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Academic Regulations, 2017



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PRESIDENCY UNIVERSITY

(Established under the Presidency University Act, 2013 of the Karnataka Act 41 of 2013)

Academic Regulations, 2017

Regulation No.: PU/AC-05/01/05_2017

Resolution No.06 of the Fifth Meeting of the Academic Council held on May 11, 2017 and ratified by the Board of Management in its Fifth Meeting held on May 12, 2017.

May 2017

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Academic Regulations, 2017

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provisions of the Act and Statutes of the Presidency University, the Academic Council hereby makes the following Regulations, namely;

PRELIMINARY

Short Title and Commencement

- (a) These Regulations shall be called the **Academic Regulations, 2017**.
- (b) These Regulations shall supersede all the earlier Academic Regulations of the University, along with all the amendments thereto.
- (c) They shall come into force from the Academic Year 2017-18.

Definitions

In these Regulations, unless the context otherwise requires:

- a) *“Academic Calendar” means the schedule of academic and miscellaneous events as approved by the Academic Council;*
- b) *“Academic Council” means the Academic Council of the University;*
- c) *“Academic Regulations” means the Academic Regulations, 2017 of the University;*
- d) *“Academic Term” means a Semester or Summer Term;*
- e) *“Act” means the Presidency University Act, 2013;*
- f) *“BOE” means the Board of Examinations of the University;*
- g) *“BOS” means the Board of Studies of a particular Department/Program of Study of the University;*
- h) *“COE” means the Controller of Examinations of the University;*
- i) *“Clause” means the duly numbered Clause, with Sub-Clauses included, if any, of these Regulations;*
- j) *“Course” means, a specific subject usually identified by its Course Code and Course Name, with specified Credit Structure and Credits, Course Description/Content/Syllabus, a set of textbooks/references, taught by assigned Course Instructor(s) to a specific class (group of students) during a specific Academic Term;*
- k) *“Course Instructor” means the faculty member who is the Teacher/Course Instructor for the concerned Course;*
- l) *“DAC” means, the Departmental Academic Committee of a concerned Department/Program of Study of the University;*
- m) *“Dean” means the Dean of the concerned School;*
- n) *“Degree Program” includes all Degree Programs;*
- o) *“Department” means the Department/School offering the concerned Degree Program;*
- p) *“Examination Regulations, 2017” means the Examinations Regulations, 2017 of the University;*
- q) *“HOD” means the Head of the concerned Department;*
- r) *“Parent Department” means the Department/School that offers the Degree Program that a student*

undergoes;

- s) *“Program Regulations and Curriculum” means the Program Regulations and Curriculum, 2017 of the University, governing a specific Degree Program offered by the University, and, includes the set of Program-Specific Regulations, Program Structure, Curriculum and summary of Course Description/Contents/Syllabi;*
- t) *“School” means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;*
- u) *“Section” means the duly numbered Section, with Clauses included in that Section, of these Regulations;*
- v) *“Statutes” means the Statutes of Presidency University;*
- w) *“Sub-Clause” means the duly numbered Sub-Clause of these Regulations;*
- x) *“Summer Term” means an additional Academic Term conducted during the summer break (typically in June-July) for a duration of about eight (08) calendar weeks, with a minimum of thirty (30) University teaching days;*
- y) *“University” means Presidency University, Bengaluru; and*
- z) *“Vice Chancellor” means the Vice Chancellor of the University.*

1.0 INTRODUCTION

- 1.1 The Academic Regulations, 2017 are applicable to all existing Degree Programs of the University. The Academic Regulations, and any amendments made therein, shall also be applicable to new Degree and Diploma Programs that may be offered by the University in future.
- 1.2 Additional Regulations, if any, and specific regulations pertaining to criteria/mandatory requirements by Government Regulatory Bodies for a particular Degree Program shall be prescribed in the concerned Program Regulations and Curriculum.
- 1.3 These Regulations may evolve and get amended or modified or changed through appropriate approvals from the Academic Council, from time to time, and shall be binding on all concerned.
- 1.4 The effect of periodic amendments or changes in the Academic Regulations, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised Academic Regulations, without any undue favor or considerations.

2.0 ACADEMIC CALENDAR

- 2.1 The academic activities of the University are regulated by the Academic Calendar approved by the Academic Council, and released at the beginning of each Academic Year. The Academic Calendar shall be prepared by the Dean (Academics), approved by the Academic Council, and announced at least one calendar month before the commencement of each Academic Year. It is mandatory for students and faculty to strictly adhere to the Academic Calendar for completion of academic activities.

- 2.2 An Academic Year in the University shall normally be divided into two Semesters consisting of ninety (90) University working days each, known as *Odd* Semester (normally from August to December) and *Even* Semester (normally from January to May).
- 2.3 The Academic Year of the University shall commence on 1st August of the calendar year. Thus, the Odd Semester of the Academic Year shall commence on 1st August of the calendar year. The Even Semester of the concerned Academic Year shall commence on 2nd January of the following calendar year.
- 2.4 During the summer break, i.e., (June and July), there may be an additional Academic Term known as the Summer Term. The duration of the Summer Term is about eight (08) calendar weeks and shall include a minimum of thirty (30) University teaching days.

3.0 REGISTRATION

- 3.1 The University follows a credit based Semester system, therefore registration at the beginning of each Semester/Academic Term on the prescribed dates announced in the Academic Calendar and through notifications issued by the University to this effect, is mandatory for every student till she/he completes her/his Program.
- 3.2 Registration is the sole responsibility of the student. Every student shall register in person on the day specified for registration, for the concerned Courses as prescribed by the respective Program Regulations and Curriculum. Without registration, any academic activity (Course / Seminar / Practical / Project work / Internship, etc.) undergone by a student will not be counted towards the requirements of her/his Degree.
- 3.3 On joining the University, each student is assigned to a Faculty Advisor to counsel the student on matters related to the registration process. Every student after consulting her/his Faculty Advisor is required to register for the approved Courses with the Parent Department at the commencement of each Semester/Academic Term on the days fixed for such registration as notified in the Academic Calendar or the University Notification to this effect.
- 3.4 Normally, no late registration shall be permitted. However, considering medical exigencies, specifically hospitalization, trauma or contagious disease only, a student may be permitted for late registration with prior approval from the Dean of the concerned School. The student must produce the medical certificates, medical prescriptions, hospital discharge report, medical fitness report and all such relevant documents duly attested by the concerned registered medical officer of the hospital where the concerned student was hospitalized or medically treated. The student shall not be eligible for late registration if she/he fails to produce authentic medical certificates and relevant documents in support of the medical exigency.
 - 3.4.1 Further, in such specified cases of medical exigency (viz. hospitalization, trauma or contagious disease only), the maximum period permissible for late registration shall not be more than TWENTY-TWO (22) University working days counted from the specified date of Registration announced by the University. Under no circumstances shall such a student be permitted to register for the concerned Semester after the permissible period for late registration of TWENTY-TWO (22) University working

days counted from the specified date of Registration. Further, no relaxation shall be given on attendance requirement for late registration, except as permissible under Clause 7.3.

- 3.4.2 Further, if a student has been selected/nominated by State/National/International Organizations/Boards to represent the State and/or India in State / National / International Competitions / Events the concerned student may be permitted for late registration. The student must produce duly attested documents and/or Certificates to be eligible for the provision of late registration. The number of days for which the concerned student shall be given permission for late registration shall be approved by the Vice Chancellor on the recommendation of the Dean of the School concerned. Further, no relaxation shall be given on attendance requirement for late registration, except as permissible under Clause 7.4.
- 3.5 In case of any other reason for late registration other than the specified conditions in Clause 3.4 above, the maximum permissible period for late registration shall not be more than FIVE (05) University working days counted from the specified date of Registration announced by the University. The student shall pay a Late Fee for late registration as specified by the University at the commencement of the Academic Term. Further, no relaxation whatsoever shall be given on attendance requirement for late registration. Under no circumstances shall such a student be permitted to register for the Academic Term after the permissible period for late registration of FIVE (05) University working days counted from the specified date of Registration.
- 3.6 Students are not permitted to re-register for the Course(s), which they have already passed, except under the provisions and conditions of Clauses 15.5, 16.3 and 16.4.
- 3.7 A student shall be permitted to register in the next Semester only if all the following conditions are fulfilled:
- 3.7.1 The student has not received more than ONE (01) placeholder grade “NP” in the previous Semester as per the criteria specified in Clause 7.8;
 - 3.7.2 The student has paid all specified fee of the University as per the University Fee Policy and payment schedule;
 - 3.7.3 The student has cleared all University, Hostel, Transport and Library dues (if any); and,
 - 3.7.4 The student has not been debarred from registering on any specific ground by the University.
 - 3.7.5 Further, the student must fulfill the condition prescribed in Clause 16.1, to register for the Semester at the commencement of the concerned Academic Year.
- 3.8 *Failure to register and removal from the rolls:*
A student who is eligible for registration, but fails to register for the concerned Semester within the specified dates and conditions prescribed in Clauses 3.1 to 3.7, shall be removed from the rolls for the concerned Semester and shall not be permitted to attend classes for the concerned Semester. Such a student shall have to register for the corresponding Semester in the next Academic Year.

3.9 *Mandatory Pre-Registration (Elective/Specialization/Open Courses) for higher Semesters:*

In order to facilitate proper planning of the academic activities of a Semester, it is essential for the students to declare their intent to register for an Elective/Specialization/Open Course well in advance, before the actual start of the concerned Semester, through the process of Pre-Registration, which is mandatory for all students of higher Semesters, as applicable. All students (other than the freshly admitted students) intending to register for the next higher Semester are required to have completed the Mandatory Pre-Registration of Elective/Specialization/Open Course(s), as per the schedule/dates announced in the Academic Calendar and/or the Official Notifications issued by the University to this effect. To facilitate this Pre-Registration all teaching Departments/Schools shall announce the list of Elective/Specialization/Open Courses to be offered for the next higher Semester, at least four (04) University working weeks before the last day of classes in the current Semester.

- 3.10 A student who desires to register to Audit a Course shall consult her/his Faculty Advisor and seek approval of the concerned Course Instructor. Registration to Audit a Course shall only be permitted as per the criteria and guidelines prescribed by the concerned Course Instructor and duly approved by the concerned Departmental Academic Committee (DAC). The student does not earn credits for the Audited Course.

4.0 MEDIUM OF INSTRUCTION AND EVALUATION

- 4.1 English shall be the medium of instruction and evaluation.
- 4.2 Any other language, if required for a specific Course (or Courses), shall be proposed by concerned Board of Studies and approved by the Academic Council and Board of Management of the University.

5.0 COURSE CREDIT STRUCTURE

The Credit Structure is used to define various types of Courses to provide for the appropriate pedagogy and methods of assessment and evaluation. The flexibility required to accomplish the Course learning objectives and outcomes can be provided for, while retaining a common framework for Credit allocation. More importantly, it is necessary to have a transparent, credible and robust system for planning, delivery and evaluation of each Course of the diverse Programs of study of the University.

- 5.1 The Credit Structure for defining and categorizing Courses is the L – T – P (Lecture – Tutorial – Practical) framework. The Course Credits are fixed based on the following norms:

Lecture / Tutorial: One (01) contact/classroom hour per week is assigned One (01) Credit.

Practical: Two (02) hours per week of practical/laboratory/field and other similar practice or skill development components, is assigned One (01) Credit.

Example:

A Course with L – T – P structure of 4 – 0 – 0 will be assigned 4 Credits.

A Course with L – T – P structure of 3 – 1 – 0 will be assigned 4 Credits.

A Course with L – T – P structure of 0 – 0 – 4 will be assigned 2 Credits.

A Course with L – T – P structure of 1 – 0 – 4 will be assigned 3 Credits.

- 5.2 Practical/Skill based Courses like Professional Practice, Internship, Project Work, Field visits, Dissertation, Seminar, and such similar Courses, and, the University Learning Courses, where the pedagogy does not lend itself to a typical L-T-P structure as defined in Clause 5.1, are simply assigned the number of Credits based on the quantum of work/effort required to fulfill the learning objectives and outcomes prescribed for the concerned Courses.
- 5.3 A student earns credits by satisfactorily completing Courses and other academic activities every Academic Term. The credits associated with a Course are dependent upon the number of hours of instruction per week in that Course. Similarly, the credit associated with any of the other learning activities is dependent upon the quantum of work expected to be put in for each of the other learning activities. In general, a certain quantum of academic work measured in terms of Credits is laid down as the minimum requirements for the award of a particular Degree.

6.0 PROGRAM REGULATIONS AND CURRICULUM; COURSE HANDOUT

- 6.1 The *Program Regulations and Curriculum* is a set of Program specific regulations, as applicable, and the Program Curriculum for the concerned Degree Program. The Program Regulations and Curriculum shall be recommended by the concerned Board of Studies for approval of the Academic Council and shall include the following details:
 - 6.1.1 Program specific regulations with respect to admission criteria, program duration, mandatory minimum credit requirements for the award of the Degree, assessment and evaluation guidelines/criteria, and any other regulations mandated by concerned Government Regulatory Bodies, where applicable, for the specific Program of study.
 - 6.1.2 The Program Objectives, Outcomes, Program Structure and Curriculum with the list of Courses offered for the Program of study, with the associated Course Credit Structure of each Course.
 - 6.1.3 The various types of Courses and the associated components of Continuous Assessments, with the weightage assigned for each component of Continuous Assessment.
 - 6.1.4 Brief description of learning objectives and outcomes for each Course, summary of Course Description/Contents, with specific mention of Textbook(s), Reference Books and other Course material.
- 6.2 The *Course Handout* is prepared for each Course offered in a Program of study during an Academic Term. The Course Handout is generally prepared by the Course Coordinator/Instructor/Instructor In-charge (assigned by the concerned HOD/Dean) offering the concerned Course. The Course Handout shall be approved by the Departmental Academic Committee (refer Annexure A of these Regulations). The Course Handout shall clearly describe the following aspects:
 - 6.2.1 Brief description of the Course, learning objectives and outcomes for the concerned Course.

- 6.2.2 Detailed Course Syllabus with Textbook(s), Reference Books and other Course Materials (where applicable).
 - 6.2.3 Session Plan which outlines the Course coverage per session (lecture class, tutorial class, practical class, etc.) allocated in the Time-Table. The session plan shall also include the session allocation for other Coursework related activities like discussion of assignments/cases/papers/etc., as applicable.
 - 6.2.4 Details regarding the components of Continuous Assessments and how each component shall be assessed.
 - 6.2.5 Specific criteria, as applicable, for the minimum requirements for obtaining a pass/completion grade in Practice/Skill based Courses (refer Clause 5.2).
 - 6.2.6 Any other information as necessary for the students, for effective engagement in the concerned Course.
- 6.3 Every student who registers for the Semester shall be provided with a copy of the consolidated Course Handout at the commencement of the concerned Semester.

7.0 ATTENDANCE REQUIREMENTS

- 7.1 In order to maintain high standards and academic excellence, all students must attend every lecture, tutorial, field work, laboratory, practical classes and all other such curricular sessions as prescribed by the Program requirements.
- 7.2 To account for approved leave of absence (for instance, representing the University in State/National/International Competitions/Events/Conferences, etc.) and/or other contingencies like medical emergencies, the attendance requirement shall be a **minimum of 75%** of the classes actually conducted in **every Course** the student has registered for in the Academic Term.
- 7.3 Further, if a student suffers serious medical exigencies **of hospitalization, trauma or contagious disease only**, the concerned student may be given relaxation in attendance requirement (in the Course(s) where there is a shortage) by the Vice Chancellor on the recommendations of the Dean of the School concerned. However, on no account whatsoever, shall the minimum requirement of attendance be less than 65% of the classes actually conducted in every Course the student has registered for in the Academic Term. The student shall not be eligible for this special provision if she/he fails to produce authentic medical certificates and relevant documents in support of the medical exigency.
- 7.4 Provided further that if a student has been selected/nominated by State/National/International Organizations/Boards to represent the State and/or India in State/National/International Events/Competitions, the concerned student may be given relaxation in attendance requirement (in the Course(s) where there is a shortage) for the concerned period of absence by the Vice Chancellor on the recommendations of the Dean of the School concerned.
- 7.5 Further, where attendance requirements are prescribed by Government Regulatory Bodies for specific Programs, the same shall also be mandatorily adhered to without exception. Such specific

requirements, as applicable, shall be prescribed in the Program Regulations and Curriculum of the concerned Program of study.

7.6 Shortage of Attendance:

A student with shortage of attendance (i.e., less than **75%** of the classes actually conducted in **every Course** in the concerned Academic Term as prescribed by Clause 7.2, and other conditions as applicable under Clauses 7.3 to 7.5), **shall not be permitted to appear in the End Term Final Examinations of the Course(s) in which the attendance shortfall exists**, irrespective of the student's academic performance in the other components of Continuous Assessments. The student shall be given a placeholder grade **“NP” (Not Permitted)** (refer Section 8.0), to indicate that the student has not been permitted to appear for the End Term Final Examinations due to shortage of attendance during the Academic Term in the concerned Course(s).

7.7 Further, a student who has shortage of attendance (received placeholder grade “NP”) in **ONLY ONE (01) Course** in the concerned Semester, shall be eligible to re-register for the concerned Course in the following Summer Term, subject to all the conditions stated in Clauses 15.4 and 15.5. **The student is cautioned that this may result in the loss of an Academic Year for the student.** It is the sole responsibility of the student to ensure that she/he earns the required mandatory credits as prescribed by the concerned Program Regulations and Curriculum.

7.8 Shortage of Attendance (“NP” grade) in MORE THAN ONE (01) Course in the concerned Semester:

7.8.1 A student with shortage of attendance (as specified in Clause 7.6) in **MORE THAN ONE (01) Course** in the concerned Semester, **shall not be permitted to appear in the End Term Final Examinations of ALL Courses** that the student had registered for in the concerned Semester, irrespective of the concerned student's attendance in the other Courses (other than the Courses in which the concerned student has shortfall of attendance) and performance in the other components of Continuous Assessments in all the Courses the student had registered for in the concerned Semester. The student shall be given placeholder grade “NP” in ALL the Courses registered in the concerned Semester.

7.8.2 **The student shall not be eligible to re-register for the concerned Courses(s) of the concerned Semester in the following Summer Term.**

7.8.3 Further, **the student shall have to repeat the concerned Semester in the next Academic Year and register for ALL the Courses in the concerned Semester** as prescribed by the concerned Program Regulations and Curriculum. The student is cautioned that this **shall result in the loss of an Academic Year for the student.**

7.8.4 Further, in case of any revision/change in the Program Regulations and Curriculum, the student who is repeating the concerned Semester (as specified in Clause 7.8.4 above), shall comply with revised/changed Program Regulations and Curriculum. If required, an Equivalence Committee constituted by the Vice Chancellor, shall decide the equivalence of credits, as applicable, and/or, prescribe any additional Course(s)/ Credits(s), if required, to provide for the concerned student to complete the

mandatory Courses and earn the minimum required credits as prescribed by the revised Program Regulations and Curriculum.

- 7.8.5 It is the sole responsibility of the student to ensure that she/he completes the mandatory Courses and earns the minimum required credits as prescribed by the revised Program Regulations and Curriculum.

8.0 ACADEMIC PERFORMANCE EVALUATION AND GRADING SYSTEM

- 8.1 The academic performance evaluation of a student in a Course shall be according to the University Letter Grading System based on the class performance distribution of the Course.
- 8.2 Academic performance evaluation of every registered student in every Course registered by the student is done through various components of Continuous Assessments spread across the Semester and including the End Term Final Examinations. The nature of components of Continuous Assessments and the weightage given to each component of Continuous Assessments, including the End Term Final Examinations shall be prescribed in the Program Regulations and Curriculum of the Program concerned.
- 8.3 Grading is the process of rewarding the students for their overall performance in each Course. The University follows the system of *Relative Grading* to classify the students based on their relative performance in the concerned Course. Grading shall be done at the end of the Academic Term by considering the aggregate performance of the student in all components of Continuous Assessments prescribed for the Course. Letter Grades shall be awarded to a student based on her/his overall performance relative to the class performance distribution in the concerned Course. These letter grades not only indicate a qualitative assessment of the student's performance but also carry a quantitative (numeric) equivalent called the *Grade Point*.
- 8.4 The University follows the system of Letter Grades with associated Grade Points on a scale of 10. The Letter Grades and associated Grade Points along with a brief qualitative description are summarized in Table 1:

Table 1.
Letter Grades with Grade Points and Brief Qualitative Description

Letter Grade	Grade Point	Qualitative Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above Average
C	5	Average
D	4	Pass
F	0	Fail
NE	0	Not Eligible
NP	0	Not Permitted
S	–	Satisfactorily Completed
NC	–	Not Completed
U	–	Audited Satisfactorily
I	–	Incomplete

8.5 Minimum Performance Criteria:

In a Program of study, where the concerned Program Regulations and Curriculum prescribes components of Continuous Assessments including an End Term Final Examination, (with the weightages/ marks associated for Continuous Assessments and End Term Final Examination) to evaluate performance in a Course, a student shall satisfy the following **minimum performance criteria** to be eligible to complete the concerned Course:

8.5.1 A student must obtain a minimum of 40% of the total marks/weightage assigned for Continuous Assessments (other than the End Term Final Examination) in that Course, AND,

8.5.2 The student must obtain a minimum of 30% of the total marks/weightage assigned for End Term Final Examination in that Course.

8.6 Refer Sub-Clause 8.5.1: A student failing to get the minimum requirement of 40% of the total marks/weightage assigned for components of Continuous Assessments (other than the End Term Final Examination), shall not be eligible to appear in the End Term Final Examination in the concerned Course. The student shall be given the grade “NE” (Not Eligible) as a placeholder grade in the concerned Course, to indicate that the student was not eligible to appear in the End Term Final Examination due to failure to obtain the minimum requirement of 40% of the total marks assigned for Continuous Assessments (other than the End Term Final Examination) in that Course.

8.7 A student who has received “NE” grade in a Course or Courses, due to failure to obtain a minimum of 40% of the total marks/weightage assigned for Continuous Assessments (other than the End Term

Final Examination), in the concerned Course(s), shall have to repeat the concerned Course(s) by re-registering for the Course(s) whenever the concerned Course(s) is(are) offered by the respective Department/School. Further, *the student is cautioned that she/he shall have to register for the Course(s) in which she/he has received the placeholder grade “NE” (as per Clause 8.6) only in the concerned Semester of the next Academic Year when the concerned Course(s) shall be offered, which may result in the loss of an Academic Year for the student.* It is the sole responsibility of the student to ensure that she/he completes the Course and/or earns the required credits as prescribed by the concerned Program Regulations and Curriculum.

8.8 Refer **Sub-Clause 8.5.2:** A student failing to get the minimum requirement of 30% of the total marks/weightage assigned for the End Term Final Examination shall be declared as “Failed” and given “**F**” Grade in the concerned Course, regardless of the marks obtained in the other components of Continuous Assessments in the concerned Course. The student shall have to re-appear in the “Make-Up Examinations” (refer Clause 14.3) as scheduled by the University, or, re-appear in the End Term Final Examination of the same Course when it is scheduled at the end of the following Semester or Summer Term, if offered. The marks obtained in the Continuous Assessments (other than the End Term Final Examination) shall be carried forward and be included in computing the final grade, if the student secures the minimum requirements (as per Clause 8.5.2) in the “Make-Up Examinations” of the concerned Course.

8.9 **Award of the “O” (Outstanding) Grade:**

The “O” grade stands for outstanding achievement, relative to the class, and utmost care shall be taken in awarding of this highest letter grade. However, as a general guideline the minimum cut-off marks for awarding the “O” grade in a Course shall be fixed as 85% of the total marks (aggregate of the marks assigned for components of Continuous Assessments, including the marks assigned for the End Term Final Examination).

8.10 **Declaration of the “F” (Fail) Grade:**

8.10.1 The “F” grade denotes failure in a Course due to very poor performance. As specified in Clause 8.8, failure to obtain at least 30% of the total marks/weightage in the End Term Final Examination in the concerned Course shall result in the declaration of “F” grade in that Course.

8.10.2 Further, if a student is absent for the End Term Final Examination of a Course, except under the conditions specified in Clause 14.2, the student shall be declared as “Fail” and given a “F” grade in the concerned Course.

8.10.3 In a Course where the performance evaluation and grading is based solely on the marks obtained in Continuous Assessments (i.e., the concerned Course does not have the End Term Final Examination component), failure to obtain a minimum of **35%** of the total marks (aggregate of the marks assigned for Continuous Assessments in the concerned Course) shall result in the declaration of the “F” grade in that Course.

8.10.4 The “F” grade is declared as a penalty on the student in the concerned Course(s) as per the recommendations of the Unfair Means and Malpractices Committee (UMMC) and subsequent approval of the Chairperson, Board of Examinations.

8.11 Declaration of the Placeholder Grades “NP” (Not Permitted) and “NE” (Not Eligible):
“NP” (Clause 7.6) and “NE” (Clause 8.6) are placeholder grades given in the concerned Course(s) to indicate that a student was not eligible to appear in the End Term Final Examinations of the concerned Course(s) and has not completed the concerned Course(s) as prescribed by the Academic Regulations of the University.

8.12 Additional Grades with no Grade Points: “S”, “NC” and “U” Grades:

8.12.1 “S” and “NC” grades are awarded for specific mandatory credit Courses as prescribed in the concerned Program Regulations and Curriculum.

8.12.2 “S” grade (“Satisfactorily Completed”) denotes satisfactory performance and completion of a Course to earn the credits attached to the Course as specified in the concerned Program Regulations and Curriculum. The requirements for obtaining “S” grade in a particular Course shall be clearly stated in the Course Handout of the concerned Course.

8.12.3 “NC” grade is given for “Non-Completion” of Course requirements in the concerned Course and the student will have to re-register for the Course until he/she obtains the “S” grade in the Course concerned to earn the mandatory credits associated with concerned Course.

8.12.4 “S” and “NC” grades have no associated Grade Points and hence the associated credits are not included in the SGPA/CGPA calculations (refer Section 9.0).

8.12.5 “U” grade (“Audited Satisfactorily”) is awarded in a Course that the student opts to register for Audit (refer Clause 3.10). It is not mandatory for the student to go through the entire regular process of evaluation for the concerned Course. However, the student has to satisfy the minimum attendance requirement, and, complete the minimal level of evaluation as prescribed by the Course Instructor and approved by the concerned DAC for securing the “U” grade, failing which, that Course will not be listed in the Grade Card given to the concerned student (refer Clause 8.14).

8.13 Additional Placeholder Grade “I” with no Grade Points:

“I” (Incomplete) Grade is a placeholder grade which denotes “incomplete performance” in any Course or Courses, due to one of the following conditions:

8.13.1 Absence at the End Term Final Examination solely due medical exigencies specifically hospitalization, trauma or contagious disease only, and gets replaced by an appropriate regular letter grade after the student completes the performance evaluation for the Course(s) concerned in the “Make-Up Examinations” (refer Section 14.0).

8.13.2 Malpractice case (under investigation) reported against the student in the End Term Final Examination of concerned Course. The placeholder grade “I” shall be replaced with a regular grade based on recommendations of the Unfair Means and Malpractices Committee (as constituted and provisioned by the Examination Regulations, 2017 of the University) and the subsequent approval and decision of the

Chairperson, BOE.

8.13.3 The Course(s) in which a student has received “I” grade shall not be included in the SGPA/CGPA calculations. (Refer Section 9.0).

8.14 **Grade Card:**

A Grade Card is the record of the student’s performance in the Courses the student has registered for in a concerned Academic Term of the Program of study.

The Grade Card shall contain the following details pertaining to the student’s academic performance:

8.14.1 The List of Courses (which includes Course Name, Course Code and associated Credits) registered by the student in the concerned Academic Term, Make-Up Examinations, if applicable, and, Summer Term, if applicable;

8.14.2 The Grade and associated Grade Points obtained in each of the concerned Courses; and,

8.14.3 The SGPA and CGPA obtained by the student.

8.14.4 The Grade Card issued to the student at the end of the Academic Term in which the student completes the requirements for the award of the concerned Degree (refer Section 20.0), shall also indicate the Class awarded to the student (based on the criteria prescribed in Clause 20.3).

A soft copy of the provisional Grade Card shall be issued to the student after the announcement of the results of the End Term Final Examinations at the end of an Academic Term. A printed Grade Card shall be issued to the students within three (03) months after the announcement of the concerned results.

Grade Card will also be issued for the Course(s) a student has appeared for in the Make-Up Examinations, where applicable.

9.0 **ACADEMIC PERFORMANCE INDICES: SGPA AND CGPA**

9.1 The overall academic performance of a student shall be measured by two indices: **SGPA** which is the “**Semester Grade Point Average**”, and, **CGPA** which is the “**Cumulative Grade Point Average**”.

9.2 The performance of a student in a Semester is indicated by a number, **Semester Grade Point Average**. The SGPA is the weighted average of the grade points secured in all the concerned Courses registered by the student during that Semester. SGPA for a particular Semester is computed as follows:

$$\text{SGPA} = \frac{\sum_{k=1}^n [C_k \times G_k]}{\sum_{k=1}^n C_k}$$

where:

n is the number of Courses (with Letter Grades and Grade Points, including the Letter Grades F, NE and NP, which have zero grade points) registered by the student in the Semester concerned;

C_k is the Credits assigned to Course k and G_k is the Grade Point received by the student for the Course k .

- 9.3 The **Cumulative Grade Point Average** indicates overall academic performance of a student in all the Courses registered up to and including the latest completed Academic Term. CGPA is computed as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^n [C_i \times G_i]}{\sum_{i=1}^n C_i}$$

where:

n is the number of **all the Courses** (with Letter Grades and Grade Points, including the Letter Grades F, NE and NP, which have zero grade points) **registered by the student up to, and, including the latest completed Semester/Academic Term;**

C_i is the Credits assigned to Course i and G_i is the Grade Point received by the student for the Course i .

- 9.4 The SGPA and CGPA are calculated to TWO decimal places.

10.0 DISPLAY OF PERFORMANCE IN CONTINUOUS ASSESSMENTS

- 10.1 Performance of all students in the components of Continuous Assessments for all Courses registered for in the concerned Academic Term, shall be communicated to the students and displayed in the concerned Department/School by the respective HOD/Dean, before the End Term Final Examinations.
- 10.2 The concerned HOD/Dean shall attest and submit to the COE, a consolidated Marks Sheet of the Continuous Assessment Marks obtained by all students of a Program of study, in all the respective Courses registered for in the concerned Academic Term, before the commencement of the End Term Final Examinations. A copy of the consolidated Marks Sheet shall be displayed in the concerned Department/School.

11.0 DETAILED SCHEDULE OF EXAMINATIONS

- 11.1 The detailed schedule of the End Term Final Examinations, as per dates indicated in the Academic Calendar, shall be prepared by the COE in consultation with the HODs/Deans of Schools and shall be announced with due approval of the Vice Chancellor, at least ONE (01) calendar month before the commencement of the End Term Final Examinations.
- 11.2 The detailed schedule of the Make-Up Examinations, where applicable, shall be published by COE in consultation with the HODs/Deans of Schools and shall be announced with due approval of the Vice Chancellor, at least two (02) calendar weeks before the commencement of the Make-Up Examinations.
- 11.3 The regulations and guidelines pertaining to the conduct of the various University Examinations are prescribed in the Examination Regulations, 2017 of the University.

12.0 DISCLOSURE OF THE EVALUATED ANSWER SCRIPTS

- 12.1 Answer scripts of End Term Final Examinations of the Program shall be shared with the students on pre-notified date(s) in the Department/School concerned, subject to following conditions:
 - 12.1.1 Answer books shall be shown to the students by the Faculty/Course Instructor of the Department as per the schedule announced by the COE;
 - 12.1.2 Students shall be entitled to check whether all answers have been evaluated and marked, and, the marks have been correctly totaled.
- 12.2 If the student finds any discrepancy, he/she shall bring the same into the notice of the Faculty/Course Instructor concerned. The Faculty/Course Instructor, in turn, shall report the matter to the HOD/Dean of the Department/School with a report for rectification, if applicable, of the discrepancy. The HOD/Dean shall accordingly notify the changes, if any, to the COE for further action.

13.0 APPEAL FOR REVIEW OF GRADES; ACADEMIC APPEALS BOARD (AAB)

- 13.1 The University is committed to keep the entire process of evaluation beyond reproach. A mechanism for review of grades is incorporated in the evaluation system.
- 13.2 In case of a grievance about the grade(s) awarded, a student shall first approach the concerned HOD/Dean with a written request for review of the grade awarded in a Course (or Courses) within five (05) University working days from the date of declaration of the results of the End Term Final Examinations. No request for review of grade(s) shall be admissible after five (05) University working days from the date of declaration of the results of the End Term Final Examinations.
- 13.3 The HOD/Dean shall arrange, within five (05) University working days of the receipt of the student's request, for the concerned Faculty/Course Instructor(s) and one or two more faculty members who are familiar with the Course(s) concerned to clarify to the student concerned why she/he was awarded the particular grade. The clarification/explanation shall be submitted as a brief report to the HOD/Dean with a copy to the concerned student.
- 13.4 In case, the student is not satisfied with the explanation/written report, the student may then appeal to the Academic Appeals Board (AAB) within five (05) University working days. The student shall submit her/his appeal for review of grade(s) to the COE. The appeal will be submitted along with the prescribed fee as fixed by the University from time to time.
- 13.5 The COE shall constitute the Academic Appeals Board (AAB) with the approval of the Vice Chancellor, consisting of one senior faculty from the concerned Department/School, one senior faculty from outside the concerned department, and, the COE, who shall be the Convener of the AAB.
- 13.6 The AAB shall submit its report and recommendation to the Vice Chancellor within seven (07) University working days from the date of appeal. The approval and decision of the Vice Chancellor shall be final and binding on all concerned.
- 13.7 The decision of the Vice Chancellor, to change or retain the awarded grade, shall be duly notified and effected accordingly by the COE.

- 13.8 Further, if the decision is to change the previously awarded grade, the fee charged for the appeal application shall be refunded to the student.

14.0 MAKE-UP EXAMINATIONS

- 14.1 Make-Up Examinations is a provision for a student to complete a Course (or Courses) where she/he received an “F” grade (refer Clause 8.10), or, was given the place holder grade “I” (refer Clause 8.13) to reappear in the End Term Final Examination component of a Course (or Courses), subject to the conditions mentioned below in Clauses 14.2 to 14.5. In no other circumstances, Make-Up Examinations shall be available to the student.
- 14.2 A student who fails to appear in the End Term Final Examinations, in some or all Courses, due to medical exigencies, specifically hospitalization, trauma or contagious disease only, and, the said student informs the HOD/Dean concerned timely (i.e., on or before the last date of the said End Term Final Examinations), may submit a request to the concerned HOD/Dean for the provision of the Make-Up Examinations in the Course(s) for which he/she could not attend the scheduled End Term Final Examinations.
- 14.2.1 Provided further, the student must submit, along with the registration form for the Make-Up Examinations, the medical certificates, medical prescriptions, hospital discharge report, medical fitness report and all such relevant documents duly attested by the concerned registered medical officer of the hospital where the concerned student was hospitalized or medically treated.
- 14.2.2 The HOD/Dean concerned shall submit a specific report to the Chairperson, Board of Examinations (BOE) in this regard, who shall convene a special meeting of the BOE to consider the student’s application. The BOE may grant permission on the veracity of the case to permit the concerned student to avail the provision of the Make-Up Examinations. On approval of the BOE, the student shall submit the application form for the Make-Up Examinations to the Examination Department of the University within the duly notified dates, along with the prescribed fee for the Make-Up Examinations fixed by the University from time to time.
- 14.2.3 On the basis of the student’s performance in the Make-Up Examinations and considering the marks obtained by the student in all other Continuous Assessments as prescribed by the concerned Program Regulations and Curriculum, the final letter grade awarded will replace the placeholder grade “I”.
- 14.2.4 In case, the BOE rejects the application of the student for Make-Up Examinations, the student shall be declared “Failed” in the concerned Course(s) and the placeholder grade “I” shall be replaced with “F” (Fail) grade in the concerned Course(s). Further, the student shall have to complete the Course(s) as per the provisions and conditions prescribed in Clause 14.3.
- 14.2.5 If the concerned student does not avail the Make-Up Examinations, or is absent for the Make-Up Examinations, the student shall be declared “Failed” in the concerned Course(s) and the placeholder grade “I” shall be replaced with an “F” grade. Further,

the student shall have to complete the Course(s) as per the provisions and conditions prescribed in Clause 14.3.

14.3 A student with “F” Grade in one or more Courses, declared under the conditions stated in Clause 8.10 and/or who secured “D” Grade in one or more Courses, may avail the benefit of the Make-Up Examinations to pass the failed Course(s) and/or improve her/his CGPA to enable her/him to satisfy the criteria for promotion as prescribed in Section 16.0. The student shall submit the registration form for the Make-Up Examinations to the Examination Department of the University within the duly notified date, along with the prescribed fee for the Make-Up Examinations fixed by the University from time to time.

14.3.1 Further, if the student fulfills the minimum requirement of 30% of the total marks/weightage assigned for the End Term Final Examination (as per Clause 8.5.2) in the Course concerned in the Make-Up Examinations, the highest grade that a student shall be eligible for in the concerned Course, is “B” grade only, irrespective of higher performance in the Make-Up Examinations.

14.3.2 Further, if the student fails in the Course(s) attempted in the Make-Up Examinations, **including the Course(s) where the student had earlier secured “D” Grade**, the student will be awarded “F” grade in the Course(s) and will have to re-appear for the corresponding Make-Up Examinations or the regular End Term Final Examinations, scheduled at the end of the following Semester/Academic Term.

14.4 The provision of Make-Up Examinations shall not be available for practice/skill based Courses as described in Clause 5.2. If a student has secured an “F” Grade in such a Course, the student shall complete the concerned Courses only by repeating the Courses in the Semester when they become available for registration. Further, ***the student is cautioned that she/he shall have to register for the concerned Course(s) only in the concerned Semester of the next Academic Year when the concerned Course(s) shall be offered, which may result in the loss of an Academic Year for the student.*** It is the sole responsibility of the student to ensure that she/he completes the Course(s) and/or earns the required credits as prescribed by the concerned Program Regulations and Curriculum.

14.5 Make-Up Examinations may be scheduled at the end of each Semester. The COE shall announce the schedule of the Make-Up Examinations at least two (02) calendar weeks before the commencement of the Make-Up Examinations.

15.0 SUMMER TERM

15.1 The Summer Term is an additional Academic Term that may be offered during the summer break, typically for about eight (08) weeks during June-July. The minimum number of teaching days in the Summer Term shall be thirty (30) days.

15.2 The Course(s) offered in the Summer Term are delivered in a shorter term of about 8 weeks (with a minimum of thirty teaching days). However, the total number of contact hours for these Courses are as per the Course Credit Structure. The Course Contents/Syllabus and the continuous assessments and evaluation patterns for these Course(s) also remain the same as that prescribed by the concerned

Program Regulations and Curriculum.

- 15.3 The Departments/Schools desirous of offering Courses shall announce the details of the Courses on offer for Registration in the Summer Term on the dates scheduled in the Academic Calendar or dates announced through University Notifications.
- 15.4 Some Departments/Schools may offer a limited number of Courses in the Summer Term with the following special provisions, subject to all the conditions stated in Clause 15.5:
 - 15.4.1 Refer Clause 7.7: A student may re-register for the concerned Course(s), if offered, in which the student had received the placeholder grade “NP” (only one “NP” grade in the concerned Semester), to complete the concerned Course(s) and earn the concerned credits;
 - 15.4.2 Refer Clauses 8.6 and 8.7: A student may re-register for the concerned Course(s), if offered, in which the student had received the placeholder grade of “NE” in the earlier Semesters, to complete the concerned Course(s) and earn the concerned credits;
 - 15.4.3 Refer Clause 8.10: A student may re-register for the concerned Course(s), if offered, in which the student had received the “F” grade (Fail) in the earlier Semesters, to complete the concerned Course(s) and earn the concerned credits;
 - 15.4.4 A student may re-register for the concerned Course(s), if offered, in which the student had received lower grades in the earlier Semesters, to improve her/his performance and secure higher grades in the Course(s) and improve the CGPA. Further, if a student re-registers for a Course (or Courses), the existing grades obtained in the concerned Course(s) shall be declared null and void. These shall be replaced by the grades the student receives (after evaluation of the end of the Summer Term) in the concerned Course(s).
- 15.5 A student may register for the Summer Term Course(s), subject to all the conditions stated below:
 - 15.5.1 A student who wishes to register for the Summer Term must complete the registration process on or before the last date for Registration as specified in the Academic Calendar or the University Notification to this effect. No late registration shall be permitted.
 - 15.5.2 A student can register for a maximum of THREE (03) Courses.
 - 15.5.3 Attendance requirements as prescribed in Section 7.0 shall be applicable to all the students registering for Course(s) in the Summer Term.
 - 15.5.4 A student cannot request or demand for a specific Course to be offered.
 - 15.5.5 A student, who is registering for Summer Term Course(s), must submit a completed Summer Term Registration Card, checked and verified by the Dean/HOD concerned, to the Examination Department of the University. Further, where applicable, the Summer Term Registration Card will contain the list of failed and/or lower graded

Course(s) for which the student is registering.

15.5.6 The student shall remit the Registration Fee per Course, as prescribed by the University from time to time, within the date specified for payment.

15.5.7 A Course that is offered may be withdrawn if the number of Registrations for the concerned Course(s) is less than TEN (10). Further, if the Course is withdrawn due to lack of the minimum number of Registrations required (i.e., 10), the Registration Fee for the concerned Course shall be refunded to the students who had registered for the concerned Course.

15.5.8 Further, the student,

(a) must have paid all the required fees and other charges including hostel charges, where applicable, for the Summer Term;

(b) must have cleared all University fees and Hostel dues of previous Semester(s)/year(s); and,

(c) has not been debarred from registering on disciplinary or other grounds.

16.0 YEARLY PROMOTION

16.1 Yearly promotion of a student to the next Academic Year of the Program of study after the end of an Academic Year (i.e., promotion of a student after the 2nd Semester, 4th Semester, and so on, to the 3rd Semester, 5th Semester, and so on, respectively) is subject to the following condition:

The student must have secured a CGPA of at least 4.00 at the end of the concerned Academic Year after considering the results of the End Term Final Examinations (of the Semester/Summer Term, as applicable) and the Make-Up Examinations, as applicable.

16.2 Further, if a student is not eligible for promotion to the next Academic Year of the Program of study due to not fulfilling the condition stipulated in Clause 16.1 above, he/she shall choose one of the following provisions (as per Clause 16.3 or Clause 16.4) to continue with the Program of study:

16.3 The student may opt to **“repeat” the concerned Academic Year** (both Odd and Even Semesters) of the Program of study:

The student may opt to “repeat” the corresponding Academic Year of the Program of study, in the next Academic Year of the University by registering in the concerned Odd Semester for **all** the concerned Courses prescribed by the concerned Program Regulations and Curriculum, and by registering in the following Even Semester for **all** the concerned Courses prescribed by the concerned Program Regulations and Curriculum.

16.3.1 Further, if a student opts for the provision of repeating the concerned Academic Year of the Program of study, the credits earned, as applicable, and Grades previously obtained in all the Courses registered in the concerned Academic Year of the Program of study shall stand withdrawn and declared null and void.

16.3.2 Further, the student shall remit the Annual University Fee prescribed by the University for the concerned Program of study and clear any other dues, to be eligible to register in concerned Academic Year.

Example:

A student with a CGPA less than 4.00 at the end of the 2nd Year of the Program of study (e.g. at the end of the 4th Semester and the Summer Term, as applicable, at the end of the 2nd Year BBA., LL.B.[Hons]) in the Academic Year 2017-18, is not eligible for promotion to the 3rd Year of the Program of study (i.e., the 5th Semester in the 3rd Year BBA., LL.B.[Hons]) commencing in the Academic Year 2018-19.

The student may opt to repeat the entire 2nd Year BBA., LL.B. [Hons] by registering for **all** the concerned Courses of the 3rd Semester BBA., LL.B. [Hons] (as prescribed by the concerned Program Regulations and Curriculum) at the commencement of the next Academic Year 2018-19. Further, the student shall register for **all** concerned Courses (as prescribed by the concerned Program Regulations and Curriculum) in the 4th Semester of the BBA., LL.B. [Hons].

16.4 Alternatively, a student may opt to **re-register in the next Academic Year (in the Odd Semester, Even Semester or both Semesters, as required) for only the specific Courses** to earn the mandatory Credits and the CGPA required for promotion to the following Academic Year:

16.4.1 A student may opt to re-register for only some select Courses among those offered in the concerned Odd/Even Semester in the next Academic Year (as prescribed by the concerned Program Regulations and Curriculum), as per her/his choice to earn the required mandatory credits and improve her/his CGPA to be eligible for promotion to the following Academic Year.

16.4.2 Further, if a student opts for this provision of re-registering for select Courses, the credits earned, as applicable, and Grades previously obtained in these concerned Courses registered in the concerned Semester(s) of the Program of study shall stand withdrawn and declared null and void.

16.4.3 Further the student shall remit the Re-registration Fee prescribed by the University from time to time, and clear any other dues to be eligible to re-register for the select number of Courses in concerned Academic Term.

Example:

A student with a CGPA less than 4.00 at the end of the 2nd Year of the Program of study (e.g. at the end of the 4th Semester and the Summer Term, as applicable, at the end of the 2nd Year BBA., LL.B.[Hons]) in the Academic Year 2017-18, is not eligible for promotion to the 3rd Year of the Program of study (i.e., the 5th Semester in the 3rd Year BBA., LL.B.[Hons]) commencing in the Academic Year 2018-19.

The student may choose to re-register for some select Courses. For example, the student re-registers in the Courses (offered in the Odd or Even Semester of the next Academic Year as prescribed by the concerned Program Regulations and Curriculum) in which she/he had received “F”, “NP” and “NE” Grades so as to complete the mandatory Credit requirements. In addition, the student may opt to re-register for a few Courses (offered in the Odd or Even Semester of the next Academic Year as prescribed by the concerned Program Regulations and Curriculum) in which she/he got lower grades (“D”, “C”) to improve the CGPA and be eligible for promotion to the following Academic Year.

17.0 WITHDRAWAL FROM THE PROGRAM

17.1 Temporary Withdrawal:

A student who has been admitted to a Degree Program of the University may be permitted to withdraw temporarily, for a period of one Academic Year, on the grounds of prolonged illness or grave calamity in the family, etc., provided:

17.1.1 The student submits an application to the University, stating fully the reasons for withdrawal together with supporting documents and endorsement from her/his parent/legal guardian;

17.1.2 The University is satisfied that, without counting the period of withdrawal, the student is likely to complete the requirements for the award of the Degree of the concerned Program within the specified maximum duration to complete the Program (refer Section 19.0).

17.1.3 A student seeking temporary withdrawal shall not claim any refund of the Annual Fee paid to the University for the concerned Academic Year.

17.1.4 There are no outstanding dues with the Department/School/Hostels/Library/etc.

17.1.5 Scholarship holders are bound by the appropriate rules applicable to them.

17.1.6 Normally, a student will be permitted only one such temporary withdrawal during her/his tenure as a student.

17.2 Rejoining the Program:

A student who temporarily withdraws from the Program (Clause 17.1) and rejoins the Program in the following Academic Year, shall be governed by all the Regulations of the University and the University Fee Structure in force at the time of his/her rejoining the program.

17.3 Permanent Withdrawal:

The rules pertaining to withdrawal of admission at the time of joining the University are as stipulated by the *Admission Rules and Fee Policy* of the University.

In case of a student seeking withdrawal from the Program of study after completion of one/more Academic Year(s), the rules and terms of withdrawal are as stipulated in the *Withdrawal from Program and Fee Refund Policy* of the University.

The decision of the Vice Chancellor regarding all aspects of withdrawal of a student from the Program of study shall be final and binding.

18.0 TRANSFER OF CREDITS

Courses credited, elsewhere in approved Indian or foreign Universities/Institutions, by students during their period of study at the University shall count towards the mandatory credit requirements for the award of the concerned Degree. The rules and guidelines for such transfer of credits are as follows:

18.1 Students may earn external credits from Institutions of National Importance and other Indian or foreign Universities/Institutions with which the University has an MOU, and that MOU shall have specific provisions, rules and guidelines for transfer of credits.

- 18.2 Students may earn credits by registering for Online Courses offered by *National Program on Technology Enhanced Learning* (NPTEL), or other such recognized Bodies/Universities/Institutions as approved by the concerned BOS from time to time. A student seeking transfer of credits must submit her/his application to the HOD/Dean of the Department/School concerned, along with all details such as Course contents/syllabus, Credit structure (if applicable), number of contact hours, Course Instructor / Project Guide and evaluation system for the Course for which she/he is requesting a transfer of credits.
- 18.3 The Dean of the concerned School shall constitute a “Credit Transfer Equivalence Committee” with due approval of the Vice Chancellor for assessing the application of the student for transfer of credits. The “Credit Transfer Equivalence Committee” shall be chaired by the HOD/Dean of the concerned Department/School and include two senior faculty members from the concerned Department/School and the COE of the University. This committee shall submit its recommendations to the Vice Chancellor for approval.
- 18.4 The student shall proceed to register and credit the Online Course(s), for transfer of credits, only after completion of the processes prescribed in Clauses 18.2 and 18.3 above. Further, the concerned student shall also submit the Course completion certificate/transcripts from the concerned Body/University/Institution from where the concerned Course was completed. If a student fails to produce the authentic certificate/transcripts, the transfer of credits shall not be permitted.
- 18.5 Credits transferred under the provisions and guidelines stipulated in Clauses 18.2, 18.3 and 18.4, shall not be included in the SGPA/CGPA computations. However, credits transferred shall be considered for the minimum credit requirements specified by the concerned Program Regulations and Curriculum for the award of the concerned Degree.
- 18.6 The maximum number of credits that can be transferred by a student shall be limited to 50% of the minimum credit requirements specified by the concerned Program Regulations and Curriculum for the award of the concerned Degree.

19.0 MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAM

- 19.1 The permissible maximum duration (number of years) for completion of a Program, is twice the normal duration (number of years) of the Program as prescribed by the concerned Program Regulations and Curriculum.
- 19.2 The enrolment of the student who fails to complete the mandatory requirements for the award of the concerned Degree (refer Section 20.0) in the prescribed maximum duration, shall stand terminated and no Degree shall be awarded.
- 19.3 The time taken by the student to improve Grades/CGPA shall be counted in permissible maximum duration for completion of a program.

20.0 REQUIREMENTS FOR THE AWARD OF DEGREE

- 20.1 The award of the Degree shall be recommended by the Board of Examinations and approved by the Academic Council and Board of Management of the University.

20.2 A student shall be declared to be eligible for the award of the concerned Degree if she/he has:

20.2.1 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;

20.2.2 ***For Undergraduate Programs:*** Secured a **minimum CGPA of 4.50** in the concerned Program at the end of the Semester/Academic Term in which she/he completes all the requirements for the award of the Degree as specified in Sub-Clause 20.2.1;

20.2.3 ***For Postgraduate Programs:*** Secured a **minimum CGPA of 5.00** in the concerned Program at the end of the Semester/Academic Term in which she/he completes all the requirements for the award of the Degree as specified in Sub-Clause 20.2.1;

20.2.4 No dues to the University, Departments, Hostels, Library, and any other such Centers/Departments of the University; and

20.2.5 No disciplinary action is pending against her/him.

20.3 **Award of Class:**

The award of Class in a Degree shall be based on the CGPA in the concerned Program at the end of the Semester/Academic Term in which the student completes all the requirements for the award of the Degree. In case a student has earned more credits than the required minimum as prescribed by the concerned Program Regulations and Curriculum, the higher CGPA, as applicable, considering the Credits and Grades corresponding to the mandatory minimum credit requirements as prescribed by the concerned Program Regulations and Curriculum, for the award of the concerned Degree shall be considered for the award of Class. Classes shall be awarded as per the following scale:

20.3.1 *First Class with Distinction:* CGPA of 8.00 and above.

20.3.2 *First Class:* CGPA from 6.50 to 7.99.

20.3.3 *Second Class (for Postgraduate Programs):* CGPA of 5.00 to 6.49

20.3.4 *Second Class (for Undergraduate Programs):* CGPA of 4.50 to 6.49

21.0 PROVISIONAL DEGREE CERTIFICATE

On completion of the requirements for the award of the Degree as prescribed in Section 20.0, the student may apply for a ***Provisional Degree Certificate*** in the prescribed application form, along with the prescribed Fee notified by the University from time to time, to the Controller of Examinations of the University.

On verification of the eligibility criteria prescribed in Clause 20.2, the Controller of Examinations shall issue the ***Provisional Degree Certificate*** to the concerned student, to the effect that the concerned student has fulfilled all the requirements for the award of the Degree in the concerned Program, and that, the Degree shall be conferred on the concerned student at the next Convocation of the University.

22.0 CONVOCAATION

The Convocation of the University shall be held annually as per the Convocation Regulations of the University. The University shall announce the date for the Convocation and call for applications from eligible students to register for the Convocation. The duly completed application form along with the prescribed Convocation Fee must be submitted by the student to the University within the specified date announced by the University.

Degrees shall be awarded in person at the Convocation for the students who have graduated during the preceding Academic Year. Degrees shall be awarded in absentia to such students who are unable to attend the Convocation.

23.0 ISSUE OF DEGREE CERTIFICATE BEFORE THE CONVOCAATION

In exceptional circumstances where a student requires the *Degree Certificate* before the date of the Convocation, for purposes of higher education or employment where the concerned University/Organization where the concerned student has secured/seeking admission/employment requires that the concerned student must produce the *Degree Certificate*, the concerned student may submit an application to the University, along with the prescribed Fee and all the supporting documents.

The Vice Chancellor shall consider the merit of the application and submit her/his recommendation to the Chancellor for the issue of the *Degree Certificate*, or otherwise. The decision of the Chancellor shall be final and binding. On the approval of the Chancellor, the *Degree Certificate* shall be issued to the concerned student.

The minimum time taken to process and issue the *Degree Certificate* shall be two (02) calendar months from the date of receipt of the request for the issue of the *Degree Certificate*.

24.0 POWER TO REVISE, MODIFY, AMEND

Notwithstanding anything contained in the above Regulations:

- 24.1 The Academic Council has the right to revise, amend or modify any of the above Regulations from time to time, and shall be binding on all stakeholders concerned, including the Students, Faculty, Staff, Departments, Schools and University Authorities.
- 24.2 In case of a dispute, the decision of the Academic Council shall be final and binding.
- 24.3 In case of difficulty in application of any of the Clauses of the Regulations specified above, the Chancellor shall have the powers to amend/modify/remove the difficulty in the relevant Regulation.

ANNEXURE A
DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

- (a) “Department” refers to the School//Department offering Degree Programs
- (b) There shall be one DAC for every School/Department that is involved in teaching Degree Programs.
- (c) The Dean (Academics) shall notify the concerned DAC as per the following constitution:

Members	Designation	Remarks
Chairperson	Dean of concerned School	Ex Officio
Members (Five) from within the School/Department	Three (03) Faculty Members representation from Senior Professors/Senior Faculty and Two (02) Assistant Professors	Appointed by Chairperson, DAC
Member (One)	Senior Faculty member from another School/Department of the University	Nominated by Dean (Academics)
Member Secretary	Faculty member from the School/Department	Appointed by the Chairperson, DAC

- (d) Tenure of the DAC is for one Academic Year and the quorum shall be five (05).
- (e) The Chairman may co-opt and/or invite more members, if necessary.
- (f) Functions:
 - i. To monitor the conduct of all Programs of study of the Department/School.
 - ii. To ensure academic standard and excellence of the Programs offered by the Department/School
 - iii. To consolidate the Registration List of the students and communicate to Course Instructor/ Instructor In-Charge, the Academic Office and Examination Department of the University.
 - iv. In cases where a Course is taught by more than one Faculty member, or by different Faculty members for different Sections of the Program, DAC shall appoint the Instructor In-Charge to coordinate the preparation of the Course Handout and evaluation of the Course with the other Course Instructors.
 - v. To review and approve the Course Handout (with Session Plan) submitted by the Faculty/ Course Instructor/Instructor In-Charge for each Course and forward the collated Course Handouts of each Program to the Dean (Academics).
 - vi. Moderation (only if and when found necessary) in consultation with the Course Instructor/ Instructor In-Charge, and approval of the finalized grades, before submission of the same to the Examination Department.
 - vii. To ensure that at least two Class Committee¹ meetings are conducted during the Semester and act upon the Resolutions passed by Class Committee(s).
 - viii. To arrange to obtain the Student Feedback for every Course, once during the middle of the Semester and one at the end of each Semester, and to submit the consolidated report of such feedback to the Dean (Academics).
 - ix. To conduct at least two DAC meetings each Semester and a copy of the Resolutions of the DAC Meeting shall be communicated to the Dean (Academics), and a record of the same to be maintained in the Department/School.
 - x. Any other responsibility or function assigned by the Dean (Academics).

¹ Refer Annexure B

ANNEXURE B

CLASS COMMITTEE

- (a) Every Class of the Degree Program (for example, 1st Year of a Program, Section A, etc., as applicable) shall have a Class Committee, consisting of Faculty members and Students.
- (b) The Dean of the School concerned shall notify the concerned Class Committee as per the following constitution:

Members	Designation	Remarks
Chairperson	Senior Faculty Member of the Parent/Teaching Department, not associated with the Class	Appointed by the Dean of the School concerned.
Members (Faculty)	All Course Instructors of that Class	–
Members (Students: at least Six)	Students representing the Class	Chosen by the students amongst themselves, but only those whose attendance is above the minimum of 75% in all Courses as on the date of a Class Committee Meeting can represent the Class.
Member Secretary	Faculty Advisor associated with some or all students of the concerned Class	Appointed by the Dean of the School concerned

- (c) Tenure of the Class Committee is for the Semester concerned.
- (d) All members must attend the Class Committee Meeting.
- (e) Functions:
- The basic responsibility of the Class Committee is to review the progress of the classes/Courses, to discuss problems concerning the conduct of the classes and continuous assessments as per the Course Handout, and, recommend remedial measures, where necessary.
 - Each Class Committee will communicate its recommendations to the Chairperson, DAC of the Parent/Teaching Department/School.
 - There shall be at least two Class Committee meetings every Semester, one after about four (04) University working weeks from the commencement of every Semester, and another as decided after the first Class Committee Meeting. However, additional Class Committee meetings may be convened as decided by the Chairperson, DAC.
 - The Resolutions of each Class Committee meeting shall be recorded and submitted to the HOD/Dean of the Parent Department/School, and, a copy shall be submitted to the Dean (Academics).
 - Any appropriate responsibility or function assigned by the Chairman of the DAC.

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