

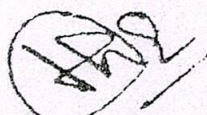
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Annexure No.	Particulars
I	Program Ordinance of Bachelor of Technology
II	Program Ordinance of Bachelor of Computer Applications
III	Program Ordinance of Master of Computer Applications
IV	Program Ordinance of Master of Technology
V	Program Ordinance of Bachelor of Business Administration
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6.1 Short Title & Commencement

- 6.1.1 The "Ordinances" shall mean the Ordinances of University of Engineering and Technology Roorkee (UETR), Roorkee, Uttarakhand, framed under section 35 of the Uttarakhand Private State Universities Act, 2021.
- 6.1.2 They shall come into force with effect from the date of approval of the Board of Governors (BoG).
- 6.1.3 Nothing in these Ordinances shall be deemed to debar the University to amend these Ordinances subsequently.
- 6.1.4 Unless provided otherwise, the regulations, orders, memos, codes, procedures, policies, schemes etc., on the subjects covered under these Ordinances, shall cease to operate from the date of enactment of these Ordinances.
- 6.1.5 Any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act, the Statutes, these Ordinances, Manuals and such other documents of the University, as may be framed from time to time.

6.2 Definitions

- 6.2.1 "**Act**" means the Uttarakhand Private Universities Act, 2021
- 6.2.2 "**Aggrieved Student**" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these Ordinances.
- 6.2.3 "**Board of Studies**" (BOS) means the committee of a Department constituted, as per the provisions made in Section 26 of the Statutes, to design course curriculum, frame criterion for evaluation and to provide overall direction to the academic programs undertaken by the Department.
- 6.2.4 "**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/ Studio class.
- 6.2.5 "**Clause**" means duly numbered Clauses of these Ordinances.
- 6.2.6 "**Commission**" means the University Grants Commission established under the UGC Act, 1956.
- 6.2.7 "**Continuing Student**" means a student who has completed at least one semester prior to the current semester.

- 6.2.8 "**Course Detail**" means detailed teaching scheme of a course.
- 6.2.9 "**Course**" means a component of a programme. All courses need not carry the same weight. The courses shall define learning objectives and learning outcomes. A course shall be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/ assignments/ presentations/ self-study etc. or a combination of some of these.
- 6.2.10 "**Credit**" means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/ field work per week.
- 6.2.11 "**Declared Admission Policy**" means such policy, including the process there under, for admission to a course or program of study as may be offered by the University by publication in the prospectus of the University.
- 6.2.12 "**Department**" means the Department of studies and includes Centre of Studies and Research.
- 6.2.13 "**Disciplinary Probation**" refers to the status assigned to a student on committing an act of misconduct, academic or otherwise and once assigned, the student remains on disciplinary probation for the period decided by the Vice Chancellor.
- 6.2.14 "**Enrolment Number**" means a unique number allotted as System Id, to a student on his admission in the University. Enrolment number/ System Id remain unchanged throughout the duration of student's stay at the University.
- 6.2.15 "**ESE**" means End-Semester Examination.
- 6.2.16 "**Expulsion**" means permanent removal from the University rolls with prohibition on future enrolment.
- 6.2.17 "**Faculty Board**" of each Institute of studies shall be constituted as per the provision of Section 25 of the Statutes.
- 6.2.18 "**Fresher**" means a student who is matriculated into a Programme for the first time.
- 6.2.19 "**Government**" means State Government of Uttarakhand.
- 6.2.20 "**He**" includes She and "His/ Him" includes Her.
- 6.2.21 "**Institution**" means, an institution established within the University for a Particular Discipline or activity.
- 6.2.22 "**LTP**" means hours of Lecture, Tutorial and Practical respectively of a course per week

in a regular semester.

- 6.2.23 "**Matriculation**" means registration of provisionally admitted students by the concerned Institute / Department.
- 6.2.24 "**Mentor**" means a faculty member who acts as counsellor, guide, motivator, and role model to a group of students (mentees), assigned to him. He acts as career guide to his mentees and also advises them course-specific and programme-specific information.
- 6.2.25 "**MSE**" means Mid-Semester Examination.
- 6.2.26 "**Ombudsperson**" means the Ombudsperson appointed by the State Government in terms of UGC (Redress of Grievances of Students) Regulations, 2021.
- 6.2.27 "**Practical**" means classes that require students (generally in smaller groups compared to lecture) to perform certain functions that help them to test and understand what is being taught in the lecture or otherwise.
- 6.2.28 "**Pre-Requisites**" means conditions that must be met before a student can register for a course.
- 6.2.29 "**Programme**" means an educational programme leading to award of a Degree, Diploma or Certificate.
- 6.2.30 "**Programme Detail**" means teaching scheme and curriculum of a Programme.
- 6.2.31 "**Prospectus**" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to University, to the general public (including to those seeking admission in the University) by the University or any authority or person authorized by it to do so.
- 6.2.32 "**Roll Number**" is the number issued to every student, to be printed on his Admit Card. The card shall carry the details of the Course(s) that a student is supposed to be examined in. The roll number shall remain valid for the total duration of a Programme.
- 6.2.33 "**Rustication**" from the University means the withdrawal of right to access to the entire premises and facilities of the University campus for a specified period and/ or till the fulfillment of specified conditions.
- 6.2.34 "**Student Grievance Redressal Cell**" (SGRC) means a cell constituted under this Ordinance at the level of the University, for dealing with the grievances which do not relate to a Institute, Department or Centre of the University, e.g. Administration, Accounts, Admission Cell, International Division, Examination Cell, Inter-Hostel Administration (Hostel & Mess Food), Estates, Maintenance, Housekeeping, Student

Welfare and Sports, Transports, Security and other common facilities.

6.2.35 "**College/ School**" means an Institute or School established by the University in accordance with the Act and the Statutes of the University.

6.2.36 "**Semester**" shall consist of 15-18 weeks of academic work equivalent to around 90 teaching days.

6.2.37 "**Student**" means a person enrolled, or seeking admission to be enrolled, in the University.

6.2.38 "**Suspension**" from the University means withdrawal of the right to access to all or some of the facilities or premise of the University as an interim measure, pending further investigation.

6.2.39 "**Syllabi**" means details of the course and includes description of nature, duration, pedagogy, syllabus, eligibility and related details.

6.2.40 "**Tutorial**" means a class that offers students (generally in smaller groups compared to lectures) an opportunity to talk about subject being taught, ask questions, discuss subject matter with their classmates and the teacher.

6.2.41 "**University**" means the University of Engineering and Technology Roorkee, Uttarakhand established under the Uttarakhand Private Universities Act, 2021; and Definitions specified in the University Act and the Statutes shall apply *ipso facto* unless provided otherwise.

6.3 Definitions

6.3.1 Admission to different programs of the University shall be based on merit, providing equal opportunity to all without any prejudice towards gender, religion, caste, creed or Nationality of a candidate.

The University may make suitable provisions for reservation for the students belonging to Weaker Section(s) of the society and others in accordance with the provisions of the Act of the University and decision of the University's Board of Governors (BoG).

6.3.2 The admission criterion recommended by the admission cell and approved by the Academic Council shall be followed for admission in all the programs of studies.

Provided that the number of seats in each programme of study, as determined by the Admission Cell and approved by Academic Council may, at the discretion of the Vice Chancellor in his capacity as the Chairman of the Academic Council, be increased by a

maximum of 15% of the approved seats for additional intake of students in the said program. This proviso, however, shall be subject to the condition that there are no overhead costs of faculty and resources.

Provided further, that the criterion, if any, prescribed by respective Statutory Council shall be followed in admissions to council-based programs. However, it shall be open to the University to admit less number of students than the intake already approved by the councils, in case there is no demand.

6.3.3 The University may make provisions for admission through lateral entry in programs, as may be approved from time to time.

6.3.4 The registration of the provisionally admitted and continuing students shall be done by the Institutes(s) on dates notified in Academic Calendar each year.

6.3.5 Enrolment

6.3.5.1 The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment number (i.e. system id), and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.

6.3.5.2 The Registrar shall maintain a record of all enrolled students studying in the various Institute/ Departments/ Centres of the University or carrying on research work in the University.

6.3.5.3 A student applying for change of his name in the record of students, shall submit his application to the Registrar accompanied by:

- a) The prescribed fee;
- b) An Affidavit relating to his present and proposed name, duly sworn in the presence of a Magistrate by himself;
- c) A publication in a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

6.3.6 Migration of Students

Inter-university migration of students may be allowed in special circumstances as per the policy notified on the subject. It shall be allowed under special circumstances on the

recommendations of the Equivalence Committee, appointed by the Vice Chancellor under the chairmanship of the Dean Academic Affairs.

If a student takes a Migration Certificate to join another University, his enrolment to the University shall lapse until such time as He may subsequently return with a Migration Certificate from that University, to take admission in another programme of this University. Fresh enrolment in such cases shall be necessary

6.3.7 Transfer of Programme

A first-year student, subject to availability of seats and fulfilling the minimum qualifications, may be allowed to change his Programme on the recommendation of the Equivalence Committee appointed by Vice Chancellor under the chairmanship of the Dean Academic Affairs.

6.3.8 Procedure of Withdrawal

Student may withdraw his admission as specified by the University on or before the prescribed date. The University will refund the deposited amount after deducting processing fee in accordance with the guidelines issues by the concerned regulatory authority, from time to time.

6.4 Courses of Study for Degree, Diploma, and Certificate Programs

6.4.1 Programs of Studies

6.4.1.1 The University on the recommendations of the Academic Council and with the approval of the BOG, shall offer under-graduate and post-graduate programs in areas of Agriculture, Allied Health Sciences, Basic and Applied Sciences, Business Studies, Business Studies, Engineering and Technology, Humanities, Languages, Law, Life Sciences, Management, Medical Sciences, Nursing, Pharmacy, Social Sciences and in other streams as approved from time to time. The University may also run Diploma and Certificate courses of shorter durations.

6.4.1.2 The University shall also offer doctoral and or post-doctoral programme in chosen areas of a specialization in regard to the degree programs.

6.4.1.3 The nomenclature of various degrees shall be in consonance with the regulations framed by the regulatory authorities as defined in the Act, or as may be approved by the Board of Governors.

6.4.1.4 The structure and duration of the academic programs shall be as approved by

the Academic Council.

6.4.1.5 The University shall make provisions in its regulations to enable students to concurrently convert their courses of studies into integrated degree programs of durations approved by the Academic Council wherever permissible by the statutory regulatory bodies.

6.4.1.6

- a) The administrative structure of a College/School shall be as approved by the Board of Governors (BoG). The Board of Governors (BoG) shall also lay guidelines for smooth running and effective management of academic programs, the cooperation and coordination amongst the Institutes and the linkages with other academic and research organisation(s) as well as the industry
- b) All the academic programs framed by Board of Studies of a Department and concurred in by the Faculty Board of the Institute shall be submitted to the Academic Council for approval by the Board of Governors (BoG).
- c) The Board of Governors (BoG) as and when deemed necessary, may appoint committee(s) for periodic review of a programme, a Department or a School.

6.4.1.7 In the Academic Session 2021 - 22, the University offers the below-mentioned courses in various disciplines. The details are here as under:

Sr. No.	Name of the School	Courses Offered	Annex.
1)	School of Computing	Bachelor of Technology	I
2)		Bachelor in Computer Applications	II
3)		Master of Technology	III
4)		Masters in Computer Applications	IV
5)	School of Business Studies	Bachelor of Business Administration	V
6)		Bachelor of Commerce	VI
7)		Master's in Business Administration	VII
8)	School of Smart Agriculture Science	Bachelor of Science in Agriculture	VIII
9)		Master of Science in Agriculture	IX
10)	School of Creative Arts & Design	Bachelor in Fine Arts	X
11)		Master's in Fine Arts	XI

6.4.2 Registration of Students

6.4.2.1 Academic Registration

- a) The Head of the Department/Dean of the School shall issue the list of courses to be offered during the semester well before the Registration date(s) specified in the Academic Calendar.
- b) Every student shall register himself for the courses that he wishes to pursue in that semester as prescribed.
- c) Each Head of Department, with the approval by Dean of the School, shall nominate Mentors from amongst the faculty members of the Department to provide necessary information on the courses and to advise the students on registration.

6.4.2.2 Registration for Semester

- a) Registration for each semester has to be done on date(s) notified in Academic Calendar. It will involve:
 - o Clearance of all dues of the University.
 - o Submitting the registration form on the date(s) specified in the Academic Calendar
- b) 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.
- c) In case a student is registering for course(s) other than those prescribed in the regular scheme for that semester, the University shall not be responsible for a clash-free scheduling of such course(s). Student himself shall verify the time-table and ensure that the regular course(s) do not clash with other course(s) he is choosing.
- d) 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.
- e) A student will not get any credit for a course for which he has not registered or has registered without being eligible.

6.4.2.3 Late Registration

- a) The maximum time permitted for late registration on payment of prescribed fee shall be two weeks from the date of conclusion of registration specified in the Academic Calendar.
- b) Late registration may be allowed, beyond the period of two weeks, by the Vice Chancellor or any other authorized official only on valid reasons and on the recommendations of the Mentor/ Head of Department/ Dean of School; Provided that in exceptional circumstances, on the recommendations of Dean of an Institute, Vice Chancellor may be further allow late registration.
- c) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice Chancellor.
- d) Students registering late may be allowed to compensate for the loss of any component of continuous assessment by the Dean of the Institute. The student may be allowed to complete the same on date(s) decided by the Dean of the Institute.

6.4.3 Adding and Dropping of Courses

6.4.3.1 A student on the recommendations of his Mentor, duly endorsed by his Head of the Department may be allowed by the Dean to add or drop course(s) within a period of two weeks from the date of commencement of a semester as notified in Academic Calendar.

6.4.3.2 A student who is on disciplinary probation shall be allowed to change the course, only with the approval of the Vice-Chancellor.

6.4.3.3 A student shall 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 timetable preventing him from attending the course, or if he is found not entitled to register for that course for any other reason(s). This facility however shall not be extended to a student who has been permitted late registration, as a special case.

6.4.4 Maximum Duration for the Completion of a Degree or a Diploma Program

6.4.4.1 The maximum duration for completion of a degree or a diploma Programme, shall be $N+2$ years, where N , stands for the normal or minimum duration prescribed for completion of any Programme.

Provided, that in exceptional circumstance a further extension of one more year may be granted. The Vice Chancellor may consider allowing extension by one year beyond N+2 years for completion of a degree on case to case basis, depending on the merit of each case.

6.4.4.2 The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma in extended duration, shall stand cancelled and no degree/ diploma shall be awarded.

6.4.4.3 The time taken to improve the Score/ Grade/ CGPA shall be counted in 'Maximum Duration allowed for completion of a Programme'.

6.4.5 Duration of the Semester

6.4.5.1 The date of commencement and conclusion of Odd Semester and Even Semester shall be as notified in the Academic Calendar.

6.4.5.2 The duration of each semester shall be on an average 15-18 weeks excluding examinations-6 days a week.

6.5 Medium of Instruction and Examinations

English shall be the medium of instruction and examinations.

6.6 University Fee

6.6.1 The fee structure of various programs shall be concomitant with the objective of providing quality education to the University students.

6.6.2 The tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Fixation Committee and approved by the Board of Governors (BoG) keeping in view of the provisions of Section 48 of the Act. The fee revision shall be duly notified.

6.6.3 The revised fee shall be applicable to all the students admitted in that Academic year and onwards.

6.7 Award of Fellowships, Scholarships, Medals & Prizes

6.7.1 The Fellowships, Scholarships, Medals and Prizes shall be instituted with the approval of the Board of Governors (BoG).

6.7.2 The Board of Governors (BoG) may appoint committee(s) to frame guidelines for the award offellowships, scholarships, medals and prizes.

6.7.3 The eligibility criteria, values, tenure, methodology and procedure for selection of awardees shall be as approved by the Statutory Body.

6.8 Examinations & Evaluation

6.8.1 Registration for Examination

6.8.1.1 No student shall be admitted to any examination of the University, unless he has been duly enrolled/registered as a student for the prescribed number of courses.

6.8.1.2 A student who fails to submit the registration form (every Semester) shall be deemed as an unregistered student and shall not be allowed to attend classes and take examination even if he has paid the fees.

6.8.2 Deficient Students

6.8.2.1 A deficient student is one who has either not registered himself for one or more courses or has registered but not completed successfully one or more courses of the previous semester(s) or has a Cumulative Grade Point Average (CGPA) less than the minimum CGPA required for the award of a Degree or a Diploma.

6.8.2.2 The course planning of such deficient student shall be framed by the Mentor concerned 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.

6.8.2.3 The facility of repeating or improvement of grade in a compulsory course(s) shall be available within the maximum duration of the Programme as stipulated in the ordinances.

6.8.2.4 If a student fails in an elective course, he may opt to re-register for the same course or may opt for other prescribed course of same credit provided the maximum duration for the completion of Degree/Diploma/ Certificate permits so.

6.8.2.5 Student(s) unable to secure minimum CGPA for promotion from one Academic year to another will have to repeat the whole year. While repeating the whole year, the student shall complete all the requirements together with other students admitted in the Programme in that Academic year, while the System Id/ enrolment number allotted at the time of registration shall be retained, his old marks will be replaced by the marks obtained in Continuous Assessment

(CA), MSE and ESE examination held in current Academic year.

6.8.3 Components of Evaluation

Unless provided otherwise in the Course and/ or Programme details, the components of Evaluation for each course shall be as under:

Theory Course:

Mode of Assessment	Frequency	Marks	Total	Final Marks Weightage	Exam Type
Class Test	2	--	05	05	CWA (20%)
Assignments/ Tutorials	4/6	--	10	10	
Projects/ Presentations/ Quizzes	1	--	05	05	
Attendance	--	10	10	10	10%
Mid Term Examinations	2	10	20	20	MTE (20%)
End Semester Exams	1	100	100	50	ESE (50%)
Total			150	100	

Theory Course with Practical:

Mode of Assessment	Frequency	Marks	Total	Final Marks Weightage	Exam Type
Class Test	2	--	03	05	CWA (10%)
Assignments/ Tutorials	4/6	--	05	10	
Projects/ Presentations/ Quizzes	1	--	02	05	
Internal Practical Assessment	Weekly	--	10	10	IPA (10%)
Attendance	--	10	10	10	10%
Mid Term Examinations	2	10	20	20	MTE (20%)
End Semester Exams	1	100	100	50	ESE (40%)
End Sem Practical Exams	1	--	10	10	ESPE (10%)
Total			160	100	

For Council-based Programs**:

For all Council-based programs, the University shall follow the rules and regulations of the respective Councils for Assessment and Evaluation.

6.8.4 Conduct of Examinations

6.8.4.1 The Mid-Semester and End-Semester examinations shall be conducted by the Controller of Examination of the University on the date(s) notified in Academic Calendar.

6.8.4.2 Transparency Guidelines:

- a) All marks obtained in assignments/ practical, presentations or a report shall be made available to the students within a reasonable time after evaluation.
- b) A student shall be allowed to see his MSE answer books. Error of evaluation, if any, will be reported to the HOD. Any change in the marks will be made with due approval of the Dean.
- c) A student shall be allowed to see all the answer-books of ESE at one time and location as notified by the concerned School. No second opportunity shall be provided for the purpose. A student may seek re-evaluation of specific question by making a written request in the following types of complaints:
 - o Question left ungraded, and
 - o A correct answer has been awarded a zero.

No other request of re-evaluation shall be entertained. The result shall be conveyed to the student.

6.8.4.3 A student not satisfied with the result of re-evaluation, may request for challenged evaluation on deposit of the specified fee. If marks increase by 5 per cent of the maximum marks or more, the revision shall be made, and money refunded. There shall be no increase of marks if the change is less than 5 per cent, and the fee deposited will be forfeited. If marks decrease by more than 5 percent, the lesser marks shall be awarded.

6.8.5 Attendance Requirements

6.8.5.1 Course-Wise Attendance

A student is expected to attend all the classes consisting of lectures, tutorials, labs, and workshop sessions. A student may be debarred from appearing in the ESE of one or more courses for shortage of attendance as enumerated below:

- a) Attendance shall be monitored course-wise.
- b) A student shall be required to have at least 75% attendance in a course will

be eligible to appear in MSE as well as in ESE in the said course.

- c) Student shall be given attendance on account of his participation in authorized extra-curricular activities as well as the activities related to placement, equivalent to the number of days of participation in those events/activities, provided prior approval has been obtained from the competent authority.
- d) In extreme cases of hardship on account of hospitalization of self, immobilization for valid reasons, or in case of natural calamity, the Dean of the School may allow attendance to the extent of 10%, provided the claim is duly supported by requisite documents to the satisfaction of the Dean concerned.
- e) In case of hospitalization, complete medical treatment records of the hospital, may be verified by the University.
- f) In case of natural calamity, the official government notification relating to the calamity in the concerned region will suffice.
- g) In case a student has been allowed to change the course or programme during the current semester, the classes attended in previous course/programme will also be considered in the calculation of attendance, and the eligibility for appearing in ESE will be determined accordingly.
- h) Irrespective of whether a student has registered late or on time (except for those who join the programme for the first time), calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Registrar in the case of fresh entrants only.

6.8.6 Academic Progression

- ✦ For Post Graduate Student Progression from First Year to Second Year will be done if a student has earned 50% credits of First Year.
- ✦ For Under Graduate Student Progression from First Year to Second Year, Second Year to Third Year and so on, provided that he/ she has minimum earned credits.
- ✦ Progression to minimum credit to be earned:
 - o II - earn 50% Credit of the I Year
 - o III - earn 60% Credit (cumulative of I Year & II Year)

- o IV - earn 70% Credit (cumulative of I, II & III Year)
- o V - earn 80% Credit (cumulative of I, II, III & IV Year)
- o VI - earn 80% Credit (cumulative of I, II, III, IV & V Year)

Whereas, for the programs running under the curriculum of the Statutory Bodies like NCISM, COA, PCI, MCI, DCI, INC, BCI, etc. shall follow rules & regulations of their respective apex body and supersede the other rules & regulations.

6.8.6.1 Council-based Programs

The University shall follow the Rules & Regulations of the respective Councils.

6.8.7 Use of Unfair Means

An Examination Manual shall provide for what constitutes the use of unfair means & penalties thereof.

6.8.8 System of Grading

Unless otherwise prescribed by the statutory regulatory authority of a Programme, the University shall use a ten-point broad-band grading system.

6.8.8.1 Each Programme shall have prescribed number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned shall be provided in course details.

6.8.8.2 The credits assigned to a course reflect its weightage in determination of the Grade point. The courses that have not been assigned any credit shall be treated as non-credit courses.

6.8.9 Award of Grades

6.8.9.1 A student shall be awarded a letter Grade in each course.

6.8.9.2 The following letter grades shall be used to report the performance of a student:

Grades & Grade Points		
Letter Grades	Description	Grade Points
O	Outstanding	10
A+	Excellent	9
A	Very Good	8

Grades & Grade Points		
Letter Grades	Description	Grade Points
B+	Good	7
B	Above Average	6
C	Average	5
P	Below Average/ Pass	4
F	Fail	0
Ab	Absent	0

6.8.9.3 The following grades shall be used for non-credit courses:

Grades & Grade Points		
Letter Grades	Description	Grade Points
S	Satisfactory	0
X	Unsatisfactory	0

Note : The Grades shall be awarded by competent authority as per procedure laid down by the Academic Council.

6.8.9.4 General guidelines for the award of grades

- Evaluation of different components of a course outlined in the course plan shall be done in marks.
- The marks obtained in various components shall be added to get total marks secured on a 100-point scale for theory and laboratory courses.
- The End-Semester Examinations' question paper shall cover all the sections of the syllabus.

6.8.9.5 Semester Grade Point Average (**SGPA**)

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$, Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

6.8.9.6 Cumulative Grade Point Average (CGPA)

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \sum(C_i \times S_i) / \sum C_i$, Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester

Note

- a) A student shall be required to complete successfully all the courses of the curriculum prescribed for the program and attain a minimum level of academic performance, by way of obtaining a minimum CGPA of 5.0 in UG program as well as PG program, until otherwise decided by the Academic Council.
- b) A student shall normally have to clear his backlogs in the sequence in which he has obtained the low grades.
- c) A copy of the grade card is issued to each student at the end of a Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- d) If a student fails at the end of a semester to achieve minimum required SGPA, he shall be placed on ACADEMIC PROBATION during the semester immediately following. He may either repeat the course(s) in which he has obtained 'P' or 'F' grade or opt for a new course of the same category/ discipline/ subject as and when offered, in order to complete the credit requirement.

6.8.9.7 Conversion Factor for converting CGPA into Marks Equivalent

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

The equivalent percentage of Marks = $CGPA \times 10$

6.8.10 Requirement for the Award of Degree/ Diploma

- ✦ The award of the Degree shall be recommended by the BOE and approved by the Academic Council and Board of Management of the University.
- ✦ A student shall be declared to be eligible for the award of the concerned Degree if he/she has: fulfilled the minimum credit requirements and all other mandatory

requirements as prescribed by the concerned program regulations and curriculum for the award of the concerned degree;

- * Secured a minimum CGPA of 5.00 in the concerned program at the end such centers/ departments of the University; and no disciplinary action is pending against him/ her.

6.8.11 Result

6.8.11.1 The results for each semester shall be declared on the date(s) notified in the Academic Calendar.

6.8.11.2 The mathematical principle of rounding off shall be followed to round off the grade points up to two places after decimal.

6.8.11.3 The result of a student may be withheld if he has not paid the university dues, or a case of misconduct or use of unfair means pending against him; or for any other reason, as may be decided by the University.

6.8.11.4 Award of Degree's & Diploma's

- a) A student shall be deemed to have completed the requirements of a Programme and declared eligible for award of a Degree or Diploma, only if he has completed all the requirements specified in the University Ordinances, Examination Manual and/or the Programme and Curriculum details.
- b) Three divisions as defined below shall be awarded:

Division	CGPA
First with Honors	≥ 8.00
First	$\geq 5.99 < 7.99$
Second	$\geq 5.00 < 6.99$

Note: For securing a Degree and Diploma in First Division with Honors, a student must pass all the courses in both Theory and Practical in the **First Attempt**, i.e., without ever being awarded a re-appear or a Fail grade.

6.8.11.5 Doctoral Programme

Examination, evaluation, and award of degrees of Doctoral Programme(s) shall be conducted in accordance with the Rules and Regulations framed by the University in this regard after due approval by the Academic Council and Board of Governors (BoG).

6.9 Award of Degrees, Diplomas and Other Distinctions

6.9.1 The Degrees and Diplomas shall be awarded to the successful students based on their performance evaluated through examinations and/or any other method of testing prescribed by the Academic Council.

However, the degrees shall be awarded by the University established by Uttarakhand Act No. 07 of 2021 of the State Legislature of Uttarakhand as a State Private University and is empowered to Award Degree as specified under Section 22 of the UGC Act.

6.9.2 The Degrees shall be awarded in annual Convocation or in a function specially organized for the purpose.

6.9.3 The text and the format of the degrees and citations shall be approved by the Academic Council.

6.9.4 The Chancellor or in his absence, the Pro-Chancellor or in their absence the Vice-Chancellor shall preside over the Convocation/ special function.

6.9.5 Duplicate Degree

A duplicate degree shall be issued to a student who has lost his degree, after the completion of following steps:

6.9.5.1 The student shall file an F.I.R. at the local police station and shall publish it in the national newspaper also.

6.9.5.2 The student shall submit an affidavit on an INR 10/- stamp paper that he has lost the degree.

6.9.5.3 The student shall submit a written request together with a payment of prescribed fee to the office of the Dean of the School concerned.

6.9.5.4 The Dean's Office will forward the application with all documents to the Office of Controller of Examination.

6.9.5.5 After checking all the documents, the data of the student shall be sent to the printing agency for printing the degree

Once the degree has been printed and received, a "**DUPLICATE**" stamp shall be affixed to the duplicate of the degree at the Office of the Controller of Examination and sent to the school concerned to be given to the student.

6.10 Residence of Students

The University shall provide boarding and lodging facilities to the students, both boys and girls, in hostels to the extent possible, at applicable rate. The matters relating to the allotment of hostel rooms, maintenance of discipline amongst hostel inmates, resolution of their day-to-day problems and welfare of hostel residents shall be looked after by the Hostel Administration (HA). The Hostel Manual, the Rules and Regulations framed by HA shall be implemented with the approval of the Competent Authority.

6.11 Special Arrangement for the Residence & Teaching of Women Students

6.11.1 The campus shall have hostel facility for the women students. The hostel shall offer lodging and boarding facilities to cater to the needs of the female students. Every hostel shall be supervised by a warden, who shall ensure that utmost care is taken to provide the best amenities and security to the students.

6.11.2 The University shall not only seek to promote equality amongst students without any prejudice to their sex, but shall ensure that every woman employee and student is treated with dignity and respect. The general policy shall be geared towards elimination of any discrimination against or harassment of a woman.

6.11.3 The University shall endeavor to ensure a safe and secure environment for all the females on the campus. The campus shall have hostel facility offering lodging, boarding and other amenities for the women students. Every hostel shall be supervised by a warden.

6.11.4 In pursuance of the UGC guidelines, as issued from time to time, the University shall constitute an Internal Complaint Committee (ICC) to prevent sexual harassment on the campus. The Committee shall take necessary steps for prompt redressal of complaints in conformity with 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)' Act, 2013 and the rules framed there under.

6.11.5 The Committee, apart from handling the specific cases of complaints received from female students/employees, shall also initiate measures for prevention of sexual harassment and strengthening of the safety and security of women. It shall help spread awareness on gender related issues through planning of workshops, skits, street plays, etc.

6.12 Maintenance of Discipline among Students

6.12.1 General

6.12.1.1 Chapter 8 of the Statutes provides that all powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice-Chancellor.

6.12.1.2 The Deans of Schools may be delegated powers to exercise disciplinary control over the students in their respective Schools.

6.12.1.3 Dean Students' Welfare may be delegated powers to exercise disciplinary control over the students staying in Hostels and for the act of indiscipline committed in common areas of the University campus.

6.12.2 Ethics and Conduct

6.12.2.1 The code of conduct and ethics for students includes, *inter-alia*, the following:

- a) He shall be a regular student & will complete his studies in the University, in accordance with the University Ordinances, rules and regulations in regard to 75% attendance, examinations and academic progression;
- b) In case He is forced to discontinue his studies for any legitimate reason, He may be relieved from the University only after the written approval of the School, through its Dean or any such authority who has been authorized for the purpose;
- c) He undertakes to deposit University fee and other charges as per the University schedule and that they are aware that in case of default in payment, late fee charges shall be applicable and, pending clearance of any such dues, the students may not be allowed to attend classes or to take the examination.
- d) In case He is allowed to leave the University, He shall clear all pending tuition fees, hostel/mess dues and any other dues/penalty imposed on him. If He had joined the University on scholarship, the said scholarship shall be revoked and He shall have to deposit the amount received on this account, before such release/ migration is allowed.

6.12.2.2 The students are expected to uphold highest standards of academic integrity, respect towards teachers, fellow students and society as a whole, and also honour the right to property and safety of others.

6.12.2.3 At the time of admission, each student/ parent shall undertake that in case the student is admitted to the University hostel, he shall scrupulously follow the Hostel Manual.

6.12.2.4 Students must deter/ refrain from indulging in any form of misconduct, including participation in any activity, including dharna or agitation on the campus or off the campus that may affect the University's reputation and interests. The various forms of misconduct include:

- a) Any act of discrimination or abuse, physical or verbal, based on any person's gender, race, religion, religious beliefs, caste, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, etc.;
- b) intentionally damaging, destroying or causing harm to University assets and property or properties of other students, staff or faculty members;
- c) any disruptive activity in the class room, examination room or in any event sponsored or organized by the University;
- d) inability to produce the identity card issued by the University or refusing to produce it on demand by the University authorities, including the security personnel on the campus. Forcible entry through the turnstile gates or boom barriers or scaling of the boundary wall;
- e) indulgence in the activities prohibited by the University include:
 - o organizing gatherings/meetings or processions without permission from the University;
 - o accepting membership of religious, terrorist, and anti-national groups prohibited by the University/Government;
 - o encouraging or indulgence in violence or any act of moral turpitude.
- f) possession of or carrying of or use of any weapon, potential weapons, ammunition, explosives or fireworks, contrary to law or University instructions on the campus or off-campus;
- g) possession or use of harmful chemicals and banned drugs;
- h) indulging in physical assault or threat to use physical force against any member of the teaching, non-teaching staff or any student of the University;
- i) indulgence in any form of gambling, bribing, or corruption in any manner;

- j) indulgence in absenteeism, unpunctuality, and resorting to mass bunking, and orboycotting examinations, or extra-curricular activities;
- k) smoking on the University campus or University provided transport;
- l) possessing, consuming, distributing, selling of alcohol on the University campus and/or throwing any empty/filled bottles inside the campus or on the University road, particularly with an intention to harm someone;
- m) parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles or bringing vehicle inside the University campus, without proper authorization;
- n) rash driving on the campus that may cause any inconvenience or injury to others;
- o) not disclosing a pre-existing health condition, either physical or psychological, to the Mentor/Warden, which may cause obstruction to the academics of either self or other students or putting them to any kind of risk;
- p) theft of University property or the property of any student, staff and faculty;
- q) unauthorized access to the privacy or property of the University and other fellow students, Staff and Faculty members;
- r) misbehavior with other students, faculty and staff at any time, including at the time of University events or activities;
- s) engagement in disorderly, lewd, or indecent conduct including, but not limited to, creating unreasonable and loud noise; pushing and shoving of fellow students or any staff; inciting or participating in a riot or group disruption at the University premises.
- t) indulgence in any act that violates the dignity of or is derogatory to the women in general which may include any gesture, inappropriate behavior, any verbal or written communication including WhatsApp messages, etc.; and
- u) violation of any provision of the Civil Right Protection Act 1976; which prohibits casteism and untouchability in any form or inciting any other person to do so.

- 6.12.2.5 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus, without the permission of the University authorities.
- 6.12.2.6 Students are not permitted to tape or record lectures/discussions/exchanges in the classroom or actions of other students, faculty, or staff through audio or video gadgets without prior permission.
- 6.12.2.7 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 6.12.2.8 Students are expected to use social media such as face book, WhatsApp, twitter, etc. and other electronics and print media carefully and responsibly. They cannot post derogatory or offensive comments on social media or electronic & print, or indulge in any such related activities that may have grave ramification on the reputation of the University or any individual.
- 6.12.2.9 Theft, abuse or unauthorized interference with the University IT infrastructure and other electronic resources such as computer and electronic communication facilities/systems and services that includes unauthorized entry, use, tampering, etc. of the University property or facilities, private residences of staff/faculty etc., offices, classrooms, and other such facilities are liable for strict disciplinary action which may include expulsions/rustication from the University.
- 6.12.2.10 There is zero tolerance towards any student indulging in any form of obscene comments, harassment, etc., which are defined as misconduct and are triggered on account of a person's race, color, caste, creed, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, marital status, physical or mental disability, medical condition, etc.

6.12.3 Disciplinary Measures

If there is a case against any student for a possible breach of Code, the case shall be referred to the **Proctorial Committee** who will recommend a suitable disciplinary action after proper enquiry into the alleged violation. The accused shall be given a reasonable opportunity to defend himself but in case the accused fails to appear before the Proctorial Committee, the Committee may make an *ex parte* recommendation. The committee may interrogate the affected students and concerned staff to ascertain the misconduct and suggest one or more of the following disciplinary actions, based on the gravity/nature of the misconduct/offence committed for approval of the Vice-Chancellor.



6.12.3.1 Warning and/ or Placed on Conduct Probation

Indicating that the action of the accused student was in violation of the Code of Conduct and Ethics for the students of the University, and any further act(s) of misconduct shall result in severe disciplinary action.

6.12.3.2 Debarred

From taking examinations or punished by cancellation of examination results.

6.12.3.3 Suspension

A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various University facilities, unless permission is accorded by the competent authority. Suspension may also follow by possible expulsion / rustication from the University, along with additional penalties.

6.12.3.4 Restrictions

Indicating that the student is perceived as a threat to other students, staff or university property, etc. and as such he is being reprimanded with restricted access to various facilities on the campus for a specified period.

6.12.3.5 Community Service

A student may be asked to do some kind of community service for a specified period of time, which may be extended, if need be. However, any future misconduct, along with failure to comply with any specified conditions imposed on the student, may lead to severe disciplinary action, including suspension or expulsion.

6.12.3.6 Monetary Penalty

A monetary penalty or addition security deposit may be imposed on the delinquent student, which may also include suspension and / or forfeiture of part or whole scholarship/fellowship, for a specific period.

6.12.3.7 Expulsion/ Rustication

The student may be expelled/rusticated from the University permanently, indicating prohibition from entering the University premises or participating in any student related activities or entering campus residences, etc. The attendant penalty may include withholding the Grade cards, Degree Certificate or any other

certificate for the courses studied or work carried out and ineligibility to reapply for admission to the University for a specified period.

6.13 Establishment of Schools/ Centres/ Departments

- a) The University shall have such Schools of Studies, Special Centres and Specialized Laboratories as may be approved by the Board of Governors.
- b) The University shall have the following Schools, namely:
 - o School of Smart Agriculture Science (**SoA**)
 - o School of Business Studies (**SoB**)
 - o School of Computing (**SoC**)
 - o School of Creative Arts & Design (**SoD**)
- c) Every College of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it with the approval of the Board of Governors (BoG).
- d) Each School/Centre/ Department shall have a Dean/ Director/ Head of the Department, respectively.
- e) Deans, Directors, and Head of Departments shall be appointed and perform functions as per the provisions in Section 10, 12, and 16 of the Statutes respectively.
- f) Every School shall have a Faculty Board (School Board) and each Department shall have a Board of Studies in accordance with Section 25 and 26 of the University Statutes.

6.13.1 Establishment of Special University Units

On the recommendations of the Academic Council, the Board of Governors (BoG) may establish Special Centres & specialized laboratories for undertaking Interdisciplinary and Special Studies programs including Centres of Excellence, Centres of Studies, Special Centres, Inter-disciplinary Studies, Specialized Laboratories, etc. The Board of Governors (BoG) may also constitute Special Board(s) of Studies and academic committee(s) for their guidance.

6.13.2 Creation of Other Bodies of the University

For smooth and efficient functioning of the University, the Board of Governors (BoG) may constitute standing, advisory and/ or other body(ies)/ committee(s) as it may deem fit. The composition, powers, functions and the tenure of these bodies/ committees shall be as decided by the Board of Governors (BoG).

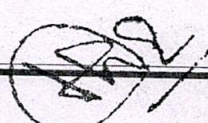
6.14 Cooperation & Collaboration with Other Universities/Institutions, etc.

- 6.14.1 The University shall network and collaborate with institutions of higher education, research institutions, industry, 'persons of eminence' and/or non-governmental organizations of national and international repute, subject to compliance with the applicable UGC Regulations, as issued from time to time.
- 6.14.2 The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for the faculty, research scholars and students, and to consider offering joint degree programs, Indian as well as foreign, subject to the UGC Regulations if any on the subject.
- 6.14.3 For the purpose, the University may enter into exchange programs of teachers and students, sharing of course & instruction materials, sharing of credits, & holding of joint workshops, joint research projects funded by National & International agencies, & providing access to each other's facilities, & to institute joint academic degrees in accordance with standards recognized by regulatory bodies of the respective countries.
- 6.14.4 The University may collaborate for establishment of University centres abroad, may develop e-courses for interactive and integrated learning, sharing of library, laboratory and other learning resources or any other activity of mutual benefit.
- 6.14.5 The University may enter into contracts, including Memorandum of Understanding (MoU) with other institutions of national and international repute for the purpose outlined hereinabove.
- 6.14.6 Any proposal in regard to the above, emanating from the Department/School shall be examined by the Dean Academic Affairs and/or Dean Research, and the same shall be submitted through the Registrar to the Vice-Chancellor who shall, after due consideration, submit the proposals to the relevant statutory authority of the University for approval.

All the contracts and MoUs will be for a specified time period and will be reviewed periodically at appropriate level.

6.15 Remuneration for Examinations

The Vice Chancellor may from time to time decide the remuneration for the external paper setters, moderators, examiners, evaluators, invigilators, tabulators and other staff members engaged in examination work. The duties shall, however, be mandatory for the University faculty and staff members and no remuneration shall be paid to them under ordinary circumstances.



6.16 Convocation

6.16.1 General

6.16.1.1 Convocation for the award of degrees and diplomas and other distinctions of the University shall normally be held annually in the main campus of the University or at such other places as approved by the Board of Governors (BoG) on such date as the Chancellor may fix.

6.16.1.2 The Chancellor shall, if present, preside over the Convocation as well as Special Convocation of the University held for conferring degrees. In the absence of Chancellor, Pro Chancellor, and in his absence Vice Chancellor shall preside.

6.16.1.3 The Chancellor, if present, shall confer degrees on students. Pro Chancellor in his absence and Vice Chancellor in his absence shall confer degrees on students. Further, provided that in extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful candidates before the Convocation with the approval of Vice Chancellor and the matter may be reported to the Academic Council.

6.16.1.4 The Controller of Examination shall prepare a list of students who have completed all the requirements for conferment of a degree and forward it to the Dean of the School.

6.16.1.5 The Dean shall forward the list to the Vice-Chancellor with his recommendation.

6.16.1.6 The Vice-Chancellor, if satisfied, shall grant his approval to the list of students received and instruct the Controller of Examination to prepare the degrees in approved format.

6.16.1.7 The Academic Council shall determine from time to time, as to the degrees and diplomas which may be conferred on graduates in person and the degrees and diplomas to be conferred in absentia at the convocation.

6.16.1.8 The Degree and Diploma Certificates may bear the signatures of the Registrar, and the Vice Chancellor. Provisional Degrees shall be signed by the Asst. /Dy. COE and the Dean of the School. Honorary Degree Certificates, however, shall be signed by the Vice Chancellor and Chancellor

6.16.2 Order of Precedence for Academic Procession

6.16.2.1 The following order of precedence shall normally be observed (**for entry**) to the Convocation Venue, at the time of Convocation:



- a) The Registrar
- b) Director(s)
- c) The Finance Committee
- d) The Planning and Monitoring Board
- e) The Academic Council
- f) The Board of Management
- g) The Governing Body
- h) Dean - Academic Affairs, Dean(s) of School, Dean Research & Development, The Controller of Examinations and Dean - Student's Welfare.
- i) The Pro-Vice Chancellor(s)
- j) The Vice Chancellor
- k) Guest(s) of Honour
- l) The Pro Chancellor
- m) The Chancellor
- n) Chief Guest

6.16.2.2 In case of other distinguished dignitaries present, precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter.

6.16.2.3 The Vice Chancellor shall with the advice of Chancellor determine from time to time as to persons who will form the procession at the Convocation and their order of precedence.

6.16.3 Academic Costume

The Academic Costume shall be worn at the time of convocation by all members who are part of the procession and the Recipients of the degrees. The specifications viz color, material, weaving, dying etc. shall be determined each time.

The colors for Recipients of degrees for various levels of programs shall be different and determined each time.

6.16.4 Instructions for the Recipients of the Degrees/ Awards

6.16.4.1 The Recipients must appear in the prescribed Academic dress.

6.16.4.2 After the issuance of "Convocation" notice, the Recipients must inform their confirmation to be present a week before the date fixed for Convocation. No Recipients be admitted to the Convocation, who has not sent his confirmation to be present, to the Registrar within the prescribed time. In exceptional cases, the Registrar may permit Recipients who have not sent their names to him within the prescribed time to be admitted to the Convocation, provided their applications are received by Registrar not later than 48 hours before the time of Convocation and are accompanied by a prescribed fee in each case. No Recipients whose application and requisite fee are received later than 48 hours before the time of Convocation will be allowed to take their degrees / diplomas at the Convocation.

6.16.4.3 Recipients who are unable to attend the Convocation will be admitted to the degrees in absentia in accordance with the rules prescribed from time to time.

6.16.4.4 The Recipients who fail to attend the Convocation or wish to have their degrees in absentia shall pay a prescribed fee to the University, before they are admitted to the degree. Their degree certificates will be mailed by Registered post.

6.16.4.5 Candidates must appear in the prescribed academic dress.

6.16.4.6 A rehearsal shall be arranged on or before the date of the Convocation at which the candidates getting the degrees must be present. Candidates not present at Rehearsal without permission run the risk of not being admitted at Convocation.

6.16.5 Conduct of Convocation/Presentation of the Recipients

6.16.5.1 The Chief Guest, Guest(s) of Honour, the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro-Vice Chancellor(s), Deans, the Directors, the Registrar and other members of procession shall take their seats at the designated places reserved for them.

6.16.5.2 On the procession entering the hall, the recipients and the audience shall stand and remain standing until the members of the procession have taken their seats.

6.16.5.3 The Registrar, with the consent of the Chancellor, if he is present, shall declare the convocation open. In the absence of Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the Convocation open.

6.16.5.4 The proceedings of the Convocation shall begin with recital of "University Song".



- 6.16.5.5 The Vice Chancellor will present the annual report of the University.
- 6.16.5.6 In case degree of Honoris Causa is to be awarded, the Vice Chancellor shall welcome the distinguished person and shall read out citation and request the Chancellor to confer the Honorary Degree in the following words:
- 6.16.5.7 "By virtue of the authority vested in me as the Vice Chancellor of the UETR University, I request Chancellor that he may be pleased to graciously confer upon (Name of the distinguished person) the degree of **Honoris Causa** for his/her outstanding service." Provided, that if the Vice Chancellor is presiding over the Convocation, the Pro-Vice Chancellor or in his absence the Dean Academics or the senior most Dean of School, shall read the citation and perform such functions which the Vice Chancellor would have performed.
- 6.16.5.8 The Chancellor (and Pro Chancellor in his absence and Vice Chancellor in his absence) shall confer the honorary degree with the following invocation. "I confer on (Name of the distinguished person) the degree of **Honoris Causa**."
- 6.16.5.9 In case of other degrees, the Recipients who are to be awarded degrees at the Convocation shall be presented by the Deans of School.
- 6.16.5.10 The Deans of Schools concerned will direct the recipients of the Degree of concerned programme to rise on their seats, and shall present them to the Chancellor / Pro Chancellor/ Vice Chancellor for Investiture.
- 6.16.5.11 The concerned students will acknowledge by a bow and sit down.
- 6.16.5.12 The Chancellor/Pro Chancellor/ Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Academic Affairs will announce the names of recipients of medals and other distinctions present them to the Chief Guest of the Convocation.
- 6.16.5.13 This will be followed by:
- a) Address by the Pro Chancellor
 - b) Address by the Chancellor
 - c) Address by the Guest(s) of Honor
 - d) Convocation Address by Chief Guest
- 6.16.5.14 The Pro Vice Chancellor will thank the Chief Guest & other dignitaries present.
- 6.16.5.15 The Registrar, with the consent of Chancellor, if present, will declare the

Convocation as closed. In the absence of Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the Convocation as closed.

6.16.5.16 National Anthem

6.16.5.17 The Academic Procession shall then leave the Convocation hall in the reverse order as it entered

6.16.6 Special Convocation

6.16.6.1 A special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person(s).

6.16.6.2 The Academic procession of the special convocation shall be formed in the same order as laid down under clause 16.2 and followed by steps as laid down in clauses 16.3 to 16.5

6.16.6.3 The Vice Chancellor shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

"I, Vice Chancellor of this University, do hereby request Hon'ble Chancellor that he may be pleased to graciously confer upon (Name of the Distinguished Person) the Degree of 'Honoris Causa for his/ her outstanding services."

The Chancellor shall confer the Honorary Degree in the following words:

I confer on (Name of the Chief Guest) the degree of Honoris Causa."

6.16.6.4 PROVIDED, that if the Vice Chancellor is presiding over the Special Convocation, the Pro-Vice Chancellor or in his absence the senior most Dean as the case may be, shall read the citation and perform such functions which the Vice Chancellor would have performed.

6.16.6.5 The recipient of the Honorary Degree will then present his/her address.

6.16.6.6 The Registrar shall seek the permission of the Chancellor to declare the Convocation closed in the following manner:

"Hon'ble Chancellor, May I with your permission declare the Convocation closed"

6.16.6.7 The Chancellor: "I permit."

6.16.6.8 The Registrar: "I declare the convocation closed."

6.16.6.9 The Registrar shall request the gathering to rise from their seats for the

National Anthem.

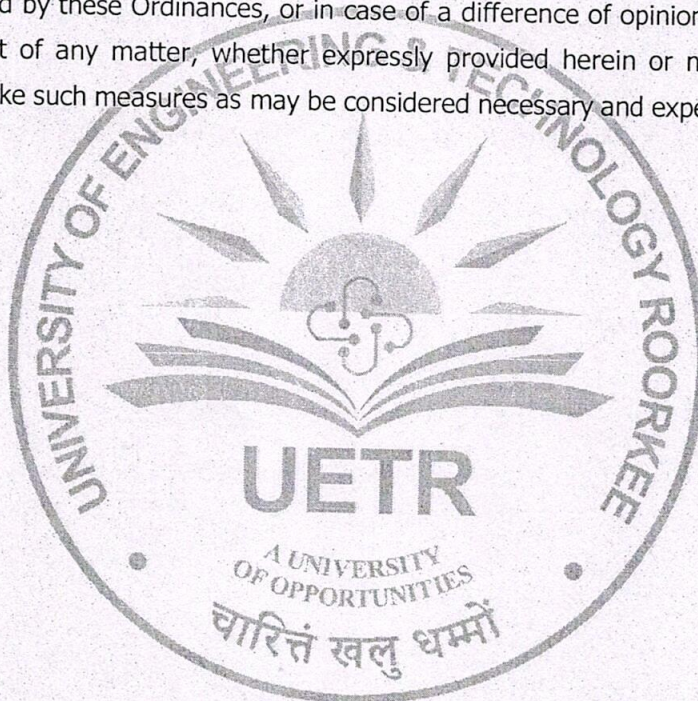
6.16.6.10 **National Anthem**

6.16.6.11 Academic procession will leave in the reverse order as it entered.

6.17 Interpretation

6.17.1 Any question relating to a typographical error, spelling mistake, clarification or interpretation related to any of the provision of these Ordinances shall be referred to the Chairman of the Board of Governors (**BoG**) whose decision shall be final and binding.

6.17.2 Not with standing anything contained in the Ordinances framed herein, any issue(s) not covered by these Ordinances, or in case of a difference of opinion in the interpretation in respect of any matter, whether expressly provided herein or not, the Vice Chancellor may take such measures as may be considered necessary and expedient by him to do so.



Bachelor of Technology (B.Tech.) Programs**1.1) Eligibility**

- a) Candidates should have passed 10+2 Examination from a recognized board/ university, with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies. The candidate should have passed with Physics, Mathematics and English; or other combination of subjects, as required for specific B.Tech. program, to be specified by the Academic Council of the University.
- b) A candidate may be directly admitted to the second year (third semester) of the program through **Lateral Entry** on the basis of merit/ rank in the test conducted by the university for the seats as notified, which will be over and above the sanctioned intake (supernumerary) of the approved intake in addition to vacant seats of the first year provided:
 - o The candidate has passed the three (03) year diploma course in the relevant discipline from a recognized board with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies.

or

- o The candidate has passed B.Sc. course with physics and mathematics as subjects, from a recognized university with minimum marks in aggregate as prescribed by the Academic Council from time to time.

1.2) Merit Criterion for Admission

Admission to the B.Tech. program shall be made on the basis of merit in a national level entrance examination notified by the university or on the basis of an entrance examination conducted by the university. Such admissions shall be completed by a due date as notified by the university.

1.3) Admission

- a) All admissions to the B.Tech. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through admission committee.
- b) Admission and enrolment of students in the COER University shall be regulated in the manner as below:

A handwritten signature in black ink is written over a circular official stamp. The signature appears to be 'S. Ravi'. The stamp is partially obscured by the signature.

- o An admission notification clearly specifying the admission/enrolment criteria for each program as prescribed by the university shall be published in national/ local newspapers and/or other media & also uploaded on the university website.
 - o All the admissions shall be made by the admission committee as per the eligibility conditions prescribed for the programs offered by the university.
 - o The candidates seeking admission to a program of study in the university must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.
- c) No candidate shall be entitled to claim admission as a matter of right.
- d) The maximum number of seats in each program shall be determined by the Board of Management from time to time.
- e) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.
- f) After the student is admitted to a particular program, he/she shall be given unique and permanent enrolment/registration number. He/She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the university and in subsequent applications for an examination of the university.
- g) A student applying for change of his/her name in the record of the university should submit his/her application to the Office of the Registrar accompanied by the following:
- ✦ The prescribed fee
 - ✦ An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself
 - ✦ A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

1.4) Migration from Other Universities/Migration to Other University

Such cases shall be governed as per the provisions in the ordinance.

1.5) Admission of Candidates having Gap Year(s) after passing Eligibility Qualification

Such cases shall be governed as per the provisions in the ordinance.

1.6) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Office of the Registrar or Authorized Officer of the university, in case he/she wants to withdraw his/her admission from the program of study in which he/she is admitted. The fee will be refunded as per the Fee Refund Policy of the university announced in the admission brochure for that admission year.

1.7) Program Structure

a) Program Duration

- o The B.Tech. program is a full-time Under-Graduate program of four (04) years duration. The maximum time span in which a candidate must qualify the degree shall be seven (07) academic years, failing which he/she shall not be allowed to continue his/her studies for the program.
- o The program offered shall be normally semester based & comprising of eight (08) semesters. Each semester shall normally be of about 16 to 18 weeks duration. The University may, in addition, introduce mandatory trainings/ workshops/ courses for the students. The academic departments may assign additional value-added course/work.
- o For a program, the academic year shall normally comprise odd semester, even semester and a summer training period (normally in the months of May, June & July).
- o The starting and ending dates of the semesters and the training schedules shall be as per the academic calendar of the program, as notified by the university from time to time.

- b) **Courses of Study:** The program of study shall consist of the core and elective courses offered. These courses could be offered in combination of various L-T-P modes.

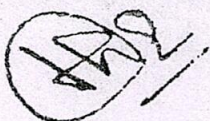
Lecture - Presentation & discussion, used to convey development of theories and/ or systems; their applications; current status & future prospects to a large class.

Tutorial - A smaller class or group session aimed at problem solving; analysis and/ or designing by applying what have been discussed in a lecture.

Practical Lab - Module of the course aimed at doing practical work using different instruments, apparatus, systems or software's.

The program of study shall consist of:

- o **Core Courses** - Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted;
- o **Elective Courses** - Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest.



- o **Non-Teaching Credit Courses** - These courses involve no teaching and includes seminars, presentations, dissertations, projects, thesis etc.
- o **Special/Value-Added Courses** - For the skill development & other consanguine abilities, these courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.
- o **Training Modules** - Objective of training modules shall be to enhance the employability & entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students & shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the desired outcome to be achieved. This training could be organized in an industry/research organization or other institutions.
- o **Bridge Courses** - Courses introduced to enhance the basic knowledge and skills of the students prior to undertaking advance courses of the program. These courses will not carry any credit and will not be counted for SGPA or CGPA calculations.
- o **Mandatory Course** - Any additional compulsory courses prescribed by the university which may or may not be audit course.
- o **Any Other Course** - The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills & the student shall have to take that course which may or may not earn any credits.

c) **Program Credit Requirement**

The university shall follow the choice-based-credit-system (CBCS). The total credit requirement for the award of the B.Tech. degree shall be around 160. A student will be eligible for degree with Honors or additional minor engineering, if he/she completes an additional 20 credits in that domain. A student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by the student through online/contact-mode from any national/international institutions with prior approval of the department shall be counted in his/her credits earned, as per the guidelines framed by the University in this regard.

d) **Lower and Upper Limits for Credits Registered**

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he/she would not be able to take up the academic rigor may register for a minimum of 14 credits to maintain his/her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1-2, which can be core or elective



with preference to core. Student has also choice to register for a maximum of 29 Credits in a semester, if he/she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

1.8) Attendance

A student shall be required to fulfill the attendance criteria as prescribed in the ordinance.

1.9) Conduct of Examination & Evaluation

a) Conduct of Examinations

- o The University shall conduct examinations as per the guidelines prescribed in the COER University Examination Ordinance and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the university and shall not ordinarily be eligible to appear in the examinations.
- o A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

b) Evaluation

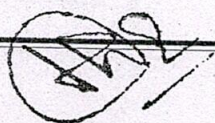
The university shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study. It shall be the responsibility of concerned Board of Study (BoS) to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (MTE1, MTE2 & ESE) for theory subjects and ESE Practicals for lab courses respectively. Besides, BoS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives. For courses with L-T-P of 3-1-2, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the department at the beginning of the training.

1.10) Preparation and Declaration of Results

All the norms for preparation and declaration of results prescribed in the COER University Examination Ordinance shall be followed.



1.11) Use of Unfair Means

All cases regarding reported use of unfair means (**UFM**) in the examination shall be dealt as per the provisions under the regulation on prevention of unfair means in the examinations.

1.12) Examination Grievance Committees

The committee shall be constituted as per the provisions in the regulations of the University Examination Ordinances.

1.13) Graduation Requirements

a) Minimum Credits

The total credit requirement for the award of the B.Tech. degree shall be around 160. Candidate shall have to earn the minimum credits as per the program structure, to be eligible for the award of degree. These credits should be earned under different categories as follows:

- o All core courses as defined in curriculum scheme
- o All the trainings
- o At least one elective course from other disciplines of engineering/sciences
- o At least one elective course from the discipline of management/humanities etc.
- o At least two courses through online platform

Student shall also pass all mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the department from time to time.

b) Credits earned at Different Universities/Institutes

Credits earned by a student through course-work/project work/internship at other institutions/industry/organization in India or abroad shall be counted towards total credit earned by the student for award of degree. This shall be facilitated with the approval of the Dean Academics on the recommendations of the respective department.

NOTE: Nothing in this regulation shall be deemed to preclude the university from amending the regulation & the amended regulation, if any, shall apply prospectively and from the date as specified in the regulations.



Bachelor of Computer Applications (B.C.A.) Programs**2.1) Eligibility**

Candidates having passed 10+2 examination in Commerce/ Arts/ Sciences from a recognized Board/ University, or equivalent examination with minimum marks in aggregate of all subjects including english language as prescribed by the Academic Council, shall be eligible to apply for admission to a B.C.A. program.

2.2) Merit Criterion for Admission

Admission to the B.C.A. Program shall be made on the basis of grades/ marks obtained in the qualifying examination & achievements in co-curricular and extra-curricular activities or on the basis of marks/ grade obtained in the entrance test conducted by the university. Such admissions shall be made as per admission schedule as notified by the university.

2.3) Admission

- a) All admissions to the B.C.A. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.
- b) Admission and enrolment of students in the University shall be regulated in the manner as below:
 - o An admission notification clearly specifying the admission/enrolment criteria for each program as prescribed by the university shall be published in National/Local newspapers and/or other media and also uploaded on the university website.
 - o All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.
 - o The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.
- c) No candidate shall be entitled to claim admission as a matter of right.
- d) The maximum number of seats in each program shall be determined by the Board of Management from time to time.
- e) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.



- f) After the student is admitted to a particular program, he/she shall be given unique and permanent enrolment/registration number. He/ She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the university and in subsequent applications for an examination of the university.
- g) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

2.4) Migration from Other Universities/Migration to Other University

Such cases shall be governed as per the provisions in the ordinance.

2.5) Admission of Candidates having Gap Year(s) after passing Eligibility Qualification

Such cases shall be governed as per the provisions in the ordinance.

2.6) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

2.7) Program Structure

a) Program Duration

- o The University shall offer B.C.A. programs in various functional and sectoral specializations and areas. It is a full-time degree awarding undergraduate program of three years duration. The maximum period in which a candidate must qualify for the degree shall be five academic years failing which candidate shall not be allowed to continue studies for the program.
- o The program offered shall be semester based and comprise six semesters. Each semester shall normally be of about eighteen (18) weeks duration. The university may, in addition, offer mandatory trainings/ internship/ workshops/ courses etc. for the students. Special classes may be conducted during the semester.



- o For a program the academic year shall normally comprise of Odd Semesters, Even Semesters and a Training/ Internship Period. Any of the semesters may be for on job training/ internship or project work.
- o The starting & ending dates of the semesters & the training/ internships schedules shall be announced in the academic calendar of the program in advance.

The minimum working days and teaching hours per week will be defined and followed as per respective regulatory authorities and university requirements. Inter-semester break may be utilized for curriculum requirements.

- b) **Courses of Study:** The program of study shall consist of the core and elective courses offered. These courses could be offered in combination of various L-T-P modes.

Lecture - Presentation & discussion, used to convey theoretical concepts and phenomenon governing business world; development of theories explaining these-phenomenon and their applications.

Tutorial - A smaller class or group session aimed at problem solving; analysis and/or designing by applying that have been discussed in a lecture.

Practical Lab - Module of the course aimed at doing practical work using different systems or software's.

The program of study shall consist of:

- o **Core Courses** - Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.
- o **Elective Courses** - Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest including online courses.
- o **Non-Teaching Credit Courses** - These courses involve no teaching. They can include seminars, presentations, dissertations, projects, thesis, reflective journal etc.
- o **Special/ Value-Added Courses** - For development of skills & other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.
- o **Training Modules** - Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the

desired outcome to be achieved. This training could be organized in an industry/research organization or other institutions.

- o **Bridge Courses** - The courses which aim to impart basic knowledge and skills required to undertake the core and elective courses. They will not carry any credits.
- o **Mandatory Course** - Any additional compulsory courses prescribed by the University which may or may not be audit courses
- o **Any Other Course** - The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

c) **Program Credit Requirement**

The university shall follow the choice-based-credit-system (**CBCS**). The total credit requirement for the award of the B.C.A. degree shall be around 160. A student will be eligible for degree with Honors or additional minor, if he/she completes an additional 20 credits in that domain. A student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by the student through online/ contact-mode from any National/ International institutions with prior approval of the department shall be counted in his/her credits earned, as per the guidelines framed by the university in this regard.

d) **Lower and Upper Limits for Credits Registered**

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he/she would not be able to take up the academic rigor may register for a minimum of 14 credits to maintain his/her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1-2, which can be core or elective with preference to core. Student has also choice to register for a maximum of 29 Credits in a semester, if he/she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

2.8) Attendance

A student shall be required to fulfill the attendance criteria as prescribed in the ordinance.

2.9) Conduct of Examination & Evaluation

a) **Conduct of Examinations**

- o The University shall conduct examinations as the guidelines prescribed in the University Examination Ordinance and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified

time shall be dealt with as per rules of the university and shall not ordinarily be eligible to appear in the examination.

- o A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

b) Evaluation

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study. It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval. Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 3-1-2 / 3-0-0, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination. Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

2.10) Preparation and Declaration of Results

All the norms for preparation and declaration of results prescribed in the COER University Examination Ordinance shall be followed.

2.11) Use of Unfair Means

All cases regarding reported use of unfair means (**UFM**) in the examination shall be dealt as per the provisions under the regulation on prevention of unfair means in the examinations.

2.12) Examination Grievance Committees

The committee shall be constituted as per the provisions in the regulations of the University Examination Ordinances.

2.13) Graduation Requirements

a) Minimum Credits

The total credit requirement for the award of the B.C.A. degree shall be around 160. Candidate shall have to earn the minimum credits as per the program structure, to be eligible for the award of degree. These credits should be earned under different categories as follows:



- o All core courses as defined in curriculum scheme
- o All the trainings
- o At least one elective course from other disciplines of engineering/sciences
- o At least one elective course from the discipline of management/humanities etc.
- o At least two courses through online platform

Student shall also pass all mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the department from time to time.

b) Credits earned at Different Universities/Institutes

Credits earned by a student through course-work/project work/internship at other institutions/industry/organization in India or abroad shall be counted towards total credit earned by the student for award of degree. This shall be facilitated with the approval of the Dean Academics on the recommendations of the respective department.

NOTE : Nothing in this regulation shall be deemed to preclude the university from amending the regulation & the amended regulation, if any, shall apply prospectively and from the date as specified in the regulations.



Masters of Computer Applications (**M.C.A.**) Programs

3.1) Eligibility

Admission to M.C.A. first semester will be made as per the rules prescribed from time to time by the Academic Council of the University. The University can take up to 10% additional admissions, in view of the expected short fall in the 2nd year due to failure of students or leaving the University.

3.2) Admission

The minimum academic attainment of admission to Master's Degree Programme of the University shall be as follows:

- a) A candidate should possess a Bachelor's Degree or equivalent in the subject concerned.
- b) For getting admission to Master's programme, the merit will be determined on the basis of the criteria as laid down by the Academic Council, subject to the following conditions:
 - o A candidate should possess Bachelor's Degree in the subject concerned with minimum of 50% marks in aggregate or minimum 5.0/10.0 marks.
 - o A candidate selected for admission to Master's Degree Programme would be allowed to exercise option of discipline in the concerned stream in which he/she has appeared in the entrance examination.
 - o A student admitted to the Post-graduate Programme may be required to take some deficiency courses, if any, prescribed by the Head of the Department and Advisory Committee, in addition to the courses required as per regulation.

3.3) Migration from other Universities/Migration to other University

A student may be able to transfer credits to another programme or may be able to transfer credit towards in a different institution with which the university has a formal agreement of mutual credit transfer. Credit transfer depends on whether the accumulated credit is relevant to the programme to which the student wants to transfer.

3.4) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or Authorized Officer of the university, in case he/she wants to withdraw his/her admission from the program of study in



which admitted. He/she will be refunded the fee as per the fee refund policy of the university announced in the admission brochure for that admission year.

3.5) Program Structure

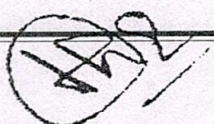
a) Program Duration

- o The university also reserves the right to change the number of seats in any department of the University depending upon its convenience but not detrimental to the institution and the state.
- o In case where a student joins another degree programme within the University, he shall have to take full credit requirement for the fresh degree programme. No allowance will be given for the credit covered in the earlier programme.
- o The minimum duration will be of 110 working days, consisting of 95 instructional days and 15 examination days.

b) Courses of Study:

The program of study shall consist of:

- o Each teacher/instructor shall maintain a record of the student's attendance in each course taught by him/her in each semester.
- o Each student is normally required to attend all the lectures, tutorials and laboratory classes in every subject, and also to participate in curricular and co-curricular activities.
- o The percentage of attendance of a student in a course in a semester shall be computed on the basis of the total number of lecture, tutorials and practical attended by him/her and those actually held between the dates of his/her registration in the course/commencement of the instruction and the date of closing instruction.
- o Each student shall be regular in attending the classes and shall be required to have a minimum of **75% attendance** in each semester, failing which he/she shall not be awarded grade in that course, unless withdrawal from the course is permitted. The Dean/Director of faculty/institute may condone the shortage in attendance on medical ground, upto a maximum of 15%.
- o The Academic Section will consolidate the attendance record for the lectures and practicals, etc. Attendance on account of participation in the prescribed functions of NCC, NSS, Inter University sports & functions, Educational Tours, Field Work, Training and such other activities sponsored by the University shall be credited to the aggregate, provided the attendance record, duly countersigned by the concerned teacher, is sent to the Academic Section within two weeks of the function/activities.



- o Academic Section/HoD shall display the statement of attendance on the notice board twice in a semester. Notice displayed on the notice board shall be deemed to be an official notification for all concerned. No separate notification to individuals shall be issued.
- o If a student is found to be continuously absent from the classes without proper application and sanction for a period of 30 days or his attendance is less than 30%, the concerned teacher shall report it to the Head of the Department/ Dean/ Director for striking off the name of such a student from rolls. Such a student may, however, apply for readmission within 10 days from the date of issue of the notice of striking off his name. The request may be considered by the Dean/ Director for readmission. Such a student shall not be readmitted after the prescribed period. The readmission shall be affected on payment of prescribed readmission fees.
- o A student, who fails to achieve the prescribed minimum attendance as per the provisions of article 8.4 above, shall not be allowed to appear in the End Semester Examinations and shall be deemed to have been detained. The list of students to be detained shall be forwarded by the Dean/Director to V.C. through P.V.C. for necessary action. However, under very special circumstances, the Dean/Director of the concerned Faculty/Institute will review and forward those genuine cases which however, fall below reasonable and prescribed attendance level with their recommendation for reconsideration through P.V.C. to V.C. for a final decision.
- o Notwithstanding any of the above provisions, under very special circumstances, the Vice Chancellor, in consultation with Dean/Director of Faculty/Institute, has the power to amend or condone all or any of the above said clauses or the prescribed percentage in the interest of the academics and the University.

c) Program Credit Requirement

- o The course curriculum and syllabus shall be followed with 25% variation to meet regional requirements if felt necessary by the Academic Council of the university.
- o The curriculum shall also include such other curricular, co-curricular and extracurricular activities as prescribed by the university from time to time.
- o The minimum credit requirement for the M.C.A. programme shall consist of:

Subject	M.C.A.
a) Course Work	
Major Subject (Core + optional subjects)	20
Minor Subject	09
Supporting Subject(s)	05

Non-Credit Compulsory Courses	-
Seminar	01
Total (a)	35
b) Comprehensive Examination	Non - Credited
c) Thesis	20
Total (a) + (b) + (c)	55

- o **Major Subject:** The subject (Department/ Discipline) in which a student takes admission.
- o **Minor Subject:** The subject closely related to a student's major subject.
- o **Supporting Subject:** The subject not related to the major subject. It could be any subject considered relevant for student's research work or necessary for building his/her overall competence.
- o The Advisor (Major) shall be assigned to each post-graduate student by the Head of the Department, in consultation with the Post-graduate faculty of the Department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student, which shall be approved by the Director/ Dean on the recommendation of the Major Advisor submitted through the Chairman of the Department. The members of the Advisory Committee shall be chosen from the post-graduate Faculty. The recommendation for constitution of an Advisory Committee for a post-graduate student shall be submitted in the prescribed form.
- o For a student pursuing for the Master's Degree, the Advisory Committee shall consist of at least two members of the Post-graduate Faculty representing the major subject (including Head) and one member of the Faculty representing the minor/supporting subject. The Chairman of the Advisory Committee shall be the Major Advisor who shall be one of the members representing the major subject. Major Advisor should be allotted within a month of the admission of students in 1st Semester. The Director/ Dean may add one member to represent him/her in the committee. If, however, it is not possible to have two members to represent a major subject, the fact must be brought to the notice of the Director, who may approve the constitution of an Advisory Committee with only one Advisor from the major subject and a second member from an allied field. The Advisory Committee so prepared must be submitted to the Director/ Dean within three months of the 1st semester.

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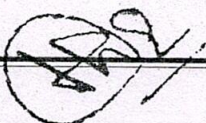
3.6) Program of Study

- o The programme of study of courses shall be developed in consultation with the student's Advisory Committee and submitted to the Dean/ Director before the end of 1st semester of student's stay. However, before submission of the synopsis of research problem, the student shall deliver a seminar on the research problem in the department. Regular student shall normally be allowed to take up thesis work after he/she has successfully completed the course work. However, depending upon the nature of research problem, thesis work, in special cases, can be started a little earlier as well on the recommendation of Advisory Committee.
- o In the programme of study student may be required to take special course, like seminar, special problem etc. The Advisory Committee should specify the credits for such courses. A special problem should be assigned to the student when there are specific assignments or techniques to be undertaken by him/ her during a term. For such credits, the student should be required to maintain a regular record of the work done and to write a report at end of the project undertaken by him/ her, on the basis of the work done and the report written, the student shall be graded 'S' (Satisfactory) or 'US' (Unsatisfactory).
- o The programme of study so drawn up should be followed by the student. Only in exceptional case, the programme of study can be altered by the Advisory Committee and duly approved by Dean/ Director during the course of his/her studies, to meet the changed scholastic circumstances.
- o The programme should not; however, altered to suit the convenience of a student or to facilitate his/her freeing from what he/she considers to be difficult course listed in his/her programme of study.

3.7) Conduct of Examination & Evaluation

a) Conduct of Examinations

- o The performance of a student in a semester shall be evaluated through continuous assessment and semester examination. The continuous assessment shall be based on mid semester tests, class tests, tutorials, quizzes, viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be conducted by means of written papers, practicals and/or viva-voce.
- o The distribution of marks for Sessional, End semester theory papers, practicals and other examinations: seminar, project, and practical training shall be as per the prescribed scheme of examination.



- o The maximum marks of a theory/practical subject shall consist of marks allotted for End Semester theory paper/practical examination and Sessional work, respectively in the scheme of examination.
- o A candidate for Master's degree must pass the comprehensive examination both in the major and minor fields of his/her studies to be arranged by the Head of the Department concerned in consultation with the Major Advisor of the student's Advisory Committee. He shall not be admitted to the comprehensive examination until:
 - He/ She has successfully completed at least 75% of the course work prescribed and obtained an OGPA of not less than 6.00 out of 10.00 calculated on the basis of courses taken. The OGPA of repeat courses will be added to work out the OGPA but such course credit shall be excluded from the total load of the prescribed course work for the degree Programme.
 - He/ She has completed not less than two semesters, there shall be two written papers each of three hours duration. The written papers would include one of the major subjects and one for the minor subject. In case of students offering split minors, adequate emphasis should be laid on both the minor fields for setting of question papers preferably separate question papers should be set for each minor subject each of two hours. The papers shall be of 100 marks each, and for passing a candidate shall have to obtain at least 65% marks. The paper on the major/minor subjects shall be set internally and evaluated by Major advisor for major subject and advisor from minor field for minor subject.

b) Make Up Examination

As far as possible make up examination shall be discouraged. Only in extremely genuinely cases like hospitalization, a student can be permitted by the VC/ PVC/ Director to appear at the make-up examination in the hourly (mid-semester) or final examination. Make-up test shall ordinarily be held about two weeks before the end semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

In case a student is seriously ill either in the campus and produce a medical certificate from the university medical officer or is hospitalized elsewhere and is unable to attend his/her examinations, the competent authority may permit him/her to appear in more than one make-up examination but not more than two examinations during any one semester. The student can be permitted by the competent authority to appear at the make-up examination only in extremely genuine cases on the following grounds.

- o If he is seriously ill.
- o He has taken leave on account of death of his/her father, mother, brother, sister, spouse, child or grandparents.

- o Any other genuine case with which the VC/ PVC/ Director is satisfied. Such cases should be reported to the Academic Section.
- o If a student fails to appear in any hourly (mid semester) or final examination for reasons beyond his/her control, he/she must file an application on or before the very day on which examination is missed.
- o The application for make-up examination must be supported by medical certificate.
- o No application for make-up examination shall be considered if received after 24 hrs. from the expiry of last date of hourly (Mid semester) or final examination.

3.8) Practical & Viva-Vocé Examination

All final practical including viva-vocé examination shall be finished before/ after final semester examinations.

3.9) Use of Unfair Means

The terms "use of unfair means in the examination" or "attempt to use unfair means in the examination" shall denote the items prescribed by the Academic Council of the University through its resolution from time to time. Hence, in case a student is caught using unfair means, the University rules and regulations shall be followed in order to initiate appropriate action.

3.10) Scrutiny

- o Scrutiny shall be allowed in only theory papers as per the rules of the University.
- o Re-evaluation is not permitted.
- o Scrutiny means checking of marks, examination of questions left unmarked and reassessment of the questions already marked.
- o If any students desire scrutiny in any course, he shall be permitted to do so with a prescribed scrutiny fee per subject.
- o He shall have to file an application on the prescribed form, which can be obtained from the office of the Controller of Examinations (COE), as per the notice issued by the COE.
- o After having the approval, the answer book shall be scrutinized by the instructor concerned in consultation with the COE.

The result of the scrutiny shall be final.

Master of Technology (**M.Tech.**) Programs**4.1) Eligibility**

Candidates having passed B.Tech./B.E./MCA/Post-Graduate Degree from a recognized university or equivalent, with minimum marks in aggregate as notified by the university shall be eligible to apply for admission to the M.Tech. program. These regulations are in line with the norms of statutory bodies. There shall be two kinds of M.Tech. programs:

a) Multi-Disciplinary Program

This program shall have candidates admitted from diverse backgrounds (as specified by the eligibility of the program).

b) Specialized Degree Program

The program is a specialized degree in the same field in which the graduation has been done by the candidate.

Program	Degree	Eligibility
Multi-Disciplinary Program	M.Tech.	for M.Tech. in a multi-disciplinary program, the candidates must possess sufficient background to be able to cope up with the course structure of such programs. For example, M.Tech. in Information Technology (IT), the candidates must have a Degree in any branch of Engg./ MCA/ PG Degree (as specified in the program) or equivalent are eligible for admission.
Specialized Degree Program	M.Tech. in CSE	Candidates with B.E./B.Tech. in C.S.E./Computer Engg./ Information Technology/MCA or equivalent are eligible for admission.
	M.Tech. in ECE	Candidates with B.E./ B.Tech. in Elec. & Inst./ E.E./ Elec. Inst. & Control/Inst. & Control/Elec. Inst. & Control/ Inst. Engg./Control Engg./ Elec. Engg. or equivalent/ M.Sc. Physics/ M.Sc. Elec. are eligible for admission.
	M.Tech. in M.E.	Candidates with B.E./ B.Tech. in M.E./ Production Engg./ Automobile Engg./ Industrial Engg./ Agri. Engg./ Aeronautical Engg./Marine Engg./Mining & Metallurgy or equivalent are eligible for admission.

4.2) Merit Criterion for Admission

Admission to the M.Tech. Program shall be made on the basis of merit in a national level Entrance Exam (GATE) or on the basis of entrance exam conducted by the university. Such admissions shall be made by a due date fixed by the university.

4.3) Admission

- a) All admissions to the M.Tech. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through admission committee.
- b) Admission and enrolment of students in the COER University shall be regulated in the manner as below:
 - o An admission notification clearly specifying the admission/enrolment criteria for each program as prescribed by the university shall be published in national/ local newspapers and/or other media & also uploaded on the university website.
 - o All the admissions shall be made by the admission committee as per the eligibility conditions prescribed for the programs offered by the university.
 - o The candidates seeking admission to a program of study in the university must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.
- c) No candidate shall be entitled to claim admission as a matter of right.
- d) The maximum number of seats in each program shall be determined by the Board of Management from time to time.
- e) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the university.
- f) After the student is admitted to a particular program, he/she shall be given unique & permanent enrolment/registration number. He/She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the university and in subsequent applications for an examination of the university.
- g) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by
 - ✦ The prescribed fee
 - ✦ An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself



- ✦ A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

4.4) Admission of Candidates who have Gap Year(s) after passing Eligibility Qualification

Such cases shall be governed as per the provisions in the ordinance.

4.5) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Office of the Registrar or authorized officer of the university, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the university announced in the admission brochure for that admission year.

4.6) Program Structure

a) Program Duration

- o The University offers M.Tech. program in Full-Time and Part-Time mode. The duration of Full-Time program shall be two years and that of Part-Time program shall be three years. The maximum time span in which a candidate must qualify for the degree shall be four academic years for Full-Time program and five academic years for Part-Time program failing which he/she shall not be allowed to continue his/her studies for the program. There is provision for lateral exit with a Post Graduate Diploma as given later in this regulation.
- o Program offered shall be semester based and comprise four semesters for full-time program and six semesters for part-time program. Each semester shall normally be of 16-18 weeks duration. The University may, in addition, introduce mandatory Trainings/Workshops/Courses for the students. The academic departments may assign additional value-added Course/work.
- o For a program, the academic year shall normally comprise of odd semester, even semester and a summer training period (normally in the months of May, June & July).
- o The starting and ending dates of the semesters and the training schedules shall be as per the academic calendar of the program, as notified by the University from time to time.

- b) **Courses of Study:** The program of study shall consist of the Core and Elective Courses offered. These courses could be offered in combination of various **L-T-P modes**.



Lecture - Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a large class.

Tutorial - A smaller class or group session aimed at problem solving; analysis and/or designing by applying what have been discussed in a lecture

Practical Lab - Module of the course aimed at doing practical work using different instruments, apparatus, systems or software's.

The program of study shall consist of:

- o **Core Courses** - Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.
- o **Elective Courses** - Group of courses in a program where the student has the flexibility of choosing courses, of his choice and interest.
- o **Non-Teaching Credit Courses** - These courses involve no teaching and include seminars, presentations, dissertations, projects, thesis etc.
- o **Workshop Courses having only P Component** - These are completely 'hands on' courses based on new or emerging technologies;
- o **Special/ Value Added Courses** - For the development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.
- o **Training Modules** - Objective of summer training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be concentrated during summer or extended over a period of time including regular semester period for the desired outcome to be achieved.
- o **Mandatory Course** - Any additional Compulsory courses prescribed by the University which may or may not be audit courses.
- o **Any Other Course** - The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.
- o **Dissertation** - The Objective of dissertation is to allow Post Graduate students to experience and learn the methodologies of carrying out research work in a domain which may be interdisciplinary in nature.



c) Program Credit Requirement

The total credit requirement for the award of the M.Tech. degree shall be around 72 credits depending upon the specified curriculum & scheme of examination of the specific M.Tech. program. These credits shall be earned under different categories as specified by the curriculum scheme of the specific M.Tech. branch.

d) Lower and Upper Limits for Credits Registered

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he/she would not be able to take up the academic rigor may register for a minimum of 12 credits in case of full-time program and 8 credits in case of part time program to maintain his/her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1-2, which can be core or elective with preference to core. Student has also choice to register for a maximum of 24 Credit in a semester in case of full-time program and 16 Credits in part-time program, if he/she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

4.7) Attendance

A student shall be required to fulfill the attendance criteria as prescribed in the ordinance.

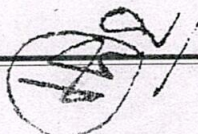
4.8) Conduct of Examination & Evaluation

a) Conduct of Examinations

- o The University shall conduct examinations as the guidelines prescribed in the COER University Examination Ordinance and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination.
- o A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

b) Evaluation

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study. It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.



Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives. The Test conducted can be of different modes (normal written mode, open book, multiple choice, essay type, case study based, mid-term evaluation of a project in case of project-based learning etc.) The mode of examination shall be announcing well in advance and approved by the concerned BOS. Besides, evaluation may include quiz, assignments, problem solving, class participation, presentation, seminars, term papers submission, project submission etc. as decided by the Board of studies.

For courses with L-T-P of 3-1-2, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination. In case a student is pursuing his /her dissertation work in industry or in a research organization he/she shall have to present the progress of the work after respective semester for its evaluation before a board constituted by the Department.

c) Examination & Evaluation of Dissertation Preparatory Project Course and Dissertation

- o **Dissertation Preparatory Project Course:** The dissertation preparatory project shall be oriented towards carrying out literature survey, familiarizing with tools and techniques & in general, building the background for the dissertation works. It shall culminate in the formulation of a dissertation plan and should be presented with in 10 to 12 weeks from completion of second semester (course work).

For students working on their Dissertation work in the University, the assessment shall normally be carried out in three stages during the course of project work.

Table 2.1

Stage 1 - approx. 5 weeks into the semester	20%
Stage 2 - approx. 10 weeks into the semester	20%
Stage 3 - at the end of the semester	60%

It shall be the responsibility of the supervisor to ensure that candidate should finalize the dissertation plan in consultation with him/her.

- o **Dissertation:** The dissertation work will be carried out during third & fourth semester of full-time program and fifth & sixth semester of part-time program and will by and large adhere to the dissertation plan submitted before the start of the dissertation work. The evaluation stages for dissertation shall be as given in the Table 2.2.

Table 2.2

Evaluation Stage	Time Line	Weightage	Conditions
Stage 1	Approx. 5 weeks into the Semester	20%	Student failing to secure at least 20% marks allocated to dissertation work, shall not be allowed to proceed to the pre-dissertation seminar
Stage 2	Approx. 10 weeks into the Semester	20%	
Pre - Dissertation Seminar	Approx. 14 weeks into the Semester	--	All candidates shall be required to clear a pre-dissertation seminar to be eligible for the Stage 3 Evaluation.
Stage 3	At the End of the Semester	60%	<p>Evaluation shall have two equal components:</p> <p>External Evaluation by examiner from outside the University</p> <p>Viva Examination by a committee set up by the department</p>

- o **Submission of Dissertation:** The student shall submit an electronic copy of the Dissertation in the prescribed format to the department, as per schedule. Upon receiving of satisfactory report from the external examiner the student shall submit three soft bound copies of the dissertation to the department.

o **Dissertation Evaluation:**

✦ **Appointment of Thesis Supervisor(s) and Constitution of Thesis Examination Board:**

- **Appointment of Thesis Supervisor(s)**

- i. It shall be the responsibility of the department to allocate thesis supervisor to all the registered students. A student shall be allotted thesis supervisor preferably during the second semester.
- ii. A student shall not normally have more than two supervisors at any given time.
- iii. Thesis supervisor(s) of a student shall be appointed amongst the faculty members of the university in the manner prescribed by the department and approved by Dean - Academics. Normally, a faculty member shall not supervise more than five students of Master's program. However, the department may evolve a transparent policy for the distribution of students amongst the faculty members in the department.

- iv. A student on the recommendation of the HoD can have a co-supervisor from outside the university.
- v. In case, there has been a change/addition in the supervisor(s) such changes shall not be permitted within the last three months of the program duration.
- vi. If a student's supervisor proceeds on long leave (more than 3 months) and if there is only one supervisor, then prior to proceeding on such a leave, HoD in consultation with Dean of Faculty and the student, shall appoint a thesis coordinator to ensure that the student's work does not suffer in his/her absence. Further, if all research work & related analysis is complete except writing of the thesis & the supervisor proposes to go on leave, the thesis coordinator/HoD shall take care of the formalities.
- vii. In case a supervisor resigns/retires or otherwise ceases to be a faculty member of the university, the HoD shall appoint a new supervisor or co-supervisor in consultation with the student.
- viii. In case a faculty member is suspended/debarred by the university for indulging in lowering the prestige of the university in any manner, he/she shall cease to be a thesis supervisor.

- **Constitution of Thesis Examination Board**

The examination Board for evaluation of the thesis shall consist of:

- i. One Faculty from the University / Outside University from the same area
- ii. One Faculty from the Department having expertise in the area of thesis.
- iii. Thesis Supervisor(s):

Thesis supervisor shall recommend the names of the examination board to the Dean Academics for its approval. The Board shall give its recommendation for accepting or rejection of the thesis and the same shall be sent to the office of Controller of Examination.

- o **Thesis Submission and Examination**

- After the examination board is constituted, unbound copies of the thesis report one for each examiner of the examination board shall be prepared according to the format prescribed.
- All the work carried out as part of the dissertation shall be screened using the software for plagiarism & in case the report shown is more than permissible



limit, the dissertation report has to be resubmitted. A certificate that no part of the thesis is plagiarized has to be submitted by the student.

- Thesis shall be submitted at least a week before the probable date of oral examination. The HoD shall arrange to send the soft copies of the thesis to the examiners appointed by the Dean - Academics. The examiner shall evaluate and grade the dissertation for presentation, organization & content and send the report to the Office of Controller of Examinations. After the final viva-vocé, the modifications suggested if any by the examination board, may be incorporated in the thesis and three copies of the thesis be submitted to the examination section.

4.9) Preparation and Declaration of Results

All the norms for preparation and declaration of results prescribed in the COER University Examination Ordinance shall be followed.

4.10) Use of Unfair Means

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the ordinance/regulations on prevention of unfair means in the examination.

4.11) Examination Grievance Committees

Committee shall be constituted as per provisions in the regulation for conduct of examination.

4.12) Graduation Requirements

As specified in the curriculum scheme, completion of minimum number of credits, including all prescribed courses and successful completion of all stages of dissertation work shall be the condition for becoming eligible for the award of degree. In addition, a student shall have to fulfill all other conditions as prescribed by the department/university from time to time.

4.13) Credits Earned at Different Universities/Institutes

Provision shall be made for acknowledgement of credits earned by a student through course work/project work/internship at other institutions in India or abroad. This shall be facilitated with the approval of Vice-Chancellor on the recommendation of the respective dean.

4.14) Lateral Exit

A candidate may be allowed to exit from the full-time program, with a post-graduate diploma, provided that the candidate completes at least one academic year of program, completes all trainings, if any, and earns a minimum of 40 credits including all prescribed courses offered. A candidate opting to exit after one year shall be awarded post-graduate diploma. If a candidate is interested in completing the M.Tech. after completion of the maximum duration of the program, he/she shall have to register as a fresh candidate.

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Bachelor of Business Administration (B.B.A.) Programs

5.1) Eligibility

Candidates having passed 10+2 examination in Commerce/ Arts/ Sciences from a recognized board/university, or equivalent examination with minimum marks in aggregate of all subjects including english language as prescribed by the Academic Council, shall be eligible to apply for admission to a B.B.A. program.

5.2) Merit Criterion for Admission

Admission to the B.B.A. Program shall be made on the basis of grades/marks obtained in the qualifying examination & achievements in co-curricular and extra-curricular activities or on the basis of marks/grade obtained in the entrance test conducted by the university. Such admissions shall be made as per admission schedule as notified by the university.

5.3) Admission

- a) All admissions to the B.B.A. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.
- b) Admission and enrolment of students in the University shall be regulated in the manner as below:
 - o An admission notification clearly specifying the admission/enrolment criteria for each program as prescribed by the university shall be published in National/Local newspapers and/or other media and also uploaded on the university website.
 - o All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the university.
 - o The candidates seeking admission to a program of study in the university must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.
- c) No candidate shall be entitled to claim admission as a matter of right.
- d) The maximum number of seats in each program shall be determined by the Board of Management from time to time.
- e) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.



- f) After the student is admitted to a particular program, he/she shall be given unique and permanent enrolment/registration number. He/She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the university and in subsequent applications for an examination of the university.
- g) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

5.4) Migration from Other Universities/Migration to Other University

Such cases shall be governed as per the provisions in the ordinance.

5.5) Admission of Candidates having Gap Year(s) after passing Eligibility Qualification

Such cases shall be governed as per the provisions in the ordinance.

5.6) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

5.7) Program Structure

a) Program Duration

- o The University shall offer B.B.A. programs in various functional and sectoral specializations and areas. It is a full-time degree awarding undergraduate program of three years duration. The maximum period in which a candidate must qualify for the degree shall be five academic years failing which candidate shall not be allowed to continue studies for the program.
- o The program offered shall be semester based and comprise six semesters. Each semester shall normally be of about eighteen (18) weeks duration. The University may, in addition, offer mandatory Trainings/Internship/Workshops/Courses etc. for the students. Special classes may be conducted during semester.
- o For a program the academic year shall normally comprise of Odd semesters, even semesters and a training/internship period. Any of the semesters may be for on job training /internship or project work.



- o The starting & ending dates of the semesters and the training/internships schedules shall be announced in the academic calendar of the program in advance.

The minimum working days and teaching hours per week will be defined and followed as per respective regulatory authorities and University requirements. Inter-semester break may be utilized for curriculum requirements.

- b) **Courses of Study:** The program of study shall consist of the core and elective courses offered. These courses could be offered in combination of various L-T-P modes.

Lecture - Presentation & discussion, used to convey theoretical concepts and phenomenon governing business world; development of theories explaining these-phenomenon and their applications.

Tutorial - A smaller class or group session aimed at problem solving; analysis and/or designing by applying that have been discussed in a lecture.

Practical Lab - Module of the course aimed at doing practical work using different systems or software's.

The program of study shall consist of:

- o **Core Courses** - Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.
- o **Elective Courses** - Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest including online courses.
- o **Non-Teaching Credit Courses** - These courses involve no teaching. They can include seminars, presentations, dissertations, projects, thesis, reflective journal etc.
- o **Special/Value-Added Courses** - For development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.
- o **Training Modules** - Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the desired outcome to be achieved. This training could be organized in an industry/research organization or other institutions.
- o **Bridge Courses** - The courses which aim to impart basic knowledge and skills required to undertake the core and elective courses. They will not carry any credits.



- o **Mandatory Course** - Any additional compulsory courses prescribed by the University which may or may not be audit courses
- o **Any Other Course** - The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

c) **Program Credit Requirement**

The university shall follow the choice-based-credit-system (CBCS). The total credit requirement for the award of the B.B.A. degree shall be around 160. A student will be eligible for degree with Honors or additional minor, if he/she completes an additional 20 credits in that domain. A student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by the student through online/contact-mode from any national/international institutions with prior approval of the department shall be counted in his/her credits earned, as per the guidelines framed by the University in this regard.

d) **Lower and Upper Limits for Credits Registered**

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he/she would not be able to take up the academic rigor may register for a minimum of 14 credits to maintain his/her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1-2, which can be core or elective with preference to core. Student has also choice to register for a maximum of 29 Credits in a semester, if he/she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

5.8) Attendance

A student shall be required to fulfill the attendance criteria as prescribed in the ordinance.

5.9) Conduct of Examination & Evaluation

a) **Conduct of Examinations**

- o The University shall conduct examinations as the guidelines prescribed in the University Examination Ordinance and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination.
- o A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

c) **Evaluation**

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study. It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval. Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 3-1-2 / 3-0-0, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination. Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

5.10) Preparation and Declaration of Results

All the norms for preparation and declaration of results prescribed in the University Examination Ordinance shall be followed.

5.11) Use of Unfair Means

All cases regarding reported use of unfair means (**UFM**) in the examination shall be dealt as per the provisions under the regulation on prevention of unfair means in the examinations.

5.12) Examination Grievance Committees

The committee shall be constituted as per the provisions in the regulations of the University Examination Ordinances.

5.13) Graduation Requirements

a) Minimum Credits

The total credit requirement for the award of the B.B.A. degree shall be around 160. Candidate shall have to earn the minimum credits as per the program structure, to be eligible for the award of degree. These credits should be earned under different categories as follows:

- o All core courses as defined in curriculum scheme
- o All the trainings
- o At least one elective course from other disciplines of engineering/sciences



- o At least one elective course from the discipline of management/humanities etc.
- o At least two courses through online platform

Student shall also pass all mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the department from time to time.

b) Credits earned at Different Universities/Institutes

Credits earned by a student through course-work/project work/internship at other institutions/industry/organization in India or abroad shall be counted towards total credit earned by the student for award of degree. This shall be facilitated with the approval of the Dean Academics on the recommendations of the respective department.

NOTE: Nothing in this regulation shall be deemed to preclude the university from amending the regulation & the amended regulation, if any, shall apply prospectively and from the date as specified in the regulations.

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Bachelor of Commerce (B.Com.) Programs**6.1) Eligibility**

Candidates having passed 10+2 examination in Commerce/ Arts/ Sciences from a recognized board/university, or equivalent examination with minimum marks in aggregate of all subjects including english language as prescribed by the Academic Council, shall be eligible to apply for admission to a B.Com. program.

6.2) Merit Criterion for Admission

Admission to the B.Com. program shall be made on the basis of grades/marks obtained in the qualifying examination & achievements in co-curricular and extra-curricular activities or on the basis of marks/grade obtained in the entrance test conducted by the university. Such admissions shall be made as per admission schedule as notified by the university.

6.3) Admission

- a) All admissions to the B.Com. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.
- b) Admission and enrolment of students in the university shall be regulated in the manner as below:
 - o An admission notification clearly specifying the admission/ enrolment criteria for each program as prescribed by the university shall be published in National/Local newspapers and/or other media and also uploaded on the university website.
 - o All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the university.
 - o The candidates seeking admission to a program of study in the university must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.
- c) No candidate shall be entitled to claim admission as a matter of right.
- d) The maximum number of seats in each program shall be determined by the Board of Management from time to time.
- e) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the university.



- f) After the student is admitted to a particular program, he/ she shall be given unique and permanent enrolment/ registration number. He/ She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the university and in subsequent applications for an examination of the university.
- g) A student applying for change of his/her name in the record of the university should submit his/ her application to the Registrar accompanied by (i) the prescribed fee; (ii) an Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/ herself; (iii) a publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

6.4) Migration from Other Universities/Migration to Other University

Such cases shall be governed as per the provisions in the ordinance.

6.5) Admission of Candidates having Gap Year(s) after passing Eligibility Qualification

Such cases shall be governed as per the provisions in the ordinance.

6.6) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or Authorized Officer of the university, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/ She will be refunded the fee as per the Fee Refund Policy of the university announced in the admission brochure for that admission year.

6.7) Program Structure

a) Program Duration

- o The university shall offer B.Com. programs in various functional and sectoral specializations and areas. It is a full-time degree awarding undergraduate program of three years duration. The maximum period in which a candidate must qualify for the degree shall be five academic years failing which candidate shall not be allowed to continue studies for the program.
- o The program offered shall be semester based and comprise six semesters. Each semester shall normally be of about eighteen (18) weeks duration. The university may, in addition, offer mandatory trainings/ internship/ workshops/ courses etc. for the students. Special classes may be conducted during semester.
- o For a program the academic year shall normally comprise of Odd semesters, even semesters and a training/internship period. Any of the semesters may be for on job training /internship or project work.



- o The starting & ending dates of the semesters and the training/internships schedules shall be announced in the academic calendar of the program in advance.
 - o The minimum working days and teaching hours per week will be defined and followed as per respective regulatory authorities and University requirements. Inter-semester break may be utilized for curriculum requirements.
- b) **Courses of Study:** The program of study shall consist of the core and elective courses offered. These courses could be offered in combination of various L-T-P modes.

Lecture - Presentation & discussion, used to convey theoretical concepts and phenomenon governing business world; development of theories explaining these-phenomenon and their applications.

Tutorial - A smaller class or group session aimed at problem solving; analysis and/or designing by applying that have been discussed in a lecture.

Practical Lab - Module of the course aimed at doing practical work using different systems or software's.

The program of study shall consist of:

- o **Core Courses** - Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.
- o **Elective Courses** - Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest including online courses.
- o **Non-Teaching Credit Courses** - These courses involve no teaching. They can include seminars, presentations, dissertations, projects, thesis, reflective journal etc.
- o **Special/Value-Added Courses** - For development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.
- o **Training Modules** - Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the desired outcome to be achieved. This training could be organized in an industry/research organization or other institutions.
- o **Bridge Courses** - The courses which aim to impart basic knowledge and skills required to undertake the core and elective courses. They will not carry any credits.

- o **Mandatory Course** - Any additional compulsory courses prescribed by the University which may or may not be audit courses
- o **Any Other Course** - The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

c) **Program Credit Requirement**

The university shall follow the choice-based-credit-system (CBCS). The total credit requirement for the award of the B.Com. degree shall be around 160. A student will be eligible for degree with Honors, if he/she completes an additional 20 credits. A student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by the student through online/contact-mode from any National/ International institutions with prior approval of the department shall be counted in his/her credits earned, as per guidelines framed by the University in this regard.

d) **Lower and Upper Limits for Credits Registered**

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he/she would not be able to take up the academic rigor may register for a minimum of 14 credits to maintain his/her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1-2, which can be core or elective with preference to core. Student has also choice to register for a maximum of 29 Credits in a semester, if he/she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

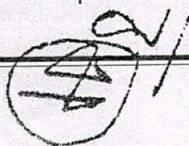
6.8) Attendance

A student shall be required to fulfill the attendance criteria as prescribed in the ordinance.

6.9) Conduct of Examination & Evaluation

a) **Conduct of Examinations**

- o The University shall conduct examinations as the guidelines prescribed in the University Examination Ordinance and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the university and shall not ordinarily be eligible to appear in the examination.
- o A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.



b) Evaluation

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study. It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval. Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 3-1-2 / 3-0-0, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination. Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

6.10) Preparation and Declaration of Results

All the norms for preparation and declaration of results prescribed in the University Examination Ordinance shall be followed.

6.11) Use of Unfair Means

All cases regarding reported use of unfair means (**UFM**) in the examination shall be dealt as per the provisions under the regulation on prevention of unfair means in the examinations.

6.12) Examination Grievance Committees

The committee shall be constituted as per the provisions in the regulations of the University Examination Ordinances.

6.13) Graduation Requirements

a) Minimum Credits

The total credit requirement for the award of the B.Com. degree shall be around 160. Candidate shall have to earn the minimum credits as per the program structure, to be eligible for the award of degree. These credits should be earned under different categories as follows:

- o All core courses as defined in curriculum scheme
- o All the trainings
- o At least one elective course from other disciplines of engineering/sciences



- o At least one elective course from the discipline of management/humanities etc.
- o At least two courses through online platform

Student shall also pass all mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the department from time to time.

b) Credits earned at Different Universities/Institutes

Credits earned by a student through course-work/project work/internship at other institutions/industry/organization in India or abroad shall be counted towards total credit earned by the student for award of degree. This shall be facilitated with the approval of the Dean Academics on the recommendations of the respective department.

NOTE: Nothing in this regulation shall be deemed to preclude the university from amending the regulation & the amended regulation, if any, shall apply prospectively and from the date as specified in the regulations.



Masters of Business Administration (M.B.A.) Programs**7.1) Eligibility**

Admission to M.B.A. first semester will be made as per the rules prescribed from time to time by the Academic Council of the University. The University can take up to 10% additional admissions, in view of the expected short fall in the 2nd year due to failure of students or leaving the University.

7.2) Admission

The minimum academic attainment of admission to Master's Degree Programme of the University shall be as follows:

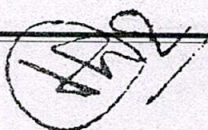
- a) A candidate should possess a Bachelor's Degree or equivalent in the subject concerned.
- b) For getting admission to Master's programme, the merit will be determined on the basis of the criteria as laid down by the Academic Council, subject to the following conditions:
 - o A candidate should possess Bachelor's Degree in the subject concerned with minimum of 50% marks in aggregate or minimum 5.0/10.0 marks.
 - o A candidate selected for admission to Master's Degree Programme would be allowed to exercise option of discipline in the concerned stream in which he/she has appeared in the entrance examination.
 - o A student admitted to the Post-graduate Programme may be required to take some deficiency courses, if any, prescribed by the Head of the Department and Advisory Committee, in addition to the courses required as per regulation.

7.3) Migration from other Universities/Migration to other University

A student may be able to transfer credits to another programme or may be able to transfer credit towards in a different institution with which the university has a formal agreement of mutual credit transfer. Credit transfer depends on whether the accumulated credit is relevant to the programme to which the student wants to transfer.

7.4) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or Authorized Officer of the university, in case he/she wants to withdraw his/her admission from the program of study in



which admitted. He/she will be refunded the fee as per the fee refund policy of the university announced in the admission brochure for that admission year.

7.5) Program Structure

a) Program Duration

- o The university also reserves the right to change the number of seats in any department of the University depending upon its convenience but not detrimental to the institution and the state.
- o In case where a student joins another degree programme within the University, he shall have to take full credit requirement for the fresh degree programme. No allowance will be given for the credit covered in the earlier programme.
- o The minimum duration will be of 110 working days, consisting of 95 instructional days and 15 examination days.

b) Courses of Study:

The program of study shall consist of:

- o Each teacher/instructor shall maintain a record of the student's attendance in each course taught by him/her in each semester.
- o Each student is normally required to attend all the lectures, tutorials and laboratory classes in every subject, and also to participate in curricular and co-curricular activities.
- o The percentage of attendance of a student in a course in a semester shall be computed on the basis of the total number of lecture, tutorials and practical attended by him/her and those actually held between the dates of his/her registration in the course/commencement of the instruction and the date of closing instruction.
- o Each student shall be regular in attending the classes and shall be required to have a minimum of **75% attendance** in each semester, failing which he/she shall not be awarded grade in that course, unless withdrawal from the course is permitted. The Dean/Director of faculty/institute may condone the shortage in attendance on medical ground, upto a maximum of 15%.
- o The Academic Section will consolidate the attendance record for the lectures and practicals, etc. Attendance on account of participation in the prescribed functions of NCC, NSS, Inter University sports & functions, Educational Tours, Field Work, Training and such other activities sponsored by the University shall be credited to the aggregate, provided the attendance record, duly countersigned by the concerned teacher, is sent to the Academic Section within two weeks of the function/activities.

A handwritten signature is written over a circular official stamp. The signature appears to be 'S. S. S.' or similar. The stamp is partially obscured by the ink.

- o Academic Section/HoD shall display the statement of attendance on the notice board twice in a semester. Notice displayed on the notice board shall be deemed to be an official notification for all concerned. No separate notification to individuals shall be issued.
- o If a student is found to be continuously absent from the classes without proper application and sanction for a period of 30 days or his attendance is less than 30%, the concerned teacher shall report it to the Head of the Department/ Dean/ Director for striking off the name of such a student from rolls. Such a student may, however, apply for readmission within 10 days from the date of issue of the notice of striking off his name. The request may be considered by the Dean/ Director for readmission. Such a student shall not be readmitted after the prescribed period. The readmission shall be affected on payment of prescribed readmission fees.
- o A student, who fails to achieve the prescribed minimum attendance as per the provisions of article 8.4 above, shall not be allowed to appear in the End Semester Examinations and shall be deemed to have been detained. The list of students to be detained shall be forwarded by the Dean/Director to V.C. through P.V.C. for necessary action. However, under very special circumstances, the Dean/Director of the concerned Faculty/Institute will review and forward those genuine cases which however, fall below reasonable and prescribed attendance level with their recommendation for reconsideration through P.V.C. to V.C. for a final decision.
- o Notwithstanding any of the above provisions, under very special circumstances, the Vice Chancellor, in consultation with Dean/Director of Faculty/Institute, has the power to amend or condone all or any of the above said clauses or the prescribed percentage in the interest of the academics and the University.

c) Program Credit Requirement

- o The course curriculum and syllabus shall be followed with 25% variation to meet regional requirements if felt necessary by the Academic Council of the university.
- o The curriculum shall also include such other curricular, co-curricular and extracurricular activities as prescribed by the university from time to time.
- o The minimum credit requirement for the M.C.A. programme shall consist of:

Subject	M.B.A.
a) Course Work	
Major Subject (Core + optional subjects)	20
Minor Subject	09
Supporting Subject(s)	05



Non-Credit Compulsory Courses	-
Seminar	01
Total (a)	35
b) Comprehensive Examination	Non - Credited
c) Thesis	20
Total (a) + (b) + (c)	55

- o **Major Subject:** The subject (Department/ Discipline) in which a student takes admission.
- o **Minor Subject:** The subject closely related to a student's major subject.
- o **Supporting Subject:** The subject not related to the major subject. It could be any subject considered relevant for student's research work or necessary for building his/her overall competence.
- o The Advisor (Major) shall be assigned to each post-graduate student by the Head of the Department, in consultation with the Post-graduate faculty of the Department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student, which shall be approved by the Director/ Dean on the recommendation of the Major Advisor submitted through the Chairman of the Department. The members of the Advisory Committee shall be chosen from the post-graduate Faculty. The recommendation for constitution of an Advisory Committee for a post-graduate student shall be submitted in the prescribed form.
- o For a student pursuing for the Master's Degree, the Advisory Committee shall consist of at least two members of the Post-graduate Faculty representing the major subject (including Head) and one member of the Faculty representing the minor/supporting subject. The Chairman of the Advisory Committee shall be the Major Advisor who shall be one of the members representing the major subject. Major Advisor should be allotted within a month of the admission of students in 1st Semester. The Director/ Dean may add one member to represent him/her in the committee. If, however, it is not possible to have two members to represent a major subject, the fact must be brought to the notice of the Director, who may approve the constitution of an Advisory Committee with only one Advisor from the major subject and a second member from an allied field. The Advisory Committee so prepared must be submitted to the Director/ Dean within three months of the 1st semester.



7.6) Program of Study

- o The programme of study of courses shall be developed in consultation with the student's Advisory Committee and submitted to the Dean/ Director before the end of 1st semester of student's stay. However, before submission of the synopsis of research problem, the student shall deliver a seminar on the research problem in the department. Regular student shall normally be allowed to take up thesis work after he/she has successfully completed the course work. However, depending upon the nature of research problem, thesis work, in special cases, can be started a little earlier as well on the recommendation of Advisory Committee.
- o In the programme of study student may be required to take special course, like seminar, special problem etc. The Advisory Committee should specify the credits for such courses. A special problem should be assigned to the student when there are specific assignments or techniques to be undertaken by him/ her during a term. For such credits, the student should be required to maintain a regular record of the work done and to write a report at end of the project undertaken by him/ her, on the basis of the work done and the report written, the student shall be graded 'S' (Satisfactory) or 'US' (Unsatisfactory).
- o The programme of study so drawn up should be followed by the student. Only in exceptional case, the programme of study can be altered by the Advisory Committee and duly approved by Dean/ Director during the course of his/her studies, to meet the changed scholastic circumstances.
- o The programme should not; however, altered to suit the convenience of a student or to facilitate his/her freeing from what he/she considers to be difficult course listed in his/her programme of study.

7.7) Conduct of Examination & Evaluation

a) Conduct of Examinations

- o The performance of a student in a semester shall be evaluated through continuous assessment and semester examination. The continuous assessment shall be based on mid semester tests, class tests, tutorials, quizzes, viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be conducted by means of written papers, practicals and/or viva-voce.
- o The distribution of marks for Sessional, End semester theory papers, practicals and other examinations: seminar, project, and practical training shall be as per the prescribed scheme of examination.



- o The maximum marks of a theory/practical subject shall consist of marks allotted for End Semester theory paper/practical examination and Sessional work, respectively in the scheme of examination.
- o A candidate for Master's degree must pass the comprehensive examination both in the major and minor fields of his/her studies to be arranged by the Head of the Department concerned in consultation with the Major Advisor of the student's Advisory Committee. He shall not be admitted to the comprehensive examination until:
 - He/ She has successfully completed at least 75% of the course work prescribed and obtained an OGPA of not less than 6.00 out of 10.00 calculated on the basis of courses taken. The OGPA of repeat courses will be added to work out the OGPA but such course credit shall be excluded from the total load of the prescribed course work for the degree Programme.
 - He/ She has completed not less than two semesters, there shall be two written papers each of three hours duration. The written papers would include one of the major subjects and one for the minor subject. In case of students offering split minors, adequate emphasis should be laid on both the minor fields for setting of question papers preferably separate question papers should be set for each minor subject each of two hours. The papers shall be of 100 marks each, and for passing a candidate shall have to obtain at least 65% marks. The paper on the major/minor subjects shall be set internally and evaluated by Major advisor for major subject and advisor from minor field for minor subject.

b) Make Up Examination

As far as possible make up examination shall be discouraged. Only in extremely genuinely cases like hospitalization, a student can be permitted by the VC/ PVC/ Director to appear at the make-up examination in the hourly (mid-semester) or final examination. Make-up test shall ordinarily be held about two weeks before the end semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

In case a student is seriously ill either in the campus and produce a medical certificate from the university medical officer or is hospitalized elsewhere and is unable to attend his/her examinations, the competent authority may permit him/her to appear in more than one make-up examination but not more than two examinations during any one semester. The student can be permitted by the competent authority to appear at the make-up examination only in extremely genuine cases on the following grounds.

- o If he is seriously ill.
- o He has taken leave on account of death of his/her father, mother, brother, sister, spouse, child or grandparents.

- o Any other genuine case with which the VC/ PVC/ Director is satisfied. Such cases should be reported to the Academic Section.
- o If a student fails to appear in any hourly (mid semester) or final examination for reasons beyond his/her control, he/she must file an application on or before the very day on which examination is missed.
- o The application for make-up examination must be supported by medical certificate.
- o No application for make-up examination shall be considered if received after 24 hrs. from the expiry of last date of hourly (Mid semester) or final examination.

7.8) Practical & Viva-Vocé Examination

All final practical including viva-vocé examination shall be finished before/ after final semester examinations.

7.9) Use of Unfair Means

The terms "use of unfair means in the examination" or "attempt to use unfair means in the examination" shall denote the items prescribed by the Academic Council of the University through its resolution from time to time. Hence, in case a student is caught using unfair means, the University rules and regulations shall be followed in order to initiate appropriate action.

7.10) Scrutiny

- o Scrutiny shall be allowed in only theory papers as per the rules of the University.
- o Re-evaluation is not permitted.
- o Scrutiny means checking of marks, examination of questions left unmarked and reassessment of the questions already marked.
- o If any students desire scrutiny in any course, he shall be permitted to do so with a prescribed scrutiny fee per subject.
- o He shall have to file an application on the prescribed form, which can be obtained from the office of the Controller of Examinations (COE), as per the notice issued by the COE.
- o After having the approval, the answer book shall be scrutinized by the instructor concerned in consultation with the COE.

The result of the scrutiny shall be final.

Bachelor of Science in Agriculture (B.Sc. - Agri.) Programs**8.1) Eligibility**

Candidates should have passed 10+2 Examination from a recognized board/university, with minimum 50% marks in aggregate as prescribed by the DARE/ ICAR from time to time, keeping in view the norms of regulatory bodies. The candidate should have passed with Agriculture/ Physics, Chemistry, Biology/ Physics, Chemistry, Mathematics or Physics, Chemistry, Biology, Mathematics.

8.2) Merit Criterion for Admission

Admission to the B.Sc. (Agri.) program shall be made on the basis of marks or grades obtained in qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks/grades obtained in the entrance test conducted by the university. Such admissions shall be made as per the rules of the ICAR and admission schedule notified by the university.

8.3) Admission

- a) All admissions to the B.Sc. (Agri.) program shall be made as per the rules of the ICAR and procedures prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.
- b) Admission and enrolment of students in the university shall be regulated in the manner as below:
 - o An admission notification clearly specifying the admission/enrolment criteria for each program as prescribed by the University shall be published in national/local newspapers and/or other media and also uploaded on the University website.
 - o All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed by the ICAR for the programs offered by the University.
 - o The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.
- c) No candidate shall be entitled to claim admission as a matter of right.



- d) The maximum number of seats in each program shall be determined by the Board of Management from time to time.
- e) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.
- f) After the student is admitted to a particular program, he/she shall be given unique and permanent enrolment/registration number. He/She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.
- g) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by:
 - ✦ The prescribed fee
 - ✦ An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself
 - ✦ A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

8.4) Migration from other Universities/Migration to other University

A student may be able to transfer credits to another programme or may be able to transfer credit towards in a different institution with which the university has a formal agreement of mutual credit transfer. Credit transfer depends on whether the accumulated credit is relevant to the programme to which the student wants to transfer.

8.5) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the fee refund policy of the university announced in the admission brochure for that admission year.

8.6) Program Structure

a) Program Duration

- o The four academic years curriculum has been divided into eight semesters and shall include lectures, tutorials, practicals, seminars, projects and training as defined in the evaluation and examination schemes and executive orders issued by the University from time to time.



- o The maximum time allowed for completing the undergraduate course shall be seven academic years (14 semesters). If a candidate at any stage of his/her study is found unable to complete it within the said time, he/she shall not be allowed to continue the course further.
- o For the B.Sc. (Agri.) program, the academic year shall normally comprise Odd Semester and Even Semester.

The minimum duration will be of 110 working days, consisting of 95 instructional days and 15 examination days.

b) Courses of Study:

The program of study shall consist of:

- o Each teacher/instructor shall maintain a record of the student's attendance in each course taught by him/her in each semester.
- o Each student is normally required to attend all the lectures, tutorials and laboratory classes in every subject, and also to participate in curricular and co-curricular activities.
- o The percentage of the attendance of a student in a course in a semester shall be computed on the basis of the total number of lecture, tutorials & practical attended by him/ her and those actually held between the dates of his/her registration in the course/ commencement of the instruction and the date of closing instruction.
- o Each student shall be regular in attending the classes & shall be required to have a minimum of **75% attendance** in each semester, failing which he/she shall not be awarded grade in that course, unless withdrawal from the course is permitted. The Dean/ Director of Faculty/ Institute may condone the shortage in attendance on medical ground, up to a maximum of 15%.
- o The Academic Section will consolidate the attendance record for the lectures and practicals, etc. Attendance on account of participation in the prescribed functions of Inter University Sports & Functions, Educational Tours, Field Work, Training and such other activities sponsored by the University shall be credited to the aggregate, provided the attendance record, duly countersigned by the concerned teacher, is sent to the Academic Section within two weeks of the function/activities.
- o Academic Section/ HOD shall display the statement of attendance on the notice board twice in a semester. Notice displayed on the notice board shall be deemed to be an official notification for all concerned. No separate notification to individuals shall be issued.

- o If a student is found to be continuously absent from the classes without proper application and sanction for a period of 30 days or his attendance is less than 30%, the concerned teacher shall report it to the Head of the Department/ Dean/ Director for striking off the name of such a student from the University rolls. Such a student may, however, apply for re-admission within 10 days from the date of issue of the notice of striking off his name. The request may be considered by the Dean/ Director for readmission. Such a student shall not be re-admitted after the prescribed period. The re-admission shall be affected on payment of prescribed re-admission fees.
- o A student, who fails to achieve the prescribed minimum attendance as per the provisions mentioned above, shall not be allowed to appear in the End Semester Examinations and shall be deemed to have been detained. The list of students to be detained shall be forwarded by the Dean/ Director to Vice-Chancellor through Pro-Vice-Chancellor for necessary action. However, under very special circumstances, the Dean/ Director of the concerned faculty/ Institute will review and forward those genuine cases which however, fall below reasonable and prescribed attendance level with their recommendation for reconsideration through Pro-Vice-Chancellor to Vice-Chancellor for the final decision.
- o Notwithstanding any of the above provisions, under very special circumstances, the Vice-Chancellor, in consultation with Dean/ Director of faculty/ Institute, has the power to amend or condone all or any of the above said clauses or the prescribed percentage in the interest of the academics and the University.

c) **Program Credit Requirement**

- o The ICAR model course curriculum and syllabus shall be followed with 30% variation to meet the regional requirements, if felt necessary by the Academic Council of the University.
- o The curriculum shall also include such other curricular, co-curricular and extracurricular activities as prescribed by the University from time to time.
- o The minimum credit requirement for the graduation degree shall be

B.Sc. (Hons.) Agriculture	170 Credits
B.Sc. (Hons.) Horticulture	170 Credits
B.Sc. (Hons.) Forestry	170 Credits

- o The maximum permissible course workload per semester.

B.Sc. (Hons.) Agriculture	23 Credits
B.Sc. (Hons.) Horticulture	23 Credits
B.Sc. (Hons.) Forestry	23 Credits

- o One credit is defined as 01-hour lecture/ 02-hour lab/ 03-hour field-work per week.

8.7) Conduct of Examination & Evaluation

a) Conduct of Examinations

- o The performance of a student in a semester shall be evaluated through continuous assessment and semester examination. The continuous assessment shall be based on Mid Semester Tests, Class Tests, Tutorials, Quizzes, Viva-Vocé and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examinations shall be conducted by means of written papers, practicals and/or viva-vocé.
- o The distribution of the marks for Sessional, End Semester Theory Papers, Practical and other examinations: seminar, project, and practical training shall be as per the prescribed scheme of examination.
- o The maximum marks of a theory/practical subject shall consist of marks allotted for End Semester theory paper/practical examination and Sessional work, respectively in the scheme of examination.
- o There shall be only one hourly or Mid semester examination consisting of 20 marks for both theory and practical. This examination shall be held nearly in the middle of a semester and the date of holding this examination shall be announced by the academic section in advance. Theory exam consists of quiz (brief answers) of 8 marks and detail answer of 12 marks.
- o All the final practicals including viva-vocé examination shall be finished before/ after the completion of the final semester examinations.
- o Final examinations shall be held on the dates which shall be notified in the university's academic calendar published at the beginning of each academic session.
- o If a student fails to appear in the final examination of a semester, he/ she will not be allowed for the registration in the next semester. Such student will repeat the semester when it runs. However, this rule is not applicable for that student who has been permitted for make-up examination by the competent authority.



b) Make-up Examination

As far as possible make up examination shall be discouraged. Only in extremely genuinely cases like Hospitalization, a student can be permitted by the VC/PVC/Director to appear at the make-up examination in the hourly (Mid Semester) or final examination. Make-up test shall ordinarily be held about two weeks before the end semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

In case a student is seriously ill either in the campus and produce a medical certificate from the university medical officer or is hospitalized elsewhere and is unable to attend his/her examinations, the competent authority may permit him/her to appear in more than one make-up examination but not more than two examinations during any one semester. The student can be permitted by the competent authority to appear at the make-up examination only in extremely genuine cases on the following grounds.

- o If he is seriously ill.
- o He has taken leave on account of death of his/her father, mother, brother, sister, spouse, child or grandparents.
- o Any other genuine case with which the VC/PVC/Director is satisfied. Such cases should be reported to the Academic Section.
- o If a student fails to appear in any hourly (Mid Semester) or final examination for reasons beyond his control, he must file an application on or before the very day on which examination is missed.
- o The application for make-up examination must be supported by medical certificate.
- o No application for make-up examination shall be considered if received after 24 hrs. from the expiry of last date of hourly (Mid semester) or final examination.

c) Conversion of Marks to Grade Point in 10-Point Scale

The percentage of marks earned in a course is divided by 10 and is expressed correct to two decimal places. This represents the grade point obtained by a student in a particular course. The product of the credit hours and grade point obtained by the student is the credit point of a course, which enables one to calculate the grade point average.



d) **Grade Point**

10 points grading system shall be adopted with minimum grade point average (GPA) of 4.50 for passing subject and overall grade point average (OGPA) of 5.00 for obtaining a degree.

8.8) Scrutiny

- o Scrutiny shall be allowed in only theory papers as per the rules of the University.
- o Re-evaluation is not permitted.
- o Scrutiny means checking of marks, examination of questions left unmarked & reassessment of the questions already marked.
- o If any students desire scrutiny in any course, he shall be permitted to do so with a prescribed scrutiny fee per subject.
- o He shall have to file an application on the prescribed form, which can be obtained from the office of the Controller of Examinations (COE), as per the notice issued by the COE.
- o After having the approval, the answer book shall be scrutinized by the instructor concerned in consultation with the COE.
- o The result of the scrutiny shall be final.

8.9) Use of Unfair Means

The terms "use of unfair means in the examination" or "attempt to use unfair means in the examination" shall denote the items prescribed by the Academic Council of COER University Roorkee through its resolution from time to time. Hence, in case a student is caught using unfair means, COER University Roorkee rules and regulations shall be followed in order to initiate appropriate action.



Masters of Science in Agriculture (M.Sc. - Agri.) Programs**9.1) Eligibility**

Admission to M.Sc. (Agri.) Horticulture/Agronomy, first semester will be made as per the rules prescribed from time to time by DARE/ ICAR and the Academic Council of the University. The University can take up to 10% additional admissions, in view of the expected short fall in the 2nd year due to failure of students or leaving the University.

9.2) Admission

The minimum academic attainment of admission to Master's Degree Programme of the University shall be as follows:

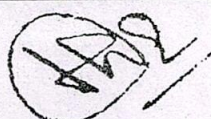
- a) A candidate should possess a Bachelor's Degree or equivalent in the subject concerned.
- b) For getting admission to Master's programme, the merit will be determined on the basis of the criteria as laid down by the Academic Council, subject to the following conditions:
 - o A candidate should possess Bachelor's Degree in the subject concerned with minimum of 50% marks in aggregate or minimum 5.0/10.0 marks.
 - o A candidate selected for admission to Master's Degree Programme would be allowed to exercise option of discipline in the concerned stream in which he/she has appeared in the entrance examination.
 - o A student admitted to the Post-graduate Programme may be required to take some deficiency courses, if any, prescribed by the Head of the Department and Advisory Committee, in addition to the courses required as per regulation.

9.3) Migration from other Universities/Migration to other University

A student may be able to transfer credits to another programme or may be able to transfer credit towards in a different institution with which the university has a formal agreement of mutual credit transfer. Credit transfer depends on whether the accumulated credit is relevant to the programme to which the student wants to transfer.

9.4) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in



which admitted. He/she will be refunded the fee as per the fee refund policy of the university announced in the admission brochure for that admission year.

9.5) Program Structure

a) Program Duration

- o The university also reserves the right to change the number of seats in any department of the University depending upon its convenience but not detrimental to the institution and the state.
- o In case where a student joins another degree programme within the University, he shall have to take full credit requirement for the fresh degree programme. No allowance will be given for the credit covered in the earlier programme.
- o The minimum duration will be of 110 working days, consisting of 95 instructional days and 15 examination days.

b) Courses of Study:

The program of study shall consist of:

- o Each teacher/instructor shall maintain a record of the student's attendance in each course taught by him/her in each semester.
- o Each student is normally required to attend all the lectures, tutorials and laboratory classes in every subject, and also to participate in curricular and co-curricular activities.
- o The percentage of attendance of a student in a course in a semester shall be computed on the basis of the total number of lecture, tutorials and practical attended by him/her and those actually held between the dates of his/her registration in the course/commencement of the instruction and the date of closing instruction.
- o Each student shall be regular in attending the classes and shall be required to have a minimum of **75% attendance** in each semester, failing which he/she shall not be awarded grade in that course, unless withdrawal from the course is permitted. The Dean/Director of faculty/institute may condone the shortage in attendance on medical ground, upto a maximum of 15%.
- o The Academic Section will consolidate the attendance record for the lectures and practicals, etc. Attendance on account of participation in the prescribed functions of NCC, NSS, Inter University sports & functions, Educational Tours, Field Work, Training and such other activities sponsored by the University shall be credited to the aggregate, provided the attendance record, duly countersigned by the concerned teacher, is sent to the Academic Section within two weeks of the function/activities.



- o Academic Section/HoD shall display the statement of attendance on the notice board twice in a semester. Notice displayed on the notice board shall be deemed to be an official notification for all concerned. No separate notification to individuals shall be issued.
- o If a student is found to be continuously absent from the classes without proper application and sanction for a period of 30 days or his attendance is less than 30%, the concerned teacher shall report it to the Head of the Department/Dean/Director for striking off the name of such a student from rolls. Such a student may, however, apply for readmission within 10 days from the date of issue of the notice of striking off his name. The request may be considered by the Dean/Director for readmission. Such a student shall not be readmitted after the prescribed period. The readmission shall be affected on payment of prescribed readmission fees.
- o A student, who fails to achieve the prescribed minimum attendance as per the provisions of article 8.4 above, shall not be allowed to appear in the End Semester Examinations and shall be deemed to have been detained. The list of students to be detained shall be forwarded by the Dean/Director to V.C. through P.V.C. for necessary action. However, under very special circumstances, the Dean/Director of the concerned Faculty/Institute will review and forward those genuine cases which however, fall below reasonable and prescribed attendance level with their recommendation for reconsideration through P.V.C. to V.C. for a final decision.
- o Notwithstanding any of the above provisions, under very special circumstances, the Vice Chancellor, in consultation with Dean/Director of Faculty/Institute, has the power to amend or condone all or any of the above said clauses or the prescribed percentage in the interest of the academics and the University.

c) Program Credit Requirement

- o The ICAR model course curriculum and syllabus shall be followed with 25% variation to meet regional requirements if felt necessary by the Academic Council of the COER University Roorkee.
- o The curriculum shall also include such other curricular, co-curricular and extracurricular activities as prescribed by the University from time to time.
- o The minimum credit requirement for the M.Sc. Programme shall consist of:

Subject	M.Sc. (Agri.)
a) Course Work	
Major Subject (Core + optional subjects)	20
Minor Subject	09

Supporting Subject(s)	05
Non-Credit Compulsory Courses	-
Seminar	01
Total (a)	35
b) Comprehensive Examination	Non - Credited
c) Thesis	20
Total (a) + (b) + (c)	55

- o **Major Subject:** The subject (Department/ Discipline) in which a student takes admission.
- o **Minor Subject:** The subject closely related to a student's major subject.
- o **Supporting Subject:** The subject not related to the major subject. It could be any subject considered relevant for student's research work or necessary for building his/her overall competence.
- o The Advisor (Major) shall be assigned to each post-graduate student by the Head of the Department, in consultation with the Post-graduate faculty of the Department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student, which shall be approved by the Director/ Dean on the recommendation of the Major Advisor submitted through the Chairman of the Department. The members of the Advisory Committee shall be chosen from the Post-graduate Faculty. The recommendation for constitution of an Advisory Committee for a post-graduate student shall be submitted in the prescribed form.
- o For a student pursuing for the Master's Degree, the Advisory Committee shall consist of at least two members of the Post-graduate Faculty representing the major subject (including Head) and one member of the Faculty representing the minor/supporting subject. The Chairman of the Advisory Committee shall be the Major Advisor who shall be one of the members representing the major subject. Major Advisor should be allotted within a month of the admission of students in 1st Semester. The Director/ Dean may add one member to represent him/her in the committee. If, however, it is not possible to have two members to represent a major subject, the fact must be brought to the notice of the Director, who may approve the constitution of an Advisory Committee with only one Advisor from the major subject and a second member from an allied field. The Advisory Committee so prepared must be submitted to the Director/ Dean within three months of the 1st semester.

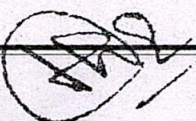
9.6) Program of Study

- o The programme of study of courses shall be developed in consultation with the student's Advisory Committee and submitted to the Dean/ Director before the end of 1st semester of student's stay. However, before submission of the synopsis of research problem, the student shall deliver a seminar on the research problem in the department. Regular student shall normally be allowed to take up thesis work after he/she has successfully completed the course work. However, depending upon the nature of research problem, thesis work, in special cases, can be started a little earlier as well on the recommendation of Advisory Committee.
- o In the programme of study student may be required to take special course, like seminar, special problem etc. The Advisory Committee should specify the credits for such courses. A special problem should be assigned to the student when there are specific assignments or techniques to be undertaken by him/ her during a term. For such credits, the student should be required to maintain a regular record of the work done and to write a report at end of the project undertaken by him/ her, on the basis of the work done and the report written, the student shall be graded 'S' (Satisfactory) or 'US' (Unsatisfactory).
- o The programme of study so drawn up should be followed by the student. Only in exceptional case, the programme of study can be altered by the Advisory Committee and duly approved by Dean/ Director during the course of his/her studies, to meet the changed scholastic circumstances.
- o The programme should not; however, altered to suit the convenience of a student or to facilitate his/her freeing from what he/she considers to be difficult course listed in his/her programme of study.

9.7) Conduct of Examination & Evaluation

a) Conduct of Examinations

- o The performance of a student in a semester shall be evaluated through continuous assessment and semester examination. The continuous assessment shall be based on mid semester tests, class tests, tutorials, quizzes, viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be conducted by means of written papers, practicals and/or viva-voce.
- o The distribution of marks for Sessional, End semester theory papers, practicals and other examinations: seminar, project, and practical training shall be as per the prescribed scheme of examination.



- o The maximum marks of a theory/practical subject shall consist of marks allotted for End Semester theory paper/practical examination and Sessional work, respectively in the scheme of examination.
- o A candidate for Master's degree must pass the comprehensive examination both in the major and minor fields of his/her studies to be arranged by the Head of the Department concerned in consultation with the Major Advisor of the student's Advisory Committee. He shall not be admitted to the comprehensive examination until:
 - He/ She has successfully completed at least 75% of the course work prescribed and obtained an OGPA of not less than 6.00 out of 10.00 calculated on the basis of courses taken. The OGPA of repeat courses will be added to work out the OGPA but such course credit shall be excluded from the total load of the prescribed course work for the degree Programme.
 - He/ She has completed not less than two semesters, there shall be two written papers each of three hours duration. The written papers would include one of the major subjects and one for the minor subject. In case of students offering split minors, adequate emphasis should be laid on both the minor fields for setting of question papers preferably separate question papers should be set for each minor subject each of two hours. The papers shall be of 100 marks each, and for passing a candidate shall have to obtain at least 65% marks. The paper on the major/minor subjects shall be set internally and evaluated by Major advisor for major subject and advisor from minor field for minor subject.

b) Make Up Examination

As far as possible make up examination shall be discouraged. Only in extremely genuinely cases like hospitalization, a student can be permitted by the VC/ PVC/ Director to appear at the make-up examination in the hourly (mid-semester) or final examination. Make-up test shall ordinarily be held about two weeks before the end semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

In case a student is seriously ill either in the campus and produce a medical certificate from the university medical officer or is hospitalized elsewhere and is unable to attend his/her examinations, the competent authority may permit him/her to appear in more than one make-up examination but not more than two examinations during any one semester. The student can be permitted by the competent authority to appear at the make-up examination only in extremely genuine cases on the following grounds.

- o If he is seriously ill.
- o He has taken leave on account of death of his/her father, mother, brother, sister, spouse, child or grandparents.

- o Any other genuine case with which the VC/ PVC/ Director is satisfied. Such cases should be reported to the Academic Section.
- o If a student fails to appear in any hourly (mid semester) or final examination for reasons beyond his/her control, he/she must file an application on or before the very day on which examination is missed.
- o The application for make-up examination must be supported by medical certificate.
- o No application for make-up examination shall be considered if received after 24 hrs. from the expiry of last date of hourly (Mid semester) or final examination.

9.8) Practical & Viva-Vocé Examination

All final practical including viva-vocé examination shall be finished before/ after final semester examinations.

9.9) Use of Unfair Means

The terms "use of unfair means in the examination" or "attempt to use unfair means in the examination" shall denote the items prescribed by the Academic Council of COER University Roorkee through its resolution from time to time. Hence, in case a student is caught using unfair means, the University rules and regulations shall be followed in order to initiate appropriate action.

9.10) Scrutiny

- o Scrutiny shall be allowed in only theory papers as per the rules of the University.
- o Re-evaluation is not permitted.
- o Scrutiny means checking of marks, examination of questions left unmarked and reassessment of the questions already marked.
- o If any students desire scrutiny in any course, he shall be permitted to do so with a prescribed scrutiny fee per subject.
- o He shall have to file an application on the prescribed form, which can be obtained from the office of the Controller of Examinations (COE), as per the notice issued by the COE.
- o After having the approval, the answer book shall be scrutinized by the instructor concerned in consultation with the COE.

The result of the scrutiny shall be final.

Bachelor of Fine Arts (B.F.A.) Programs**10.1) Eligibility**

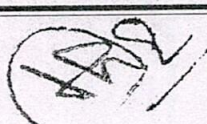
Candidates having passed 10+2 examination in Commerce/ Arts/ Sciences from a recognized board/university, or equivalent examination with minimum marks in aggregate of all subjects including english language as prescribed by the Academic Council, shall be eligible to apply for admission to B.F.A. program.

10.2) Merit Criterion for Admission

Admission to the B.F.A. program shall be made on the basis of grades/marks obtained in the qualifying examination & achievements in co-curricular and extra-curricular activities or on the basis of marks/grade obtained in the entrance test conducted by the university. Such admissions shall be made as per admission schedule as notified by the university.

10.3) Admission

- a) All admissions to the B.F.A. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.
- b) Admission and enrolment of students in the university shall be regulated in the manner as below:
 - o An admission notification clearly specifying the admission/ enrolment criteria for each program as prescribed by the university shall be published in National/Local newspapers and/or other media and also uploaded on the university website.
 - o All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the university.
 - o The candidates seeking admission to a program of study in the university must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.
- c) No candidate shall be entitled to claim admission as a matter of right.
- d) The maximum number of seats in each program shall be determined by the Board of Management from time to time.
- e) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the university.



- f) After the student is admitted to a particular program, he/ she shall be given unique and permanent enrolment/ registration number. He/ She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the university and in subsequent applications for an examination of the university.
- g) A student applying for change of his/her name in the record of the university should submit his/ her application to the Registrar accompanied by (i) the prescribed fee; (ii) an Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/ herself; (iii) a publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

10.4) Migration from Other Universities/Migration to Other University

Such cases shall be governed as per the provisions in the ordinance.

10.5) Admission of Candidates having Gap Year(s) after passing Eligibility Qualification

Such cases shall be governed as per the provisions in the ordinance.

10.6) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or Authorized Officer of the university, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/ She will be refunded the fee as per the Fee Refund Policy of the university announced in the admission brochure for that admission year.

10.7) Program Structure

a) Program Duration

- o The university shall offer B.F.A. programs in various functional and sectoral specializations and areas. It is a full-time degree awarding undergraduate program of three years duration. The maximum period in which a candidate must qualify for the degree shall be five academic years failing which candidate shall not be allowed to continue studies for the program.
- o The program offered shall be semester based and comprise six semesters. Each semester shall normally be of about eighteen (18) weeks duration. The university may, in addition, offer mandatory trainings/ internship/ workshops/ courses etc. for the students. Special classes may be conducted during semester.
- o For a program the academic year shall normally comprise of Odd semesters, even semesters and a training/internship period. Any of the semesters may be for on job training /internship or project work.



- o The starting & ending dates of the semesters and the training/internships schedules shall be announced in the academic calendar of the program in advance.
 - o The minimum working days and teaching hours per week will be defined and followed as per respective regulatory authorities and University requirements. Inter-semester break may be utilized for curriculum requirements.
- b) **Courses of Study:** The program of study shall consist of the core and elective courses offered. These courses could be offered in combination of various L-T-P modes.

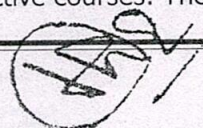
Lecture - Presentation & discussion, used to convey theoretical concepts and phenomenon governing business world; development of theories explaining these-phenomenon and their applications.

Tutorial - A smaller class or group session aimed at problem solving; analysis and/or designing by applying that have been discussed in a lecture.

Practical Lab - Module of the course aimed at doing practical work using different systems or software's.

The program of study shall consist of:

- o **Core Courses** - Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.
- o **Elective Courses** - Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest including online courses.
- o **Non-Teaching Credit Courses** - These courses involve no teaching. They can include seminars, presentations, dissertations, projects, thesis, reflective journal etc.
- o **Special/Value-Added Courses** - For development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.
- o **Training Modules** - Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the desired outcome to be achieved. This training could be organized in an industry/research organization or other institutions.
- o **Bridge Courses** - The courses which aim to impart basic knowledge and skills required to undertake the core and elective courses. They will not carry any credits.

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- o **Mandatory Course** - Any additional compulsory courses prescribed by the University which may or may not be audit courses
- o **Any Other Course** - The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

c) **Program Credit Requirement**

The university shall follow the choice-based-credit-system (CBCS). The total credit requirement for the award of the B.Com. degree shall be around 160. A student will be eligible for degree with Honors, if he/she completes an additional 20 credits. A student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by the student through online/contact-mode from any National/ International institutions with prior approval of the department shall be counted in his/her credits earned, as per guidelines framed by the University in this regard.

d) **Lower and Upper Limits for Credits Registered**

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he/she would not be able to take up the academic rigor may register for a minimum of 14 credits to maintain his/her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1-2, which can be core or elective with preference to core. Student has also choice to register for a maximum of 29 Credits in a semester, if he/she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

10.8) Attendance

A student shall be required to fulfill the attendance criteria as prescribed in the ordinance.

10.9) Conduct of Examination & Evaluation

a) **Conduct of Examinations**

- o The University shall conduct examinations as the guidelines prescribed in the University Examination Ordinance and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the university and shall not ordinarily be eligible to appear in the examination.
- o A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.



b) Evaluation

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study. It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval. Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 3-1-2 / 3-0-0, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination. Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

10.10) Preparation and Declaration of Results

All the norms for preparation and declaration of results prescribed in the University Examination Ordinance shall be followed.

10.11) Use of Unfair Means

All cases regarding reported use of unfair means (**UFM**) in the examination shall be dealt as per the provisions under the regulation on prevention of unfair means in the examinations.

10.12) Examination Grievance Committees

The committee shall be constituted as per the provisions in the regulations of the University Examination Ordinances.

10.13) Graduation Requirements

a) Minimum Credits

The total credit requirement for the award of the B.Com. degree shall be around 160. Candidate shall have to earn the minimum credits as per the program structure, to be eligible for the award of degree. These credits should be earned under different categories as follows:

- o All core courses as defined in curriculum scheme
- o All the trainings
- o At least one elective course from other disciplines of engineering/sciences



- o At least one elective course from the discipline of management/humanities etc.
- o At least two courses through online platform

Student shall also pass all mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the department from time to time.

b) Credits earned at Different Universities/Institutes

Credits earned by a student through course-work/project work/internship at other institutions/industry/organization in India or abroad shall be counted towards total credit earned by the student for award of degree. This shall be facilitated with the approval of the Dean Academics on the recommendations of the respective department.

NOTE: Nothing in this regulation shall be deemed to preclude the university from amending the regulation & the amended regulation, if any, shall apply prospectively and from the date as specified in the regulations.



Masters of Fine Arts (M.F.A.) Programs**11.1) Eligibility**

Admission to M.F.A. first semester will be made as per the rules prescribed from time to time by the Academic Council of the University. The University can take up to 10% additional admissions, in view of the expected short fall in the 2nd year due to failure of students or leaving the University.

11.2) Admission

The minimum academic attainment of admission to Master's Degree Programme of the University shall be as follows:

- a) A candidate should possess a Bachelor's Degree or equivalent in the subject concerned.
- b) For getting admission to Master's programme, the merit will be determined on the basis of the criteria as laid down by the Academic Council, subject to the following conditions:
 - o A candidate should possess Bachelor's Degree in the subject concerned with minimum of 50% marks in aggregate or minimum 5.0/10.0 marks.
 - o A candidate selected for admission to Master's Degree Programme would be allowed to exercise option of discipline in the concerned stream in which he/she has appeared in the entrance examination.
 - o A student admitted to the Post-graduate Programme may be required to take some deficiency courses, if any, prescribed by the Head of the Department and Advisory Committee, in addition to the courses required as per regulation.

11.3) Migration from other Universities/Migration to other University

A student may be able to transfer credits to another programme or may be able to transfer credit towards in a different institution with which the university has a formal agreement of mutual credit transfer. Credit transfer depends on whether the accumulated credit is relevant to the programme to which the student wants to transfer.

11.4) Withdrawal of Admission & Fee Refund

A student shall have to submit an application to the Registrar or Authorized Officer of the university, in case he/she wants to withdraw his/her admission from the program of study in



which admitted. He/she will be refunded the fee as per the fee refund policy of the university announced in the admission brochure for that admission year.

11.5) Program Structure

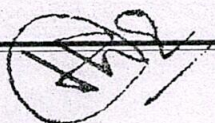
a) Program Duration

- o The university also reserves the right to change the number of seats in any department of the University depending upon its convenience but not detrimental to the institution and the state.
- o In case where a student joins another degree programme within the University, he shall have to take full credit requirement for the fresh degree programme. No allowance will be given for the credit covered in the earlier programme.
- o The minimum duration will be of 110 working days, consisting of 95 instructional days and 15 examination days.

b) Courses of Study:

The program of study shall consist of:

- o Each teacher/instructor shall maintain a record of the student's attendance in each course taught by him/her in each semester.
- o Each student is normally required to attend all the lectures, tutorials and laboratory classes in every subject, and also to participate in curricular and co-curricular activities.
- o The percentage of attendance of a student in a course in a semester shall be computed on the basis of the total number of lecture, tutorials and practical attended by him/her and those actually held between the dates of his/her registration in the course/commencement of the instruction and the date of closing instruction.
- o Each student shall be regular in attending the classes and shall be required to have a minimum of **75% attendance** in each semester, failing which he/she shall not be awarded grade in that course, unless withdrawal from the course is permitted. The Dean/Director of faculty/institute may condone the shortage in attendance on medical ground, upto a maximum of 15%.
- o The Academic Section will consolidate the attendance record for the lectures and practicals, etc. Attendance on account of participation in the prescribed functions of NCC, NSS, Inter University sports & functions, Educational Tours, Field Work, Training and such other activities sponsored by the University shall be credited to the aggregate, provided the attendance record, duly countersigned by the concerned teacher, is sent to the Academic Section within two weeks of the function/activities.



- o Academic Section/HoD shall display the statement of attendance on the notice board twice in a semester. Notice displayed on the notice board shall be deemed to be an official notification for all concerned. No separate notification to individuals shall be issued.
- o If a student is found to be continuously absent from the classes without proper application and sanction for a period of 30 days or his attendance is less than 30%, the concerned teacher shall report it to the Head of the Department/ Dean/ Director for striking off the name of such a student from rolls. Such a student may, however, apply for readmission within 10 days from the date of issue of the notice of striking off his name. The request may be considered by the Dean/ Director for readmission. Such a student shall not be readmitted after the prescribed period. The readmission shall be affected on payment of prescribed readmission fees.
- o A student, who fails to achieve the prescribed minimum attendance as per the provisions of article 8.4 above, shall not be allowed to appear in the End Semester Examinations and shall be deemed to have been detained. The list of students to be detained shall be forwarded by the Dean/Director to V.C. through P.V.C. for necessary action. However, under very special circumstances, the Dean/Director of the concerned Faculty/Institute will review and forward those genuine cases which however, fall below reasonable and prescribed attendance level with their recommendation for reconsideration through P.V.C. to V.C. for a final decision.
- o Notwithstanding any of the above provisions, under very special circumstances, the Vice Chancellor, in consultation with Dean/Director of Faculty/Institute, has the power to amend or condone all or any of the above said clauses or the prescribed percentage in the interest of the academics and the University.

c) Program Credit Requirement

- o The course curriculum and syllabus shall be followed with 25% variation to meet regional requirements if felt necessary by the Academic Council of the university.
- o The curriculum shall also include such other curricular, co-curricular and extracurricular activities as prescribed by the university from time to time.
- o The minimum credit requirement for the M.C.A. programme shall consist of:

Subject	M.F.A.
a) Course Work	
Major Subject (Core + optional subjects)	20
Minor Subject	09
Supporting Subject(s)	05

Non-Credit Compulsory Courses	-
Seminar	01
Total (a)	35
b) Comprehensive Examination	Non - Credited
c) Thesis	20
Total (a) + (b) + (c)	55

- o **Major Subject:** The subject (Department/ Discipline) in which a student takes admission.
- o **Minor Subject:** The subject closely related to a student's major subject.
- o **Supporting Subject:** The subject not related to the major subject. It could be any subject considered relevant for student's research work or necessary for building his/her overall competence.
- o The Advisor (Major) shall be assigned to each post-graduate student by the Head of the Department, in consultation with the Post-graduate faculty of the Department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student, which shall be approved by the Director/ Dean on the recommendation of the Major Advisor submitted through the Chairman of the Department. The members of the Advisory Committee shall be chosen from the post-graduate Faculty. The recommendation for constitution of an Advisory Committee for a post-graduate student shall be submitted in the prescribed form.
- o For a student pursuing for the Master's Degree, the Advisory Committee shall consist of at least two members of the Post-graduate Faculty representing the major subject (including Head) and one member of the Faculty representing the minor/supporting subject. The Chairman of the Advisory Committee shall be the Major Advisor who shall be one of the members representing the major subject. Major Advisor should be allotted within a month of the admission of students in 1st Semester. The Director/ Dean may add one member to represent him/her in the committee. If, however, it is not possible to have two members to represent a major subject, the fact must be brought to the notice of the Director, who may approve the constitution of an Advisory Committee with only one Advisor from the major subject and a second member from an allied field. The Advisory Committee so prepared must be submitted to the Director/ Dean within three months of the 1st semester.



11.6) Program of Study

- o The programme of study of courses shall be developed in consultation with the student's Advisory Committee and submitted to the Dean/ Director before the end of 1st semester of student's stay. However, before submission of the synopsis of research problem, the student shall deliver a seminar on the research problem in the department. Regular student shall normally be allowed to take up thesis work after he/she has successfully completed the course work. However, depending upon the nature of research problem, thesis work, in special cases, can be started a little earlier as well on the recommendation of Advisory Committee.
- o In the programme of study student may be required to take special course, like seminar, special problem etc. The Advisory Committee should specify the credits for such courses. A special problem should be assigned to the student when there are specific assignments or techniques to be undertaken by him/ her during a term. For such credits, the student should be required to maintain a regular record of the work done and to write a report at end of the project undertaken by him/ her, on the basis of the work done and the report written, the student shall be graded 'S' (Satisfactory) or 'US' (Unsatisfactory).
- o The programme of study so drawn up should be followed by the student. Only in exceptional case, the programme of study can be altered by the Advisory Committee and duly approved by Dean/ Director during the course of his/her studies, to meet the changed scholastic circumstances.
- o The programme should not; however, altered to suit the convenience of a student or to facilitate his/her freeing from what he/she considers to be difficult course listed in his/her programme of study.

11.7) Conduct of Examination & Evaluation

a) Conduct of Examinations

- o The performance of a student in a semester shall be evaluated through continuous assessment and semester examination. The continuous assessment shall be based on mid semester tests, class tests, tutorials, quizzes, viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be conducted by means of written papers, practicals and/or viva-voce.
- o The distribution of marks for Sessional, End semester theory papers, practicals and other examinations: seminar, project, and practical training shall be as per the prescribed scheme of examination.



- o The maximum marks of a theory/practical subject shall consist of marks allotted for End Semester theory paper/practical examination and Sessional work, respectively in the scheme of examination.
- o A candidate for Master's degree must pass the comprehensive examination both in the major and minor fields of his/her studies to be arranged by the Head of the Department concerned in consultation with the Major Advisor of the student's Advisory Committee. He shall not be admitted to the comprehensive examination until:
 - He/ She has successfully completed at least 75% of the course work prescribed and obtained an OGPA of not less than 6.00 out of 10.00 calculated on the basis of courses taken. The OGPA of repeat courses will be added to work out the OGPA but such course credit shall be excluded from the total load of the prescribed course work for the degree Programme.
 - He/ She has completed not less than two semesters, there shall be two written papers each of three hours duration. The written papers would include one of the major subjects and one for the minor subject. In case of students offering split minors, adequate emphasis should be laid on both the minor fields for setting of question papers preferably separate question papers should be set for each minor subject each of two hours. The papers shall be of 100 marks each, and for passing a candidate shall have to obtain at least 65% marks. The paper on the major/minor subjects shall be set internally and evaluated by Major advisor for major subject and advisor from minor field for minor subject.

b) Make Up Examination

As far as possible make up examination shall be discouraged. Only in extremely genuinely cases like hospitalization, a student can be permitted by the VC/ PVC/ Director to appear at the make-up examination in the hourly (mid-semester) or final examination. Make-up test shall ordinarily be held about two weeks before the end semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

In case a student is seriously ill either in the campus and produce a medical certificate from the university medical officer or is hospitalized elsewhere and is unable to attend his/her examinations, the competent authority may permit him/her to appear in more than one make-up examination but not more than two examinations during any one semester. The student can be permitted by the competent authority to appear at the make-up examination only in extremely genuine cases on the following grounds.

- o If he is seriously ill.
- o He has taken leave on account of death of his/her father, mother, brother, sister, spouse, child or grandparents.

- o Any other genuine case with which the VC/ PVC/ Director is satisfied. Such cases should be reported to the Academic Section.
- o If a student fails to appear in any hourly (mid semester) or final examination for reasons beyond his/her control, he/she must file an application on or before the very day on which examination is missed.
- o The application for make-up examination must be supported by medical certificate.
- o No application for make-up examination shall be considered if received after 24 hrs. from the expiry of last date of hourly (Mid semester) or final examination.

11.8) Practical & Viva-Vocé Examination

All final practical including viva-vocé examination shall be finished before/ after final semester examinations.

11.9) Use of Unfair Means

The terms "use of unfair means in the examination" or "attempt to use unfair means in the examination" shall denote the items prescribed by the Academic Council of the University through its resolution from time to time. Hence, in case a student is caught using unfair means, the University rules and regulations shall be followed in order to initiate appropriate action.

11.10) Scrutiny

- o Scrutiny shall be allowed in only theory papers as per the rules of the University.
- o Re-evaluation is not permitted.
- o Scrutiny means checking of marks, examination of questions left unmarked and reassessment of the questions already marked.
- o If any students desire scrutiny in any course, he shall be permitted to do so with a prescribed scrutiny fee per subject.
- o He shall have to file an application on the prescribed form, which can be obtained from the office of the Controller of Examinations (COE), as per the notice issued by the COE.
- o After having the approval, the answer book shall be scrutinized by the instructor concerned in consultation with the COE.

The result of the scrutiny shall be final.

A handwritten signature, possibly 'S. S.', is written over a circular official stamp. The stamp contains some illegible text and a central emblem.