ORDINANCE-XXIX

PROGRAMMES LEADING TO THE AWARD OF
BACHELOR OF TECHNOLOGY (B. Tech.) DEGREE

1. **Definitions of Key Words:**

   1.1. **'Academic Year':** Two consecutive (one odd + one even) semesters shall constitute one academic year.

   1.2. **'Choice-Based Credit System (CBCS)':** The CBCS provides choice for the students to select course from the prescribed courses (Elective or soft-skill courses). It provides a 'cafeteria' approach in which the students can take courses of their choice, learn at their own pace, study additional courses and acquire more than the minimum required credits, and adopt an inter-disciplinary approach to learning.

   1.3. **'Course':** Usually referred to as paper and is a component of a Programme. All courses need not carry the same weightage. Each course should define the learning objectives and the learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/ project work/ industrial/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study work, etc., or a combination of some of these.

   1.4. **'Credit':** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work, per week.

   1.5. **'Credit Point':** It is the product of the grade point and the number of credits for a course.

   1.6. **'Credit-Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of the number of credits to be earned by the student.

   1.7. **'Cumulative Grade-Point Average (CGPA)':** It is a measure for the cumulative performance of a student for cumulative semesters. The CGPA is the ratio of total credit points earned by a student in various courses in cumulative semesters to the sum of the total number of credits of all courses in these semesters. It shall be expressed up to two decimal places.

   1.8. **'Equivalence Committee':** Equivalence of a course with some other course shall be decided by the equivalence committee. This committee shall consist of Deans of all the Schools and shall be headed by the Dean Academic Affairs. The Head of the Department(s) concerned shall also be its member(s).

   1.9. **'Grade Point':** It is a numerical weightage allotted to each letter grade on a 10-point scale.

   1.10. **'Letter Grade':** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P, F, and Ab which means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.

1.11. **'Programme':** An educational programme leading to the award of a Bachelor of Technology (B. Tech.) Degree.

1.12. **'Semester':** Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and the even semester from January to June. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course contents and the hours of teaching.

1.13. **'Semester Grade-Point Average (SGPA)':** It is a measure of performance of the work done in a semester. It is the ratio of number of credit points secured by a student in various courses registered in a semester to the total number of course credits taken during that semester. It shall be expressed up to two decimal places.

1.14. **'Transcript'/'Grade- Card' or 'Certificate':** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with the SGPA of that semester and the CGPA earned till that semester.

1.15. **'University':** University means the Central University of Haryana, Mahendergarh.

2. **Eligibility for Admission:**

2.1. Admission to first year / first semester Bachelor Degree in Technology shall be open to the students who have passed XII standard or equivalent examination conducted by CBSE or equivalent boards with minimum of 50% marks in aggregate. For the requisite qualifications earned from foreign countries, Equivalence certificate from the Association of Indian Universities (AIU) is mandatory. The matter of eligibility of the candidate shall be put up to the Equivalence Committee for its consideration and the decision of the Equivalence Committee shall be final.

In addition to Clause 2.1, the student shall have secured not less than fifty (50) percent marks in the aggregate with Physics and Mathematics as compulsory subjects, along with any one of the following subjects, namely, Chemistry, Bio-technology, Computer Science, Biology and Electronics or as decided by the University from time to time:

"Eligibility for direct Admission to B. Tech Programme shall be as per the conditions prescribed by AICTE as amended from time to time."

2.2. The University may admit new students under lateral entry in the second year/3rd semester directly subject to availability of seats, sufficient infrastructure/hostel facility by following the AICTE Regulations, as amended from time to time. Subject to the foregoing, the following categories of students shall be eligible to apply for such admissions:

a) *Diploma (Polytechnic) Holders*
Direct admissions to the 2nd Year under Lateral Entry in B.Tech programmes may be allowed in accordance with the relevant regulations of AICTE as amended from time to time, for various categories.

b) B.Sc. Degree Holders

Direct admissions to the 2nd Year under Lateral Entry in B.Tech programmes may be allowed in accordance with the relevant regulations of AICTE as amended from time to time, for various categories.

3. **Type of Courses:** The CBCS provides choice for students to select from the prescribed courses. Sequencing Plan for the B.Tech. Degree Curriculum:

Semesters	Course Coverage
I & II	HSS, BS and ES: Common for all Branches; Mandatory Courses.
III & IV	BS: Common for all Branches; ES; PS–Core & Electives, Self-Study/Skill-based course.
V - VII	PS- Core & Electives.
VIII	Internship, Project work.

Abbreviations:

HSS - Humanities and Social Sciences.
BS - Basic Sciences.
ES - Engineering Sciences.
PS - Professional Subjects.

3.1. **Core courses:**

3.1.1. The core courses are those courses whose knowledge is deemed essential for the students registered for a particular B.Tech. Degree programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

3.1.2. The core courses shall be mandatory for all the students registered for that particular Degree programme.

3.2. **Elective courses:** The elective courses can be chosen from a pool of papers. These courses are intended to:

- allow the student to specialize in one or more branches of the broad subject area;
- help the student to acquire knowledge and skills in a related area that may have applications in the broad subject area;
- help the student to bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, etc.); and
- help the student to pursue an area of interest.

The student may also choose additional elective courses offered by any other Department of the University to enable him/her to acquire extra credits from the discipline, or across the discipline. The minimum number of students to be registered for an Elective to be offered shall be ten.

3.3. **Self-Study/Skill-based courses:** The self-study courses are optional, not mandatory. Being non-credit courses, the performance of students in these courses shall be

indicated either as "satisfactory" or as "unsatisfactory", instead of the Letter Grade and this shall not be counted for the computation of the SGPA/CGPA.

4. **Mobility Options and Credit Transfers:**

The student shall be permitted to opt inter-disciplinary and horizontal mobility and can take courses of his/her choice, learn at his/her pace, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach to learning.

4.1. A student can take the courses of any other university subject to equivalence of the respective course and availability of seats, following due administrative process and formal consent of the university/universities. The University shall constitute an 'Equivalence Committee' for the purpose as mentioned in the Clause 1.8.

4.2. A student availing inter-university mobility shall continue to be a bonafide student of the University, where he/she initially got admission and in case he/she earns credit from a different university, the credits earned shall be transferred to his/her parent University.

4.3. It shall be the responsibility of the student to assess the feasibility of vertical mobility (across universities) as it does not entitle the student to be exempted from any of the requisites (sessionals, attendance, assignments, end-semester examinations, programme duration, etc.) for completion of the programme.

4.4. The mobility option should not be interpreted as inter-university migration.

4.5. The mobility across the disciplines is also subject to availability of desired course (s), faculty, infrastructure and number of students (as fixed by the University/Department from time to time) opting that course.

4.6. The mobility shall be permissible from the 'Regular Mode' to the 'Regular Mode of learning' only, and cannot be replaced by Open/Distance mode in place of the regular mode.

4.7. Mobility of Credits earned by the students from GIAN (Global Initiative of Academic Networks) courses/ MOOCs (Massive Open Online Courses)/ SWAYAM (Study Webs of Active –Learning for Young Aspiring Minds)/ Swachh Bharat Internship Programme/ etc. shall be credited in accordance with the provisions made under the respective schemes, as amended from time to time; subject to compatibility of course content & assessment process with the prior approval of the Board of Studies/ School Board of the concerned department.

5. **Credits:**

A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15-week schedule. Two hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

(i) 1 credit = 1 hour of instruction per week (1 credit course = 15 contact hours of instruction per semester).

(ii)   1 credit = 1 hour of tutorial per week.

A core/elective course with practical component shall carry upto 6 credits while a core/elective course without practical component **may carry up to 5 credits**. However, a dissertation/ project work/field work etc. shall carry up to 32 credits (along with other core/elective courses); and a semester-long dissertation/project work/field work shall carry upto a maximum of 32 credits.

6. **Course Coding:**

For first two semesters in B.Tech. programmes, there are which have common courses, the course code shall consist of four alphabets; first two (BT) indicate B.Tech. and next two alphabets refer to the paper concerned, e.g. PH for physics. This shall be followed by three digits; the first refers to the semester and the next two refer to the paper concerned. For semesters third to eighth the code consists of four alphabet letters, the first two (BT) indicate B.Tech. and next two indicate particular branch or discipline for example, CE for civil engineering.

7. **Programme Duration and Span Period:**

7.1. The program shall be of four academic years' duration divided into eight semesters, each semester having duration of about 16 weeks. To compensate for the loss of studies due to delayed admissions or otherwise, requirement of contact hours shall be fulfilled by working extra on Saturdays and/or Sundays.

7.2. The calendar of events in respect of the programme of study shall be fixed by the University from time to time.

7.3. The examination in all programmes of study shall be conducted at the end of each semester for all the eight semesters.

7.4. No student will be allowed to appear in the examination after the expiry of seven annual academic sessions including the one in which he/she was first admitted to B.Tech. programme. This (7 years) is maximum time limit for clearing B.Tech programme. After the duration of 4 years from the date of registration to the programme, he/she will not be treated as a regular student. Hostel facility will not be made available to a student after he/she completes the minimum time required for completion of B.Tech programme i.e. 4 years including the year in which he/she was admitted.

8. **Faculty Advisor**:

The Department shall appoint Faculty Advisor for each student from amongst the members of the faculty. All faculty members of the department shall function as Faculty Advisors and shall have more or less equal number of students. The Faculty Advisor shall advise the student in planning the courses and render necessary support and guidance to him/her, as per the need.

9. **Course Registration:**

9.1. The registration for courses shall be the responsibility of the student. No student shall be allowed to pursue a course without registration. No student shall be granted any

credits in the course, unless he/she has been registered for that course by the scheduled date.

9.2. Every student has to register in each semester (in consultation with his/her Faculty Advisor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma in triplicate, duly signed by him/her, the Faculty Advisor and the Head of the Department, within the date notified for the purpose by the University.

9.3. Late registration may be permitted by the Head/In-Charge of the Department up to a maximum of two weeks after the commencement of the semester/last date of admission, on payment of late registration fee of Rs. 500/-.

9.4. A student shall register for a minimum of 15 credits and can register for a maximum of 25 credits in a semester, unless specified otherwise by the University for a programme of study/course.

9.5. Withdrawal from a course may be permitted up to two weeks from the date of Registration, provided the courses registered after withdrawal shall enable the student to earn a minimum of credits requirements specified for the particular semester. Withdrawal from a course may not be allowed for those who had late registration.

9.6. A student may be allowed by the Head/In-charge of the Department to add a course or substitute a course for another course of the same type for valid reasons with the consent of the Faculty Advisor, not later than two weeks from the date of commencement of the semester.

9.7. If a student registers himself/herself for more elective courses than those prescribed in the programme, while calculating the Semester/Cumulative Grade-Point Average, only the prescribed number of elective courses for the programme of study shall be counted in the descending order of the grades obtained by him/her.

9.8. The elective courses opted and registered by the student either from parent or any other department and attempted in the end semester examination shall have to be cleared. Such elective courses shall not be replaced. However, a student shall have the option of choosing an elective course from other departments irrespective of the semester in which the course is offered. For example; a student of odd/even Semester can opt an elective course of other department offered in any odd/even semester, respectively.

10. **Examination and Internal Assessment**:

The internal assessment and the End-Semester examination shall have the weightage of 30% and 70%, respectively.

10.1. **Internal Assessment:**

10.1.1. Internal Assessment shall be done on a continuous basis, taking into account the student's class room performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester. For the sake of uniformity, particularly for interdepartmental transfer of credits, all faculty members shall follow a uniform procedure of examination.

10.1.2. Internal Assessment Test 1 shall be conducted around the sixth week of the semester out of the syllabi covered till then.

10.1.3. Internal Assessment Test 2 shall be held around the twelfth week out of the syllabi covered between the seventh and the twelfth week.

10.1.4. For conducting the Internal Assessment, one or more assessment tools, such as written tests, assignments, oral quizzes, paper presentation, laboratory work, etc., suitable to the course may be employed.

10.1.5. The Internal Assessment for theory shall consist of the following components with marks indicated against each:

(i)	Attendance	5 marks
	Below 75%	Nil
	75% to <80%	1 mark
	80 % to <85%	2 marks
	85% to <90%	3 marks
	90% to <95%	4 marks
	95% to 100 %	5 marks
(ii)	Assignments/Presentations and Class Participation	5 marks
(iii)	Internal Assessment Test-1	10 marks
(iv)	Internal Assessment Test-2	10 marks

The criteria shall be made known to the students at the commencement of each semester.

For practical examination, 70 percent of the marks shall be awarded through an end-semester practical examination and remaining 30 percent of the marks shall consist of internal assessment to be awarded by the concerned faculty member (s) of the Department concerned. Maximum 5 marks to be awarded for attendance of students (same as mentioned in case of internal assessment for theory examination).

10.1.6. The Head/In-charge of the Department may allow a student to repeat one sessional test, if his/her application in this regard is considered as genuine on valid reasons.

10.1.7. A student is required to secure a minimum of 'P' grade in the Internal Assessment and in the End- Semester examinations in the aggregate. However, he/she shall have to pass the practical examination separately, with a minimum of 'P' grade.

10.2. *End-Semester Examination:*

10.2.1. The End-semester Examinations covering the entire syllabus prescribed for the course and carrying 70% of weightage, shall be conducted by the Examination Branch of the University, in consultation with the Head of the Department.

10.2.2. The Examiners or Board of Examiners shall be appointed for each course by the Controller of Examination (COE) on recommendation of Board of Studies of the Department concerned.

10.2.3. The distribution of weightage for the valuation of semester-long project work/ dissertation shall be as follows:

Periodic presentation	: 30%
Project Report	: 40%
Viva voce	: 30%

Or

as decided by the Board of Studies of the Department concerned in accordance with the guidelines issued by the regulatory bodies, if any.

10.2.4. The hall ticket/admit card shall be issued to the student on the recommendation of the Head of the Department, subject to the following conditions:

(i) Fulfilling the requirement of attendance as prescribed, and,

(ii) Submission of a "No dues" certificate in the prescribed form.

10.3. **Letter Grades and Grade-Points:**

An absolute grading system shall be adopted to grade the students.

10.3.1. Under the absolute grading system, marks shall be converted to grades based on pre- determined class intervals.

10.3.2. In the End-semester theory or practical examinations, the examiner shall award the marks and those marks shall be further converted into Grades/Grade points by the examination branch in accordance with the provisions of this Ordinance.

10.3.3. The detailed Marks Sheet issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

10.3.4. The University shall adopt the 10-point Grading System, with the Letter-Grades as specified below:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Class Interval (in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and upto 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and upto 90
A (Very Good)	8	Above 7 to 8	Above 70 and upto 80
B+ (Good)	7	Above 6 to 7	Above 60 and upto 70
B (Above Average)	6	Above 5 to 6	Above 50 and upto 60
C (Average)	5	Above 4.5 to 5	Above 45 and upto 50
P (Pass)	4	4 to 4.5	Above 40 upto 45
F (Fail)	0		Less than 40
Ab (Absent)	0		Absent

Note:

(i) F= Fail; the students graded with 'F' in a programme or course shall be required to re-appear in the examination. However, the students appearing in their final

Semester Examination, may be permitted to appear in the reappear papers of the preceding odd semesters.

(ii) The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade).

(iii) The students shall have to qualify at the Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.

(iv) There shall be rounding off of SGPA/CGPA up to two decimal places.

(v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.

(vi) In order to be eligible for the award of the relevant UG degree of the University, a student must obtain CGPA of 4.00 at the end of the programme.

(vii) The student who is otherwise eligible for the award of the degree/diploma but has secured a CGPA of less than 4.00 at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same type in lieu thereof in the extra semesters provided in **Clause 7** on "Programme Duration and Span Period".

(viii) The Cumulative Grade-Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

CGPA	Class/ Division
Above 9 and upto 10	Outstanding
Above 8 and upto 9	First Class (With Distinction)
Above 6 and upto 8	First Class
Above 5.5 upto 6	High-Second Class
Above 5 upto 5.5	Second Class
Above 4 upto 5	Third Class

10.4. **Setting of Question Papers and Evaluation**:

10.4.1. The question papers for the End-Semester theory examinations for the first and second semesters shall be common for all the branches of B.Tech.

10.4.2. (i) The question papers for the End-Semester theory examinations for the first and second semesters shall be set and evaluated by internal faculty members who are teaching that particular course. However, for the End-Semester theory examinations for the third to eight semesters of various branches of B.Tech. papers shall be set and evaluation of answer books shall be done by the examiners (Internal as well as External ordinarily in the ratio of 50:50) out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/ specialization.

10.4.2. (ii) Moderation of Question Papers: In the case of unavailability of external examiners, the Vice-Chancellor may allow the setting and evaluation to be done by the internal examiners only.

The question papers shall be moderated by a Board of Moderators to be appointed by the Controller of Examinations out of the panel drawn by Head/In-charge of the concerned department.

10.4.3. In the case of the practical examination of the courses, the assessment shall be jointly under taken by the internal and external examiners. For the assessment of practical component, half of the examiners in the team shall be invited from outside the University from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) approved by the competent authority.

10.4.4. In case of the Project reports, Thesis and Dissertation, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) approved by the competent authority.

10.4.5. The result of the students shall be subject to moderation by a Board of Moderators appointed by the University for each programme/course.

10.4.6. Pattern of Question Papers in End-Semester Examinations:

(a) Question No. 1 shall consist of short-answer type questions of specified word-length from all the units without any choice. The questions shall be set in such a manner that they cover all the units of the syllabus.

(b) the students shall have to attempt four more questions selecting one question from each unit and there shall be internal choice for each question.

10.5. **Re-appear Examination/Improvement of Grades**:

The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they could not score 'P' grade in the extra semesters provided in Clause 7 with the following provisions:

10.5.1. A student securing 'F' Grade in a course shall be permitted to repeat/ reappear in the End- Semester Examination of the Course for a maximum of three times, i.e., a student with arrears on account of 'F' Grade, shall be permitted to repeat / reappear in the End-Semester Examination for a maximum of three times (excluding the first appearance), along with the subsequent End Semester Examinations.

10.5.2. If a student secures "F" Grade in a Project Work/Project Report/Dissertation/Field Work Report/Training Report, he/she shall be required to resubmit the revised Project Work / Project Report/Dissertation/Field Work Report /Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Report/Dissertation/Field Work

Report/Training Report for a maximum of three times (excluding the first submission).

10.5.3. Such students may avail the chance to re-appear only within the span period of the programme.

10.5.4. The Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted, with the end-semester examinations of the odd semesters. However, a student in the final semester is allowed to re-appear in the courses of both the odd and even semesters.

10.5.5. A 'Re-appear' examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

10.5.6. A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.

10.6. **Revaluation/Re-checking:**

A student may apply for revaluation/rechecking of his/her answer scripts within thirty days of the declaration of the result.

10.6.1. For revaluation/re-checking of the answer scripts, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detail Marks Certificate or the copy of the result sheet and a Fee for each Course/Paper as prescribed by the University from time to time.

10.6.2. (a) If after the first revaluation, the difference of the original marks and revaluated marks is up to plus or minus 5% of the maximum marks of the paper, there shall be no change in the marks originally scored by the student.

(b) If after the first revaluation, the difference of the original marks and re-evaluated marks is more than 5% and less than 10%, the average of the two scores shall be considered as final score and the result shall be revised accordingly.

(c) If after the first revaluation, the difference comes to more than plus or minus 10% of the maximum marks of the paper, the answer script shall be revaluated by a third examiner.

(d) After the second revaluation, the average of the *nearest* two awards/marks shall be taken as final and the result shall be revised accordingly.

10.7. **Minimum Credit requirements:**

The credit requirements for the B.Tech. Degree programme, shall be 160 credits (±5 Credits).

10.8. **Attendance:**

(i) A student of any B.Tech Programme will not be eligible to appear in any examination of any semester unless he/she has attended, in all subjects, 75% of the

lectures/presentations and practicals separately, delivered in the University for the course of study in each semester.

(ii) In case a student who

    a) Is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties; or

    b) is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the Department concerned; or

    c) is selected to participate in sports as part of their Curricular Activities (CA); or

    d) represents the University in Inter-University tournaments, or student selected for coaching camp, University team Camp organized by the University or a student who represents Haryana state in National tournaments organized by National Sports Federations, or a student who represents the University in tournaments organized by Association of Indian Universities, or a student who represents India in International Tournaments organized by International Federations/ Associations and FISU (selection through AIU) or a student who represents India in Olympics/Commonwealth Games/Youth Games/ World Championships/ organized by International Olympic Committee, or in national or international fixtures in games and sports approved by the Competent Authority; or

    e) is required to represent the University at the Inter-University Youth Festival; or

    f) is required to participate in periodical training in the Territorial Army or a student who is deputed by the University to take part in Inter-University sports or fixtures, debates, seminars, symposia or social work projects or a student who is required to participate in curricular activities held in other Universities or such other activities held in other Universities approved by the Head for this purpose.

    On calculating the total number of lectures etc. delivered in the University for his/her course of study in each Semester, the number of lectures etc., delivered in each subject, during the period of absence and as approved by the Head for the above purpose, shall be deemed to have been attended by the student.

(iii) The Head of the Department may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.

(iv) The Departments shall be required to notify the attendance position of each of their students for each month on the notice board and the website of the University, and clearly indicate the lectures/ practical/ presentation/ tutorials held subject-wise and the numbers attended by each student.

(v) The Department shall notify on the notice board and the website of the University, the final attendance position of each of its students within five days of the dispersal of the classes in the last session of the Semester. Not later than five days thereafter, a student may, by an application to the Head, claim benefit of exclusion of lectures under sub-clause (iii) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Head of the Department at least 3 days prior to the commencement of the examination in which the student is intending to appear.

(vi) The benefit of exclusion of lectures contemplated in para (iii) above shall, in no case, exceed 1/3 of the total number of lectures/practicals/presentation/ tutorials delivered.

(vii) In case of a married woman student who is granted maternity leave, in calculating the total number of lectures delivered in the University for her course of study in each semester, in the number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account.

(viii) No person shall be deemed to have satisfied the required conditions in respect of his/her instructions, unless in addition to the requirements regarding attendance and other conditions, he/she has appeared and satisfied by his/her performance the Head of the Department in such tests, written and/or oral, as may be held by him/her in his/her discretion. The Head of the Department shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he/she has been studying, or not to send him/her in the same class in which he has been studying, or not to send him/her for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory. The Head of the Department shall have power to strike off the name of a student who is grossly irregular in attendance in spite of warning, or when the absence of the student is for such a long period that he/she cannot put in requisite percentage of attendance.

11. **Computation of SGPA and CGPA**

The University shall follow the following procedure to compute the Semester Grade Point. Average (SGPA) and Cumulative Grade Point Average (CGPA):

11.1. The SGPA is the ratio of the sum of the products of the number of credits with the grade points scored by a student in all the courses to the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA \ (S_i) = \sum(C_i \ x \ G_i)/\sum C_i$$

where C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course.

11.2. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum (C_i \ x \ S_i)/\sum C_i$$

where Si is the SGPA of the ith semester and Ci is the total no. of credits in that semester.

11.3. The SGPA and CGPA shall be rounded off to 2 decimal points.

12. Illustration of the Computation of SGPA and CGPA

12.1. Illustration of Computation

Course	Credits	Grade Letter	Grade-Point	Credit-Point
Course I	3	A	8	3 x 8 = 24
Course II	4	B+	7	4 x 7 = 28
Course III	3	B	6	3 x 6 = 18
Course IV	3	O	10	3 x 10 =30
	Total credits for the semester =13			Total credits points earned =100

Thus, SGPA= 100/13= 7.69.

12.2. Illustrations for computing CGPA:

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI	Semester VII	Semester VIII
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25	Credit: 25	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA= 8.0	SGPA= 8.5	SGPA= 8.0

$$CGPA = \frac{20\times6.9+22\times7.8+25\times5.6+26\times6+26\times6.3+25\times8+25\times8.5+25\times8}{20+22+25+26+26+25+25+25} = \frac{1381.9}{194} = 7.12$$

12.3. **Transcript (Format):** Based on the above, letter grades, grade points, SGPA, and the CGPA, the Transcripts/Detail Marks Certificates (DMCs) shall be issued to the candidates for each semester and a consolidated transcript indicating the performance in all the semesters. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA.

13. Removal of Student Name from the Programme:

13.1. The name of a student falling under any one of the following categories shall be stand removed from the rolls of the University:

(a) A student who has failed to fulfil the minimum grade-point requirements prescribed for the programme during the span period of the programme;

(b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree / diploma;

(c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board; and

(d) A student who has failed to attend the classes as stipulated under relevant Ordinance.

14. Eligibility for Promotion

14.1. There shall not be any restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.

14.2. If 'n' is the total number of papers up to an even semester (2nd/4th/6th), a student shall be eligible for promotion from an even semester to next odd semester (i.e. of next academic year) provided the number of his/her un-cleared heads (papers) up to an even semester does not exceed n/2 if 'n' is even, and (n-1)/2 if 'n' is odd. A theory or practical shall be treated as a separate head (paper).

15. Miscellaneous

15.1. For any programme approved by the Academic Council, if a regulation is issued by the Academic Council, which is at variance with the provisions of this Ordinance, then the Ordinance shall prevail.

15.2. Notwithstanding anything stated in this Ordinance, for any unforeseen issue arising, and not covered by this Ordinance, or in the event of any difference in interpretation, the Vice-Chancellor may take an appropriate decision.

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