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Indira Gandhi Delhi Technical University for Women
Ordinance for the Undergraduate and Post Graduate Degree Programs
(For Batches commencing from Academic Year 2019-20 onwards)

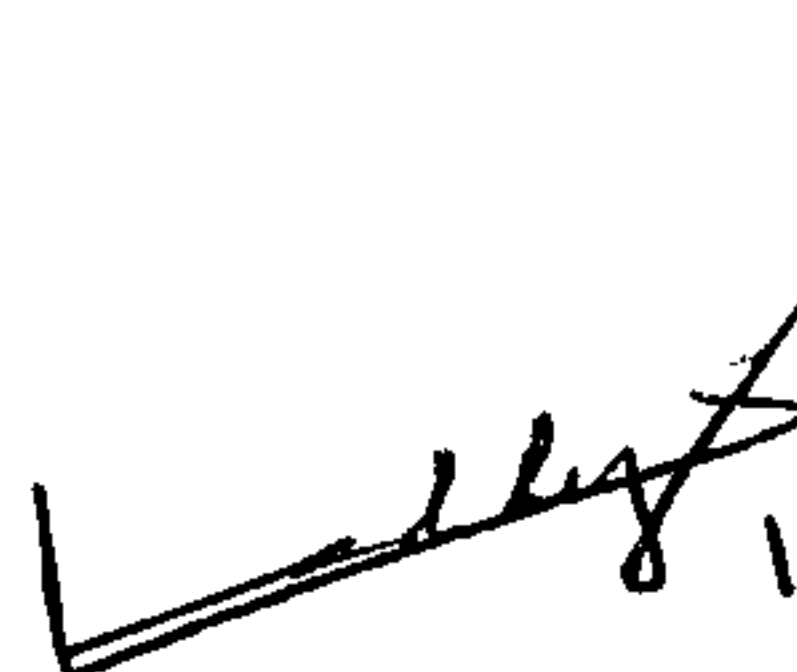
1. Short Title and Commencement

- i) This ordinance shall be called the Ordinance 3 (A) 2019 meant for the Undergraduate and Post Graduate degree programs of Indira Gandhi Delhi Technical University for women for batches 2019-20 onwards.
- ii) This ordinance shall come into force with effect from the date of approval by Board of management, IGDTUW.

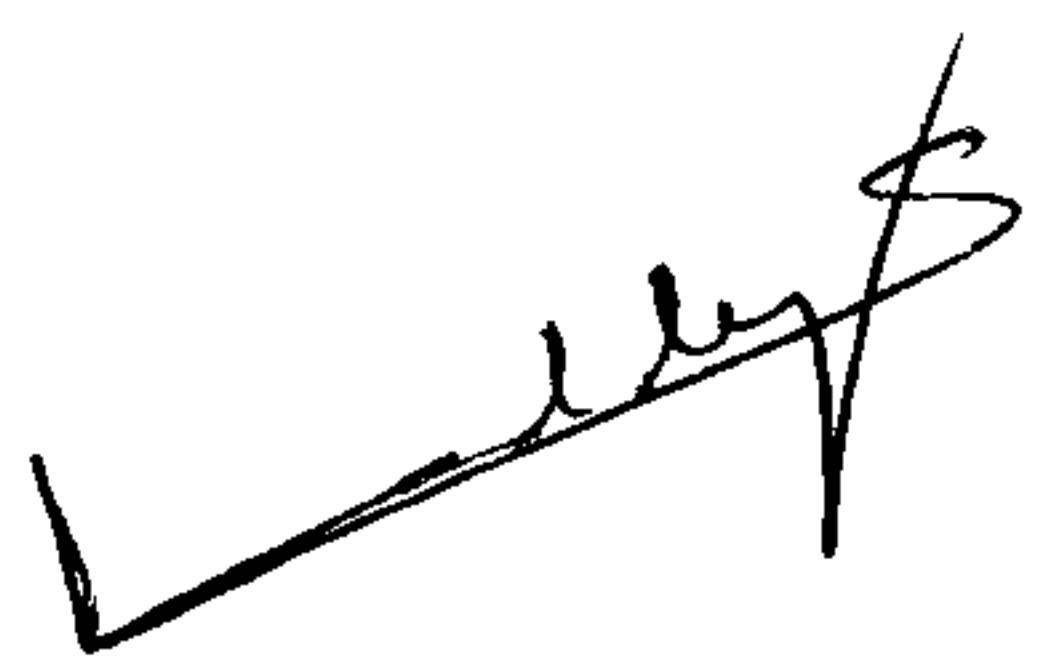
2. Definitions

(a) In this Ordinance, unless the contents otherwise is required:-

- i. University shall mean Indira Gandhi Delhi Technical University for Women.
- ii. Academic Program shall mean a program of courses and/or any other component leading to a Degree.
- iii. AC shall mean the Academic Council of the University.
- iv. An Academic Year is a period of nearly 12 months devoted to completion of requirements specified in the scheme of teaching and related examinations.
- v. Board of Studies (BoS) shall mean Board of Studies of the Faculty.
- vi. BoM shall mean the Board of Management of the University.
- vii. CBCS shall mean Choice Based Credit System.
- viii. CGPA shall mean the Cumulative Grade Point Average.
- ix. Course means a component of the academic program, carrying a distinctive code no. and specific credits assigned to it.
- x. Department shall mean a Department of the University.
- xi. End-Term Examination shall mean the examination conducted at the end of the semester.
- xii. Mid Term Examination shall mean the examination conducted during the semester.
- xiii. Semester System shall mean a program wherein each academic year is apportioned in to two semesters.
- xiv. Student shall mean a person admitted to any of the Departments of the University to pursue any academic program to which this Ordinance is applicable.
- xv. SGPA shall mean Semester Grade Point Average.

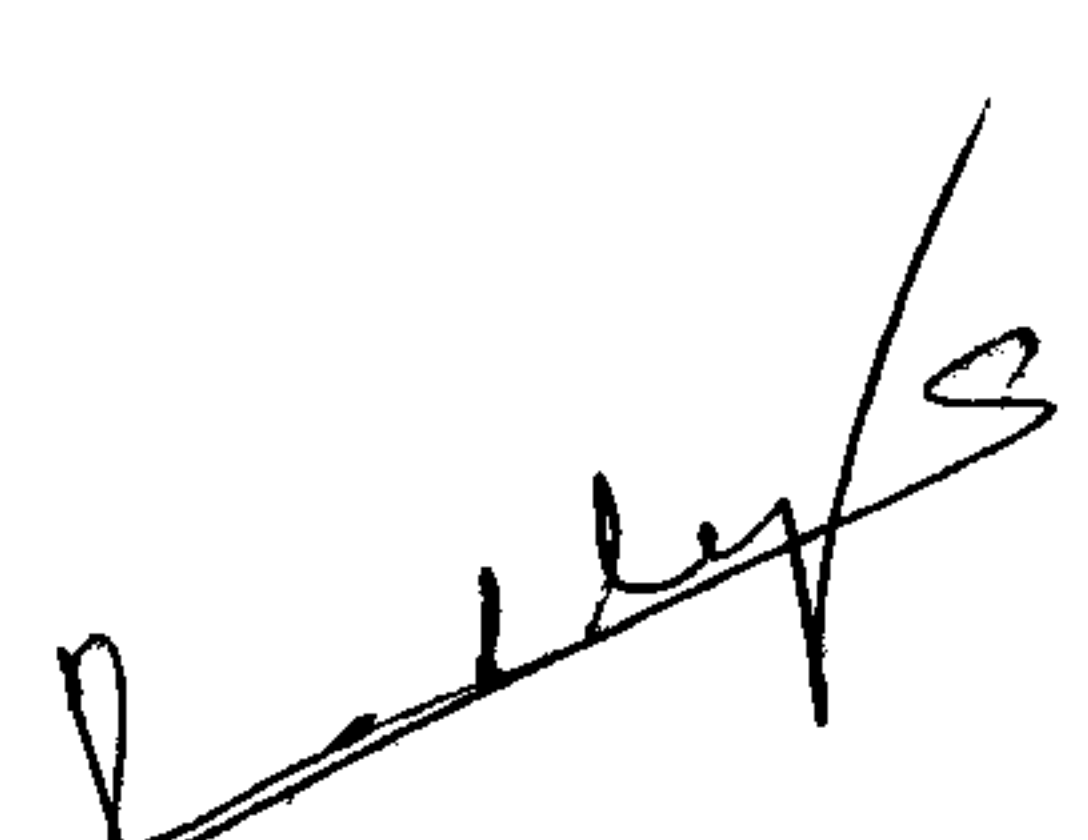
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- (b) Words and expressions used, but not defined in this Ordinance and defined in the Act and Statutes, shall have the same meaning as assigned to them in the Act or Statutes. The University shall hold examinations for all such academic programs approved by the Academic Council and; as it may notify; from time to time for awarding Bachelor's / Master's Degree, as the case may be, as per the prescribed schemes of Examination and Syllabi as approved by the Academic Council.
3. The University shall offer Bachelors and Masters Programs as approved by the Board of Management, on the recommendation of the Academic Council either on its own, or on the initiative of a Department/and/or on the direction of the Board of Management.
 4. The minimum eligibility, the policy and procedure of admission to the programs, shall be as approved by the Academic Council.
 5. A student of a program shall be required to earn a minimum number of credits through various curricular components like teaching/laboratory/studio course, seminar, industrial training, project etc. at the University or at any of the other Institutions/ Industries as may be specified in the Regulations
 6. A student shall be required to complete all the requirements for the award of the Degree within the period as may be specified in the Regulations.
 7. It shall be mandatory for students to attend all lectures, tutorials, studio and laboratory classes etc. However, late registration may be allowed in the cases of sickness or other such exigencies, as permissible in the Regulation.
 8. A student may be granted a particular scholarship/studentship/ assistantship/ stipend etc. and awarded with prizes and medals as may be specified in the Regulations in accordance with the directions of the Government of India/Government of National Capital Territory of Delhi and/or the decision of the AC/BoM/University.
 9. The procedure for the withdrawal from a program, rejoining the program, and all such matters as may be connected with the running of a program shall be managed as prescribed in the Regulations.
 10. The procedure for conduct of examination, evaluation, award of grades along with SGPA/CGPA and declaration of result shall be as specified in the Regulations.
 11. The award of the Degree to an eligible student shall be made in accordance with the procedure laid down in the Regulations.
 12. The procedure for temporarily suspending or phasing out of a program shall be such, as may be laid down in the Regulations.
 13. Notwithstanding anything contained in the above Ordinance, no Regulations shall be made in contravention of the decision of the AC/BoM in regard to the duration of the program, the number of students, the procedure of admission and the percentage of students of various categories. The Regulation for the Bachelor's and Master's Degree programs can be prepared/ modified/amended from time to time and the same shall be approved by the Academic Council.



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14. Subject to the provisions of the Act and Statutes and the Ordinances, the issues not covered in these Ordinances or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion of a Committee consisting of any or all the Deans of the University. The decision of the Vice-Chancellor shall be deemed as final.
15. In special circumstances, the Vice-Chancellor may, on behalf of the Board of Management, approve an amendment, modification, insertion or deletion of an Ordinance(s), which in her/his opinion is necessary or expedient for the smooth functioning of the program, provided that all such changes shall be reported in the forthcoming Board of Management for ratification.



**Indira Gandhi Delhi Technical University for Women
Regulations for the Undergraduate and Post Graduate Degree Programs**

(To be read along with the Ordinance 3(A), 2019 meant for the Undergraduate and Post Graduate Degree Programs for batches admitted in Academic Year 2019-20 onwards)

1. Short Title and Commencement:

- (i) These regulations are meant for the Undergraduate and Post Graduate Degree Programs of IGDTUW for batches 2019-20 onwards and are to be read with Ordinance 3(A), 2019 meant for the Undergraduate and Post Graduate Degree Programs of IGDTUW for batches 2019-20 onwards.
- (ii) These regulations shall come into force with effect from 01.08.2019.

2. Definition

- (i) **University** shall mean Indira Gandhi Delhi Technical University for Women, Delhi.
- (ii) **Academic Program/Program** shall mean a program of courses and/or any other component leading to a Degree.
- (iii) **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the scheme of teaching and the related examinations.
- (iv) **AC** shall mean the Academic Council of the University.
- (v) **BoM** shall mean the Board of Management of the University.
- (vi) **BoS** shall mean the Board of Studies of the Faculty.
- (vii) **CBCS** shall mean the Choice Based Credit System.
- (viii) **CGPA** shall mean the Cumulative Grade Point Average.
- (ix) **Course** shall mean a component of the academic program, carrying a distinctive code number with specific credits assigned to it.
- (x) **Dean (EA)** shall mean Dean (Examination Affairs).
- (xi) **Dean (AA)** shall mean Dean (Academic Affairs).
- (xii) **Department** shall mean a Department of the University.
- (xiii) **Degree** shall mean the Bachelor's or Master's Degree of the University as may be approved by the Board of Management from time to time.
- (xiv) **End Term Examination** shall mean the examination conducted at the end of the semester.
- (xv) **External Examiner** shall mean an examiner who is not in an employee of the University.
- (xvi) **HoD** shall mean Head of the Department.
- (xvii) **Mid Term Examination** shall mean the examination conducted during the semester as part of continuous assessment.
- (xviii) **MOOC** shall mean Massive Open Online Courses.
- (xix) **Paper Setter** shall mean a person who has been assigned the work of paper setting. He/she may be the faculty member of the University or any outside faculty member who is not under employment of the University.
- (xx) **PG** shall mean the Post Graduate programs.

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- (xxi) **Semester System** shall mean a program wherein each academic year is apportioned into two semesters.
- (xxii) **SGPA** shall mean Semester Grade Point Average.
- (xxiii) **Student** shall mean a person admitted to any Department of the University for any academic program to which this regulation is applicable.
- (xxiv) **Teaching and Evaluation Scheme** shall mean the Teaching and Evaluation Scheme as approved by the Academic Council from time to time.
- (xxv) **UG** shall mean the Under Graduate programs.
- (xxvi) **Unfair Means Scrutiny Committee** shall mean a Committee for examining the cases of unfair means and for recommending punishment, if any, in such cases.

3. Undergraduate & Post Graduate Programs

The University shall hold examination for all such academic programs which have been approved by the Academic Council and as notified from time to time for awarding Bachelors and Masters Degree, as the case may be, as per the prescribed scheme of teaching and to regular students i.e. candidates who have undergone a course of study as per the Teaching and Evaluation Scheme as approved by the Academic Council.

- 4. Examination of the University shall be held for a period specified for that program of study as per the Teaching and Evaluation Scheme, as mentioned in the Academic Calendar.

5. Content and Duration of the Programs

- (i) A Bachelor's/Master's Degree shall comprise of a number of courses and/or other components as specified in the Scheme of Examination and Syllabi of the concerned program, as approved by the Academic Council. Each course shall be assigned a weightage in terms of specified credits.
- (ii) The minimum period required for completion of a program shall be the program duration as specified in the **Clause 18 of the Regulations** for various programs.
- (iii) The maximum permissible period for completing a program for which the prescribed program duration is n semesters, shall be $(n + 4)$ semesters. All the program requirements shall have to be completed in $(n + 4)$ semesters.

6. Admission

- (i) The policy of admissions, the eligibility thereof, admission criteria and other issues pertaining to admission shall be such, as may be approved by Academic Council from time to time.
- (ii) Any NRI/PIO/Foreign National who is either residing in India or abroad, may be admitted to the UG and PG programs in accordance with the policy guidelines laid down by the Academic Council from time to time.

7. Starting a New Program

The University may start a new UG or PG program as approved by the BoM on the recommendation of the Academic Council either on its own or on the initiative of a Department, and /or on the direction of the BoM.

8. Semester System

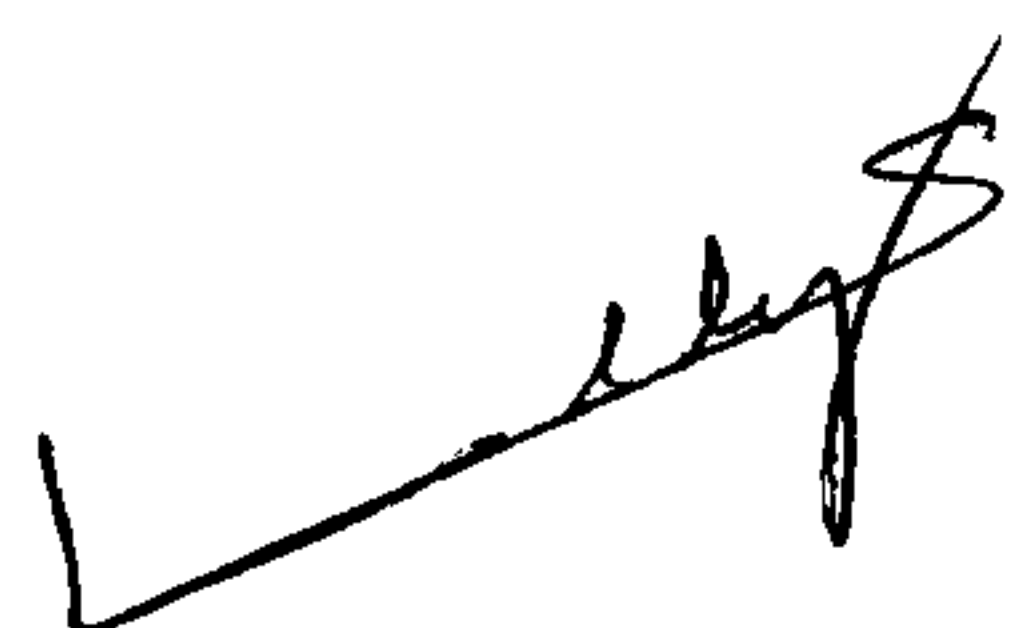
- (i) An Academic Year shall be apportioned into two semesters i.e. even semester and odd semester. Normally, there shall be a break of two weeks after the odd semester and eight weeks after the even semester, for various academic activities like internships, projects/research work etc.
- (ii) A number of courses shall be offered in each semester. Each course shall have a certain number of credits assigned to it, depending upon the academic load of the course assessed on the basis of weekly/semester contact hours of Lecture, Tutorial, Studio and Laboratory classes, Assignments, field study or self study etc.
- (iii) The courses offered in a semester shall be continuously assessed and evaluated to judge the performance of a student.

9. Academic Calendar

- (i) The Academic Calendar shall be notified by the University every year in advance i.e. minimum six weeks before the start of Academic Year.
- (ii) The Academic Year shall normally commence in the first week of August every year. The dates for the important Academic events such as Registration, Late Registration, Commencement of Classes, Examinations, and Result Declaration etc. during the Academic Session shall be specified in the Academic Calendar.
- (iii) Any change in the Academic Calendar during the session, shall require prior approval of the Vice-Chancellor.

10. Semester Registration

- (i) Every student shall be required to register in each semester, as per the dates notified in the Academic Calendar till the completion of the degree. For bonafied reasons, students may be permitted for late registration in a semester on the dates so prescribed in the Academic Calendar on payment of late registration fee.
- (ii) The payment of prescribed annual fee against the name of the student shall ordinarily be a pre-condition for registration.
- (iii) Registration process includes registration for the courses that a student wants to study for earning credits, including back papers, if any, and her name will appear in the roll list of each of these courses. No credit shall be given, if a student attended a course for which she has not registered. The performance of a student in all the courses, for which she has registered, shall be included in her grade card(s).
- (iv) A student shall register for the maximum credits in a semester, as prescribed in the Teaching and Evaluation Scheme of the program. In addition, a student can register for any number of back papers by paying requisite fee as notified from time to time.
- (v) The Dean (Academic Affairs) shall lay down conditions and procedure for late registration.
- (vi) In case a student doesn't register for two consecutive semesters, without any prior approval, her admission to the program shall be cancelled by the Dean (Academic Affairs) with the approval of the Vice-Chancellor.



11. Attendance

(i) A student has to put in a minimum of seventy-five percent attendance in aggregate of all the courses taken together in a semester:

Provided that the Dean of Faculty/Dean (Academic Affairs)/Head of the Department may condone attendance shortage up to 10% for individual student for reasons to be recorded in writing;

Provided further that, under exceptional circumstances, the Vice-Chancellor may further relax the minimum attendance up to five percent;

Provided that under no circumstances, a student who has an aggregate attendance of less than sixty percent in a semester shall be allowed to appear in the end-term examination.

(ii) Relaxation provided in Clause 11(i) may be considered by Dean of Faculty/Dean (Academic Affairs)/Head of the Department on production of documents showing that the student was either busy in authorized activities or Suffering from any medical disease/disorder.

Note:- a) A student should submit the documents for the above relaxation, within seven days of resuming the studies. Documents submitted, thereafter, shall not be considered whatsoever.

b) No relaxation in attendance beyond Clause 11(i) shall be allowed in any case.

(iii) A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester. She will be required to take re-registration for repeating all the courses of the said semester with the next batch of students. This way she will suffer the loss of one academic year at least.

(iv) The University Enrolment Number of such student shall, however, remain unchanged and she shall be required to complete the program in a maximum permissible period of (n + 4) semesters as mentioned in clause 5(iii).

(v) All HoDs shall declare the names of all such students who are not eligible to appear in the end-term examination, at least five calendar days before the start of the end-term examination and simultaneously intimate the same to the Dean(EA)/Controller of Examinations and Dean(AA).

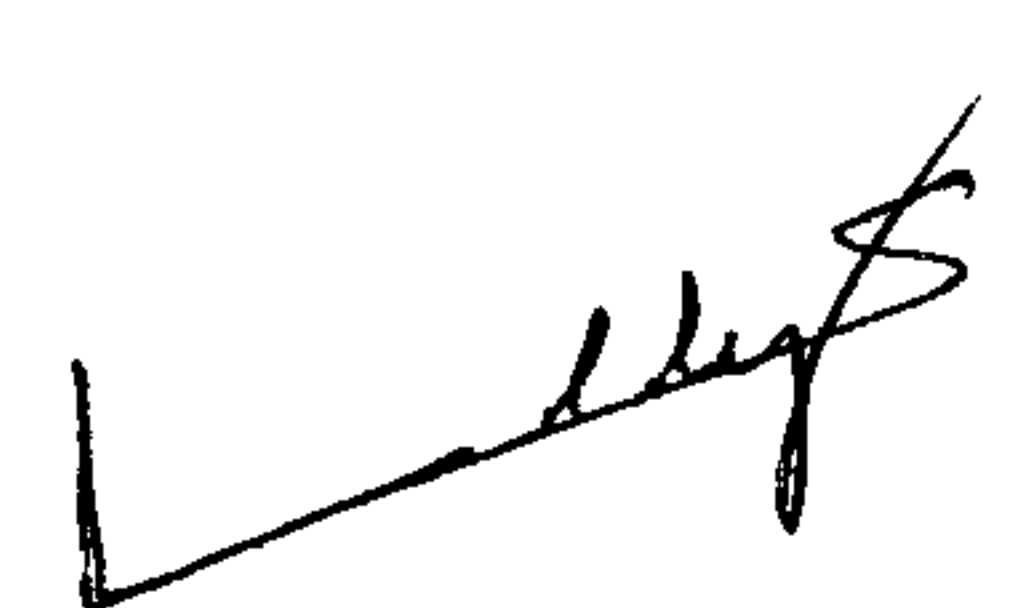
(vi) In case, any student appears inadvertently in End-Term Examination, who has been detained by the Department, the result of her examination shall be treated as null and void.

12. Adding and Dropping/Withdrawal of Course(s)

The addition and dropping/ withdrawal of courses may be accomplished subject to the following conditions:

(i) The choice of elective/ open elective courses will be based on the registration, which has to be completed well in advance before the commencement of the semester, as per the Academic Calendar, except for the first semester students.

(ii) There may be a provision for adding/dropping/switching of elective/open elective courses within 2 weeks of commencement of semester only, after obtaining the approval of the concerned HoD. After that no such above modification will be entertained.



13. Semester Withdrawal

In case a student is unable to attend the classes for more than four weeks in a semester due to serious illness, she may apply to the concerned HoD for withdrawal from the semester. However, such request along with necessary supporting documents shall be made by the students to the concerned HoD, latest before the start of the End Term Examination. Partial withdrawal from the semester shall not be allowed. This way, she shall suffer the loss of one Academic Year at least.

14. Termination of Enrolment

- (i) **Due to Absence:** If a student registered in the first year of the program is continuously absent from the classes for more than four weeks without informing the HoD, the name of such student shall be removed from the University rolls and such absence during first year will render the student ineligible for re-registration.
- (ii) **Due to Completion of the Maximum duration of the Program:** The enrolment number of the student shall stand cancelled on completion of maximum duration of the program.

A student whose enrolment has been terminated may appeal to the Vice-Chancellor for re-consideration within 15 days from the date of issuance of the communication of termination. If the appeal is allowed, her registration and enrolment shall be re-stored.

15. Course Code

Normally, a course is identified by a code designated by a string of alpha-numeric characters and a course title. In a course code, first letter indicates the level (UG/PG), next two letters of the string indicate the Academic Department code (like AS for Applied Sciences, IT for Information Technology etc), offering the course and the last three digits designate a particular course number. For all courses, the first digit corresponds to the level (year) at which a course is normally offered. The last two digits correspond to the number of the courses, which will usually be Odd for courses offered in the Odd Semester and Even for courses in the Even Semester.

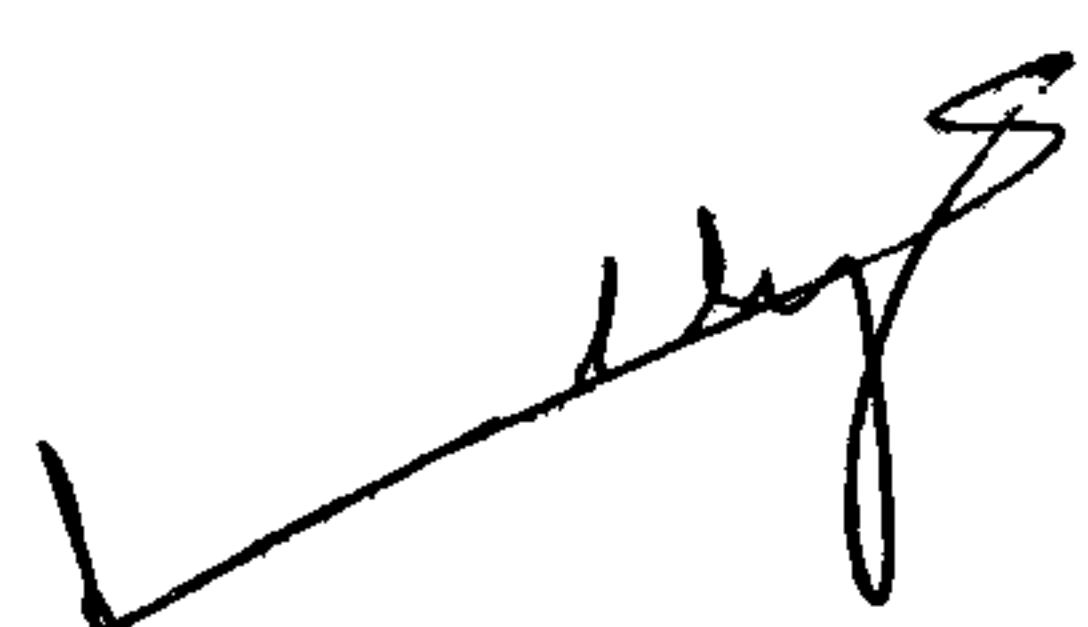
16. Course Credits

Each course shall have an integer number of credits, which reflects its weight. The number of credits of a course in a semester shall ordinarily be calculated as under:

- (i) Lectures/Tutorial: One Lecture hour per week shall normally be assigned one credit. One hour of Tutorial per week shall be assigned one credit.
- (ii) Practical: One Laboratory hour per week shall normally be assigned half a credit. The courses having two/three hours of contact every alternate week shall have one credit only.
- (iii) For Studio Courses offered by the Department of Planning and Architecture, One Studio Lecture hour per week shall normally be assigned one credit.

17. Minimum Number of Students Required for an Elective Course

- (i) Department Elective Course (DEC) shall run only if a minimum of 30% of students register for it in a semester. Generic Open Elective (GEC) Course and Open Elective courses (OEC) shall run only, if a minimum 40 students register for it from across departments. However, for a MOOC course, there will not be any restriction on the number of students.



- (ii) The registration for the MOOC courses shall be allowed with the prior approval of concerned HoD. The minimum duration of the courses shall be 20 hours or 8 weeks duration. These courses shall be evaluated by the concerned body, offering the MOOC course and the credits /marks shall be converted by the Department accordingly as per the requirement of the Teaching and Evaluation Scheme.

18. Course Evaluation

- (i) **Credit System:** The University will follow a credit system for all its programs to give flexibility to progress at a pace, commensurate with the capabilities of a student to obtain minimum credit requirements. The award system will follow letter grades on a 10 point scale, where the performance is measured in terms of weighted grade point averages (SGPA and CGPA). A student has to satisfy minimum CGPA and earn credits requirement to be eligible for the award of Degree as given below in Table 1.

S. No.	Name of the Course	Minimum CGPA required for award of the degree	Duration of the program		Total Credit Required for award of degree
			Minimum Duration	Maximum Duration	
1.	B.Tech	5.0	4	6	176
2.	MCA	5.0	3	5	126
3.	M.Tech	5.0	2	4	87
4.	B.B.A	5.0	3	5	128
5.	B.Arch	5.0	5	7	260
6.	M.Plan	5.0	2	4	80

Table 1: Various components for award of degree

(ii) Distribution of curriculum components of various UG and PG Programs

The distribution of various curriculum components of UG and PG programs is specified in the following tables:

a) B.Tech Program

Curricular Components	Credits	Weight (Approx)
Departmental Core Courses (DCC)	83	47%
Humanities, Management and Social Sciences Courses (HMC)	11	06%
Basic and Applied Science Courses (BAS)	28	16%
Departmental Elective Courses (DEC)	24	14%
Open Elective Courses (OEC)	24	14%
Generic Open Elective Courses (GEC)	06	03%
Grand Total	176	100%

b) M. Tech Program

Curricular Components	Credits	Weight (Approx)
Departmental Core Courses (DCC)	32	37%
Departmental Elective Courses (DEC)	16	18%
Research Oriented Courses (ROC)	35*	40%
Generic Open Elective Courses (GEC)	04	05%
Grand Total	87	100%

* including 29 credits for Minor Project and Dissertation

c) MCA Program

Curricular Components	Credits	Weight (Approx)
Departmental Core Courses (DCC)	96*	76%
Humanities, Management and Social Sciences Courses (HMC)	14	11%
Departmental Elective Courses (DEC)	12	10%
Generic Open Elective Courses (GEC)	04	03%
Grand Total	126	100%

*includes 25 credits for Project and Internship.

d) M.Plan Program

Curricular Components	Credits	Weightage (Approx.)
Departmental Core Courses (DCC)	50	63%
Humanities, Social Sciences, Management and Skill/Entrepreneurship Development Courses (HMC)	9	11%
Basic Science and Applied Engineering Courses (BAS)	11	13%
Departmental Elective Courses (DEC)	6	8%
Generic Open Elective Courses (GEC)	4	5%
Grand Total	80	100%

e) B.Arch Program

Curricular Components	Credits	Weightage (Approx.)
Departmental Core Courses (DCC)	136	52%
Humanities, Social Sciences, Management and Skill/Entrepreneurship Development Courses (HMC)	27	10%
Basic Science and Applied Engineering Courses (BAS)	72	28%
Departmental Elective Courses (DEC)	15	6%
Generic Open Elective Courses (GEC)	10	4%
Grand Total	260	100%

f) BBA Program

Curricular Components	Credits	Weightage (Appx.)
Departmental Core Courses (DCC) Including, Summer Project Report and Viva Voice and Major Project Report and Viva Voice	66	51.5%
Allied Management Course (AMC/HMC)	42	32.8%
Departmental Elective Courses (DEC)	16	12.5%
Generic Open Elective Courses (GEC)	04	3.1%
Grand Total	128	100%

- (iii) **Weights for Course Evaluation:** Evaluation in every course is based on the weights assigned to various components given in Table 2 as per the clause 18(vii).

CAT	Continuous Assessment - Theory
CAP	Continuous Assessment - Practical
CAS	Continuous Assessment - Studio
MTET	Mid Term Evaluation - Theory
ETEP	End Term Evaluation – Practical
ETES	End Term External Examination - Studio
ETET	End Term Evaluation - Theory
ETIP	End Term Internal Evaluation – Practical
Table 2: Various components of the course curriculum	

- (iv) **Evaluation:** The evaluation of the student in a course shall have two components, unless specifically stated otherwise in the Teaching Scheme and Syllabi:
- Evaluation through End-Term Examination
 - Continuous evaluation by the teachers of the course and Mid-Term Examination
- (v) To qualify a course, a student has to acquire minimum 45 marks through continuous evaluation, Mid-Term Examination and End-Term Examination. Every student has to appear in the End-Term Examination to qualify the course. There will be only one Mid-Term Examination.
- (vi) If a student fails to appear in any paper of Mid-Term Examination due to any reason, she has to apply to the concerned HoD along with all relevant documents explaining the reason for such absence, within three days of the completion of the Mid-Term Examination. The concerned HoD may take appropriate decision for re-conduct of the Mid-Term Exam and inform the same to the Dean (Examination Affairs)/Controller of Examinations within seven days of completion of Mid-Term Exam. Such students shall be evaluated for only 75% of the maximum marks of the re- conducted Mid Term Examination. This will not apply on student(s) who has/have obtained prior permission of Dean (AA) for participating/attending any Technical event(s).
- (vii) **Distribution of weights for various components of evaluation:**
- In general, the relative weights assigned to different components of the entire course except courses offered by Department of Architecture & Planning are :

S. No.	Course Type			Examination		Relative Weights						
	L	T	P	TH	PR	CAT	CAP	MTET	MTEP	ETET	ETIP	ETEP*
1.	3	1	0	Yes	--	10	--	30	--	60	--	--
2.	3	0	2	Yes	Yes	--	10	15	--	60	15	--
3.	0	0	2	--	Yes	--	20	--	20	--	60	--

**ETEP is for Project/Studio evaluation (Minor Project/Major Project/ Dissertation/ Thesis) only (Internal Evaluation: 40, End-Term Evaluation: 60). End-Term evaluation will be based on Presentation and Viva Voce and will be conducted by External Examiner.*

- (b) Relative weights assigned to different components for the courses offered by Department of Architecture & Planning are :

S No.	Course Type			Examination		Relative Weights						
	L	P	S	TH	PR	CAT	CAP	MTET	MTEP	ETET	ETIP	ETEP [#]
1.	2	0	0	Yes	--	10	--	30	-	60	--	--
2.	0	2 ⁺	0	--	--	--	35	--	15	--	--	50
3.	0	0	4 ⁺	--	--	--	50	--	--	--	--	50

2⁺ or 4⁺ means Practical/Studio of 2/4 hours or more

#ETE^P is for Project/Assignment based evaluation only (Internal Evaluation: 50, End-Term Examination: 50). End-Term Examination will be based on Presentation/Portfolio and Viva-Voce based and will be conducted by External Examiner.

- (viii) End-Term Evaluation Practical (ETE^P) for Dissertation/Minor Project/Major Project/Studio etc. wherever specified in the syllabus, will be evaluated and marks will be awarded by a Committee comprising of an Internal Examiner, who will ordinarily be a Supervisor and External Examiner. The committee shall award the marks as per the relative weights prescribed in the Teaching and Evaluation Scheme. Two observers may be nominated by the University for monitoring the conduct of the ETIP and ETE^P practical exams.
- (ix) The University shall have the right to call for the records of continuous evaluation and moderate the same, if it deems fits in any specific case(s).
- (x) The result of a semester (including Mid-Term examination, Teacher continuous evaluation and End-Term examination) shall be declared by the Dean (Examination Affairs)/Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Dean (Examination Affairs)/Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, then the case may be referred to the Grade Moderation Committee.
- (xi) For any course which is not held in the classroom mode, the evaluation scheme shall be as per prescribed guidelines.
- (xii) The grade card containing the Marks/Letter Grades obtained by a student in various courses shall be issued by the Dean (Examination Affairs)/Controller of Examinations, at the end of each semester, after the declaration of the result.
- (xiii) A student can go through her answer sheet(s) of MTET and the ETET and point out any discrepancy in its evaluation on a day fixed by the Department. Objections will be entertained right then, and not even on the next day. HoDs will ensure that end term examination answer sheets are shown to the students before the day of moderation, on a specified date, which will be prominently displayed by the respective teacher. The answer sheets of the End-Term Examination shall not be shown to a student after finalization of the grades by the Grade Moderation Committee.

19. Conduct of End-Term Examination

- (i) All Mid-Term Examination and End-Term Examination shall be conducted by the Examination Division as per the Academic Calendar.
- (ii) The schedule of examination shall be notified by the Dean (Examination Affairs)/Controller of Examinations at least ten days prior to the first day of the commencement of End-Term Examinations.

- (iii) For Theory as well as Practical/Studio examination and Dissertation/Thesis/Project Report/Training Report all Examiners shall be appointed by the Dean (Examination Affairs)/Controller of Examinations with the approval of the Vice-Chancellor.
- Provided that the Vice-Chancellor may, at his/her discretion, delegate the authority for approval of Examiners to Dean (EA)/CoE.*
- (iv) Recommendations for names of Examiners shall be obtained from the concerned Boards of Studies through their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened. In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.
- (v) The Dean (Examination Affairs)/Controller of Examinations shall be authorized to add one or more names in the panel of examiners received from BoS/HoD before the list is submitted to the Vice-Chancellor for approval.
- (vi) After the receipt of the Question Paper(s) from the Paper Setter(s), the same shall be moderated by the Moderator(s) to be appointed subject-wise by the Dean (Examination Affairs)/Controller of Examinations with the approval of Vice-Chancellor. Dean (Examination Affairs)/Controller of Examinations shall ensure that minimum of two question papers have been duly moderated in each subject and are available in the question paper bank.
- (vii) The Examiner appointed by the Dean (Examination Affairs)/Controller of Examinations, out of the approved panel for setting the question paper shall set the question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

20. Criteria for passing the Courses, Grades and Division

- (i) Obtaining a minimum of 45% marks in each course, including End-Term Examination and the Teacher Continuous Assessment shall be essential for passing the course and for earning its assigned credits. A candidate, who scores less than 45% marks in a course, shall be deemed to have failed in the course.
- (ii) Academic Performance of a student shall be graded on a 10 point scale. The letter grades awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
- (iii) A student, who has earned the minimum credits required for the award of degree but fails to obtain the minimum specified CGPA for this purpose, shall be allowed to re-register in course(s) till the minimum CGPA is attained subject to maximum permissible period of $(n + 4)$ semesters as mentioned in the Clause 5(iii).
- (iv) A student having Back Papers can appear for Supplementary Examination of previous semesters along with the regular examination in both the semesters (Even and Odd). Such students are eligible to appear in the Supplementary Examination shall have to apply to the Dean (Examination Affairs)/Controller of Examinations through the Department to be allowed to re-appear in examination and pay the fee prescribed by the University.
- (v) A student has to satisfy minimum CGPA and earn credit requirements to be eligible for the award of degree.

(vi) **Grading System**

- (a) The letter grades to the students will be awarded as per their academic performance on the basis of following scheme:

Academic Performance	Grades	Grade Points
Outstanding	A ⁺	10
Excellent	A	9
Very Good	B ⁺	8
Good	B	7
Average	C ⁺	6
Below Average	C	5
Marginal	D	4
Poor	F	0

- (b) Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

$$SGPA = \frac{\sum_{i=1}^n c_i \times p_i}{\sum_{i=1}^n c_i}$$

Where, C_i = Number of Credits of the i^{th} course of a semester for which SGPA is to be calculated.

P_i = Grade Point obtained in the i^{th} course and

$i = 1 \dots n$, represent the number of course

in which a student is registered in the concerned semester.

$$CGPA = \frac{\sum_{i=1}^m c_i \times p_i}{\sum_{i=1}^m c_i}$$

Where,

C_i = Number of Credits of the i^{th} course of a semester.

P_i = Grade Point obtained in the i^{th} course. A grade lower than 'D' (i.e. grade point < 4) in a course shall not be taken into account and $i = 1 \dots m$, represent the number of courses in which a student was registered and obtained a grade not lower than 'D' upto that semester for which CGPA is to be calculated.

(vii) **Method for the Award of Grades (Relative Grading)**

- (a) For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Mid Term Examination (MTET and MTEP), End Term Examination (ETE), Continuous Assessment-Theory (CAT) and Continuous Assessment-Practical (CAP) would be reduced to relative weights of each components and added. Marks so obtained shall be out of 100 and the same would be converted to grades following the guidelines given below:

The statistical method shall invariably be used, with marginal adjustment for natural cut-off. The mean and the standard deviation of marks obtained of all the students in a course shall be calculated and used to convert the marks into normal variate (Z). The normalized marks (Z) shall be arranged in decreasing order to work out ranges for different letter grades.

$$Z = \frac{X - \bar{X}}{\sigma}$$

Where X = Actual Marks obtained, \bar{X} = Mean of marks and
 σ = Standard deviation.

The grade boundaries are left to the discretion of Moderation Committee. However, a minimum of 'D' grade will be awarded if student scores 45 marks in aggregate in a course.

(b) The set of boundaries for Z variate is mentioned in the Table below:

Lower Range of Z	Grade	Upper Range of Z
>1.5	A ⁺	--
>1.0	A	≤ 1.5
>0.5	B ⁺	≤ 1.0
>0.0	B	≤ 0.5
>-0.5	C ⁺	≤ 0.0
>-1.0	C	≤ -0.5
>-1.5	D	≤ -1.0
--	F	≤ -1.5

(c) Awards of Absolute Grades Based on Marks (if the number of students are less than or equal to 30) to be made as given in the below table

Marks	Grade	Marks
≥93	A ⁺	≤100
≥85	A	≤92
≥77	B ⁺	≤84
≥69	B	≤76
≥61	C ⁺	≤ 68
≥53	C	≤ 60
≥45	D	≤52
-	F	<45

(viii) **Award of Division:** The successful candidates will be placed in the Division as below:

CGPA obtained	Division
≥8.5	First Division with Distinction
≥6.0 and < 8.5	First Division
≥5.0 and < 6.0	Second Division

21. Grade Moderation Committee

- (i) The Dean (Examination Affairs)/Controller of Examinations will constitute the Grade Moderation Committee for all the Academic Courses under its purview. The HoD shall be the Chairman of the Committee along with other faculty members of the Department.
- (ii) The Chairman, Grade Moderation Committee shall be responsible for the calculation of grades and for forwarding the final grades to the Dean (Examination Affairs)/Controller of Examinations. The Chairman, Grade Moderation Committee shall also retain the record copy of marks and grades along with the statistical parameters for all the courses moderated by the committee.

- (iii) The Dean (Examination Affairs)/Controller of Examinations shall organize the tabulation of grades and declaration of results. Dean (Examination Affairs)/Controller of Examinations shall be the custodian of records related to examination and results.

22. Supplementary/Re-appear Examinations

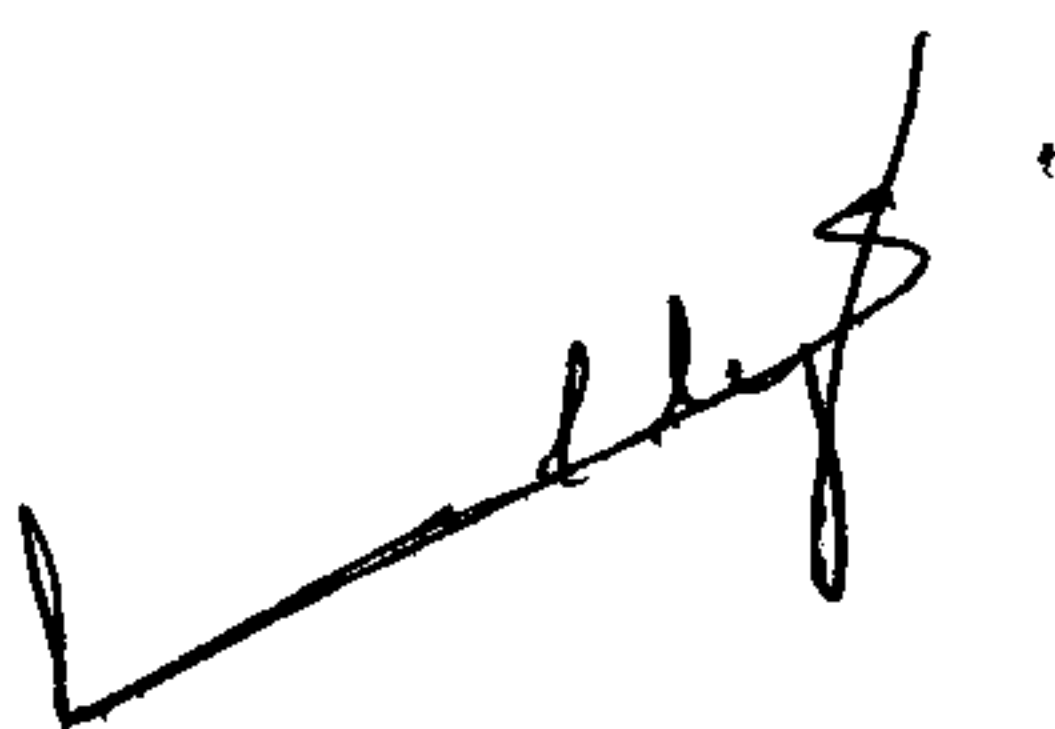
- (i) Supplementary/Re-appear Examination will be conducted for all back papers of the previous semesters along with the regular examination in both the semesters (Even and Odd).
- (ii) A student will carry the marks obtained by her in the Mid-Term Examination, Internal Practical Examination and Teacher Continuous Assessment. In case a student has obtained less than 45% marks in the continuous assessment, including Mid-Term Examination, she may opt for appearing in the Mid-Term Examination with the next batch of the students. Such students will forego the marks obtained in the previous attempts in Continuous Assessment including Mid-Term Examination. The marks obtained in the Mid-Term exam will be proportionately increased to include the component of continuous evaluation i.e. Assignment/Group Discussion/Viva Voce/Quizzes etc. No extra fee shall be charged from the students in this regard.
- (iii) Students will be awarded marks as per the performance in Supplementary Examination. Accordingly, grades will be awarded on the basis of performance of the student in Supplementary Examination as per absolute marking system.

23. Award of Degree: A student shall be awarded a Degree if:

- (i) A student becomes eligible for the award of the Degree after fulfilling all the academic and non-academic requirements, prescribed by the Academic Council and as specified in the Ordinance:
- Provided;*
- (a) *A student has successfully earned the minimum credits as specified in the Clause 18 of the Regulations for various programs.*
- (b) *There are no dues outstanding in the student's name in the Department/University.*
- (c) *No disciplinary action is pending against the student.*
- (ii) Under exceptional circumstances, where gross violation of graduation requirements or use of dishonest means is detected at a later stage, the Academic Council may recommend to the Board of Management to withdraw an already awarded Degree.
- (iii) For the purpose of equivalence, CGPA obtained by the student shall be considered equivalent to the percentage of marks.

24. Use of Unfair Means

All cases regarding reported use of unfair means in the examination shall be placed before a Standing Unfair Means Scrutiny Committee/s for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall be specified in separate regulations approved by the Academic Council.



25. Student's Grievance Committee

In case of any written representation/complaints received from the students within seven days after completion of the End-Term Examination regarding setting up of question paper etc. along with specific recommendations of the HoD, shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Student's Grievance Committee, before the declaration of result(s) of the said examination.

26. Phasing out of a Program

The phasing out of any program may be considered by the AC on the recommendation of the BoS. Also, a program may be phased out by the AC if, consecutively for three years, the number of students registering for the program is less than 40% of the sanctioned intake of the students or any other compelling condition.

27. Subject to the provisions of the Act, the Statutes and the Ordinances, administrative issues such as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degree, and any other matter connected with the conduct of examinations will be dealt with, as per the guidelines approved for the same, by the Academic Council.

28. Notwithstanding anything stated in Ordinance 3(A) and Regulations, for any unforeseen issues arising, and not covered by this Ordinance 3(A) and Regulations, or in the event of conflict of interpretation, the decision of the Vice-Chancellor shall be final.

