



# PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act



## Academic Regulations





## Academic Regulations

Regulation No.: PU/AC-26/6/07\_2025

*Resolution No. 26.6 of the 26<sup>th</sup> Meeting of the Academic Council held on 25/07/2025 and ratified by the Board of Management in its Meeting held on 28/07/2025*

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# Academic Regulations

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and Statutes of the Presidency University, the Academic Council hereby makes the following Regulations, namely.

## PRELIMINARY

### Short Title and Commencement

These Regulations shall be called the **Academic Regulations**. They shall come into force with immediate effect.

### Definitions

*In these Regulations, unless the context otherwise requires:*

- a) "Academic Calendar" means the schedule of academic and miscellaneous events as approved by the Vice Chancellor;*
- b) "Academic Council" means the Academic Council of the University;*
- c) "Academic Regulations" means the Academic Regulations, of the University;*
- d) "Academic Term" means a Semester or Summer Term*
- e) "Act" means the Presidency University Act. 2013;*
- f) "BOG" means the Board of Governors of the University;*
- g) "BOM" means the Board of Management of the University;*
- h) "BOE" means the Board of Examinations of the University;*
- i) "BOS" means the Board of Studies of a particular Department/Program of Study of the University;*
- j) "Basket" means a group of Courses bundled together based on the nature/type of the Course.*
- k) "COE" means the Controller of Examinations of the University;*
- l) "Clause" means the duly numbered Clause, with Sub-Clauses included, if any, of these Regulations;*
- m) "Course" means a specific subject usually identified by its Course-code and Course-title, with specified credits and syllabus/course-description, a set of references, taught by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific Academic Term;*
- n) "Course In Charge" means the teacher/faculty member responsible for developing and organising the delivery of the Course;*
- o) "Course Instructor" means the teacher/faculty member responsible for teaching and evaluation of a Course;*

- p) "Curriculum Structure" means the Curriculum governing a specific Degree Program offered by the University, and, includes the set of Baskets of Courses along with minimum credit requirements to be earned under each basket for a degree/degree with specialization/minor/honours in addition to the relevant details of the Courses and Course catalogues (which describes the Course content and other important information about the Course). Any specific requirements for a particular program may be brought into the Curriculum structure of the specific program and relevant approvals should be taken from the BOS and Academic Council at that time.*
- q) "DAC" means the Departmental Academic Committee of a concerned Department/Program of Study of the University;*
- r) "Dean" means the Dean/Director of the concerned School;*
- s) "Degree Program" includes all Degree Programs;*
- t) "Department" means the Department offering the degree Program(s)/Course(s)/School offering the concerned Degree Programs/other Administrative Offices;*
- u) "HOD" means the Head of the Department;*
- v) "MOU" means the Memorandum of Understanding;*
- w) "Parent Department" means the department that offers the Degree Program that a student undergoes;*
- x) "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;*
- y) "Section" means the duly numbered Section, with Clauses included in that Section, of these Regulations;*
- z) "Statutes" means the Statutes of Presidency University;*
- aa) "Sub-Clause" means the duly numbered Sub-Clause of these Regulations;*
- bb) "Summer Term" means an additional Academic Term conducted during the summer break;*
- cc) "University" means Presidency University, Bengaluru; and*
- dd) "Vice Chancellor" means the Vice Chancellor of the University.*

## **1.0 INTRODUCTION**

- 1.1** The Academic Regulations 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, Diploma and Certificate Programs that the University may offer in the future.



- 1.2** These Regulations are in compliance with the University Grants Commission (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025. The specific criteria and mandatory requirements prescribed by this UGC Regulations 2025, shall be included in the Program Regulations and Curriculum (PRC) of the respective program.
- 1.3** Further amendments and additional Regulations, if any, and specific criteria/mandatory requirements prescribed by the concerned Regulatory Bodies for a particular Degree Program shall be included in the Program Regulations and Curriculum (PRC) of the respective program.
- 1.4** 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.
- 1.5** 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, 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 favour or considerations.

## **2.0 ACADEMIC CALENDAR**

- 2.1** The academic activities of the University are regulated by the Academic Calendar approved by the Vice Chancellor and released at the beginning of each Academic Year. The Academic Calendar indicating all academic activities in chronological order, shall be prepared by the Office of Dean - Academics and approved by the Vice Chancellor. After approval, the same shall be released by the Dean - Academics at least two weeks prior to the commencement of the concerned academic year. It is mandatory for both students and faculty to strictly adhere to the academic calendar to ensure timely completion of academic activities. Deviations, if any, under unforeseen/unavoidable circumstances shall be allowed with the prior approval of the Vice Chancellor, and the same should be duly notified.
- 2.2** An academic year at the University shall normally be divided into two semesters consisting of ninety (90) University working days each, known as the Odd Semester (normally from August to December) and the Even Semester (normally from January to May).
- 2.3** 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 around eight (08) calendar weeks and shall include a minimum of thirty (30) instructional days.

## **3.0 REGISTRATION**

- 3.1** The registration process is a fundamental aspect of the University's academic framework, designed to provide a structured procedure for students to select and enrol in Courses that align with program requirements and their academic goals.

- 3.2** Registration for the relevant Academic Term ensures timely progression in the program by adhering to guidelines regarding Course prerequisites, necessary Courses as per curriculum requirements, and the credits required for the timely completion of the minimum credit requirements for the award of the respective degree.
- 3.3** The registration at the beginning of each Semester during the prescribed period announced in the Academic Calendar and through notifications issued by the University to this effect, is mandatory for every student.
- 3.4** Registration is the sole responsibility of the student. Without registration, any academic activity (Course / Seminar / Practical / Project Work / Internship, etc.) undergone by a student will not be counted towards the requirements of their Degree.
- 3.5** The Chairperson of each Departmental Academic Committee (DAC) shall communicate the list of approved/prescribed Courses available for registration in the concerned Academic Term to the Office of the Dean - Academics for notification. (The constitution and functions of the Departmental Academic Committee (DAC) are placed in ANNEXURE A.)
- 3.6** Upon joining the University, each student is assigned to a mentor who will counsel and guide the student on matters related to academics/registration process. Every student after consulting her/his mentor is required to register for Courses of his/her choice from the list of proposed Courses within the time period specified for such registration as notified in the Academic Calendar or the University notification to this effect.
- 3.7** Normally, late registration is not permitted. However, considering medical exigencies, specifically hospitalization, trauma, including death of immediate family members (Parents, Offspring, Siblings and Spouse) or contagious disease, a student may be permitted for late registration with prior approval from the respective HoD. The student must produce 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.
- 3.7.1** Further, in such specified cases of medical exigency (*viz. hospitalization, trauma or contagious disease only*), the maximum period permissible for late registration shall not exceed Eighteen (18) University working days counted from the commencement of the semester (only Odd and Even semesters) as announced by the University. Under no circumstances shall such a student be permitted to register for the semester after the permissible period for late registration of Eighteen (18) University working days counted from the commencement of semester.
- 3.7.2** 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, as recommended by the



Department and approved by the Vice Chancellor, 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 will be given permission for late registration shall be approved by the Vice Chancellor based on the recommendation of the Dean of the School concerned. Further, no relaxation will be given on attendance requirements, except as permissible under Clause 7.4.

- 3.8** In case of any other reason for late registration other than the specified medical exigencies outlined in Clause 3.7 above, the maximum permissible period for late registration shall not exceed 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 semester. Further, no relaxation whatsoever will be given on attendance requirements for late registration. Under no circumstances will such a student be permitted to register for the semester after the permissible period for late registration of FIVE (05) University working days counted from the specified date of Registration.
- 3.9** Students are not permitted to re-register for Courses which they have already passed, except under the provisions and conditions mentioned in Clauses/Sub-Clauses 7.6, 8.14, 8.15.3 and 14.4 to improve their performance.
- 3.10** A student shall be permitted to register only if all of the following conditions are fulfilled:
- 3.10.1** The student has paid all specified fees to the University as per the University Fee Policy and payment schedule;
  - 3.10.2** The student has cleared all University, Hostel, Transport and Library dues (if any);
  - 3.10.3** The student fulfils the yearly promotion criteria as stipulated in Section 14.0; and
  - 3.10.4** The student has not been debarred from registering on any specific ground by the University.
- 3.11** Course Pre-Requisites: To register for some Courses, students may be required to have prior exposure to or passed some specified Courses. Such Course pre-requisites shall be specified in the concerned Program Regulations and Curriculum (PRC) as approved by the DAC and the BOS. If a student has secured an NP (Not Permitted) Grade (Clause 8.14) due to a shortage of attendance in the pre-requisite Course(s), the student will not be permitted to register for the concerned Course(s).
- 3.12** Failure to Register and Removal from the Rolls: A student who is eligible for registration but fails to register for the Semester within the specified dates and conditions prescribed in Clauses 3.1 to 3.8, shall be removed from the rolls for the concerned semester. Consequently, the student shall not be permitted to attend classes for the concerned semester. **The student is cautioned that this will**

**result in the loss of an Academic Year for the student.** Such a student shall be required to discontinue the Program temporarily and shall rejoin the Program of study by completing the Registration process in the applicable Semester of the following Academic Year, and shall adhere to the Academic Regulations and Program Regulations and Curriculum applicable to the batch in which the student is rejoining the Program of study.

**3.13** Mandatory Pre-Registration (for Elective/Specialization/Open Courses) for higher semesters: In order to facilitate proper planning of academic activities of a semester, it is essential for students to declare their intent to register for an Elective/Specialization/Open Course well in advance, before the actual start of the concerned Academic Term, through the process of Pre-Registration. 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 applicable, 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 process all teaching Departments/Schools shall announce the list of 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.

**3.14** The University reserves the right to withhold registration or to cancel the registration of any student who is not in compliance with the University's regulations, policies, and rules.

**3.15** Registration for each semester must be completed in a sequential manner. Failure to register for a semester will result in the loss of an academic year, as the missed semester must be completed (in the following Academic Year) before registering in the subsequent semester of the Program of study.

**3.16 Audit a Course**

**3.16.1** Auditing a Course is a provision for a student who may opt to register for a Course to acquire knowledge/skills, without earning credits and grade points.

**3.16.2** A student who desires to register to Audit a Course shall consult her/his mentor 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 will not earn credits for the Audited Course.

**3.16.3** Auditing is not available during the Summer Term.

**3.16.4** Audit is not permitted in Courses that involve laboratory/field/studio work, or other types of practice-based instruction.

**3.16.5** Audited Courses shall not count towards fulfilling degree requirements.

## 4.0 MEDIUM OF INSTRUCTION AND EVALUATION

English shall be the medium of instruction and evaluation, except for specific Courses as approved by the Academic Council.

## 5.0 COURSE CREDIT STRUCTURE

The credit structure is used to define various types of Courses, ensuring 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 the planning, delivery and evaluation of each Course within the diverse programs of study offered by the University.

**5.1** The Credit Structure for defining and categorizing Courses follows the L-T-P-C (Lecture - Tutorial- Practical - Credit) framework. Credits are assigned based on the following norms:

Lecture: One (01) contact/classroom hour per week for 15 weeks is assigned One (01) Credit.

Tutorial: One (01) contact/classroom hour per week for 15 weeks is assigned One (01) Credit

Practical: Two (02) hours per week of practical/laboratory/studio/field work and other similar practice or skill development components for 15 weeks, are assigned One (01) Credit.

For example:

- A Course with L-T-P structure of 3-0-0 will be assigned 3 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 3-0-2 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 2-0-2 will be assigned 3 Credits.
- A Course with L-T-P structure of 1-0-4 will be assigned 3 Credits

In effect, a 3-Credit Course with structure of 3-0-0 mandatorily requires 45 hours of Contact/Classroom hours. Similarly, a 3-Credit Course with structure 1-0-4 mandatorily requires 15 hours of Contact/Classroom hours and 60 hours of Practice/Lab hours.

**5.2** Practical/Skill based Courses like Capstone Project, Internship, Industry Immersion, International Immersion, Project Work, Studio, Field Visits, Dissertation, Seminar, and such similar Courses including Portfolio, Interdisciplinary Projects and Social Immersion Courses, where the pedagogy does not lend itself to a typical L-T-P-C structure as defined in Clause 5.1, are assigned the number of Credits based on the quantum of work/effort required to fulfil the learning objectives and outcomes

prescribed for the concerned Courses, referred to as Non-Teaching Credit Courses (NTCC).

- 5.3** A student earns credits by satisfactorily undergoing the Course evaluation. The credits associated with a Course are dependent upon the number of hours of instruction in that Course.

## **6.0 PROGRAM REGULATIONS AND CURRICULUM (PRC)**

The Program Regulations and Curriculum (PRC) is a set of Program specific regulations, as applicable, and the Program Structure and Curriculum for the concerned Degree Program. All Academic Programs (except the Ph.D. Program) shall be governed by the respective Program Regulations and Curriculum. The Program Regulations and Curriculum shall be recommended by the concerned Board of Studies for approval of the Academic Council. The program leading to the award of a Ph.D. degree shall be governed by the Ph.D. Regulations, which shall be recommended by the Research and Innovation Council of the University for Approval of the Academic Council.

The Program Regulations and Curriculum for all Undergraduate and Postgraduate Programs shall include details with respect to Eligibility for Admission, 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 Eligibility for Admission:**

- 6.1.1** The basic eligibility for the admission to all Programs of the University shall be as per the norms specified by the respective statutory bodies such as University Grants Commission (UGC), All India Council for Technical Education (AICTE), Bar Council of India (BCI), Karnataka State Higher Education Council (KSHEC) and other relevant statutory bodies.
- 6.1.2** Lateral Entry, where applicable, i.e. admission to the second year of a Program, shall be as per the norms specified by the respective statutory bodies such as UGC, AICTE, BCI, KSHEC and other relevant statutory bodies.
- 6.1.3** A student who seeks admission to a higher semester of a Program as a transfer from another University, must comply with the eligibility criteria mentioned above in Sub-Clause 6.1.1. Further, an Equivalence Committee (Refer Annexure B) shall examine the case for Transfer/Lateral Entry and submit its report and recommendation for the approval of the Vice Chancellor for enrolment to the concerned program. The student may need to undergo additional Courses, as prescribed by the Equivalence Committee to qualify for the minimum credit requirements as prescribed by the concerned PRC for the award of degree.
- 6.2** The PRC of respective Programs shall have Program Educational Objectives (PEOs), Programme Outcomes (POs), Program Specific Outcomes (PSOs), and Curriculum Structure, List of Basket/Component-wise Courses along with other details such as,

L-T-P-C structure, Pre-Requisites etc. The Course catalogues for all the Courses listed in the Curriculum structure shall also be part of the PRC.

- 6.3** Assessment and Evaluation scheme: The assessment and evaluation of students in all the academic programs offered in the University (except the Ph.D. program) shall have the components of assessment and weightages as recommended by the respective BoS and as approved by the Academic Council from time to time. The relative grading framework shall be used for evaluation (Refer Clause 8.7).

In order to ensure the fair and equitable assessment of learning for all Non-Teaching Credit Courses (NTCC) offered in the particular Program, the method of assessment shall be prescribed in the PRC.

- 6.4** The minimum number of student registrations required for the Courses (except NTCC) shall be defined in the PRC for offering the Course in the specific Academic Term.

## **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, studio, practical classes and all other such curricular sessions as prescribed by the Program Curriculum.
- 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, for which the student has registered in the concerned Academic term.
- 7.3** Further, if a student suffers serious medical exigencies of hospitalization, trauma, including death of immediate family members (Parents, Offspring, Siblings and Spouse) or contagious disease only, the concerned student may be given additional relaxation in attendance requirement (in Course(s) where there is a shortage) by the Vice Chancellor on the recommendations of the Dean of the School concerned. However, under no circumstances 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 (for other cases of exemption) 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, for representing the university the concerned student may be given relaxation in attendance requirements (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 Examinations of the Course(s) in which the attendance shortfall exists**, irrespective of the student's academic performance in the components of Continuous Assessments. The student shall be declared as **"NP" (Not Permitted) Grade** (refer Clause 8.14), to indicate that the student has not been permitted to appear for the End Term Examinations due to shortage of attendance during the Academic Term in the concerned Course(s).

Further, a student who has shortage of attendance (received "NP" Grade) in a Course in the concerned Semester, shall be eligible to re-register for the concerned Course in the following Academic Term (including 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 completes the Course(s) in which the student has the NP Grade, and, earn the minimum mandatory required credits as prescribed by the PRC of the concerned program.

### **8.0 TEACHING, EVALUATION AND GRADING SYSTEM**

- 8.1** Courses from the approved Program Regulations and Curriculum may be offered during any Academic Term. Each approved Course, whenever offered in any given Academic Term, shall be conducted by the assigned Course Instructor.
- 8.2** The Course Instructors, for all the Courses, which are to be offered by the School/Department during any Academic Term shall be assigned by the concerned HoD/Dean of School. (A brief of the functions and responsibilities of the Course Instructor is placed in ANNEXURE C).
- 8.3** Course Plan: Course Plan is prepared for each Course offered (including Non-Teaching Credit Courses (NTCC)) in a Program of study during an Academic Term. The Course Plan is generally prepared by the Course In-Charge (Course IC) in consultation with all Course Instructors (as applicable) of concerned Course. The Course Plan shall be approved by the Departmental Academic Committee (DAC).
  - 8.3.1** The Course Plan shall clearly describe the following aspects: Course Name, Course Code, Credit Structure, Course Description, Contact Hours, Name of Course In-Charge and Course Instructor(s), Course Outcomes, CO – PO & PSO Mapping, Pre-requisites (if applicable), Course Syllabus, Reference Materials, Schedule of Lectures, Tutorials, Practical/Lab Sessions (as applicable), with notes on pedagogy, Schedule of Continuous Assessments and guidelines regarding End Term Examinations (as applicable).

**8.3.2** The Course Plan of every Course offered in an Academic Term of the concerned Program shall be made available to all students registered for the concerned Course.

**8.4** 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 in the Course.

**8.5** Academic performance evaluation of every registered student in every Course registered by the student is carried out through various components of Assessments spread across the Semester. The nature of components of Continuous Assessments and the weightage given to each component of Continuous Assessments (refer Clause 8.8) shall be clearly defined in the Course Plan for every Course, and approved by the DAC.

**8.6** Format of the End-Term examination shall be specified in the Course Plan.

**8.7** Grading is the process of rewarding the students for their overall performance in each Course. The University follows the system of Relative Grading with statistical approach to classify the students based on the relative performance of the students registered in the concerned Course except in the following cases:

- Non-Teaching Credit Courses (NTCC)
- Courses with a class strength less than 30

Absolute grading method may be adopted, where necessary with prior approval of concerned DAC.

Grading shall be done at the end of the Academic Term by considering the aggregate performance of the student in all components of Assessments prescribed for the Course. Letter Grades (Clause 8.10) 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.

## **8.8 Assessment Components and Weightage**

<b>Table 8.8 Assessment Components and Weightage for different category of Courses</b>		
<b>Nature of Course and Structure</b>	<b>Evaluation Component</b>	<b>Weightage</b>
<b>Lecture-based Course</b> L component in the L-T-P Structure is predominant (more than 1) (Examples: 3-0-0; 3-0-2; 2-1-0; 2-0-2, 2-0-4 etc.)	Continuous Assessments	50% to 60%
	End Term Examination	40% to 50%
<b>Lab/Practice-based Course</b>	Continuous Assessments	75% to 100%



P component in the L-T-P Structure is predominant (Examples: 0-0-4; 1-0-4; 1-0-2; etc.)	End Term Examination	0 to 25%
<b>Skill based Courses</b> like Industry Internship, Capstone project, Research Dissertation, Integrative Studio, Interdisciplinary Project, Summer / Short Internship, Social Engagement / Field Projects, Portfolio, and such similar Non-Teaching Credit Courses, where the pedagogy does not lend itself to a typical L-T-P structure	Guidelines for the assessment components for the various types of Courses, with recommended weightages, shall be specified in the concerned Program Regulations and Curriculum / Course Plans, as applicable.	

The exact weightages of Evaluation Components shall be clearly specified in the concerned PRC and respective Course Plan.

Normally, for Practice/Skill based Courses, without a defined credit structure (L-T-P) [NTCC], but with assigned Credits (as defined in Clause 5.2 of the Academic Regulations), the method of evaluation shall be based only on Continuous Assessments. The various components of Continuous Assessments, the distribution of weightage among such components, and the method of evaluation/assessment, shall be as decided and indicated in the Course Plan/PRC. The same shall be approved by the respective DAC.

## **8.9 Minimum Performance Criteria:**

### **8.9.1 Theory only Course and Lab/Practice Embedded Theory Course**

A student shall satisfy the following minimum performance criteria to be eligible to earn the credits towards the concerned Course:

- a. A student must obtain a minimum of 30% of the total marks/weightage assigned to the End Term Examinations in the concerned Course.
- b. The student must obtain a minimum of 40% of the AGGREGATE of the marks/weightage of the components of Continuous Assessments, Mid Term Examinations and End Term Examinations in the concerned Course.

### **8.9.2 Lab/Practice only Course and Project Based Courses**

The student must obtain a minimum of 40% of the AGGREGATE of the marks/weightage of all assessment components in the concerned Course.

- 8.9.3** A student who fails to meet the minimum performance criteria listed above in a Course shall be declared as "Fail" and given "F" Grade in the concerned Course. For theory Courses, the student shall have to re-appear in the "Make-Up Examinations" as scheduled by the University in any subsequent semester, or, re-appear in the End Term Examinations 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 Examination) shall be carried forward and be included in

computing the final grade, if the student secures the minimum requirements (as per Clause 8.9.1, 8.9.2) in the "Make-Up Examinations" of the concerned Course. Further, the student has an option to re-register for the Course and clear the same in the summer term/ subsequent semester if he/she wishes to do so, provided the Course is offered.

**8.10 Letter Grades & Grade Points:** 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 8.10:

<b>Table 8.10 Letter Grades with Grade Points and Brief Qualitative Description</b>		
<b>Letter Grade</b>	<b>Grade Point</b>	<b>Qualitative Description</b>
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
NP	0	Not Permitted
S	–	Satisfactorily Completed
NC	–	Not Completed
U	–	Audited Satisfactorily
I	–	Incomplete

#### **8.11 Absolute Grading:**

The Letter Grades with Marks Range for the Absolute Grading is as follows:

<b>Table 8.11 Letter Grades with Marks Range for Absolute Grading</b>	
<b>Letter Grade</b>	<b>Marks range (Out of 100)</b>
O	$\geq 90$
A+	$\geq 80$ but $< 90$
A	$\geq 70$ but $< 80$
B+	$\geq 60$ but $< 70$
B	$\geq 55$ but $< 60$
C	$\geq 50$ but $< 55$
D	$\geq 40$ but $< 50$
F	$< 40$

### **8.12 Award of the "O" (Outstanding) Grade:**

The "O" grade stands for outstanding achievement, relative to the registered students in the Course, and utmost care shall be taken in awarding of this highest letter grade.

### **8.13 Declaration of the "F" (Fail) Grade:**

The "F" grade denotes failure in a Course and has "0" (Zero) Grade Points. This may be due to the following reasons:

**8.13.1** Failure to meet the minimum performance criteria for a Course as listed in Clause 8.9

**8.13.2** Further, if a student is absent for the End Term Examination of a Course, the student shall be declared as "Fail" and given a "F" grade in the concerned Course.

### **8.14 Declaration of the Placeholder Grades "NP" (Not Permitted):**

"NP" is a grade, with "0" (Zero) Grade Points, given in the concerned Course(s) to indicate that a student was not eligible to appear for the End Term Examination of the concerned Course(s) due to shortage of attendance as elaborated in Section 7.0 and he/she has to re-register in the concerned Course(s) to earn the necessary credits.

### **8.15 Additional Grades with No Grade Points: "S" (Satisfactorily Completed), "NC" (Not-Completed) and "U" (Audited Satisfactorily) Grades:**

**8.15.1** "S" and "NC" grades are awarded for specific mandatory Courses as prescribed in the concerned PRC.

**8.15.2** "S" grade denotes satisfactory performance and completion of a Course, as specified in the concerned PRC. The requirements for obtaining "S" grade in a particular Course shall be clearly stated in the Course Plan of the concerned Course.

**8.15.3** "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.

**8.15.4** "S" and "NC" grades have no associated Grade Points and hence are not included in the SGPA/CGPA calculations (refer Section 9.0).

**8.15.5** "U" grade is awarded in a Course that a student opts to register for Audit (refer to Clause 3.16) and successfully completes. It is not mandatory for the student to go through the entire regular process of evaluation for the concerned Course. However, the student must satisfy the minimum attendance requirement for securing the "U" grade, failing which, that Course will not be listed in the Grade Card given to the concerned student (refer to Clause 8.17).

### **8.16 Additional Placeholder Grade "I" with no Grade Points:**

"I" ("Incomplete") Grade is a placeholder grade which denotes "incomplete" in any Course or Courses, due conditions mentioned below in sub-clauses 8.16.1 and 8.16.2.

**8.16.1** Absence at the End Term Examination solely due medical exigencies specifically hospitalization, trauma, including death of immediate family members (Parents, Offspring, Siblings and Spouse) 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 to Section 13.0).

**8.16.2** Malpractice case (under investigation) reported against the student in the End Term 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 (UMMC) (as constituted and provisioned by the Examination Regulations of the University) and the subsequent approval and decision of the Chairperson, BOE.

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

### **8.17 Grade Card:**

Grade Card is a record of a student's performance in the Courses for which 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:

**8.17.1** The List of Courses (which includes Course Name, Course Code and associated Credits) registered by the student in the concerned Academic Term.

**8.17.2** The Grade obtained in each of the concerned Courses.

**8.17.3** The SGPA and CGPA obtained by the student.

**8.17.4** Total credits registered and completed in the ongoing Program of study including the concerned Academic Term.

## **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 all Courses (with Letter Grades and Grade Points, including the Letter Grades F and NP, which have zero grade points) **registered by the student in the Semester concerned**;

*C<sub>k</sub>* is the Credits assigned to Course *k* and

*G<sub>k</sub>* 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 semester. 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 and NP, which have zero grade points) **registered by the student up to, and including the latest completed Academic Term**;

*C<sub>i</sub>* is the Credits assigned to Course *i* and *G<sub>i</sub>* 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** The performance of all students in the components of Continuous Assessments for all Courses registered in the concerned Academic Term, shall be communicated to the students and displayed in the concerned Department/School by the respective HOD/Dean.
- 10.2** The concerned HOD/Dean shall attest and submit to the COE, a consolidated marks sheet of the continuous assessment marks, where applicable, obtained by all students of a Program of study, in all the respective Courses registered in the concerned Academic Term, before the commencement of the End Term Examination.
- 10.3** Answer scripts of Mid Term Examination, where applicable, of the Course shall be shown to the students for discussion, verification and corrections (if any) on pre-notified date(s) in class.
- 10.3.1** Answer books shall be shown to the students by the Faculty/Course Instructor of the Department as per the schedule announced by the Department/ School;
- 10.3.2** Students shall be entitled to check whether all answers have been evaluated and marked, and that all the marks have been correctly totalled.

- 10.3.3** In case of Digital valuation, the portal shall be opened on specified date(s) and information about the date shall be sent to students' university email address.
- 10.3.4** If the student finds any discrepancy, he/she shall bring the same into the notice of the Faculty/Course Instructor/ HOD concerned for corrections and updates

## **11.0 DETAILED SCHEDULE OF EXAMINATIONS**

- 11.1** The detailed schedule of the Mid Term and End Term 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 two (02) weeks before the commencement of the Examinations.
- 11.2** The regulations and guidelines pertaining to the conduct of various University Examinations are prescribed in the Examination Regulations of the University.

## **12.0 APPEAL FOR REVIEW OF GRADES**

- 12.1** 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.
- 12.2** In case of a grievance regarding the grade(s) awarded, a student shall submit an application along with the prescribed fee to the Office of the Controller of Examinations for obtaining the photocopy of End Term Examination answer script(s) of the Course (or Courses), within Five (05) University working days from the date of the declaration of the results of the End Term Examination. No requests shall be admissible after five (05) University working days from the date of the declaration of the results of the End Term Examination.
- 12.3** A copy of the answer script(s) of the End Term Examination with marks obtained for each question and evaluation scheme shall be shared to the concerned student within three (03) days from the last date of application for photocopy of answer script. If the student is not satisfied with the marks awarded, he/she shall approach Course Instructor/faculty assigned by the HOD/Dean to get the recommendation in the prescribed format, and submit the application for review of grade with prescribed fees, within three (03) days from receipt of photocopy of the answer script.
- 12.4** The COE shall forward the student's request to the concerned HoD / Dean to take the necessary steps to review the appeal. Copy of the answer script(s) with marks obtained for each question and evaluation scheme shall be shared to the concerned HoD / Dean, within two (2) days from the last date for application for review. The concerned HoD / Dean shall convene a panel consisting of the respective Course Instructor / Course In-Charge and two more faculty members who are familiar with the Course concerned to review the appeal.
- 12.5** The panel shall review the appeal and submit a report regarding the revision / retention of the Grade to the CoE, within five (05) days from the date of receipt of

answer script from CoE. The CoE shall declare the result based on the approval of the Vice Chancellor.

### **13.0 MAKE-UP EXAMINATIONS**

- 13.1** Make-Up Examination is a provision for a student to complete a Course (or Courses) in which she/he received an "F" grade (refer Section 8.0), or, was given the placeholder grade "I" (refer to Section 8.0) to reappear for the End Term Examination component of a Course (or Courses), subject to the conditions mentioned below in Clauses 13.2 to 13.5. Under no other circumstances, Make-Up Examinations shall be available to the student. Make-Up Examination is conducted only for those Courses registered in the concerned Academic Term (latest completed Semester).
- 13.2** A student who fails to appear in the End Term Examinations, in some or all Courses, due to medical exigencies, specifically hospitalization, trauma, including death of immediate family members (Parents, Offspring, Siblings and Spouse) or a 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 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 Examinations.
- 13.2.1** Provided further, the student must submit, along with the registration form for the Make-Up Examinations, medical certificates, medical prescriptions, hospital discharge summary, 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.
- 13.2.2** 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 review the student's application. The BOE may grant permission based on the veracity of the case to permit the concerned student to avail the provision of 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.
- 13.2.3** 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".
- 13.2.4** 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 13.3.



- 13.2.5** 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 13.3.
- 13.3** A student with "F" Grade in one or more Courses, declared under the conditions stated in Section 8.0 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. The student shall submit the registration form for the Make-Up Examinations to the Office of the Controller of Examinations 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.
- 13.3.1** 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 Examination.
- 13.3.2** Students appearing for Make-Up Examinations can improve only by two grade level. This means that an "F" grade can be improved to a "C" grade at most.
- 13.4** The provision of Make-Up Examinations shall not be available for practice/laboratory/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.
- 13.5** 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.

## **14.0 ACADEMIC PROMOTION**

Yearly promotion criteria of a student who is registered for a given Academic year to the next Year of the Program of study after the end of an Academic Year is as described below in Clauses 14.1 and 14.2. The Academic Promotion is applicable only for the Undergraduate Programs.

- 14.1** A student is eligible to be promoted to the next academic year if he/ she has secured a CGPA of 4.00 or more at the end of the current academic year (after completion of the Summer Term and/or Make-Up Examinations, as applicable).

- 14.2** If the student has secured a CGPA of less than 4.00, they shall not be promoted to the next academic year.
- 14.3** The students who are not promoted to the next Academic year but have appealed for review of grades (Section 12.0) may take provisional registration and be permitted to attend classes till the review results are published. After the publication of the review result, the promotion criteria stated above in Clauses 14.1 and 14.2 shall be applicable.
- 14.4** A student, who is not promoted as per Clause 14.2, has the provision of improving the CGPA in the subsequent academic year by either appearing for Make-Up examinations or by re-registering in either Odd and / or Even semesters, or Summer Term of the next academic year, subject to the conditions stated in Sections 13.0 and 15.0 respectively.
- 14.5** Further, upon rejoining (Registration in the applicable Semester), the student shall adhere to the Academic Regulations and Program Regulations and Curriculum, applicable to the batch in which the student is rejoining the Program of study.

## **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 instruction 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 instruction days). However, the total number of contact hours for these Courses are scheduled 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 Course Plan.
- 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 7.6: A student may re-register for the concerned Course(s), if offered, in which the student had received the placeholder grade "NP", to complete the concerned Course(s) and earn the concerned credits;
- 15.4.2** Refer Clause 8.13: 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 if he/she wishes to do so.
- 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 12 Credits.
- 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 Form, checked and verified by the Dean/HOD concerned, to the Office of the Controller of Examinations of the University. Further, where applicable, the Summer Term Registration Form 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 in summer term 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.
- 15.5.9** A student can apply for the Summer Term in any of the Courses in which he/she was declared "NP" grade in any semester preceding the Summer Term, including the immediately preceding semester, provided that the Course is being offered by the School. However, the student cannot demand for a particular Course which the School is not offering or for which the number of applicants is below 10 as stated in Sub-Clause 15.5.7.
- 15.5.10** A student who did not register for a regular semester (Odd or Even) shall not be permitted to register for any Courses from that semester (for which the student did not register) during the Summer Term. Registration in the Summer Term is only applicable for Courses previously registered but not completed (i.e. Course(s) in which grade given was "NP", "F", or "NC").

## **16.0 WITHDRAWAL FROM THE PROGRAM**

### **16.1 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 medical grounds provided:

- 16.1.1** The student submits an application to the University, stating the reasons for withdrawal together with supporting documents and endorsement from her/his parent or legal guardian;
- 16.1.2** The University is satisfied that 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 20.0).
- 16.1.3** A student seeking temporary withdrawal shall not be entitled to a refund of the Annual Fee paid to the University for the concerned Academic Year.
- 16.1.4** There are no outstanding dues with the Department/School/Hostels/Library etc.
- 16.1.5** Scholarship holders are bound by the appropriate rules applicable to them.
- 16.1.6** Normally, a student will be permitted only one such temporary withdrawal during her/his tenure as a student.

### **16.2 Rejoining the Program:**

A student who temporarily withdraws from the Program (Clause 16.1) and rejoins the Program in the following Academic Year, shall be governed by all the Regulations, including the PRC, of the University and the University Fee Structure in force at the time of his/her rejoining the program.

### **16.3 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.

## **17.0 TRANSFER OF CREDITS**

The University allows students to acquire credits from other Indian or foreign institutions and/or Massive Open Online Course (MOOC) platforms, subject to prior approval. These credits may be transferred and counted toward fulfilling the minimum credit requirements for the award of a degree. The process of transfer of credits is governed by the following rules and guidelines:

- 17.1** The transfer of credits shall be examined and recommended by the Equivalence Committee (Refer ANNEXURE B) and approved by the Dean - Academics.
- 17.2** Students may earn credits from 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. These transferred credits shall be counted towards the minimum credit requirements for the award of the degree.
- 17.3** Students may earn credits by registering for Online Courses offered by *Study Web of Active Learning by Young and Aspiring Minds* (SWAYAM) and *National Program on Technology Enhanced Learning* (NPTEL), or other such recognized Bodies/ Universities/Institutions as approved by the concerned BOS and Academic Council from time to time. The concerned School/Parent Department shall publish/include the approved list of Courses and the rules and guidelines governing such transfer of credits of the concerned Program from time to time. The Rules and Guidelines for the transfer of credits specifically from the Online Courses conducted by SWAYAM/ NPTEL/ other approved MOOCs are as stated in the following Sub-Clauses:
- 17.3.1** A student may complete SWAYAM/NPTEL/other approved MOOCs as mentioned in Clause 17.3 and transfer equivalent credits to partially or fully complete the mandatory credit requirements of Discipline Elective Courses and/or the mandatory credit requirements of Open Elective Courses as prescribed in the concerned Curriculum Structure. However, it is the sole responsibility of the student to complete the mandatory credit requirements of the Discipline Elective Courses and the Open Elective Courses as prescribed by the Curriculum Structure of the concerned Program.
- 17.3.2** SWAYAM/NPTEL/ other approved MOOCs as mentioned in Clause 17.3 shall be approved by the concerned Board of Studies and placed (as Annexures) in the concerned PRC.
- 17.3.3** Parent Departments may release a list of SWAYAM/NPTEL/other approved MOOCs for Pre-Registration as per schedule in the Academic Calendar or through University Notification to this effect.
- 17.3.4** Students may Pre-Register for the SWAYAM/NPTEL/other approved MOOCs in the respective Departments and register for the same Courses as per the schedule announced by respective Online Course Offering body/institute/ university.
- 17.3.5** A student shall request for transfer of credits only from such approved Courses as mentioned in Sub-Clause 17.3.2 above.
- 17.3.6** SWAYAM/NPTEL/other approved MOOCs Courses are considered for transfer of credits only if the concerned student has successfully completed the SWAYAM/NPTEL/other approved MOOCs and obtained a certificate of successful/satisfactory completion.

- 17.3.7** A student who has successfully completed the approved SWAYAM/NPTEL/ other approved MOOCs and wants to avail the provision of transfer of equivalent credits, must submit the original Certificate of Completion, or such similar authorized documents to the HOD concerned, with a written request for the transfer of the equivalent credits. On verification of the Certificates/Documents and approval by the HOD concerned, the Course(s) and equivalent Credits shall be forwarded to the COE for processing of results of the concerned Academic Term.
- 17.3.8** The credit equivalence of the SWAYAM/NPTEL/other approved MOOCs are based on Course durations and/or as recommended by the Course offering body/institute/university. The Credit Equivalence mapped to SWAYAM/ NPTEL approved Courses based on Course durations for transfer of credits is summarised in Table shown below. The Grade will be calculated from the marks received by the Absolute Grading Table 8.11.

<b>Table 17.3.8 Durations and Credit Equivalence for Transfer of Credits from SWAYAM-NPTEL/ other approved MOOC Courses</b>		
<b>Sl. No.</b>	<b>Course Duration</b>	<b>Credit Equivalence</b>
1	4 Weeks	1 Credit
2	8 Weeks	2 Credits
3	12 Weeks	3 Credits

- 17.3.9** The maximum permissible number of credits that a student may request for credit transfer from MOOCs shall not exceed 20% of the mandatory minimum credit requirements specified by the concerned Program Regulations and Curriculum for the award of the concerned Degree.
- 17.3.10** The University shall not reimburse any fees/expense; a student may incur for the SWAYAM/NPTEL/other approved MOOCs.
- 17.4** The maximum number of credits that can be transferred by a student shall be limited to forty percent (40%) of the mandatory minimum credit requirements specified by the concerned Program Regulations and Curriculum for the award of the concerned Degree. However, the grades obtained in the Courses transferred from other Institutions/MOOCs, as mentioned in this Section (17.0), shall not be included in the calculation of the CGPA.

## **18.0 MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAM**

- 18.1** A student who for whatever reason is not able to complete the Program within the normal period or the minimum duration (number of years) prescribed for the Program, may be allowed a period of two years beyond the normal period to complete the mandatory minimum credits requirement as prescribed by the concerned Program Regulations and Curriculum. In general, the permissible

maximum duration (number of years) for completion of Program is 'N' + 2 years, where 'N' stands for the normal or minimum duration (number of years) for completion of the concerned Program as prescribed by the concerned Program Regulations and Curriculum.

- 18.2 The time taken by the student to improve Grades/CGPA, and in case of temporary withdrawal/re-joining (Refer to Clause 16.1), shall be counted in the permissible maximum duration for completion of a Program.
- 18.3 In exceptional circumstances, such as temporary withdrawal for medical exigencies where there is a prolonged hospitalization and/or treatment, as certified through hospital/medical records, women students requiring extended maternity break (certified by registered medical practitioner), and, outstanding sportspersons representing the University/State/India requiring extended time to participate in National/International sports events, a further extension of one (01) year may be granted on the approval of the Academic Council.
- 18.4 The enrolment of the student who fails to complete the mandatory requirements for the award of the concerned Degree (refer Section 19.0) in the prescribed maximum duration (Sub-Clauses 18.1 and 18.2), shall stand terminated and no Degree shall be awarded.

## **19.0 REQUIREMENTS FOR THE AWARD OF DEGREE**

- 19.1 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.
- 19.2 A student shall be declared to be eligible for the award of the concerned Degree if she/he:
- 19.2.1 Fulfilled the Minimum Credit Requirements and all other mandatory requirements as prescribed by the concerned Program Regulations and Curriculum (PRC) for the award of the concerned Degree;
  - 19.2.2 *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 19.2.1;
  - 19.2.3 *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 19.2.1;
  - 19.2.4 No dues to the University, Departments, Hostels, Library, and any other such Centers/ Departments of the University; and
  - 19.2.5 No disciplinary action is pending against her/him.

### **19.3 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 Curriculum Structures, the higher CGPA, as applicable, considering the Credits and Grades corresponding to the mandatory minimum credit requirements as prescribed by the concerned Curriculum Structure, for the award of the concerned Degree shall be considered for the award of Class.

Classes shall be awarded as per the following scale:

19.3.1 First Class with Distinction: CGPA of 8.00 and above

19.3.2 First Class: CGPA from 6.50 to 7.99

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

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

## **20.0 PROVISIONAL DEGREE CERTIFICATE**

On completion of the requirements for the award of the Degree as prescribed in Section 19.0, 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 19.2, 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.

## **21.0 CONVOCATION**

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.

## **22.0 ISSUE OF DEGREE CERTIFICATE BEFORE THE CONVOCATION**

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*.

## **23.0 POWER TO REVISE, MODIFY AND AMEND**

Notwithstanding anything contained in the above Regulations:

- 23.1 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.
- 23.2 In case of a dispute, the decision of the Academic Council shall be final and binding.
- 23.3 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 at least one DAC for every School/Department that is involved in teaching Degree Programs.
- c) However, each program can also have a separate DAC. The HoD/Dean is authorized to take decisions to this effect.
- d) The **Respective School Dean** shall notify the concerned DAC as per the following constitution:

Members	Designation	Remarks
Chairperson	Dean/Associate Dean/Assistant Dean of concerned School/Head of the Department/HOD In Charge of the Program	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 Chairman, 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 Chairman, DAC
Tenure of the DAC is for one academic year		

- e) The Chairperson may co-opt and/or invite more members, if necessary.
- f) Functions:
  - i. To monitor the conduct of the respective Programs of study of the Department/School.
  - ii. To ensure academic standard and excellence of the respective Programs offered by the Department/School.
  - iii. To consolidate the Registration List of the students and communicate to Course Instructor, the Academic Office and Examination Department of the University.
  - iv. To review and approve the Course Plan (with Session Plan) submitted by the Faculty/ Course Instructor/Instructor In-Charge for each Course and forward the collated Course Plan of each Program to the Dean - Academics.
  - v. To ensure that at least two Class Committee (Refer Annexure D) meetings are conducted during the Semester and act upon the Resolutions passed by Class Committee(s).
  - vi. 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.
  - vii. 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.

- viii. To Plan the curriculum and syllabus changes based on various stakeholders (Faculty, Students, Alumni and Industry) feedback and suggestions. The complied suggestions from DAC will be presented before the BOS for further discussions and follow up actions.
- ix. To implement the resolutions of the BOS for the upcoming batches and semesters.
- x. Any other responsibility or function assigned by the Dean (Academics).

## **ANNEXURE B**

### **EQUIVALENCE COMMITTEE**

Equivalence refers to the process of evaluating and recognizing academic credits earned by students from other institutions. The purpose of equivalence is to facilitate academic mobility while maintaining the integrity and quality of the degree programs. It ensures that the Courses, credits, and learning outcomes align with the academic standards and program requirements of the University. This process applies to both credit transfers from other recognized institutions and the acceptance of students transferring into the University.

#### **Equivalence Committee shall have the following constitution:**

1. Chairperson – Dean/Director of the Concerned School
2. Members – Two Professor(s)/Associate Professor (s) from the Concerned Program
3. Convenor – Head of the Department

#### **Responsibilities:**

- Equivalence Committee shall examine the case for Transfer/Lateral Entry admissions and submit its report and recommendation for the approval of the Vice Chancellor for enrolment to the concerned program.
- Equivalence
- Committee shall examine the Credit Transfer from other Indian/Foreign Institutions and submit its report and recommendation for the approval of the Dean – Academics.

## **ANNEXURE C**

### **Course Instructor/Course In-Charge**

A Course Instructor for each Course on offer in a given Academic Term shall be assigned by HoD/Dean/Director of School and approved by the Departmental Academic Committee.

If a Course needs to be assigned to more than one class of students (due to a large number registered for the concerned Course) and if more than one Course Instructor needs to be assigned to teach this Course, the HoD shall assign a Course In-Charge (who must be a Course Instructor for at least one class taking this Course) to coordinate with other Course Instructors to facilitate the delivery of Course Plan in a consistent manner and also to ensure the evaluation scheme and grading is conducted in a proper and consistent manner.

#### **Functions/Responsibilities (Highlights)**

##### ***The Course Instructor shall:***

- a. follow all the Regulations related to teaching of a Course and evaluation of students;
- b. be responsible for all the records (i.e., Course registration, assessment/answer books, attendance, etc.) of the students registered for the Course;
- c. shall conduct classes as prescribed in the Academic Calendar and as per the teaching assignment time-table;
- d. shall arrange to distribute a Course Plan and the evaluation plan together with the Course Outcomes, background materials to all the students within the first week of each Semester;
- e. prepare an evaluation plan showing details of how the student's performance will be evaluated in the Course;
- f. document the students' performance and announce/declare such details as stipulated;
- g. report to the HoD on a periodic (monthly) basis, the potential cases of poor academic performance (Slow Learners) as well as those of low attendance, that would possibly result in a 'F' or 'NP' grade at the end of the Semester.

The Course In-Charge shall co-ordinate the above functions/responsibilities with the other assigned Course Instructors regularly as decided by their concerned HoD.

## **ANNEXURE D**

### **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 HOD/Program Head of the School/Department concerned shall notify the concerned Class Committee as per the following constitution:

<b>Members</b>	<b>Designation</b>	<b>Remarks</b>
Chairperson	Senior Faculty	Member of the Parent/ Teaching Department, associated with the Class
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
Member Secretary	Class Coordinator of the Class	Appointed by the Dean of the School concerned
Tenure of the Class Committee is for the Semester concerned. All members must attend the Class Committee Meeting.		

c) Functions:

- i. 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 Plan and recommend remedial measures, where necessary.
- ii. Each Class Committee will communicate its recommendations to the Chairperson, DAC of the Parent/Teaching Department/School.
- iii. There shall be at least two Class Committee meetings every Semester, the first one before midterm Examinations and the second one at least two weeks before the last instruction day of the semester
- iv. However, additional Class Committee meetings may be convened as decided by the Chairperson, DAC.
- v. 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).
- vi. Any appropriate responsibility or function assigned by the Chairman of the DAC.