

## **COMMON REGULATIONS APPLICABLE TO ALL COURSES OFFERED BY THE UNIVERSITY**

### **2.0 ADMISSION CRITERIA**

- 2.1 Admission to all the Programmes of all the Faculties (Except the Faculty of Humanities and Sciences) will be done inviting applications from candidates all over India and /or through Admission Tests by the University. However, candidates who have appeared for other entrance tests conducted by recognized agencies, approved by the Ministry of HRD / UGC, will also be considered for admission. Foreign students can be admitted following the guidelines of MHRD and UGC.
- 2.2 For courses offered under Humanities & Sciences, the admission will be done on an All India Basis based on the marks obtained in their qualifying examinations.

### **3.0 STRUCTURE & DURATION OF PROGRAMME**

- 3.1 All courses offered by the University (Except the courses offered by the Faculty of Dental Surgery and Faculty of Medicine and Allied Health Sciences) follow semester pattern.
- 3.1.1 Every program will have a curriculum with syllabi consisting of Core and Elective Courses such as:
- i) General Core Courses comprising Basic Sciences, Language Skills and Humanities
  - ii) Departmental Core Courses to develop proficiency
  - iii) Elective Courses for specialization in related fields and broadening utility based knowledge in peripheral and related areas. It shall generally be interdisciplinary in character.
  - iv) Courses shall include lectures, tutorials, laboratory, seminar, project work, practical training, report writing, tests, examinations, viva voce, etc., to meet effective teaching/learning needs.
- 3.2 Except for Medical, Allied Health Sciences and Dental courses where credit system is not followed now, each course is normally assigned certain number of credits on the basis of 01 Credit per lecture period per week, 01 Credit per tutorial period per week, 01 Credit for 3 periods of laboratories, Practical or seminar or project work per week and 01 Credit for 4 weeks of industrial training during semester vacations. Each period is approx. 55 minutes of instruction.
- 3.3 The University will permit transfer of credits on courses taken in other recognized institutions. In addition, students from other institutions may join this University by the same transfer of credits system by noting equivalence

of courses by duly constituted committee of the concerned Department. It is applicable both for UG/PG programmes.

- 3.4 Each semester curriculum shall normally have a prescribed number of courses. There are provisions both for fast learners and slow learners.
- 3.5 For the award of the degree, following credit pattern, a student has to earn certain minimum total number of credits specified in curriculum of the relevant branch of study (vide Sec. 26.1).
- 3.6 The medium of instruction, including tests, examination and project report shall be English, except for courses on languages other than English.
- 3.7 Duration of the programme (Refer respective programme details.)

#### 4.0 **REQUIREMENTS FOR COMPLETION OF A SEMESTER**

- 4.1 A semester is defined as 15 weeks of instruction followed by a week of preparation and Examination.
- 4.2 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for the completion of a semester:
  - i) He / She secures not less than 75% attendance in a given semester taking into account the total number of periods in all courses put together attended by the candidate, as against the total number of periods in all courses offered during that semester subjected to Sec. 26.0.
  - ii) He / She earn a progress certificate from the Controller of Examination for having satisfactorily completed all the courses in that semester, as prescribed from time to time with the knowledge of the Departmental Head.
  - iii) His / Her conduct is considered to be satisfactory unless and otherwise notified by the Head of the Department.
- 4.3 Candidates who do not complete the two semesters of an academic year (as per Sec. 4.1), will not be permitted to write the end semester examination and are not generally allowed to proceed to the next academic year. They are required to repeat the incomplete courses of the semester in the next academic year.

#### 5.0 **FACULTY ADVISER**

To help the students in planning their courses of study and for general advice on the academic programmes, the Head of the Department will allocate a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such a Faculty Adviser shall advise the students, monitor the courses taken by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the Faculty Adviser may also discuss with or inform the parents about the progress of the students through the concerned authorities (progress of students will be posted in the website which can be accessed by parents).

## 6.0 **CLASS COMMITTEE**

6.1 A Class Committee consists of teachers of the concerned class and student representatives; will be chaired by a faculty member who is not teaching the class. It is like the '*Quality Circle*' (more commonly used in industries) with the overall goals of improving the teaching-learning process.

The functions of the Class Committee include:

- ❖ Attending to the problems experienced by students in the classroom and in the laboratories
- ❖ Clarifying the regulations of the degree program and the details of rules therein
- ❖ Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment
- ❖ Informing the student representatives about the details of regulations regarding weightage used for each assessment. In the case of Practical courses (laboratory / drawing / project work / seminar / etc.) the break-up of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students
- ❖ Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any
- ❖ Identifying weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or Coaching such weak students
- ❖ Generally maintaining a close relationship between the teachers and the taught

- 6.2 The Class Committee for a class under a Particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in each class of the first semester, the Class Committee is to be constituted by the respective Dean after consulting the respective Head of the Department
- 6.3 The Class Committee shall be constituted on the first working day of any semester or earlier.
- 6.4 At least 2 student representatives shall be included in the Class Committee.
- 6.5 The Chairperson of the Class Committee may inform and, if necessary, invite the Faculty Adviser(s) and the Head of the Department to the meeting of the Class Committee.
- 6.6 The Head of the Department may participate in any Class Committee of the institution.
- 6.7 The Chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange to circulate it among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Department.
- 6.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, to give all necessary information within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student member representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

#### 7.0 **COURSE COMMITTEE FOR COMMON COURSES**

Each common theory course offered to more than one discipline or group shall have a "*Course Committee*" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department /Dean depending upon whether all the teachers teaching the common course belong to a single Department or to several Departments. The '*Course Committee*' shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Where feasible, the Course Committee may also prepare a common question paper for the test(s).

## 8.0 **ATTENDANCE AND ASSESSMENT**

8.1 Every teacher is required to maintain a computer based '*Attendance and Assessment Record*' which consists of attendance marked for each lecture or Practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will sign after due verification. At the end of the semester, the record should be verified by the Dean who will keep this document in safe custody (for five years).

The University or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters. (The whole process must be green in nature with minimum use of paper).

8.2 Three tests each carrying 50 marks shall be conducted by the Department. The total marks obtained in best two tests put together out of 100 shall be reduced to 50 marks (vide Sec. 9) and rounded off to the nearest integer. The same procedure is followed in Practical. The student should get a minimum of 50 in Practical also as in theory, the weightage in grading for theory and Practical portions of the subject of study shall be in the ratio of credit distribution for these in the subject credit rating.

## 9.0 **END SEMESTER EXAMINATION**

The End Semester examinations shall ordinarily be conducted during November–December for the odd semesters and during April - May for even semesters after 15 weeks of instruction and one week of preparation for the end semester examination. The maximum marks for each course (including the Project work and Viva Voce Examination in end semester) shall be 100 comprising of marks for tests and marks for the end semester examinations, as per the scheme of evaluation. The end semester examination for all courses of study shall be for theory as well as Practical.

9.1 For all courses offered to Part Time students they will be evaluated in the end semester examinations based on the same question paper set for the Full Time courses.

## 10.0 **PROJECT WORK**

There shall be three assessments (each 100 marks) during the semester, awarded by a review committee constituted by the respective Head of the Department. The student shall make a presentation on the progress made before the committee. The total marks obtained in the three assessments shall be reduced to 50 marks and rounded off to the nearest integer. The end viva voce examinations shall carry a maximum mark of 50. The student should secure a minimum of 50 marks in the overall computation, both in internal assessment and the viva voce exams, to declare a pass in project work (Appropriate modification to this clause regarding the marks allocated

for internal and external valuation can be done depending on the branch of study).

### 11.0 **REQUIREMENTS FOR APPEARING IN SEMESTER EXAMINATIONS**

A candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements (vide Sec. 4) and has registered for examination in all courses of that semester.

### 12.0 **PASSING REQUIREMENTS**

(See Regulations of respective Faculties & Courses).

### 13.0 **AWARD OF LETTER GRADES**

{Not applicable to B.D.S., M.B.B.S., B.Sc. (Nursing), M.Sc. (Nursing) B.PT. & M.PT. courses}

All assessments of a course will be done on a relative grading basis and letter grades; each carrying certain points awarded as detailed below:

<b>Letter</b>	<b>Grade Points</b>
H	90-100
S	80-89
A	70-79
B	60-69
C	50-59
F	< 50
F*	< 50
I	(Incomplete)
W	(Withdrawal / withheld for some reason)
AB	(Absent)

"F" denotes failure due to poor performance

"F\*" denotes failure in end semester Examination.

"I" denotes incomplete as per Sec. 4.2

"W" denotes withdrawal as per Sec. 16

"AB" denotes Absence from the examination.

The numerical grades (g) corresponding to H, S, A, B, C are respectively 10, 9, 8, 7 and 6.

After results are declared, Grade Sheets will be issued to each student, which will contain the following details:

- i) The Faculty and the Department in which the candidate has studied
- ii) The list of courses enrolled during the semester and the marks and grade scored

- iii) Grade Point Average (GPA) is computed for each semester.

The GPA, a measure of performance of the students in the semester to which it refers, is calculated as follows:

$$\text{GPA} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where 'n' is the number of subjects registered for the semester,  $c_i$  is the number of credits allotted to a Particular subject, and  $g_i$  is the grade points carried by the letter corresponding to the grade awarded to the student for the subject.

- iv) Cumulative Grade Point Average (CGPA) is computed at the end of every semester from the 2<sup>nd</sup> semester onwards to which it refers, and will be calculated as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

where 'm' is the total number of subjects the student has registered from the first semester onwards upto and including the semester, just completed. ' $c_i$ ' is the number of credits allotted to a particular subject and ' $g_i$ ' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subjects. CGPA will be rounded off to the first place of decimal and recorded as such.

#### 14.0 ELIGIBILITY FOR THE AWARD OF DEGREE

Refer respective programmes.

#### 15.0 CLASSIFICATION OF THE DEGREE AWARDED

Also refer respective programmes for specific details. The general classification of the degree awarded in credit system based education is given below:

A candidate is said to have qualified for the award of degree when he / she has completed and passed courses worth the minimum number of Credits stipulated for that degree [vide Sec. 26.1]

- 15.1 A candidate who has qualified for the award of degree having passed the examination in all the subjects of all semesters in his / her first appearance securing not less than 9.00 CGPA shall be declared to have passed in ***First class with Honours.***
- 15.2 A candidate who has qualified for the award of degree having passed the examination in all subjects of all semesters in his / her first appearance securing not less than 8.00 CGPA but less than 9.00 CGPA shall be declared to have passed in ***First class with distinction.***
- 15.3 A candidate who has qualified for the award of degree having passed in all subjects at the end of the eighth semester with not less than a CGPA of 6.50 shall be declared to have passed in ***First Class.***
- 15.4 All other candidates (not covered in Secs. 15.1, 15.2 and 15.3) who have qualified for the award of degree shall be declared to have passed the examination in ***Second class.***
- 15.5 A candidate qualifies for the award of degree after having passed the examination in all the subjects of the course within the maximum duration as mentioned below:

<b>S.No</b>	<b>COURSES</b>	<b>SEMESTERS</b>
1.	B.Tech. (FT)	14
2.	B.Tech. (PT)	12
3.	B.Tech. Lateral Entry (FT)	10
4.	B.Sc.	10
5.	B.C.A.	10
6.	M.Tech. (FT)	06
7.	M.Tech. (PT)	10
8.	M.C.A. (FT)	10
9.	M.C.A. (PT)	14
10.	M.C.A. (Lateral Entry) (FT)	06
11.	M.C.A. (Lateral Entry) (PT)	10
12.	B.Arch.	18
13.	M.Arch. (FT)	06
14.	M.Arch. (PT)	10
15.	B.Design	14

Reckoned from the commencement of study from first semester securing a CGPA of not less than 6.50 a candidate shall be declared to have passed the examination in First class. For this purpose of classification, the authorized break of study will not be counted.



## 16.0 **PROVISION FOR WITHDRAWAL FROM END SEMESTER**

### **EXAMINATION**

- 16.1 A candidate may, for valid reasons, be granted permission to withdraw from appearing for the end semester examination in any two courses of study during the entire duration of the degree programme in any given semester.

A candidate may, for valid reasons, be granted permission to withdraw from appearing for the final examination of not more than two courses in a given semester.

- 16.2 Withdrawal of application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made within the prescribed number of days prior to the commencement of the examination in that course of study and also recommended by the Head of the Department and the Dean concerned.
- 16.3 Withdrawal shall not affect the classification of "**class**" construed as an appearance for the eligibility of a candidate for **First Class with Distinction** (vide Sec. 15).

## 17.0 **TEMPORARY BREAK OF STUDY FROM A PROGRAMME**

- 17.1 A candidate is not normally permitted to temporarily avail break of study. However, if a candidate intends to temporarily discontinue the programme in the middle, for valid reasons (such as accident or hospitalization due to prolonged illness) he/she shall apply in advance to the Head of the Institution for rejoining the programme at a later semester, in any case, not later than the last date for registering for the semester examinations of the semester in question, through the Head of the Department and Head of the Institution stating the reasons thereof.
- 17.2 The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- 17.3 The duration of break of study for any programme, as approved by the Dean, will be excluded from the calculation, of maximum number of semesters allowed for the completion of a program (vide Sec. 15).
- 17.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period stipulated for the respective program irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide Sec. 14).
- 17.5 If any student is detained for want of requisite attendance, progress and

good conduct, the period spent in that semester shall not be considered as permitted for '*Break of Study*' and Sec. 17.3 is not applicable for this case.

## **18.0 PERSONALITY AND CHARACTER DEVELOPMENT**

All students shall enroll, on admission, in any one of the personality and character development programmes (the NSS/NSO) and undergo training for about 40 hours and attend a camp of about five days. The training shall include classes on hygiene and health awareness and also training in first aid.

National Service Scheme (NSS) will conduct social service activities in and around the College/Institution.

National Sports Organization (NSO) will have Sports, Games, Drills and Physical Exercises.

While the training activities will normally be during weekends, the camp will normally be during vacation periods. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. In the near future, this University will also provide National Cadet Corps as part of the personality building exercise.

## **19.0 DISCIPLINE**

Every student is required to observe discipline, decent and decorous behaviour both inside and outside the University and not to indulge in any activity prejudicial to the prestige of the University.

## **20.0 REVISION OF REGULATION AND CURRICULUM**

The University may from time to time revise, amend or change the Regulations, Scheme of Examinations and Syllabi, as may become necessary.