falling under Attendance Category – II, with the conditions as it deems fit, for the following reasons:

- (1) in case of hospitalization of self for seven days or more,
- (2) natural calamity, or
- (3) due to immobilization for valid reasons.

- (4) in case the student has officially represented, during the working days, school/ college/ institute/ university, outside the University campus, in any extra- curricular, co-curricular, or any other such activity
- (b) Student falling under Attendance Category – II is eligible to apply for condoning of attendance for the above-mentioned reasons, provided
  - (1) he has been regular in class attendance and maintaining satisfactory and consistent academic record throughout the duration of programme except during the period under consideration,
  - (2) he is not under disciplinary probation,
  - (3) in case of hospitalization, the student has informed in writing (along with the relevant proof) about the same to the University authorities at the time of admission to the hospital.
- (c) In case the hospitalization/ immobilization is of more than fifteen days duration, and student satisfies the other conditions specified above, and student falls under Attendance Category – II, the Academic Advisory Committee may condone an additional shortage in attendance as it deems fit.
- (d) A student may apply for condoning of the shortage of attendance on the prescribed form to the Head of Institution or any other designated official stating the reason of absence enclosing all the documents in support of his claim. The following documents shall be submitted with the application:
  - (1) In case of hospitalization/ immobilization, complete medical treatment records of the hospital, verified by the University Medical Officer, and an authority letter that allows the University officials to check the records related to the student from the hospital.
  - (2) In case of natural calamity, the official government announcement relating to the calamity in the concerned region, or the copy of the news item about the same from a national newspaper.
  - (3) Any other document demanded by the University.
- (e) The Head of Institution will verify the authenticity of the application by consulting the Academic Counselor & the Faculty-in- charge of the courses in which the attendance is short and proceed as follow:
  - (1) In case the attendance of applicant falls under Attendance category – II (60% to 75%), the Head of Institution will forward the application with specific recommendations/ remarks to the Academic Advisory Committee.
  - (2) In case the attendance of applicant falls under Attendance category – III (below 60%) all such cases shall be treated on merit on case to case basis. The Head of Institution will forward each case with his detailed comments to the Academic Advisory Committee, who in turn will forward the case with detailed analysis of the case and his specific recommendations to the Vice- Chancellor. The Vice- Chancellor shall decide all such cases on merit of each case regarding condoning the shortage of attendance, whose decision in the matter shall be final.
- (f) Academic Advisory Committee will take the final decision to approve or disapprove the recommendations forwarded by Head of Institution, with the conditions as it deems fit.

## 28. SYSTEM OF EVALUATION

The University shall follow the following systems for various programmes as specified in the respective Programme detail:

### Based on Broad-Band Grades

- (a) Each course shall have a number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned to a course will be prescribed in the course details. The course credit (C), number of lectures, tutorials, practicals (L), (T), (P) in a course are related as follows :  

$$C = L + 0.5 (T+P)$$
- (b) The credits assigned to a course reflect its weightage in determination of the CGPA. There may be certain courses without any credit, and such courses shall be referred to as non-credit courses.
- (c) The students will be awarded grades using relative grading in a course and result cards will show individual course grades, the course credits and the overall weighted performance indices such as SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average).
- (d) The Academic Council may permit to follow continuous evaluation or multiple intermittent system of evaluation for its programmes and/ or courses as specified in the Programme and Course details.
- (d) The components of evaluation will be as defined under the head „Components of Evaluation’.

## 29. SYSTEM OF EVALUATION BASED ON BROAD BAND GRADES

- (i) A student will be awarded a letter grade in each of the courses in which he is registered depending upon the weighted total marks he obtains in the various components of evaluation as defined in the Course detail.
- (ii) The following broadband letter grades will be used to report a student’s performance on a 10- point scale. Each letter grade indicates the level of performance in a course and has an associated grade point value for purposes of computing the cumulative performance. There are seven letter grades: A, AB, B, BC, C, D & F. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:  
*(Applicable only for students admitted during Academic Session 2012-13 and 2013-14 Academic Council Meeting dated 12.07.2014)*

Letter Grade	A	AB	B	BC	C	D	F
Grade Points	10	9	8	7	6	4	0

In addition to the above, there are three letter grades viz., I, S, and X which stands for Incomplete, Satisfactory, and Unsatisfactory, respectively. Further, for courses with zero weightage (audit) only satisfactory (S)/ Unsatisfactory (X) grades are awarded.

(**ii**) for Students admitted during 2014-15 onwards, following broadband letter grades will be used to report a student's performance on a 10- point scale:  
*(Applicable only for students admitted during Academic Session 2014-15 onwards Academic Council Meeting dated 12.07.2014)*

Marks obtained	Letter Grade	Grade Point
<b>85-100</b>	A+	10
<b>75-84</b>	A	9
<b>65-74</b>	B+	8
<b>55-64</b>	B	7
<b>50-54</b>	C+	6
<b>45-49</b>	C	5
<b>40-44</b>	D	4
<b>&lt;=39</b>	F	0

(a) **Guidelines for the Award of Grades**

“A teacher is the best judge in awarding the grades”. However, he has to be impartial, logical and maintain complete transparency while awarding grades. The following are the general guidelines for award of grades:

- (1) All evaluations of different components of a course outlined in the course plan shall be done in marks for each student.
- (2) The marks of various components shall be added to get total marks secured on a 100 point scale for theory courses and laboratory courses.
- (3) For any course, the statistical method shall be used for the award of grades with or without marginal adjustments for natural cut off.
- (4) No student shall be awarded „A” grade in any course unless he has secured a minimum of 80% marks in the total of all components of evaluation in thatcourse.
- (5) No students shall be awarded „F” grade in any course if he has secured a minimum of 40% marks in the total of all components of evaluation in that course.
- (6) The teacher will ensure coverage of all the contents of a course taught during the semester. The ESE question paper shall cover all the sections of the syllabus. At the end of the semester a teacher will submit a complete course file to the head of the department having following documents:
  - Lecture wise breakup of syllabus covered during semester (course plan)
  - Attendance record
  - Tutorial sheets/ Assignment sheets
  - Question papers of periodic/ MSE
  - Quizzes
  - Question paper of ESE
  - Complete details of marks with final grades.
- (7) The grades so awarded shall be moderated by a Grade Moderation Committee (GMC), if required. The GMC shall consists of

- Dean Academics - Chairman
- Head of the Institution
- Programme Leader/ Head of Dept.
- Academic Counselor
- Course Teacher

(8) In case a student repeats a particular course during summer semester along with his juniors, he will be awarded only up to a maximum of AB grade based on his current performance and the grade he obtained earlier.

- (b) Absolute Grading system for the Award of Grades shall be followed  
(*Academic Council Meeting 29.01.2014*)

The absolute method of grading system shall be used for award of grades as per Table given below:

**Absolute Method for Grading**

Marks obtained in a course out of 100 (M)	Letter Grade	New Letter Grade
85 <= M <= 100	A	A+
75 <= M <= 84	AB	A
65 <= M <= 74	B	B+
55 <= M <= 64	BC	B
50 <= M <= 54	C	C / C+
40 <= M <= 49	D	D
M <= 39	F	F
Incomplete	I	I

- (c) Awarding Incomplete Grade „I“

A student may be awarded the grade „I“ (Incomplete) in a course if he has missed the ESE for a genuine reason, which is in the knowledge of the competent authorities, but otherwise has done satisfactorily in all other components. An „I“ grade is not awarded simply because a student has failed to appear in examination(s). This grade must, however, be converted by the Faculty-In-Charge into an appropriate letter grade within ten days from the completion of ESE and communicated to the Dean Academics/ Controller of Examinations through the Head of the Institution by the last date specified in the Academic Calendar. Any „I“ grade still outstanding two days after the prescribed last date, shall be automatically be converted into „F“ grade. It is the responsibility of the concerned student to be in touch with the Faculty-In-Charge and get his „I“ grade converted.

- (d) Repeating of „F“ Grade

„F“-grade is a fail grade. The course(s) in which a student has earned „F“ grade will be termed as back-log course(s). This grade is awarded when a student has attended at least 75% of the Lectures, Tutorials or Practical and undergone all the evaluation process prescribed for the courses. A student with „F“ grade has to improve by repeating/ replacing the course(s) during Summer semester as per the norms of the Summer semester.

„F“ grade is also awarded to a student who is not allowed to appear in ESE in a particular subject due to shortage of attendance, though he might have undergone other components such as MSE, assignments, class tests, projects, etc. Such a student will be required to repeat the course in the Summer semester in which he has secured „F“ grade.

(e) Semester Grade Point Average (SGPA)

The Semester Grade Point Average is a weighted average of the grade points earned by a student in all the courses credited and describes his academic performance in a Semester. If the grade point associated with the letter grades awarded to a student are say,  $g_1, g_2, g_3, \dots$  and the corresponding weightage is (credits) are say,  $w_1, w_2, w_3, \dots$  the SGPA is given by:

$$SGPA = \frac{w_1 g_1 + w_2 g_2 + w_3 g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

(f) Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average indicates overall academic performance of a student in all the courses registered up to and including the latest completed Semester. It is computed in the same manner as SGPA, considering all the courses (say,  $n$ ), and is given by:

$$CGPA = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

Whenever a student is permitted to repeat or improve a course, the new letter grade replaces the old letter grade in the computation of CGPA.

**Note:** A student is required to complete successfully all the courses of the curriculum prescribed for the programme and attain a minimum level of academic performance, by way of obtaining a minimum of CGPA 5.0 in a UG programme, and 5.5 in a PG programme.

A copy of the grade card is issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

The grade card of a student may be withheld if he has not paid his dues, or if there is a case of indiscipline pending against him.

**A student will be declared Fail in a semester if he obtains SGPA < 4.0 and and/ or CGPA < 3.0 in an Under Graduate programme, and SGPA < 4.5 and and/ or CGPA < 5.0 in a Post graduate programme. He will have to repeat that Semester subsequently. He will not be allowed to move to higher Semester without clearing the earlier Semester as well as obtaining the required minimum SGPA and/ or CGPA.**

*(CGPA < 3.0 added by academic council meeting dated 20.12.2014, previously CGPA 4.5)*

„S“ and „X“ are awarded only in case of courses with zero credit (audit): S for a satisfactory and X for Unsatisfactory in such a course. A student who is awarded an X grade in a non-credit (audit) course will be required to repeat the course, if he so wishes.

### (iii) Passing a Course

- (a) A student will be required to get grade „D“ or above (Pass grades) in a course for passing in the course.
- (b) Absence of a student in the ESE of a course shall result in a Fail grade in that course even if he has obtained passing marks in the other components, except in those cases where the student has been permitted to appear in a make-up examination for valid reasons (see Clauses under the head: Make-up examination).
- (c) If separate pass in theory and practical is required for a specific course, the same shall be mentioned in the Programme and Course details. A student failing to pass any one component (Practical or Theory) will re-appear for the respective component in the subsequent semester(s) subject to whatever other conditions are prescribed.

### (iv) Conversion Factor for Converting CGPA into Marks Equivalent

If a conversion to marks is required, the following formula may be used to calculate the same:

$$\text{The Equivalent Percentage of Marks} = \text{CGPA} * 9.0 + 5$$

## 30. EXAMINATION

- (i) The period of Examination(s) (Mid semester and End semester) shall be as specified in the Academic Calendar.



(ii) The Mid- semester and End- semester examinations will be conducted by the Examination Division of the University as per the procedure and provisions specified in the Examination Code.

(iii) Make-up Examination

- (a) Make-up examinations are special examinations for students who could not take regularly scheduled examination and have been awarded the „I“ grade or „Incomplete“ result.
- (b) The Vice Chancellor may decide to schedule Make-up Examination for MSE and/ or ESE on the recommendations of Academic Affairs Committee.
- (c) Make-up examination is a special privilege to be offered at the discretion of the University and the University will not be under any obligation to allow a student a make- up examination. The student(s) shall have no right to cite the non-availability of this facility as an excuse for his/ their poor performance.

**Explanation:** Students are advised not to miss the regular exams on flimsy grounds and perform to their best of abilities in the regular exams and not to wait for Make-up Examination.

- (d) Make-up Examination for MSE and/ or ESE may not be allowed to students on disciplinary probation.
- (e) Make-up examination will be conducted by the Examination Division. Only few selected courses as decided by the University may be scheduled during make-up examination.
- (f) Clash free scheduling of the Make-up examination is not the responsibility of the University.
- (g) The University will prescribe fee for the make-up examinations.
- (h) A student, who has missed one or more papers in a regular examination because of a genuine medical reason, must apply to the Controller of Examinations through the Head of Institution within 3 days of the last paper, duly supported by documentary evidence.
- (i) All such case will be put up before the Academic Advisory Committee which will take the final decision to approve or disapprove the request for a make-up examination.
- (j) Only a maximum of one make-up examination for ESE and/ or MSE per course may be scheduled. In case a student fails to avail the chance to appear in the scheduled make-up examination for a course, or has failed in the make-up examination, no further chance to appear in make-up examination shall be given.
- (k) A student appearing in a make up examination for ESE and/ or MSE in any course shall not be awarded „A“ grade in that course even irrespective of the total marks obtained by him in that course. The highest grade which can be awarded in such cases shall be „AB“.

### 31. DISPUTE RESOLUTION MECHANISM

- (i) Complete transparency will be maintained in the evaluation system. The marks awarded

in all components of continuous assessment will not be kept confidential and will be disclosed to the students.

- (ii) The evaluation of answer-scripts of the MSEs and ESEs will be done under the surveillance of the Head of the Institution and a solution of the question paper would be made available to the evaluators by the concerned departments.
- (iii) The results of the evaluation of both MSE and ESE will be made available to the students by the Department/ Institute in the form of proper display of the marks and loading of the same on the web site.
- (iv) In case a student represents against the score obtained by him, a written representation may be put up to the Head of the Institute within one week of the publication of the results. After a period of one week is over, the Controller of Examinations will publish the final results and there shall be no re-evaluation or re-checking or representation beyond this.
- (v) **Policy of Grace Marks: 1% of total marks of all the courses offered in that particular semester can be given as grace marks, subject to the condition that he clears that course/courses with the award of grace marks. The grace marks can be given in any number of subjects with the condition that total should not exceed 1%.**  
*(added by academic council meeting dated 29.01.2014)*

### 32. TERMINATION OF THE PROGRAMME

- (i) A student will only be allowed to continue in a Programme provided he satisfies the following conditions, else he will be declared “Not Fit for the Programme (NFP)” and shall have to discontinue :
  - (a) After the completion of the First Year

Student has passed a minimum of forty percent (40%) courses prescribed in the first year (All the semesters of first year taken together), to be calculated after the summer semester, if any.
  - (b) After the completion of the Second Year

Student has passed a minimum of fifty percent (50%) courses prescribed in the first two years (First and Second year taken together), to be calculated after the summer semester, if any.
  - (c) Third Year onwards
    - (1) The academic performance of a student is reviewed at the end of every semester by the Academic Advisory Committee.
    - (2) Academic Advisory Committee will calculate the number of backlogs that a student has accrued and will try to examine whether the student will be able to complete the programme within the maximum stipulated time for the programme by registering as per the provisions prescribed under the head „Academic Registration“. In case the student is not likely to complete the programme in the stipulated time limit, the Academic Advisory Committee may recommend termination of the programme for such a student after awarding a suitable „Certificate“/ „Diploma“ etc. depending upon the credits earned by the student till that time.
    - (3) The Vice-Chancellor shall take the final decision based on the

recommendations of Academic Advisory Committee.

- (d) For the purpose of Termination of the Programme, if the minimum number of courses to be passed / credits earned contains a fraction, the fraction shall be ignored to the advantage of the student.

**Illustration:** Forty percent (40%) of 12 courses works out to be 4.8, the fraction 0.8 will be ignored and the candidate passing at least 4 courses will be allowed to continue.

### 33. PROMOTION CRITERIA IN INTEGRATED PROGRAMMES

- (i) For Integrated Programmes, a student shall be asked, in the last semester of penultimate year of normal duration of lower qualification (degree/ diploma/ certificate), to give in writing whether he wants to exit the programme after the completion of lower qualification (degree/ diploma/ certificate) or wants promotion to the higher qualification (degree/ diploma/ certificate) programme.

**Explanation:** For a five year B.Tech.-M.Tech. Integrated programme, a student will be given an option in the last semester of 3rd year (as the normal duration of lower qualification, i.e., B.Tech. is 4 years) to choose whether he wants to exit after B.Tech. degree only, or wants to continue for the M.Tech. qualification.

- (ii) The promotion of student to higher qualification (degree/ diploma/ certificate) is subject to satisfying the following condition:
- (a) CGPA scored by the student till the end of first semester of penultimate year of normal duration of lower qualification is at the most 0.5 less than the eligibility criteria prescribed for admission directly to the higher qualification (degree/ diploma/ certificate).
- (b) For calculation of CGPA, results of current semester (last semester of penultimate year) and the subsequent summer semester or make-up examination will not be considered.

**Explanation:**

- (1) For a five year B.Tech.-M.Tech. Integrated programme, the results of the student till the 5<sup>th</sup> semester (i.e., results available in the second term of 3<sup>rd</sup> year) will be considered.
- (2) If the eligibility criteria for admission of freshman directly to the higher qualification M.Tech is 6.0 CGPA, then all the students scoring more than or equal to 5.5 CGPA till the 5<sup>th</sup> semester may be considered.
- (c) The Vice-Chancellor may, however, on the recommendations of Academic Advisory Committee allow the calculation of CGPA for promotion to higher qualification to be delayed by one more semester so that the student can get one more time to improve his score. Such privilege may not be offered to students on disciplinary probation.
- (d) Once the option is given, the option of a student will be irrevocable.

**34. MAXIMUM DURATION FOR THE COMPLETION OF THE DEGREE/ DIPLOMA/ CERTIFICATE**

(i) the maximum duration for completion of degree / diploma / certificate, for the completion of the course, subject to other conditions, shall be as follows:

<b>Normal Duration</b>	<b>Maximum Duration Allowed</b>
1 Year	2 Years
2 Years	4 Years
3 Years	5 Years
4 Years	7 Years
5 Years	8 Years
6 Years	9 Years

(ii) The enrolment of the student, who fails to fulfill the requirements for the completion of the degree/ diploma/ certificate in the prescribed duration, shall stand cancelled and no degree/ diploma/ certificate will be awarded.

**Explanation :** If a student is not permitted to continue in a B.Tech – M.Tech integrated programme after 3<sup>rd</sup> year on the above criteria, he may be awarded a certificate/ diploma only if he has earned/ can earn the credits for the award of such certificate/ diploma within the maximum duration prescribed for the award of such certificate/ diploma.

(iii) The Vice-chancellor on the recommendations of Academic Affairs Committee may increase the maximum permissible duration by one year, if a student has suffered some serious eventuality that did not allow him to complete his degree in the prescribed duration. Such privilege may not be available to students on disciplinary probation.

**35. MINIMUM CGPA REQUIREMENTS FOR AWARD OF DEGREE/ DIPLOMA/ CERTIFICATE**

(i) Unless otherwise provided, the minimum CGPA requirement for award of Degree / Diploma / Certificate will be as follows:

(a) Post-Graduate Courses:

The minimum CGPA required for the award of a Post Graduate degree/ diploma/ certificate will be 5.5 subject to getting „D“ or above grade in each of the courses individually, and satisfying other conditions as specified in the examination ordinances/ rules and Programme Detail.

(b) Under Graduate Courses:

The minimum CGPA requirement for the award of an Under Graduate degree/ diploma/ certificate will be 5.0 subject to getting „D“ or above grade in each of the courses individually, and satisfying other conditions as specified in the examination ordinances/ rules and Programme Detail.

(c) Special Cases

If the regulatory authority for a particular programme has imposed some conditions different from those given above, then such conditions shall prevail besides other conditions as specified in the examination ordinances/ rules and Programme Detail.

- (ii) In case a student does not satisfy the above conditions, he may improve his CGPA by registering for the courses in which he has obtained marginal grade D.
- (iii) The time taken to improve the score/ grade/ CGPA will be counted towards the „Maximum Duration for Completion of the Degree/ Diploma/ Certificate Programme“.

### 36. RESULT

(i) Declaration of Result

- (a) The result for each semester shall be declared within the specified period as per the provisions of the Examination Ordinances/ Rules/ Code.

(b) semester Grade Card

- (1) A student will be issued a Cumulative Grade Card at the end of each semester indicating the grades secured for all the registered courses up to and including the last semester.
- (2) The semester grade card of a semester will be valid till the next card is issued in the subsequent semester. The moment the next card is issued, the previous card stands automatically cancelled.
- (3) The temporary grade „I“ secured by a student in any course will be valid on the semester card for that semester only. This grade is to be necessarily replaced by the regular grade latest by the prescribed time limit.
- (4) When a student is awarded an incomplete result („I“ grade) in any course, the same shall be shown in his result card but its weightage shall not be included in calculation of total percentage marks obtained or SGPA and CGPA.
- (5) A copy of the semester Card may be issued to each student at the end of the semester, and the same may also be mailed to parents/ guardian. A duplicate copy, if needed, can be obtained on payment of the prescribed fee.

- (c) For the purpose of results, SGPA/ CGPA will be rounded off as follow:

The mathematical principle of rounding off will be followed to round off the grades up to one place after decimal.

- (d) The result of a student may be withheld if,

- (1) he has not paid all the dues, or
- (2) if there is a case of indiscipline or use of unfair means or of academic

misconduct pending against him, or

(3) for any other reason as deemed fit by the University.

(ii) Award of Degree/Diploma/Certificate

- (a) A student is deemed to have completed the requirements for the programme and is eligible for award of Degree /Diploma/ Certificate, if he fulfils all the requirements as mentioned in Ordinances/ Examination Rules/ Scheme and Curriculum related to the concerned Degree / Diploma/ Certificate.
- (b) Four divisions as defined below shall be awarded:

*The division shall be awarded to the students on the following basis :*

<i>Division</i>	<i>CGPA</i>
<i>First with Honors and Certificate of Merit</i>	$\geq 9.0$
<i>First with Honours</i>	$\geq 8.0 < 9.0$
<i>First</i>	$\geq 6.5 < 8.0$
<i>Second</i>	$\geq 5.0 (5.5 \text{ for PG programmes}) < 6.5$

- (c) For securing degree/ diploma/ certificate in **First Division with Honors** and **First Division with Honors and certificate of Merit** a student shall have to satisfy the following additional condition:

Student shall have passed all the courses (Theory and Practical) of the programme in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail.

### 37. ACADEMIC MISCONDUCT AND USE OF UNFAIR MEANS

- (i) Academic misconduct and use of unfair means may be classified in relation to Continuous Assessment and in relation to Examination (MSE and ESE).
- (ii) In relation to Continuous Assessment
  - (a) Plagiarism, collusion and cheating are all forms of academic misconduct and use of unfair means as defined in the Examination Ordinances.
  - (b) In relation to continuous assessment, Academic misconduct and use of Unfair Means is classified as Major Misconduct or Minor Misconduct as described below:
    - (1) Major Misconduct: Where plagiarism, collusion or cheating is detected in Thesis, Dissertation or Major Project of a programme.
    - (2) Minor Misconduct: All other academic misconduct excluding those defined in major misconduct will be regarded as a minor misconduct and will be dealt accordingly.
  - (c) In case of a minor misconduct, the Faculty-in-charge/ examiner shall communicate

the infringement to the student and report the same to the Head of Institution. The Faculty-in-charge / examiner in consultation with the Head of Institution may take any of the following actions:

- (1) Award zero marks in the concerned component of assessment.
  - (2) In addition, may impose a condition that the defaulter will not be entitled for a grade better than „D“ in the concerned course.
  - (3) In case of major misconduct, The Faculty-in-charge/ examiner may communicate the infringement to the student and report the same to the Head of Institution with his remarks along with all related evidence and documents.
  - (4) The Head of Institution may discuss the matter with the Faculty-in-charge or any other person making the allegation and the student concerned. After the preliminary investigations, the Head of Institution will forward the case to the Controller of Examinations with all related evidence, documents, findings of his investigation and his remarks.
  - (5) Based on the recommendation of the Head of Institution, Controller of Examinations will decide if the case is to be put up to the Unfair Means Board (UMB) or dealt with in some other manner.
- (d) If the case is to put before Unfair Means Board, the Controller of Examinations shall convene a meeting of the Unfair Means Board and may call upon the student to appear before the Board to represent his case personally at his own expense, if he so desires.
- (e) If in spite of the notice sent to the student personally or by registered post at the last known address, the candidate fails to appear before the Unfair Means Board, the case will be dealt ex -parte.
- (f) If the Unfair Means Board finds the student guilty, one of the following actions may be taken:
- (1) The student may be disqualified for one or more semester,  
or
  - (2) The student may be rusticated for one or more semester,  
or
  - (3) The academic programme of the student may be terminated.
  - (4) Any other action as deemed fit by the UMB.
- (g) The decision of the UMB will be final and binding on the student.
- (h) While calculating the maximum duration of programme permissible under the rules, the period of exclusion as a penalty for academic misconduct and use of unfair means may be counted towards the length of time taken by the student to complete the course.

However, the Vice-Chancellor, on representation from the candidate, may relax at his discretion the condition specified above to the maximum extent of one year, and the reasons for the decision shall be recorded.

(iii) In relation to Examinations

(a) Process to be followed during the Examination Session

- (1) The Examination supervisory staff is authorized to search the persons/ pockets, of a student for any paper, books, notes, mobile phones, etc. and other belongings of the candidate.
- (2) When an invigilator or any authorized person suspects a student to have resorted to academic misconduct and use of unfair means, his answer book will be seized.
- (3) The papers/ material etc. found in possession of the student will be duly signed by the student, invigilator and superintendent and will be stitched with the student's answer book. If the student refuses to sign the papers/ material found in his possession, a mention of the fact will be made by the invigilator and the superintendent
- (4) In case the student has written something objectionable on his hands or other parts of body or any other place, then:
  - 4.1. immediate arrangement shall be made for getting the photograph of that part of body; or
  - 4.2. The student or someone from the supervisory staff shall be asked to copy all written things on a paper; and the person who has copied the written material onto paper shall verify and attest the same in the presence of any other supervisory staff who will countersign the paper.
- (5) In case the student has come to examination under the influence of any intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials, the arrangement shall be made to get the student medically checked up immediately, and required certificate shall be received from the doctor/ hospital.
- (6) In case the student misbehaves with one or more members of the supervisory staff or threatens or intimidates them, or interferes with their work in any manner, the same shall be reported to the Superintendent and the behaviour of the student shall be recorded on the prescribed UMC Performa and the same shall be attested by one more supervisory staff on duty.
- (7) In any of the above cases, the Superintendent shall ask the candidate to make a statement in writing, explaining his conduct on the prescribed form.
- (8) In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, in the presence of at least one other invigilator/ official on duty.
- (9) After completing all above formalities, a fresh answer-book shall be offered to the student for completing the examination. In case the student refuses to accept the fresh answer book, the same should be recorded by the Superintendent in the presence of at least one other invigilator/ official on duty.
- (10) After a particular test/ examination session is over, these answer-books, (duly



marked I, II) along with the report on a prescribed form, shall be sent/delivered to the Controller of Examinations without delay. In case of non-availability of the prescribed Form the case may be reported on plain paper.

- (11) No extra time for the completion of paper shall be given to the student.
- (b) Process to be followed after the Examination Session
- (1) Depending on the nature of offence, the case of unfair means and academic misconduct may be classified into „Minor“ or „Major“ category as prescribed under the head „Types of Unfair Means and Academic Misconduct related to Examination“.
  - (2) All cases of use of unfair means and academic misconduct in examination of „Minor“ category may be put before Academic Advisory Committee by Controller of Examinations. The Academic Advisory Committee, depending on the nature of offence, will take the final decision.
  - (3) All cases of Unfair Means and Academic Misconduct in Examination of „Major“ category will be put before the UMB by the Controller of Examinations.
  - (4) For the cases of Unfair Means and Academic Misconduct to be put up before the UMB, the Controller of Examinations shall convene a meeting of the UMB and call upon the student to appear before the Board to represent his case personally at his own expense, if he so desires.
  - (5) If in spite of the notice sent to the student personally or by registered post at the last known address, the candidate fails to appear before the UMB, the case will be dealt ex -parte.
  - (6) The UMB shall identify clearly the nature of the offence and make decisions as per the clauses mentioned under various categories.
  - (7) While calculating the maximum duration of programme permissible under the rules, the period of exclusion as a penalty for academic misconduct and use of unfair means may be counted towards the length of time taken by the student to complete the course.
- However, Vice-Chancellor, on representation from the candidate, may relax at his discretion the condition specified above to the maximum extent of one year. The reasons for such decision shall be recorded.
- (8) If a person, not being a student, is found guilty of impersonating or misrepresenting a candidate in the examination, he shall be declared not a fit and proper person to be admitted to University in future. Such a case may be reported to the police for further investigation or for registering of a criminal case or both. In case the guilty person is a present or ex-student of the University, his degree/ diploma/ certificate may be cancelled and the information about his act may be notified to the other Universities.
  - (9) For cases of unfair means and academic misconduct not covered by these rules, the UMB or Academic Advisory Committee may impose such punishment as the nature of the offence demands.
  - (10) The candidate may go in for appeal within fifteen days from the receipt of information about the decision to the appellate authority as prescribed in

the Ordinances.

(c) Types of Unfair Means and Academic Misconduct in relation to Examination

(1) Minor Unfair Means and Academic Misconduct Cases: If a student -

- 1.1. is found talking to another student/ some other person, within or outside the examination hall during the examination period,
- 1.2. changes the seat without the permission of the supervisory staff or occupies the seat not allotted to him,
- 1.3. is copying or attempting to copy or has copied from another candidate, is receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the examination hall,
- 1.4. is found to be writing either the questions set in the paper or solution thereof on any piece of paper other than answer sheet,
- 1.5. does not comply with the instructions of the superintendent/ member of examination committee or any of the invigilators in the examination hall,
- 1.6. is communicating or attempting to communicate, directly or through other person, with an examiner with the object of influencing him in the award of marks,
- 1.7. makes any kind of request or proposition for financial deal to the examiner on the answer sheet,
- 1.8. uses abusive or obscene language in the answer book,
- 1.9. is suspected by the examiner evaluating the answer sheet of having received help from any source and in any manner, or of giving help to another candidate in any manner,
- 1.10. is in possession of a mobile phone, even in switched off condition,
- 1.11. any other case of Unfair Means and Academic misconduct as decided from time to time.

(2) Punishment for minor unfair means and academic misconduct cases: One or more of the following actions may be taken:

- 2.1. awarded Fail („F“ grade) in the course in which student has been found guilty,
- 2.2. awarded Fail („F“ grade) in all the courses registered in the current semester,
- 2.3. any other action as deemed fit.

(3) Major Unfair Means and Academic Misconduct cases: A student -

- 3.1. being in possession in the examination hall, of papers, books, notes or writing (if not allowed in the concerned paper) on any part of the candidate's clothes or any writing on his body or table or desk or chair or on any instruments like set squares, protractors, or any other material

- with notes or hints written thereon, or any such material accessible to him which may be, or intended to be of possible help to the candidate in the examination,
- 3.2. being in possession of unauthorized instruments like electronic diary or any other electronic gadget that directly or indirectly helps towards the solution of questions set in the examination paper, or any other material that are not allowed to be carried in the examination hall,
  - 3.3. using mobile phone for any purpose,
  - 3.4. assisting or getting assistance from another candidate to copy from the objectionable material in his possession or from his answer book, consulting notes or books during the examination session while outside the examination hall (i.e. in library, urinals etc.),
  - 3.5. passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or part thereof, or a solution to a question set in the question paper,
  - 3.6. possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the supervisory staff,
  - 3.7. to be guilty of swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner,
  - 3.8. leaving the examination hall without delivering to the supervisor concerned the answer- book or any part thereof or taking away the same or tearing it or otherwise disposing it off, or tearing the answer-book of another candidate or otherwise disposing it of,
  - 3.9. coming to the examination hall under the influence of alcoholic drink or drugs,
  - 3.10. smuggling or attempting to smuggle an answer-book, or a continuation sheet, or any part thereof in or outside the place of examination,
  - 3.11. replacing or getting a replaced answer books or any of its leaves or a continuation sheet during or after the examination,
  - 3.12. writing deliberately another student's roll number in his answer book or on a continuation sheet,
  - 3.13. being found in possession of an answer book not his own,
  - 3.14. getting oneself impersonated by someone in the examination or impersonating another candidate,
  - 3.15. misbehaving or threatening the superintendent or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another candidate inside the examination hall or outside, before, during or after the examination,
  - 3.16. organizing a walk out or instigating others to walk out,

- 3.17. committing serious misconduct outside the examination hall during the period of examination or creating disturbance in the examination hall or in its vicinity or disrupting the examination in any manner,
  - 3.18. carrying into examination hall licensed or unlicensed weapon,
  - 3.19. writing an answer book outside the examination hall for another candidate,
  - 3.20. any other case of Unfair means and Academic misconduct as decided from time to time.
- (4) Punishment for Major Unfair Means and Academic Misconduct cases:  
One or more of the following actions:
- 4.1. Disqualification for one or more semester.
  - 4.2. Rustication for one or more semester.
  - 4.3 Termination of the student's Programme.
  - 4.4 Expulsion from the University.
  - 4.5 Handing over the case to the Police if it is found that the commission of a criminal offence is involved.
  - 4.6 Any other action as deemed fit.

### **38. INTERPRETATION, REPEAL AND SAVINGS**

#### **(i) Interpretation**

- (a) Any question relating to the clerical error, clarification, spelling mistake, interpretation or likewise related to any provision of the rules framed herein and the subsequent rules shall be decided by the Vice-Chancellor.
- (b) Notwithstanding anything stated in the rules framed herein and the subsequent rules, for any unforeseen issues arising that are not covered by these Rules, or in the event of dispute/ differences of opinion in interpretation of any provision of these Rules and in respect of all the matters, whether expressly provided herein or not, the Vice-Chancellor may take such measures as may be necessary for removal of discrepancies.

#### **(ii) Power to make Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies etc.**

The Vice-Chancellor shall, if he be of the opinion that Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes etc. are required to be made subsequently, in respect of any matter(s), whether expressly provided herein or not, be empowered in this regard to make/ approve such documents, as deemed necessary from time to time, for the smooth functioning of the University.

#### **(iii) Delegation of Powers**

The Vice-Chancellor may, by a general or special order, authorize such officer or authority to exercise any of the powers, exercisable by him, under these Rules or otherwise, as may be specified in the order. And, the decision of the Vice-Chancellor shall be final and binding on all the concerned.

#### **(iv) Amendment, Repeal and Savings**

- (a) The Rules framed herein and the subsequent Rules which may be added to,

amended, repealed or deleted and every new Rule or addition to the Rules or any amendment shall require the approval of the Vice-Chancellor, who may sanction, disallow or remit it for further consideration of the recommending authority and it shall be effective from such a date as prescribed in the notification.

- (b) Notwithstanding such amendment, addition etc., anything done or any action taken under the said Rules shall be deemed to have been done or taken under the corresponding provisions of the Rules.

### **39. DURATION OF THE TERMS**

ODD SEMESTER: Last Monday of July – 2<sup>nd</sup> Friday of December  
EVEN SEMESTER: 1<sup>st</sup> Monday of January – first Friday of May  
SUMMER SEMESTER: 2<sup>nd</sup> and 3<sup>rd</sup> Monday of May – (7-8 Weeks duration)

The duration of each semester shall be on average 16-18 weeks (odd semester shall be a little longer than even semester). There shall be 16 weeks of actual teaching – 5 days a week with two Saturdays off.

**ANNEXURE - A TO ORDINANCES**

**I.E.C. UNIVERSITY  
BADDI (SOLAN) H.P.**



**Bachelor of Law**

**[Applicable w.e.f. Academic Session 2013-14 till revised]**

## **Index**

1. Programme Objectives
2. Programme Outcomes
3. Academic Regulations
4. Flexible Credit base system
5. Proposed Scheme of Evaluation

## **PROGRAM EDUCATIONAL OBJECTIVES**

1. Graduates are in a position to apply/improve upon their knowledge in Law, basic rules and regulations of Law while pursuing their professional careers or higher studies. To this extent, graduates are exposed to a wide range of core Law courses broadly and, through specific by creating there interest in laws.
2. Graduates are able to perform as professional law candidates by applying their analytical and drafting skills.
3. Graduates are able to perform in a diverse workplace and gradually move into team work and leadership positions.
4. Graduates will contribute to the development of the profession, nation, and society.

## **OUTCOMES FOR THE PROGRAM**

- a) An ability to apply knowledge of Law pertaining to India.
- b) An ability to design and conduct law preceding's in any court of law.
- c) An ability to develop a critical awareness of the common law legal tradition and be able to apply analytical and problem-solving skills in a range of legal and non-legal settings.
- d) An ability to enhance key skills of communication, information literacy, analysis and argument.
- e) An understanding of professional and ethical responsibility .
- f) An ability to communicate effectively regarding law points.
- g) A recognition of the need for, and an ability to engage in life-long learning .
- h) A knowledge of contemporary issues related to laws



## **ACADEMIC REGULATIONS – IN BRIEF**

### **Admission:**

Admission shall be done on the basis of merit, providing for reservations in accordance with the rules. The merit shall be determined by the marks obtained by the candidates in CLAT / other notified entrance examination / marks in qualifying examination. Candidates, who do not have CLAT / other notified entrance examination rank must have clearly passed, in graduation level examination or its equivalent from any recognized University; securing minimum 45% marks. Relaxation of 5% marks may be given to SC/ST candidates.

For admission in First year of other Under-Graduate programmes, the candidate must have clearly passed his or her graduation or its equivalent from any recognized University; securing minimum 45% marks in grand total.

### **Flexible Credit Based System :**

All Programmes under FCBS shall adopt a Semester system having **Flexible Credit Based System (FCBS)**. The students can register courses of **their choice** and alter the **pace of learning** within the broad framework of academic programme and credit requirements.

### **Registration in the Semester :**

Every Student will register every semester for courses that he wishes to pursue in that semester. A non-registered student will not be allowed to attend classes and take examination even if he\ she has not paid the fees.

### **Adding and Dropping of Courses**

A student may be permitted to add or drop course(s) within two weeks of the beginning of the semester.

### Summer Semester:

Summer semester, if offered, may be allowed only for students who are not on disciplinary probation. Unless prescribed otherwise in the Regulations of any specific programme, the Summer semester is a fast-paced semester where all the rules for the normal semester shall apply but the registration shall be limited to three courses having total credits not exceeding 12. A student can normally register only for backlog or marginal courses for the Summer semester.

### Academic Councilor :

Upon joining the University, each student will be assigned an Academic Counselor. The Academic Counselor will discuss with the student his academic performance in previous semester(s) and suggest the number and nature of courses the student should register during the ensuing semester, within the framework of that Programme curriculum. The Academic Counselor may advise students having many backlog courses to register for lesser number of credits (subject to the minimum credits specifications) and prepare a revised plan of study for the student with a slower pace.

### Curriculum :

Curriculum of a Programme contains courses grouped under various heads, viz. Compulsory subjects (CP) and elective (EP) . Each course will have a course code, course title, Lecture-Tutorials- Practical- Credit (LPC) distribution indicating the weightage of the course, version of syllabus revision, course pre-requisites/ anti-requisites/ co-requisites (if any), course objectives, expected outcome, short and detailed description of the topics, suggested text and reference books, the mode of evaluation adopted, the effective date of application of the revised version of the syllabus.

### Course Plan

A course plan consists of a list of lectures/ moot court carried out in each instructional class/ moot court by the course teacher during the semester as per the LPC of the course, with details like mode of delivery by consulting the AIRs, journals, various case laws used, etc. One hour of lecture/ tutorial classes or two hours of moot court work/ seminar/ practical/ group discussion per

week constitutes ONE credit for the course. Separate course plans need to be prepared for the theory and moot court portions of any course.

The course credit (C), number of lectures, tutorials, (L), (P) in a course are related as

$$\mathbf{C = (L + T + 0.5 P)}$$

### Course Flowchart

A flowchart describes how various courses under Compulsory subjects (CP) and elective (EP) are connected through prerequisites. Compulsory subjects listed under programme are mandatory to the specific Programme. A course, declared as Elective for one Programme, can be taken by a student of any other Programme also. This gives an opportunity for students to satisfy their aspirations in other disciplines also.

### **Maximum Credit Requirement = 124**

#### Minimum/ Maximum Credit Limits for Course Registration

The Average Academic Load in a regular semester will be of 20-25 credits. However, a fast pace student can register for a maximum of 20 credits. Similarly a slow pace student can register for a minimum of 16 credits in a regular semester (other than during Summer semester).

#### Course Prerequisites / Anti-requisites/ C-requisites

Some courses may have specific prerequisites to be met before a student can register for the course in the current semester. Students who had received an 'F' grade in a prerequisite course are also permitted to register the next level course by assuming that they had attained the required 'exposure' by attending that course. This stand is adopted so that the student can make further progress towards earning credits and his progress need not be pulled down by backlog courses. Thus, concurrent registration of a prerequisite and next level course becomes a possibility. Similarly, a course may have an anti-requisite or co-requisite. When two courses having almost similar/ same course contents and considered as equivalent are made available to a

student to choose within a group, and to prevent students crediting both the courses, the anti-requisite option can be used.

### Course Equivalence

When the student registers a course next time, there could be some modifications carried out in the syllabus of course(s). If the changes effected are marginal, both the syllabi are considered to be equivalent and the student has to undertake the new syllabi currently offered. After careful study of syllabi, the University may identify new courses considered equivalent to the courses that were dropped from the curriculum for various reasons. Course equivalence is applicable to all curricula, present and past.

### Audit Course

A student willing to get an exposure of a specific course, including higher level course, not listed in his Programme curriculum, may be permitted to register that course as an Audit course only if his CGPA is equal to or more than 8.0 at the time of Registration

A student can register for a maximum of two audit courses only during his entire programme. The student should maintain the minimum attendance conditions specified in Audit course as well. He will be awarded satisfactory 'S' grade or unsatisfactory 'X' grade based on his performance in the course.

### Vice Chancellor's List

Students who maintain a CGPA of 9.25 and above, starting from the beginning of 4th semester results and subsequently, having no 'F' grade to their credit, are never debarred for lack of attendance in any ESE or indiscipline, will be placed on Vice Chancellor's List for their meritorious performance. Their name will be removed from the Vice Chancellor's List if their CGPA falls below 9.25 or they receives an 'F' grade or are debarred due to lack of attendance in any ESE or an act of indiscipline subsequently. Such students will be accorded benefits/ recognition as per rules.

### Conversion Factor for Converting CGPA into Marks Equivalent

If a conversion to marks is required, the following formula may be used to calculate the same: The Equivalent Percentage of Marks=CGPA\*9.0 + 5

### ATTENDANCE REQUIREMENTS

A student must have 75% or more attendance in aggregate of delivered classes, in all registered courses of theory (lectures plus tutorial) and moot court (including workshops on court relating work, seminars, projects, court training etc.) of the concerned semester. Only such students who fulfill the above 75% attendance criteria will be permitted to appear in End Semester Examination (ESE).

### COMPONENTS OF EVALUATION

In general a course will have three components of evaluation viz. Continuous Assessment (CA). MSE will carry 20 marks. First MSE to be held after completion of 35% - 40% course coverage. Second MSE to be held after completion of 70% - 80% course coverage.

### SYSTEM OF EVALUATION BASED ON BROAD BAND GRADES

The University shall follow the Broad-band Grades systems for various programmes as specified in the respective Programme detail. The students will be awarded grades using relative grading in a course and result cards will show individual course grades, the course credits and the overall weighted performance indices such as SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average). The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Letter Grade	A	AB	B	BC	C	D	F
Grade Points	10	9	8	7	6	4	0

In addition to the above, there are three letter grades viz., I, S, and X which stands for Incomplete, Satisfactory, and Unsatisfactory, respectively. For courses with zero weightage

(audit) only satisfactory (S)/ Unsatisfactory (X) grades are awarded. No student shall be awarded 'A' grade in any course unless he has secured a minimum of 80% marks in the total of all components of evaluation in that course. No students shall be awarded 'F' grade (fail grade) in any course if he has secured a minimum of 40% marks in the total of all components of evaluation in that course. In case a student repeats a particular course during summer semester along with his juniors, he will be awarded only up to a maximum of AB grade based on his current performance and the grade he obtained earlier. The statistical method shall normally be adopted for conversion of marks in to grades.

The minimum CGPA requirement for the award of an Under Graduate degree/ diploma/ certificate will be 5.0 (5.5 for PG programmes) subject to getting 'D' or above grade in each of the courses individually. If a student receives an 'F' grade in an Elective course, he is permitted to take another Elective course from the same group instead of the Elective course the student had failed to clear.

## EXAMINATION

The period of Examination(s) (Mid semester and End semester) shall be as specified in the Academic Calendar. All students who have registered for a particular course are eligible to write the ESE of that course, except if he is declared ineligible due to one or more of reasons listed below.

Shortage of attendance Acts of indiscipline Withdrawal of a course from Registration

## EXAMINATION

The period of Examination(s) (Mid semester and End semester) shall be as specified in the Academic Calendar. All students who have registered for a particular course are eligible to write the ESE of that course, except if he is declared ineligible due to one or more of reasons listed below.

Shortage of attendance Acts of indiscipline Withdrawal of a course from Registration .

### **COMPONENTS OF EVALUATION OF LAW**

- (i) Unless so otherwise provided in the Course Detail or Programme detail , the components of Evaluation for each course will be as under:
- (a) Continuous Assessment(CA), -- 20 Marks in the form of:
- (i) Punctuality(5 Marks),
  - (ii) Presentation/Moot Courts (5 Marks),
  - (iii) Assignments (5 Marks)
  - (iv) Projects/ Case studies/ Viva voce (5 Marks)
- (b) Mid-Term Exams (MSE), ---20 Marks
- (i) First MSE to be held after completion of 35% - 40% course coverage,
  - (ii) Second MSE to be held after completion of 70% - 80% course coverag
- (c) End- semester Exams (ESE), ----- 60 Marks

### **TERMINATION OF THE PROGRAMME**

A student will be declared “Not Fit for the Programme (**NFP**)” and shall have to discontinue if he does not satisfy following conditions :

After the completion of the First Year the student should have passed a minimum off (40%) courses prescribed in the first year to be calculated after the summer semester, if any. After the completion of the Second Year the student should have passed a minimum of fifty percent (50%)

courses prescribed in the first two years (First and Second year taken together), to be calculated after the summer semester, if any. Third Year onwards, the academic performance of a student is reviewed at the end of every semester by the Academic Advisory Committee, and the decision is taken on a case to case basis as per rules..

**MAXIMUM DURATION FOR THE COMPLETION OF THE PROGRAMME**

The maximum duration for completion of the degree/ diploma/ certificate, for the completion of the course, subject to other conditions, shall be as follows:

<b>Normal Duration</b>	<b>Maximum Duration Allowed</b>
3Years	5 Years

**RESULT AND DIVISION**

A student will be issued a Cumulative Grade Card at the end of each semester indicating the grades secured for all the registered courses up to and including the last semester.

The result of a student may be with held if,

- (1) he has not paid all the dues, or
- (2) if there is a case of indiscipline or use of unfair means or of academic misconduct pending against him, or
- (3) for any other reason as deemed fit by the University.

Four divisions as defined below shall be awarded:

<b>Division</b>	<b>CGPA</b>
First with Honors and	$\geq 9.0$



Certificate of Merit	
First with Honours	$\geq 8.0 < 9.0$
First	$\geq 6.5 < 8.0$
Second	$\geq 5.0 < 6.5$

For securing degree/ diploma/ certificate in **First Division with Honors** and **First Division with Honors and certificate of Merit** a student shall have passed all the courses (Theory and Practical) of the programme in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail.

**I.E.C. UNIVERSITY  
BADDI (SOLAN) H.P.**



**Bachelor of Law**

[Applicable w.e.f. Academic Session 2013-14 till revised]

# **Index**

1. Programme Objectives
2. Programme Outcomes
3. Academic Regulations
4. Flexible Credit base system
5. Proposed Scheme of Evaluation

## **PROGRAM EDUCATIONAL OBJECTIVES**

1. The students after higher secondary are in a position to know the basic knowledge of law, and after two years they will be given a B.A (Hons.) Degree. After that they will come across the basic rules and regulations of law while pursuing their professional careers or higher studies. To this extent, graduates are exposed to a wide range of core law courses broadly and, through specific by creating their interest in laws.
2. Graduates are able to perform as professional law candidates by applying their analytical and drafting skills.
3. Graduates are able to perform in a diverse workplace and gradually move into the basic understanding of facts.
4. Graduates will contribute to the development of the profession, nation, and society.

## **OUTCOMES FOR THE PROGRAM**

- i. An ability to apply knowledge of law pertaining to India.
- ii. An ability to conduct law proceedings in any court of law.
- iii. An ability to develop a critical awareness of the common law legal tradition and be able to apply analytical and problem-solving skills in a range of legal and non-legal settings.
- iv. An ability to enhance key skills of communication, information literacy, analysis and argument.
- v. An understanding of professional and ethical responsibility .
- vi. An ability to communicate effectively regarding law points.
- vii. A recognition of the need for, and an ability to engage in life-long learning .
- viii. A knowledge of contemporary issues related to laws

## **ACADEMIC REGULATIONS – IN BRIEF**

### **Admission:**

Admission shall be done on the basis of merit, providing for reservations in accordance with the rules. The merit shall be determined by the marks obtained by the candidates in CLAT / other notified entrance examination / marks in qualifying examination. Candidates, who do not have CLAT / other notified entrance examination rank must have clearly passed, 10+2 level examination or its equivalent from any recognized Board; securing minimum 45% marks. Relaxation of 5% marks may be given to SC/ST candidates.

For admission in First year of other Under-Graduate programmes, the candidate must have clearly passed Higher Secondary School or intermediate examination or 10+2 level examination or its equivalent from any recognized Board ; securing minimum 45% marks in grand total.

### **Flexible Credit Based System :**

All Programmes under FCBS shall adopt a Semester system having **Flexible Credit Based System (FCBS)**. The students can register courses of **their choice** and alter the **pace of learning** within the broad framework of academic programme and credit requirements.

### **Registration in the Semester :**

Every Student will register every semester for courses that he wishes to pursue in that semester. A non-registered student will not be allowed to attend classes and take examination even if he or she has not paid the fees.

### Adding and Dropping of Courses

A student may be permitted to add or drop course(s) within two weeks of the beginning of the semester.

### Summer Semester:

Summer semester, if offered, may be allowed only for students who are not on disciplinary probation. Unless prescribed otherwise in the Regulations of any specific programme, the Summer semester is a fast-paced semester where all the rules for the normal semester shall apply but the registration shall be limited to three courses having total credits not exceeding 12. A student can normally register only for backlog or marginal courses for the Summer semester.

### Academic Counsellor :

Upon joining the University, each student will be assigned an Academic Counselor. The Academic Counselor will discuss with the student his academic performance in previous semester(s) and suggest the number and nature of courses the student should register during the ensuing semester, within the framework of that Programme curriculum. The Academic Counselor may advise students having many backlog courses to register for lesser number of credits (subject to the minimum credits specifications) and prepare a revised plan of study for the student with a slower pace.

### Curriculum :

Curriculum of a Programme contains courses grouped under various heads, viz. Compulsory subjects (CP) and elective (EP) . Each course will have a course code, course title, Lecture- Tutorials- Practical- Credit (LPC) distribution indicating the weightage of the course, version of syllabus revision, course pre-requisites/ anti-requisites/ co-requisites (if any), course objectives, expected outcome, short and detailed description of the topics, suggested text and reference books, the mode of evaluation adopted, the effective date of application of the revised version of the syllabus.

### Course Plan

A course plan consists of a list of lectures/ moot court carried out in each instructional class/ moot court by the course teacher during the semester as per the LPC of the course, with details like mode of delivery by consulting the AIRs, journals, various case laws used, etc. One hour of lecture/ tutorial classes or two hours of moot court work/ seminar/ practical/ group discussion per week constitutes ONE credit for the course. Separate course plans need to be prepared for the theory and moot court portions of any course.

The course credit (C), number of lectures, tutorials, practicals (L), (P) in a course are related as

$$\mathbf{C = (L + T + 0.5 P)}$$

### Course Flowchart

A flowchart describes how various courses under Compulsory subjects (CP) and elective (EP) are connected through prerequisites. Compulsory subjects listed under Programme are mandatory to the specific Programme. A course, declared as Elective for one Programme, can be taken by a student of any other Programme also. This gives an opportunity for students to satisfy their aspirations in other disciplines also.

### Minimum Credit Requirement = 225

#### Minimum/ Maximum Credit Limits for Course Registration

The Average Academic Load in a regular semester will be of 23-24 credits. However, a fast pace student can register for a maximum of 20-25 credits. Similarly a slow pace student can register for a minimum of 16 credits in a regular semester (other than during summer semester).

### Course Prerequisites / Anti-requisites/ C-requisites

Some courses may have specific prerequisites to be met before a student can register for the course in the current semester. Students who had received an 'F' grade in a prerequisite course are also permitted to register the next level course by assuming that they had attained the required 'exposure' by attending that course. This stand is

adopted so that the student can make further progress towards earning credits and his progress need not be pulled down by backlog courses. Thus, concurrent registration of a prerequisite and next level course becomes a possibility. Similarly, a course may have an anti- requisite or co-requisite. When two courses having almost similar/ same course contents and considered as equivalent are made available to a student to choose within a group, and to prevent students crediting both the courses, the anti-requisite option can be used.

### Course Equivalence

When the student registers a course next time, there could be some modifications carried out in the syllabus of course(s). If the changes effected are marginal, both the syllabi are considered to be equivalent and the student has to undertake the new syllabi currently offered. After careful study of syllabi, the University may identify new courses considered equivalent to the courses that were dropped from the curriculum for various reasons. Course equivalence is applicable to all curricula, present and past.

### Audit Course

A student willing to get an exposure of a specific course, including higher level course, not listed in his Programme curriculum, may be permitted to register that course as an Audit course only if his CGPA is equal to or more than 8.0 at the time of Registration

A student can register for a maximum of two audit courses only during his entire programme. The student should maintain the minimum attendance conditions specified in Audit course as well. He will be awarded satisfactory 'S' grade or unsatisfactory 'X' grade based on his performance in the course.

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Students who maintain a CGPA of 9.25 and above, starting from the beginning of 4th semester results and subsequently, having no 'F' grade to their credit, are never debarred for lack of attendance in any ESE or indiscipline, will be placed on Vice Chancellor's List for their meritorious performance. Their name will be removed from the



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## MAXIMUM DURATION FOR THE COMPLETION OF THE PROGRAMME

The maximum duration for completion of the degree/ diploma/ certificate, for the completion of the course, subject to other conditions, shall be as follows:

<b>NormalDuration</b>	<b>MaximumDuration</b>
5 Years	<b>Allowed</b> 8Years

## RESULT AND DIVISION

A student will be issued a Cumulative Grade Card at the end of each semester indicating the grades secured for all the registered courses up to and including the last semester.

The result of a student may be withheld if,

- (1) he has not paid all the dues, or
- (2) if there is a case of indiscipline or use of unfair means or of academic misconduct pending against him, or
- (3) for any other reason as deemed fit by the University.

Four divisions as defined below shall be awarded:

Division	CGPA
First with Honors and Certificate of Merit	$\geq 9.0$
First with Honours	$\geq 8.0 < 9.0$
First	$\geq 6.5 < 8.0$
Second	$\geq 5.0 < 6.5$

For securing degree/ diploma/ certificate in **First Division with Honors** and **First Division with Honors and certificate of Merit** a student shall have passed all the courses (Theory and Practical) of the programme in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail.