

ACADEMIC ORDINANCE

1. DEFINITIONS :

- (a) "Academic Advisor" means a faculty member assigned the task of providing course-specific and Program-specific information to students and advising them on the selection of suitable courses.
- (b) "Class" means a specific group of students meeting for specific instructional purposes. It shall also refer to the meeting itself for a lecture, a tutorial or a practical.
- (c) "Continuing Student" means a student who has registered for one or more courses in a particular Program run at the Institutions of the University.
- (d) "Course" means a subject offered as a unit of studies within an academic Program.
- (e) "Course Detail" means detailed syllabus of a course and its LTP structure.
- (f) "Disciplinary Probation" refers to the status assigned to a student under punishment for having committed some act of indiscipline, academic or otherwise, and once assigned, the student remains on disciplinary probation for the period decided by the Proctorial Board.
- (g) "ETE" means End-Semester/ End-Trimester/ End-Term Examination.
- (h) "Expulsion of a student" by the University means his permanent removal from the University rolls with prohibition from future enrolment.
- (i) "Fresher" means a student who is registering for the first time at the University.
- (j) "LTP" means Lectures, Tutorials and Practical (Laboratory) hours of a course per week in a regular term. LTP of a course means the number of hours per week of each in a course.
- (k) "MTE" means Mid-Semester/ Mid-Trimester/ Mid-Term Examination.
- (l) "Practical" means classes that require students (generally in smaller groups compared to lecture) to perform certain functions that help them to test and understand what is being taught in the lecture or otherwise.
- (m) "Pre-requisites" means conditions that must be met before a student can register for a course. Pre-requisites can include other courses/ a specific skill level (e.g., a minimum grade in a specific course).
- (n) "Program" means an area of study leading to the conferment or award of a degree, diploma, certificate, or any other academic distinction or title of the University.
- (o) "Program Detail" means Scheme of Courses that constitutes a Program.
- (p) "Registration Number" means a unique number allotted to a student on his admission in a particular Program. Registration number of a student remains unchanged throughout the duration of his enrollment at the University. A student will not be considered as a bonafide student of a Term, if the Registration Number has not been validated.
- (q) A unique Enrollment Number will be allotted to students (indicating the branch of study, year of admission to the University, and serial number, according to the order prescribed by the University at the time of admission) which shall be retained for the entire period of the Program.

However, if a student, on successful completion of a Program, seeks admission in a higher Program in the University, he/she shall have to enroll afresh.

Student shall be issued separate Roll Numbers by the University to serve as an Admit Card for purposes of taking the Examination. This card will carry the name of Courses/Course Numbers that a student is supposed to be examined in. This roll number shall be valid for the entire period of completion of the Program.

- (r) "Rustication of students" by the University means the withdrawal of the right of access to all premises and facilities of the University for a specified period and/or till the fulfillment of certain conditions.
- (s) Scheme means the courses of the Program, their sequencing, their pre-requisites, and their nature whether they are compulsory.
- (t) "Scheme and Curriculum" means and includes description of nature, duration, pedagogy, syllabus, and such related details for a Program.
- (u) "Suspension" by the University means withdrawal of the right of access to all or some of the premises or facilities of the University where action is taken as an interim measure pending further investigation.
- (v) "Tutorial" means a class that offers students (generally in smaller groups compared to lectures classes) the opportunity to talk about material being taught, ask questions, and discuss material with their classmates and a designated tutor.

2. COURSES OF STUDIES:

The courses of studies at the GLA University shall be:

- (i) Four-year Bachelor's Degree Programs in Civil Engineering, Computer Science and Engineering, Electrical & Electronics Engineering, Mechanical Engineering, Electronics and Communication Engineering, Electrical Engineering, Information Technology, and Pharmacy.
- (ii) Three-year Bachelor's Degree Programs under lateral entry schemes in Civil Engineering, Computer Science and Engineering, Electrical & Electronics Engineering, Mechanical Engineering, Electronics and Communication Engineering, Electrical Engineering, Information Technology and Pharmacy.
- (iii) Three-year Bachelor's Degree Program in Business Administration, BBA (Family Business), Computer Applications, Biotechnology, Commerce, and Science (PCM). Three-year Bachelor's (Honours) Degree Programs in Biotechnology, and Commerce.
- (iv) Three-year Master Degree Course in Computer Applications and two year Master's Degree Course in Computer Applications under lateral entry scheme.
- (v) Two-year Master's Degree Programs in Business Administration, MBA (Family Business & Entrepreneurship), Bio-Technology, Microbiology & Immunology, and English.
- (vi) Two-year full time and/or three-year part-time Master's Degree Programs in Mechanical Engg. (Production, Design, Thermal & Fluid), Computer Science & Engg., Electronics and Communication Engg., Civil Engg. (Structural Engineering), Electrical & Electronics Engg., Electrical Engg. (Power Systems, Power Electronics & Drives), Information Technology, Information

and Communication Technology, and Pharmacy (Pharmacology, Pharmaceutics, Pharmaceutical Chemistry).

- (vii) One/ Two year(s) Bachelor's & Master's Program in Education as per NCTE.
- (viii) Full-Time & Part-Time Doctoral Programs in Engineering, Technology, Management, Pharmacy, Applied Sciences, Humanities and Social Sciences.
- (ix) Dual Degree Programs.
- (x) Integrated Master's Degree Programs.
- (xi) Executive Master in Business Administration of two years' durations over weekends.
- (xii) Two-year Diploma in Pharmacy, Three-year Diploma in Engineering, and two-year Diploma in Engineering under lateral entry scheme.

(Clauses iii, iv & vi are amended and clauses xi & xii are added on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

3. ELIGIBILITY CRITERIA FOR ADMISSION:

- (a) For graduate Programs as mentioned in 2 (i and iii), the candidate should have passed 10+2 examination of UP Board of Secondary Education or equivalent with subjects as recommended by UGC or any other National Regulatory Body for admission in a particular Program. Wherever such subjects are not specified, the subjects as decided by the Academic Council shall be essential for admission to a particular Program.
- (b) For admissions under lateral entry schemes as mentioned in 2 (ii), the candidate should have either passed B.Sc. (PCM) with a minimum of 60% marks from an university approved by AIU or three-year engineering diploma of U.P. Board of Technical Education or any other Board recognized by the Board of Technical Education U.P. with a minimum of 60% marks except Pharmacy where the diploma could be of two- or three-year duration.

However, the transfer cases from other universities for admission in this university in Second Year of study in undergraduate Programs any branch of Engineering and Pharmacy, the candidate should have passed BE / B.Tech. and B. Pharm. First Year, respectively, from a recognized Institute / University with clear pass in first attempt and equivalence in subjects studied with a minimum of 60% marks (equivalent CGPA/ CPI of 6.75).
- (c) For postgraduate Programs as mentioned at 2 (iv, v, & vi), the candidate should be a Graduate from any university recognized by UGC/AIU in relevant discipline with subjects as recommended by UGC/ any other National Regulatory Body.
- (d) For Dual Degree Programs and Integrated Master's Degree Programs as mentioned in 2 (ix & x), the candidate should possess qualification as decided by the Academic Council.
- (e) For admission to graduate and postgraduate Programs in education as mentioned at 2 (vii), the candidates should possess qualification as prescribed by UGC & NCTE.
- (f) For admission to Doctoral Programs as mentioned at 2 (viii), the guidelines and the prescribed qualifications as laid down by the UGC/AICTE/PCI or Statutory Bodies shall be followed; the details of which are given in Sub-clause (a) of Clause 21.

- (g) For Admission to Diploma in Engineering as mentioned at 2(xii), the candidate should have passed class 10 (High School) / 10+2 (Intermediate) examination with science of UP Board or equivalent with a minimum of 50% marks. For lateral entry, the candidate should have passed class 12 in science with vocational/ technical subject(s) with a minimum 50% marks or 10th plus two years ITI with appropriate specialization and minimum of 50% marks in both class 10th and 3rd ITI.

(Clause 'g' is added on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

- (h) In addition to 3(a) and 3(b), there shall be admissions under Sponsored Category in four-year and three-year Bachelor's Degree Programs in Engineering and Pharmacy for which Eligibility Criteria for Admission will be at par or higher than those laid down as Entry Level Qualifications by Statutory Bodies.

(Clause 'h' is added on approval by the Executive Council in its meeting held on 06th June, 2014 under Agenda No. 8.06)

4. SELECTION PROCESS:

- (a) Admission of students shall be done on the basis of merit providing equal opportunity to all without any discrimination on the basis of gender, religion, caste or creed.

However, the University shall make provisions for reservations in admission of students of the weaker section of the society and persons with disabilities in accordance with the guidelines of the UGC and the Act of the University.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

- (b) Applications for admission to various Programs of studies shall be invited through advertisement in regional & national newspapers.
- (c) Selection for admission shall be made for a particular Program on the basis of merit to be decided either through competitive examination or marks obtained in qualifying examinations as applicable or both and/or personal interview/ personal interview + group discussion, wherever applicable, to be decided by the Academic Council from time to time for different Programs.
- (d) Every student selected for admission in first year of a Program shall fill Admission Form along with Form for Hostel Accommodation/ Availing Transport Facility arranged by the University. He/She shall submit all essentially required documents for Admission along with notarized Affidavits/Undertakings from self and parent/legal guardian, as specified by the Admission Committee.
- (e) Regular admission will be given only after medical examination, deposition of proper fees, and approval of the Chairperson of the Admission Committee.
- (f) Only Provisional Admission can be given in the event of any deficiency or in absence of completion of any of the required formalities for admission.
- (g) If the deficiency is not removed or the required formality is not completed by the date of start of first mid-semester/ mid-trimester test, the provisional admission shall stand cancelled which can be kept abeyant only by the Vice-Chancellor depending upon the merit of the case for a period until the start of second mid-semester/ end trimester examinations.

- (h) Hostel Accommodation/ Transport Facility will be provided to the admitted students either on provisional or regular basis as the case may be.

(Clauses 'd' to 'h' have been approved by the Executive Council in its meeting held on February 02, 2013 under Agenda No. 6.04)

5. FEE STRUCTURE:

- (a) A fee structure shall be established for different Program concomitant with the objectives of the University to provide quality education.
- (b) The Academic and other fees chargeable from students for various Programs of studies shall be proposed by a Fee Committee constituted by the Executive Council. The fee revision, if any, shall be notified by the University. Fee once revised shall be applicable to all students enrolled, provided it shall be done only at the beginning of a term/ academic year.

6. SYLLABI & SCHEME OF EXAMINATIONS:

- (a) The subjects and the course contents for every Program shall be as approved by the Academic Council on the recommendations of various Boards of Studies. For each Degree / Diploma Program, there will be a separate Board of Studies which will prepare the detailed syllabi and schemes of examinations.

Details of Curriculum of UG & PG Programs will be published as separate booklet (Courses of Studies) as approved by the Academic Council on the recommendations of various Board of Studies. The Curriculum will contain subjects from Science, Social Science, and from the field of specialization following the guidelines of UGC/ any other National Regulatory Body to which the Program belongs.

- (b) The University shall follow a semester system in all the courses of study except MBA where it shall be a trimester system. Each semester will have 90 working days and each trimester will have 60 working days. The Summer Term will not normally be of less than 45/ 30 working days depending upon the semester/ trimester system for a particular course.
- (c) The University shall follow the credit system. The prominent features of credit system are process of continuous evaluation of student's performance and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience to fulfill the requirement of the minimum credits earned for continuation in the Program of study.

7. MEDIUM OF INSTRUCTION AND EXAMINATION:

In all the Academic Programs, except those in Education, the medium of instruction and examination shall be English.

8. TENURES OF COURSES:

The maximum period in which a student will be allowed to complete his/ her degree requirements is as follows:

For 4-year degree and full time doctoral Programs	-	Seven Years
For 3-year degree/ diploma Programs	-	Five Years
For 2-year degree/ diploma Programs	-	Four Years
For 1-year degree/ diploma Programs	-	Two Years

Dual Degree Programs and Integrated Master's Degree Programs after 10+2 class will be of five years duration with maximum period for completion of eight years.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

9. **ACADEMIC SESSION, CALENDAR, and LOAD:**

Academic Session: The academic session of the University is divided into three parts: two regular semesters termed as Odd and Even Semesters and a Summer Term. The two regular Semesters (Odd and Even) are normally of eighteen weeks duration whereas Summer Term is of ≤ 9 weeks duration. The last week of each Semester/ Trimester/ Summer Term is used for the end-semester/ end-trimester/ end-summer term examinations. One/ Two week(s) during the semester is utilized for two mid-semester examinations. The exact dates of start and end of the Semester/ Trimester/ Summer Term will be as notified in Academic Calendar from year to year.

For Program such as MBA where trimester system is followed, the academic session of the University is divided into four parts, i.e., three trimesters and a summer term. Each trimester will be of twelve weeks duration and summer term will be of ≤ 6 weeks duration. The last week of the trimester will be devoted to examinations and additional one week or so will be devoted to one Mid-Term-Examination for each trimester.

Academic Calendar : The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, conversion of I-grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the University, approved by the Academic Council.

Academic Load : A student is normally expected to register for all subjects as defined in the curriculum for every semester/ trimester as per the respective Program. Each course carries a weightage in terms of credits depending upon the academic load which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours (if applicable) and additional hours that a student is expected to devote per week. A total number of about 30-32 hours of engagement per week shall constitute the normal academic load per semester/ trimester.

A student may, however, be permitted by Dean Academic Affairs/ HOD to take an overload of one extra course to (i) enrich his/her knowledge or (ii) clear backlogs, or (iii) improve Grade Point Average, if it is required to meet the minimum academic requirements.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

10. **REGISTRATION:**

All students are required to register in each semester/ trimester/ summer term for the courses to be pursued by them, as per the Program, on the dates specified in the Academic Calendar.

The sole responsibility for the registration in time as specified in academic calendar in a semester/ trimester/ summer term will be of the student concerned only.

Registration Procedure: The Dean, Academic Affairs shall co-ordinate the registration process which will be assisted by the concerned Heads of Departments.

The registration procedure shall involve:

- a) filling of the registration form mentioning the courses to be credited in the semester/ trimester/ summer term,
- b) payment of fees and clearance of outstanding dues (if any), and
- c) signing of the registration roll in the office of the Dean, Academic Affairs.

The candidate admitted to any institution of the university in his/her first year in any Program is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his/her registration regularized. The students of the GLA University whose results have not been declared and are seeking registration in other semesters/ trimesters/ summer term shall be admitted only provisionally. They shall have to fulfill all the requirements of registration after the results are declared.

Late Registration: If for any compelling reason like illness etc., a student is unable to register on the day of registration, he/she can register on the last registration day (i.e., after about a week from the beginning of the semester/ trimester) specified in the academic calendar on payment of the late registration fee.

Cancellation of Registration: Absence for a period of three/ two or more weeks at a stretch during a semester/ trimester or summer term, respectively, shall result in automatic cancellation of the registration of a student from all the courses in that semester/ trimester or summer term.

Summer Term Registration : A list of courses to be offered in the Summer Term shall be brought out by the Office of Dean Academic Affairs, towards the end of the academic year (before the date of declaration of results) or by the date as specified in the academic calendar.

Students shall have to register for these courses at the beginning of the Summer Term on the advice of the Head of Department. **However, this facility is not available to students not registered for a semester/ trimester.**

In view of the short duration of the Summer Term, late registration shall not be permitted.

There will be sufficient number of theory, tutorial and laboratory classes in Summer Term as prescribed by the Board of Studies of concerned Department for certain subjects/ year(s) of study in a Program, for which the process of evaluation will remain the same as specified for the semester / trimester system, as the case may be, including the criteria for attendance. For certain subjects/ year(s) of study in a Program where the classes are not held, the process of evaluation will be through an end-term-examination, irrespective of semester / trimester system, as the case may be.

(This clause is amended on approval by the Executive Council in its meeting held on June 06, 2014 under Agenda No. 8.06)

The new letter grade in a repeat course shall not be better than B⁺, i.e., letter grade A⁺ or A shall not be awarded to a student repeating a course for whatever reason.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

11. EVALUATION OF PERFORMANCE:

- (a) **Courses:** Evaluation of performance of the students in a course/ subject shall be a continuous process based on their performance in the mid-semester/ mid-trimester examinations, quizzes, short tests, assignments, and the end-semester/ end-trimester examinations.

(i) Theory Courses in Semester System

For courses based on Semester System, the evaluation will be done through two mid-semester examinations and one end-semester examination. This will be in addition to quizzes, assignments, attendance, etc. Each mid-semester examination will carry a weightage of 20 marks, and the end-semester examination will carry a weightage of 40 marks. The remaining 20 marks will be awarded on the basis of attendance and performance in quizzes and assignments.

(ii) Theory Courses in Trimester System

In the trimester system, there will be one mid-trimester examination and one end-trimester examination. The mid-trimester examination will carry a weightage of 30 marks while the end-trimester examination will carry a weightage of **50** marks. The remaining **20** marks will be awarded on the basis of attendance and performance in assignments, quizzes, presentations etc.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.03)

There will be no additional / makeup test in lieu of any mid-semester / trimester test missed by any student. Similarly, there will be no examination in lieu of any missed end-term examination of any semester / trimester / summer term. However, the extremely genuine cases will be examined by a committee of Directors and COE to recommend for makeup examination to the Vice-Chancellor for approval.

(This provision is added on approval by the Executive Council in its Meeting held on June 06, 2014 under Item No. 8.06)

(iii) Laboratory Courses

In each laboratory course, the student will be required to carry out the number of experiments as specified in the course. Each laboratory class/ practical conducted will be assessed by the course teacher based on the work done during the class, submission of the report, and understanding of the work done.

There may be an examination at the end of semester/ trimester/ summer term with or without an additional/external examiner. The total marks at the end of the semester will be sum of the marks awarded in all the experiments conducted which will be awarded out of 100 marks.

(b) Summer Training, Project, Seminar etc.

Summer Training, Project, Seminar, and other learning oriented activities shall have associated credits as stated in the Program details.

(c) Attendance requirement

Since all the courses are professional in nature, it is therefore obligatory on the part of the student to attend each and every Lecture, Tutorial, and Laboratory class in a course. However, on account of late registration or illness or any other contingencies, the attendance requirement will be a minimum of 75% of the classes scheduled/ held.

However, in case of extraordinarily genuine cases, the requirement of attendance can be further condoned up to 15% by the Vice-Chancellor on the recommendations of the Director of the Institution concerned. An application on prescribed format for condoning limited shortage of attendance (upto15% only) will be made by the student at least one week prior to the start of the end-semester/ end-trimester/ end-summer term examination.

Any candidate who fails to meet the attendance criteria indicated as above in any course shall not be allowed to take the end semester/ end trimester/ end summer term examination of that course and will be treated to have failed that particular course and shall be awarded the 'F' grade in that subject irrespective of marks obtained in other components.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.03)

(d) Credits and Grade System

All courses, except non-credit courses, shall have credits associated with them as per their LTP Structure and shall be determined as follows:

One lecture hour per week per semester/trimester shall be assigned one credit.

One tutorial hour or one practical hour per week shall be assigned half credit.

However, the credits associated with every course will be a whole number, i.e., wherever the sum comes out to be in half credit on calculation following the aforesaid process, the half shall be rounded off to the next whole number.

Students shall be awarded letter grades 'D' and above provided they have secured at least 24 marks out of 80 marks of regular mid- and end-semester / trimester examinations or 30% marks out of total marks of regular mid- and end-semester / trimester examinations based upon their performance in examinations and work carried out during the semester/ trimester/ summer term in the form of assignments, presentations, quizzes etc., the details of which will be worked out by the respective faculty member. The letter grades based upon the overall marks obtained in a course shall be as follows:

S. No.	Marks (out of 100)	Letter Grade	Grade Point
1.	≥ 90	A ⁺	10
2.	80-89	A	9
3.	70-79	B ⁺	8
4.	60-69	B	7
5.	50-59	C ⁺	6
6.	40-49	C	5
7.	35-39	D	4
8.	< 35	F	0

Students obtaining 'F' grades will be required to repeat the course in summer term or as and when offered.

(This clause is amended on approval by the Executive Council in its meeting held on June 06, 2014 under Agenda No. 8.06)

In addition to the above grades, there will be three more letter grades, viz., 'I', 'S' and 'U' which shall stand for 'Incomplete', 'Satisfactory' and 'Unsatisfactory' grades, respectively.

(e) Credits for General Proficiency

The weightage of the *General Proficiency* for each student for every semester/ trimester of the Program shall be *one credit* for assignment of marks and letter grades jointly by HOD, Chief Proctor and Club President based on the general conduct/ behaviour/ discipline & his/her active participation in club activities where registered throughout the semester/ trimester.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.03)

(f) Incomplete Grade 'I'

A student may be awarded 'I' grade in a subject if he/ she has missed, for genuine reason, to complete a minor part (quiz, assignment, presentation) but not any examination of the course requirement, if he/she has done satisfactorily in all other parts. The 'I' grade must, however, be converted into an appropriate letter grade through completing the missed work or an alternative make up exercise assigned by the faculty by the last date specified in the academic calendar. Any outstanding 'I' grade after this date shall be automatically converted into respective letter grade based on marks obtained in other components like mid-semester/ mid-trimester/ mid-summer term examinations; end-semester/ end-trimester/ end-summer term examinations; some quizzes, assignments etc.

(g) Change of Grade Already Awarded

A letter grade once awarded shall not be changed unless a representation is made by either the student or the faculty who taught that course to the HOD. All such cases will be considered by the Head of Department & Director who will recommend the change of grade(s), if any, specifying the reasons for the same to the Vice-Chancellor. The VC will consider the recommendations on their merit and take a decision.

12. CONDUCT OF EXAMINATIONS AND USE OF UNFAIR MEANS AND/ OR MISCONDUCT DURING EXAMINATIONS:

The Departmental/ Central Examination Committee shall appoint requisite number of Centre Superintendents and Assistant Centre Superintendents for proper conduct of all examinations. The Examination Committee/ Centre Superintendents in consultation with Heads of the Departments will assign flying squad/ invigilation duties to faculty members in requisite number to ensure smooth conduct of examination as per the set rules.

Any student observed not focusing on working on his/her answer sheet shall be duly warned. An entry of the act shall be made in the answer sheet/ booklet, if a student found to be using unfair means or engaging in misconduct by the Invigilator(s). Intimation of the happening shall be given to Centre Superintendent directly or

through Flying Squad, who may permit that student to continue to write the examination, after completion of the necessary formalities.

On the conclusion of the examination, the Committee constituted to look into cases of unfair means and misconduct during examinations will consider the student's intention as well as behavior. After examining the facts of the case and statement of the student, the committee shall recommend suitable punishment which may be from a minimum of declaring the student of having failed in that one particular examination to declaring him/her as having failed in that entire semester/ trimester/ summer term. The Examination Committee will consider the recommendations on their merit and take a decision.

The student held guilty of using UFM / Misconduct during any examination of a subject shall be awarded only grade 'D' whenever declared pass in the subject and will not be permitted to repeat this subject to improve his / her grade in the subject.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04 and that held on June 06, 2014 under Agenda No. 8.06)

13. SEMESTER/ TRIMESTER PERFORMANCE INDEX (SPI / TPI):

The SPI/ TPI shall be a weighted average of the grade points earned by a student in all the courses he registered for in a semester/ trimester and describe his over all performance in that semester/ trimester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, \dots, g_k$ etc. and the corresponding credits are $c_1, c_2, c_3, \dots, c_k$, the SPI/ TPI shall be given by:

$$\text{SPI/TPI} = \frac{c_1 g_1 + c_2 g_2 + c_3 g_3 + \dots + c_k g_k}{c_1 + c_2 + c_3 + \dots + c_k} = \frac{\sum_{i=1}^k c_i g_i}{\sum_{i=1}^k c_i}$$

where,

k is the number of courses for which the candidate remains registered for during the semester/ trimester.

I, S and U grades shall not be considered in the computation of SPI/ TPI.

14. CUMULATIVE PERFORMANCE INDEX (CPI):

The Cumulative Performance Index (CPI) shall indicate the overall academic performance of a student in all the courses registered upto and including the latest completed semester/ trimester/ summer term. It shall be computed in the same manner as the SPI/ TPI, considering all the courses (say, n), and shall be given by

$$\text{CPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i} = \frac{\sum_{j=1}^m \text{TC}_j (\text{SPI}_j/\text{TPI}_j)}{\sum_{j=1}^m \text{TC}_j}$$

Where TC is total credits of m semesters / trimesters, and j is number of semesters / trimesters completed.

Whenever a student is permitted to repeat or substitute a course, the new letter grade, if better, obtained shall replace the old letter grade in the computation of CPI.

(Amended on approval by the Executive Council in its Meeting held on December 24, 2011 under Item No. 4.06 and further amended on approval by the Executive Council in its meeting held on February 02, 2013 under Item No. 6.08)

15. GRADE REPORT CARD:

A copy of the Grade Report Card shall be issued to each student at the end of each semester/ trimester/ summer term. The duplicate copy, if required can be obtained on payment of prescribed fee.

16. WITHHOLDING THE GRADE REPORT CARD:

The Grade Report Card of a student may be withheld if he/ she has not paid his/ her dues or if there is a case of indiscipline pending against him/ her or for any other such reasons.

17. PROMOTION TO SUBSEQUENT YEAR OF STUDY:

- (a) A student with F Grade has to repeat the relevant subjects in the summer term to clear them with improvement in his/her CPI to move into next year of study. If it is perceived that it will not be sufficient to attain the desired result/CPI, the student may be allowed to repeat one or more subjects (with C and/or D grades) by the HOD/ Principal/ Director of the Institute so that he/she may attain the desired CPI to move into the next year of the study. **However, any student who has dropped/ deemed to be dropped a Semester/ Trimester shall not be permitted for registration of the courses of that Semester/ Trimester in the Summer-Term.**

“Further, all such candidates whose CPI is below 5.75 may also be allowed to register in summer term if they so desire to improve their CPI. However, total number of subjects to be allowed in summer term will be such that the total credits for them do not exceed 16, unless and until permitted by the committee constituted for the purpose by the Vice-Chancellor in genuine cases and in unprecedented circumstances, and no course where the candidate has obtained grade better than ‘C’ will be repeated.”

(These provisions are made on approval by the Executive Council in its meeting held on December 24, 2011 under Item No. 4.05, held on June 06, 2014 under Item No. 8.06, and that held on November 05, 2014 under Item No. 9.06 : Annexure-VII)

- (b) The student of Diploma Program should obtain a minimum CPI of 5.25 to move to the next higher year of Program and the students of all degree Programs should obtain a minimum CPI of 5.75 to move to the next higher year of Program, **provided the student does not have ‘F’ grade in any of the laboratory subject.**

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04 and that held on June 06, 2014 under Item No. 8.06)

- (c) If the student is not able to move into subsequent year of study due to non-attainment of requisite minimum CPI, he/she shall have to repeat subjects with F and E grades (along with subjects with C and D grades, if required) in

semesters of **next year** in which these are offered so as to clear them with improvement in his/her CPI to move into next year of study.

(The replacement of the word 'previous year' by 'next year' in line No. 4 of this clause was made on approval by the Executive Council in its meeting held on December 24, 2011 under Item No. 4.05)

- (d) A student of first year who could not obtain CPI required for promotion to second year of his/ her Program of studies for two consecutive years will be declared unfit for the Program and disqualified for that particular Program.
- (e) A student having backlog of first year will not be promoted to third year and a student having backlog of second year will not be promoted to fourth year till he/she clears his/ her backlogs.

(Clauses 'd' and 'e' have been added on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

18. AWARD OF CERTIFICATES AND DEGREES:

A student of Diploma Program will be awarded a Diploma if he/she obtains a minimum CPI of 5.25 and complete the credit and other requirement of the Program as specified in the Program detail. The student of Diploma Program obtaining CPI of greater than or equal to (\geq) 5.25 but less than ($<$) 6.75, will be placed in Second Division.

A student of Bachelor's or Master's Program will be awarded a degree if he/she obtains a minimum CPI of 5.75 and complete the credit and other requirement of the Program as specified in the Program detail.

The student obtaining CPI of greater than or equal to (\geq) 5.75 but less than ($<$) 6.75, will be placed in **Second Division**.

If the CPI is greater than or equal to 6.75 but is less than 8.25, the candidate will be placed in **First Division**. If the CPI is greater than or equal to 8.25, the candidate will be awarded the diploma/ degree in **First Division with Honours, provided he/ she clears all the subjects in single attempt in normal duration of the course/ Program, and that too in regular semesters/ trimesters without use of unfair means and misconduct during examinations.**

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

19. CASH AWARDS AND MERIT SCHOLARSHIPS:

Cash Awards/ Merit scholarships of the value to be decided by the Executive Council will be awarded to the top students in each degree Program (Bachelor's and Master's) every year on the basis of merit of the previous academic year.

20. CONVOCATION:

- (a) The Convocation of the University shall be held at a date fixed by the Executive Council. The Registrar shall report to the Executive Council the names of all students who fulfill the requirements prescribed for various Degrees of the University and have become qualified under these regulations for the award of the Degrees, one month prior to the Convocation.
- (b) If a student is unable to attend the Convocation in person to receive his/her degree, he/she may obtain his/her degree in absentia by submitting an application in prescribed format fifteen days prior to the convocation.
- (c) If the Convocation is not held due to some unforeseen reasons or unavoidable circumstance within six months after the batch of the students has become

eligible to receive the degree, the degree be dispatched by mail or collected by the students from the office of Registrar.

21. Ph.D. PROGRAM:

- (a) A candidate applying for Ph.D. Program in a particular discipline must possess a Master's degree in relevant/appropriate discipline/field/subject with first division. Where the division is not awarded, the applicant must have obtained a minimum Cumulative Grade Point Average of 6.75 on 10 point scale or 60% in Master's degree. A candidate for Applied Sciences and Humanities & Social Sciences will also be considered with 55% marks in Master's degree provided he/ she has qualified NET/ JRF or equivalent examination.

If a candidate has obtained a Master's degree by Research only, then in his/ her case, the requirement of first division/ CGPA will be waived off provided the candidate has at least one publication in refereed journal of repute.

Further, a candidate holding Bachelor's degree in Engineering/ Pharmacy with Honour's or having CGPA of 8.25 and above on a 10 point of scale or 75%, and five years of teaching/ research experience with at least one publication in refereed journal of repute, can be considered for admission to Ph.D. Program.

In addition all applicants shall have to qualify the Ph.D. entrance test conducted by the University or by Central Bodies such as UGC/ CSIR/ IITs/ IIMs. The applicants qualifying in the entrance test shall also undergo an interview by the Departmental Research Degree Committee (**RDC**) of the Institute.

- (b) Any Faculty member from the University having Ph.D. degree with at least three years of teaching/ research experience will be permitted to supervise a candidate for his/ her Ph.D. Program. A supervisor shall not have, at any given point of time, more than eight Ph.D. scholars under him/ her. The candidate can have a co-supervisor from amongst the faculty having a Ph.D. Degree with at least three years of teaching/ research experience.

The University shall permit eminent faculties from other reputed National Institutions/Research Laboratories etc to serve as exclusive / sole Supervisor or a joint Supervisor or a Joint Co-Supervisor, if it feels necessary. The provision of exclusive/ sole External Supervisor shall be applicable for registered part-time Ph.D./ Research Scholars provided the External Supervisor agrees to attend meetings of the RDC of his/her scholars at the University.

(This clause is amended on approval by the Executive Council in its meeting held on November 15, 2013 under Agenda No. 7.04)

- (c) The appointment of the supervisor/External Joint Supervisor for a selected student shall be decided by the Director of the Institution in consultation with Head of the Department (**HoD**) in a formal manner depending on the number of student(s) per faculty member, the available specializations among the faculty supervisors, and the research interest of the student as indicated during the student's interview. The selection and appointment of Co-Supervisor/External Joint Co-Supervisor, if any, shall also be done by the Director of the Institution in consultation with HoD and Supervisor.

- (d) The Supervisor/External Joint Supervisor and/or the Co-Supervisor/External Joint Co-Supervisor of the student once selected, shall not be changed except in extra-ordinary circumstances, by the Director in consultation with HoD.
- (e) Each student with a Master's degree and admitted to a Ph.D. Program shall be required to undertake course work for a minimum period of one semester. He/ she shall undertake a minimum of three courses including one on Research Methodology totaling to a minimum of twelve credits. However, candidates possessing M. Phil. degree will be governed by the norms of the UGC in respect of the course requirements. The students with a Bachelor's degree admitted to a Ph.D. Program, shall be required to undertake a minimum of six courses totaling to a minimum of 24 credits.
- However, the RDC, on the recommendations of the Supervisor, after due consideration of the background of the student in relation to the proposed topic of research, may require the students to register for more courses. The course work shall be treated as pre-Ph.D. preparation and shall include a course on research methodology.
- A Ph.D. student pursuing the course work must attend at least 85% of classes in each course. However, the Director may condone the attendance requirement for a student depending upon the genuineness of the case.
- If found necessary, the course work may be carried out by the doctoral candidates in sister Departments/ Institutes either within or outside the University for which due credit will be given to them.
- The minimum acceptable Cumulative Grade Point Average for the course work shall be **6.75** on 10 point scale or 60%.
- (f) A student shall be eligible to begin independent research for his/her Ph.D. dissertation after satisfactorily completing his/her course work. However, he/she has to clear the written and/or oral **Comprehensive Examination** in the disciplinary areas of his/her specialization. The full-time and the part-time Ph.D. students must clear the comprehensive examination within a period of 18 months and 24 months, respectively from the date of admission to the doctoral Program of the University. A maximum of three opportunities will be given to any student to clear the comprehensive examination. In case, the candidate is not able to clear the comprehensive examination as mentioned, his/her registration for Ph.D. Program will automatically stand cancelled.
- (g) After the Comprehensive Examination, the candidate will be required to submit the research plan in form of Synopsis along with the **title** of the problem identified for research work along with pertinent review of literature, plan of work, and research methodology to be followed through HoD to the office of Dean, Research and Development. If required, the candidate may be asked to make a presentation of his/her synopsis to the RDC for its approval.
- The candidate can make an application to the RDC, duly recommended by the Supervisor, for change of the **title**, prior to preparation of a draft thesis which will normally be accepted by the RDC depending upon the nature of the research work carried out by the candidate.
- (h) Some of the successful and meritorious candidate may be offered financial assistance in the form of Teaching/ Research Assistantship. Such scholars would be expected to put in 8 hours per week towards teaching/research related work assigned by the Supervisor/HoD of the Institute.
- (i) The time limit for Ph.D. work shall be as follows:

- The minimum period for submission of thesis by candidates holding Master's Degree in Engineering, Technology, Management, Computer Application, Arts & Science shall be 2 years for full-time candidates and 3-years for part-time candidates from the date of registration (deposition of first fee).
The minimum period for submission of thesis by candidates holding B.E./ B. Tech. Degree shall be 3 years for full-time candidates and 4-years for part-time candidates from the date of registration (deposition of first fee).
 - The maximum period for submission of thesis shall be 5-years for full-time candidates and 6-years for part-time candidates from the date of registration (deposition of first fee). However, this period can be extended by another 2-years by the Vice-Chancellor, on the recommendations of the RDC through the Supervisor, on genuine grounds.
 - The student will have to register in every semester until submission of thesis.
- (j) A full-time and a part time student shall submit progress report of the research work at the end of the each semester to the supervisor which shall be assessed by the RDC, along with the supervisor and the co-supervisor for award of 'S' grade for the work/progress, if it is found satisfactory and 'U' grade for the work/ progress, if it is found unsatisfactory.
Three 'U' grades in three consecutive assessments will lead to cancellation of registration of the candidate from the Ph.D. degree Program.
- (k) ***The Ph.D. candidate can submit thesis only after acceptance for publication of a minimum of two research papers from his/ her research work in refereed Journals of Repute listed in International Data Base (such as THOMSON REUTERS, SCOPUS, EBSCO, and alike). The manuscripts shall have the name of the students as the principal author and the Supervisor as senior author.***
- (m) Prior to the submission of thesis, the Ph.D. candidate shall make a pre-Ph.D. presentation in the department before the RDC that shall also be open to all faculty members and research students, for assessment of the work done, and results obtained along with the publications. The critical comments received in the presentation may be suitably incorporated into the thesis under the advice of the supervisor.
The candidate will be allowed to submit the thesis only after the permission of the RDC. The candidate should submit three copies of synopsis and thesis in soft cover in the format prescribed by the University along with its soft copy.
- (n) The Examination Board for the Ph.D. thesis shall consist of two External Examiners, preferably one from abroad, who shall be experts in the subject area of the thesis. The two external examiners shall be chosen, by the Dean R & D in consultation with the Vice-chancellor, from a list of six (6) experts, 3 each from India & Abroad proposed by the supervisor. The information about the selected examiner shall not be made available to the candidate.
- (o) Each external examiner shall submit a detailed confidential assessment report of the thesis including research methodology adopted, interpretation of the results obtained, and utility of the research conducted while recommending one of the following courses of action:
- 1 That the thesis is satisfactory and the candidate be permitted to defend his/ her thesis orally.

- 2 That the candidate be allowed to defend the thesis with certain critical observation(s) indicated by the examiner. The candidate shall defend such observation(s) during oral defense of his/her thesis, else make suitable corrections/amendments as suggested by the examiner.
 - 3 If the thesis requires substantial revision and/or some additional work, the candidate will normally be required to submit the revised thesis within a period of six months but in any case this period will not be extended for more than twelve months. The revised thesis shall be sent to the same examiner for his/her comments.
- (p) In the event of disagreement in evaluation of the thesis by the two external examiners, the matter will be referred by the Dean, Research and Development to the Vice-Chancellor who may suggest/get the thesis examined by a third external examiner.
- (q) The oral defense of the thesis shall be conducted, when the external examiners consider the work to be satisfactory and recommend that the oral examination be conducted. The student shall defend his thesis before the oral defense committee consisting of the Head of the Department, Dean Research & Development, Supervisor and Co-supervisor, and one external examiner. The date and the venue of the defense will be notified by the Dean, Research and Development so that all those interested in the subject should be able to attend the oral defense. The ODC will recommend one of the following courses of action:
- 1 that the degree be awarded
 - 2 that the candidate should appear for another oral defense in a manner to be prescribed by the Committee.
- (r) After successful oral defense of the thesis, the student shall submit five copies of the thesis along with its soft copy, after incorporating all necessary modifications/ corrections as suggested during the examination process, to be bound in the specific format of the University.
- The hard bound copy of the thesis must contain the appropriate copyright certificate in the beginning of the thesis.
- One copy of the thesis shall be sent to Central Library, one to the Department/Departmental Library, one will be retained to the candidate after endorsement of satisfactory defense, one will be retained by the office of the Dean, Research and Development and the fifth copy will be sent to the Supervisor of the candidate.
- (s) The candidate shall also submit a "Summary of the Research" in requisite number of words along with requisite fee for its publication in the International Dissertation Abstracts.
- (t) Following the successful completion of the Oral Defense and Announcement of the award of Ph.D. Degree, the University shall issue a Provisional Certificate to the candidate certifying to the effect that the student has successfully completed his doctoral work and will be awarded the degree in the forthcoming convocation and that the work is in accordance with the provisions to UGC Regulations, 2009 and the University shall also submit a soft copy of the Ph.D. thesis to the UGC for hosting the same in INFLIBNET, accessible to all Institutions/ Universities, within a period of thirty days.
