

LINGAYA'S VIDYAPEETH

ACADEMIC REGULATIONS

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DURATION AND ENTRY LEVELS OF THE PROGRAMMES

NAME OF THE PROGRAMME	DURATION IN YEARS	ENTRY LEVEL	Minimum Eligibility Criteria
D. Pharm	2	10+2	Candidate should have passed 10+2 exam of 50% marks or equivalent from recognize board with Physics, Chemistry, English and Mathematics or Biology or Biotechnology, or Computer Science as optional subject.
B.Tech.	4	10+2	Candidate should have passed 10+2 exam of 50% marks or equivalent from recognize board with Physics, Mathematics and either Chemistry or Computer Science (PCM) subject.
B.Tech. (Lateral Entry)	3	10+3	<ul style="list-style-type: none"> • 10+3 Diploma with at least 50% marks in recognized board in the respective field of Engineering & Technology. • BCA/ B.Sc. (CS) is eligible for B.Tech. (CSE)
B.Sc. Computer Science	3	10+2	Candidate should have passed 10+2 exam of 50% marks or equivalent from recognize board in 10+2 Exam with Mathematics or Statistics or Economics as one of the subjects.
BCA	3	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam with Statistics or Mathematics or Economics or Commerce as one of the subjects
B. Pharm	4	10+2	Candidate should have passed 10+2 exam of 50% marks or equivalent from recognize board with Physics, Chemistry, English and Mathematics or Biology or Biotechnology, or Computer Science as optional subject.



B. Pharm in Lateral Entry	3	Diploma	Candidate should have passed Diploma in pharmacy with a minimum of 50% marks or equivalent from recognized board.
B.Arch.	5	10+2	Candidate should have passed with a minimum of 50% marks or equivalent in 10+2 Exam with PCM. Candidate should have passed with a minimum of 50% in polytechnic diploma (Architecture Assistant) and pass in NATA or JEE paper 2 exams.
B. Design (Interior design/ Fashion design/ Graphic design/ animation & Multimedia)	4	10+2	Candidate should have passed with of 50% marks from recognized board.
LLB	3	Bachelor Degree	Candidate should have passed with of 50% marks in Bachelor Degree from recognized university.
BBA-LLB/ BA-LLB	5	10+2	Candidate should have passed with of 50% marks or equivalent in 10+2 from recognized board.
BJMC	3	10+2	Candidate should have passed with of 50% marks or equivalent in 10+2 from recognized board.
BA (Hons.) English	3	10+2	Candidate should have passed with of 50% marks or equivalent in 10+2 from recognized board.
BA (Hons.) Psychology	3	10+2	Candidate should have passed with of 50% marks or equivalent in 10+2 from recognized board.
BA (Hons.) Economics	3	10+2	Candidate should have passed with of 50% marks or equivalent in 10+2 from recognized board.
B. Ed.	2	Graduation	Candidate should have passed with of 50% marks or equivalent in under graduate recognized university.
B. Com (Hons.)	3	10+2	Candidate should have passed with of 50% marks or equivalent in 10+2 from recognized board.



BBA	3	10+2	Candidate should have passed with of 50% marks or equivalent in 10+2 from recognized board.
BBA-MBA Integrated	4.5	10+2	Candidate should have passed with of 50% marks or equivalent in 10+2 from recognized board.
B.Sc.(H) Physics / Chemistry/ Maths	3	10+2	Candidate should have passed 10+2 with a minimum of 50% marks or equivalent with Mathematics & relevant subject from a recognized board.
M.Tech (CSE/CE/ME/ ECE)	2	Graduation	Candidate should have passed with minimum of 50% marks or equivalent with B.E or B.Tech. in relevant field from a recognized university.
MCA	2	Graduation	Candidate should have passed with minimum of 50% marks or equivalent in BCA as Match one of the subjects at 10+2 or higher level from a recognized university.
M.Pharm	2	Graduation	Candidate should have passed B.Pharm with a minimum of 50% in graduation from a recognized university.
MS.Design (Interior design/ Fashion design/ Graphic design/ animation & Multimedia)	2	Graduation	Candidate should have passed with a minimum 50% marks in graduation from a recognized university.
M. Plan	2	Graduation	Candidate should have passed B.Arch./ B.E in Civil/ B. Planning/ M.A in sociology/ Geography/ Economics with 50% marks in a recognized board.
LLM	2	Graduation	Candidate should have passed with a minimum of 50% marks in LLB or Equivalent in LLB from a recognized university
MJMC	2	Graduation	Candidate should have passed with a minimum of 50% marks or equivalent in BJMC or equivalent in under graduation degree from a recognized university.



M.A (English)	2	Graduation	Candidate should have passed with a minimum of 50% marks or equivalent in under graduation degree in English as one of the subjects.
M.Ed.	2	Graduation	Candidate should have passed with a minimum of 50% marks or equivalent in B.Ed. or any other degree as per the NCTE Norms.
MBA	2	Graduation	Candidate should have passed with a minimum of 50% marks or equivalent in under graduate degree from a recognized university.
M.Com	2	Graduation	Candidate should have passed with a minimum of 50% marks or equivalent in under graduate degree from a recognized university.
M.Sc.(H) Physics / Chemistry/ Maths	2	Graduation	Candidate should have passed under graduate (B.Sc.) degree with a minimum of 50% marks or equivalent with relevant subject from a recognized board.
P.G. Diploma Courses in Guidance & Counseling	2	Post-Graduate	Candidates should have passed with a minimum of 50% marks or equivalent in Under Graduate degree from a recognized board (Basic Knowledge of Psychology will be an added advantage). Post-graduates in Special Education, Psychology, Social Work, Education, Child Development and allied fields.

***Note: 5% relaxation in eligibility criteria will be given to girl student.**



GR1-1 ABBREVIATIONS (Unless the context otherwise requires)

- (i) "AC" means, Academic Council of the University;
- (ii) "BOS" means, the Board of Studies of the Department/ School;
- (iii) "Course" means, a specific subject usually identified by its course-number and course-title, with a specified syllabus/ course-description and a set of references, taught by some teacher(s)/ course-Instructor(s) to a specific class (group of students) during a specific academic Semester;
- (iv) "COE" means, the Controller of Examinations;
- (v) "Course Coordinator" means one course instructor who carries out some other functions in addition to the functions of Course Instructor for the particular course;
- (vi) "Course Instructor" means the teacher or the Instructor of a Course;
- (vii) "Curriculum" means the set of related courses in a Programme of Study;
- (viii) "DAA" means, the Dean of Academic Affairs;
- (ix) "Department" means a Section in the University devoted to a specific discipline of studies;
- (x) "Deemed to be University" means Lingaya's Vidyapeeth (Deemed to be University);
- (xi) "Grade Card" means the detailed performance record of a student in a Semester/ Programme;
- (xii) "HOD" means the Head of the Department;
- (xiii) "MLC" means Mandatory Learning Course;
- (xiv) "Parent Department" or "Degree Awarding Department" means, the department that offers the degree Programme that a student undergoes;
- (xv) "Programme" means degree Programme (UG/ PG) of each discipline of studies;
- (xvi) "Project Guide" means, the faculty member who guides the Major Project of the student;
- (xvii) "PVC" means Pro-Vice Chancellor, Lingaya's Vidyapeeth, Faridabad
- (xviii) "School" means a group in the University devoted to specific disciplines of studies of similar Departments;
- (xix) "Unit" means a portion of the syllabus of the course
- (xx) "University" means, Lingaya's University, Faridabad (LU); and
- (xxi) "VC" means the Vice Chancellor, Lingaya's Vidyapeeth, Faridabad.



GR1-2 INTRODUCTION

These Regulations shall be applicable with effect from the Academic Year 2022-23. Any modification or improvement required in Academic Regulations may be carried out, as and when required, with the prior approval of the AC.

GR1-3 ACADEMIC CALENDAR

GR1-3-1 Each academic year shall be divided into two Semesters, also called as Semesters, each of 90 days duration, **including** evaluation, examinations and grade finalization, etc. There shall be a minimum 70 teaching days in each Semester which shall **exclude** all holidays, Saturdays and Sundays, days of examinations, evaluations and other activities.

GR1-3-2 The schedule of academic activities for a Semester, including the dates of registration, classes to be held, 2 Mid- Sem Examinations, End-Sem Examination, one-week preparatory leave before End Sem Examination, holidays etc. shall be referred to as the Academic Calendar of the Semester, which shall be prepared by the DAA, and announced at least two weeks before the closing date of the previous semester, with the prior approval of the VC.

GR1-4 GENERAL ACADEMIC ISSUES

GR1-4-1 Registration

Every student who is eligible for being promoted / admitted to higher Semester shall have to register in the Academic section by filling a Registration form, provided he fulfills the following conditions:

- He has cleared all financial payments (dues) up to present Semester/ previous Semester;
- He has not been debarred from registering on any specific ground by the Institute.
- Registration on the LMS is must. Without registration student shall not be allowed to sit in the classes.



GRI-4-2 Conditions for Promotion to a higher Semester

Condition for Promotion to a higher Semester for Degree Programmes with duration of 3 years or more (Applicable from 2022 batch onwards.)

A students shall be eligible to be promoted to higher semester if he/she fulfills the below mentioned criteria –

Promotion to Semester	Criterion	Remarks
2 nd semester	50% of the scheduled credits as per scheme upto 1 st semester should be earned	Applicable from 2022 Batch
3 rd semester	50% of the scheduled credits as per scheme upto second semester should be earned	Applicable from 2022 Batch
4 th semester	50% of the scheduled credit as per scheme upto third semester should be earned	Applicable from 2022 Batch
5 th semester	Passed all papers of 1 st semester OR Earned 60% of the scheduled credits as per scheme upto fourth semester	Applicable from 2022 Batch
6 th semester	Passed all papers of 2 nd semester OR Earned 60% of the scheduled credits as per scheme upto fifth semester	Applicable from 2022 Batch
7 th semester	Passed all papers of 3 rd semester OR Earned 70% of the scheduled credits as per scheme upto Sixth semester	Applicable from 2022 Batch
8 th semester	Passed all papers of 4 th semester OR Earned 70% of the scheduled credits as per scheme upto seventh semester	Applicable from 2022 Batch
9 th semester	Passed all papers of 5 th semester OR Earned 80% of the scheduled credits as per scheme upto eighth semester	Applicable from 2022 Batch
10 th semester	Passed all papers of 6 th semester OR Earned 80% of the scheduled credits as per scheme upto ninth semester	Applicable from 2015 batch (For B.Arch. course the only criteria for passing all papers upto 6 th semester (i.e., STAGE 1) will be applicable

NOTE:

1. A student, who fails in Theory or Laboratory subject(s), may appear in the Supplementary/Reappear Examination, to be conducted once in each Semester, on payment of the prescribed fee for each subject of appearance.
2. There shall be a provision of Special examination for the students who fail to get promoted to the next semester due to M-4 rule, which shall be conducted before the



commencement of the next semester, at a prescribed fee per subject. Special classes for the same shall be conducted in the University

3. The B.Arch. course shall have a one semester practical training after the first stage in professional office. No candidate shall be eligible for practical Training unless he successfully completes and is declared pass in all the studio-oriented subjects of the preceding semesters.
4. For B. Pharma courses, the Regulations as received from PCI from time to time.

GR1-4-3 Course Pre-Requisites

Pre-requisite(s) of a Course means that the Course cannot be offered to a student unless he clears Course(s) defined as prerequisite(s) of the Course as specified by the BOS. Prerequisite(s) of a Course, if any, shall be defined in the curriculum.

GR1-4-4 Core Course(s) (CC)

A course, which should compulsorily be studied by a candidate as core requirement is termed as Core Course. The courses designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline.

GR1-4-5 Audit Course

A student found deficient in any area of knowledge/ skill needed for his programmes of study, may be required to do suitable additional course(s) as Audit Course(s). These Courses shall have no credits. If a student clears the Audit Course, he shall be awarded U Grade otherwise, the Course shall not appear in the Grade card.

GR1-4-6 Elective Course (EC)

A course which can be chosen from a pool of courses and those which may be very specific or specialized or advanced or supportive to the discipline/subject of study or provides an extended scope or enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course. The elective course may be Discipline Specific Elective (DSE) or Generic Elective (GE) or project/Dissertation.

GR1-4-7 Ability Enhancement Course (AEC):

The Ability Enhancement Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).



GR1-4-8 Mandatory Course(s):

In the Curricula of a programme of Study, there may be some mandatory Courses Such as Constitution of India, Essence of Indian Traditional Knowledge, etc.

GR1-5 EVALUATION SYSTEM

GR1-5-1 Course Credit Assignment

Every Course comprises a specific Lecture-Tutorial-Practical (L-T-P) Schedule. The Course Credits for the Semester Scheme are ordinarily based on the following norms:

Lecture/ Tutorial: 1 lecture/tutorial session of one period per week is assigned one credit.

Practical: 1 practical session of two periods per week is assigned one credit.

For example, a course with 3 lectures, 1 practical session per week shall have a total number of 3+1=4 credits. The credits for various courses are shown in the curriculum/ detailed syllabi of a Programme.

GR1-5-2 Level of Academic Achievement

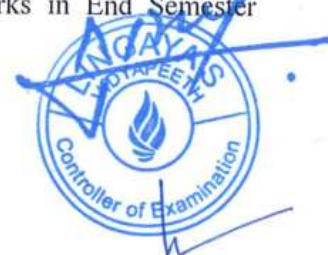
The Single Letter Grade (O, A+, A, B+, B, C and P) indicates the level of academic achievement, assessed on a (0-10) scale.

GR1-5-3 Single Letter-Grades and Grade-Points

(i) Conversion of Marks to Single Letter Grades and Grade Points

Marks out of 100	Letter Grade	Grade Point
80 & above	O (Outstanding)	10
70-79	A+ (Excellent)	9
60-69	A (Very Good)	8
55-59	B+ (Good)	7
50-54	B (Above Average)	6
45-49	C (Average)	5
40-44	P (Pass)	4
Below 40	F(Fail)	0
	Ab (Absent)	0
	U (Audited)	0
	Dt (Detained)	0
	W(Withdrawal)	0

Note: For obtaining single letter Grade (such as O, A+, A, B+, B, C or P) in a Course, it is mandatory to score at least 40% marks in End Semester



Examination in that Course and also in aggregate (sum of Internal Assessment and End-Semester Examination) else he/she will be awarded Grade F in that course.

Description of U Grades

'U' Grade (To be mentioned in Grade Card):

This Grade is awarded in a Course that a student is advised to register as an Audit Course (without credits) subject to passing in the Course as explained further. It is not mandatory for the student to go through the entire regular process of evaluation in an Audit Course. However, appearance in End Semester Examination are mandatory. To obtain the U grade in an Audit Course, scoring at least 40% marks in End-Semester Examination is an essential requirement. If a student fails in the End-Semester Examination, the Audit Course is not recorded in the Grade Card.

GRI-5-4 The Academic Performance Evaluation

Academic performance measurement of a Student shall be in Semesters of his Grade Point Average either for a Semester or the Cumulative Grade Point Average at the end of a semester based on the individual letter grades obtained in each course of study. These measurement metrics are called Semester Grade Point Average (SGPA) or Cumulative Grade Point Average (CGPA).

(i) SGPA for a Semester

SGPA for a Semester is computed as follows:

$$SGPA = \frac{\sum C_i G_i}{\sum C_i}$$

Where, C_i denotes credits assigned to the Course i , and G_i denotes the Grade Point Equivalent to the letter Grade obtained by the student in Course i for all Courses in a Semester.

(ii) CGPA

CGPA is calculated as given below:

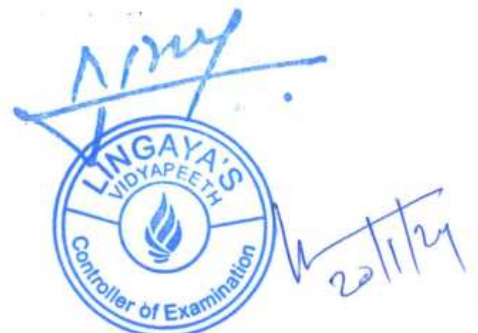
$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

Where, C_i denotes credits assigned to Course i , and G_i denotes the Grade point equivalent to the letter Grade obtained by the student in Course i for all Courses till the end of the concerned semester, under calculation.

The CGPA based on the successfully completed courses is calculated, deleting the 'W' grade.

(iii) Minimum CGPA Requirement to get a Degree

A student must obtain a minimum CGPA of 5 at the end of a Programme to get a Degree.



GR1-5-5 Evaluation Weightage

Theory Courses L-T-0 and the Laboratory Courses 0-0-P have separate weightages of evaluation. The single-letter grade awarded to a student in a Theory Course, for which he has registered, shall be based on his performance in continuous evaluation through assignment based quizzes, two Mid-Semester Examinations and one End-Semester Examination. However, in the Practical Course, the Grade will be awarded on the basis of continuous evaluation and the final examination at the end of the Semester.

(i) Theory Course

Break up for Internal/External Evaluation Marks (Weightages)								
Sr. No	Course	Internal Assessment					External Assessment	Total (I+E)
		ABQ	M1	M2	M3	Internal (I)	End Sem (E)	
1	B. Tech / B.Sc./ BA/ BBA/ BCOM/ BJMC/ LLB/ BBA-LLB/ MSc/ MA/ M. Tech/ BCA/ MCA/ MBA/ LLM	15 (5+5+5)	25	25	NA	40	60	100
2	B. Pharm	10 (4 +3+3)	15*	15*	NA	25	75	100
3	D. Pharm	NA	10*	10*	10*	20	80	100
4	B. Ed/M. Ed	10	15	15	NA	25	75	100
5	B. Arch	15	25	NA		50	50	100
6	M. Arch	NA	25	NA		50	50	100

ABQ: Assignment based Quiz

M1: Mid Semester-I M2: Mid Semester-II M3: Mid Semester-III

- In Two Mid semester exam are conducted in all courses mandatory, out of which, one best is considered.
- In D. Pharmacy, Three Mid semester examination are conducted during the year, out of which, two best are considered (In D. Pharmacy, examinations are conducted annually)

Sum of Mid-Semester Examination – I, Mid-Semester Examination – II and Continuous evaluation shall be called Internal Assessment.



- a) For every Course, except B.Arch. and M.Arch. it is mandatory to score a minimum of 40% marks in End Semester Examination and also in aggregate (sum of Internal Assessment and End-Semester Examination) failing which, the student shall be declared failed in that Course.
- b) For Architecture courses, minimum passing marks in internal as well as external should be 45% each for any subject and minimum and Overall passing marks in a semester should be 50%
- c) For a Course, syllabi in Mid Semester Examination – II will include the topics covered till the conduct of Mid-Semester Exam – II, including the topics already covered in Mid Semester Examination – I.
- d) Question papers for End Semester Examination may be set by External Examiner (to be selected from the panel of Examiners approved by the Vice Chancellor). Each Examiner will set 2 Question Papers in each subject. VC will select one Question Paper randomly for Examination for each subject.
- e) If a student fails in a Course, he shall be allowed to reappear in the Supplementary Examination on payment of prescribed fee. In such cases, his previous internal assessment (40% weightage category) shall be carried forward and taken into consideration for calculation of the *total marks and the Grade in that Course.*

(ii) **Laboratory Course**

- a) **Laboratory Course** is to be evaluated/ assessed on the basis of continuous evaluation and final practical examination by an external expert. For continuous evaluation, every experiment shall have the following weightage of marks for each Experiment.
- b) For every Laboratory Course, it is mandatory to score a minimum of 40% marks in Final Practical Examination *as well as in aggregate (Sum of Internal Assessment and Final Practical Examination).*
- c) If a student fails in a *Laboratory Course*, he shall be allowed to reappear in the Supplementary Examination on payment of prescribed fee. In such cases, his previous internal assessment shall be carried forward and taken into consideration for calculation of the final Grade.



Break up for Internal/ External Evaluation Marks for Laboratory courses (Weightages)				
Sr. No.	Course	Internal Assessment	External Assessment	Total
1	B. Tech / B.Sc./ BA/ BBA/ BCOM/ BJMC/ LLB/ BBA-LLB/ MSc/ MA/ M.Tech/ BCA/ MCA/ MBA/ LLM	60	40	100
2	B. Pharm	15	35	50
3	D. Pharm	20	80	100
4	B. Ed/ M. Ed	60	40	100
5	B. Arch	50	50	100
6	M. Arch	40	60	100

A student cannot apply for more than six subjects in supplementary exams during one semester.

In case of reappear, **the best of two** results will be awarded to the candidate and year of passing mentioned in the Degree would be the year in which he has subsequently appeared.

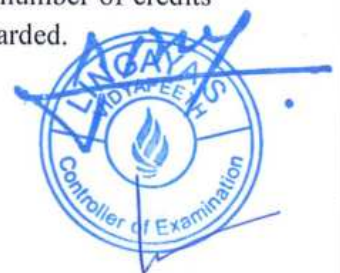
GR1-5-6 Withdrawal of a Non-Core Course

This scheme is applicable to **students in the final semester only.**

- (i) A student needs to earn the minimum number of credits required to earn a degree. However, if a student feels that as per the Curriculum, he may earn more Credits than the minimum requirement, he can make an application to the COE through HOD for withdrawal of certain subjects as per the table below:

Sr. No.	Course Name	Maximum Percentage of credits that can be withdrawn
1	B.Tech/ BCA/ B.Arch/ BJMC/ BBA/ B.Sc./B.A/ B.Com/ BBA-	5% of total credits as per scheme (subject to maximum of 12 credits)

- (ii) It shall be the responsibility of the student to earn the minimum number of credits required to earn a degree failing which the Degree shall not be awarded.



- (iii) No subject withdrawal is allowed in B.Ed./M.Ed./ B.Pharm/ D.Pharm/
M.Tech/ MCA/ MBA/ M.Sc./ M.A/ M.Arch

GR1-5-7 Evaluation of Presentation in a Seminar

Presentations in Seminars are to be evaluated/ assessed on following parameters:
Synopsis: Description of Introduction, Literature survey and worked to be performed with Novel outcomes.

Content: Quality of information, accuracy

Findings: Quality of Novel objectives of the report.

Presentation: Way of communication, not just reading out the matter on slides, should be able to answer queries with confidence.

GR1-5-8 Evaluation of Project/ Internship

(i) The Project / Internship will be evaluated by a committee composed of the HOD of the Parent Department and an Expert from Industry / Academic/ Research Organization.

(ii) The component of evaluation will be as follows:

Technical work	50%
Report	25%
Presentation and Viva Voce	25%

GR1-5-9 Earned Credits

This refers to the sum of the Course credits earned by a student in a Programme in which he has obtained single-letter grades 'O', 'A+', 'A', 'B+', 'B', 'C', 'P' in each course in which he has been registered and evaluated.

GR1-5-10 Report of Marks, Grades and Class Performance Statistics

The final result shall be displayed on the Department notice board for one day. A student can approach the concerned HOD for any clarification within two days of the display of final marks. The students shall be made aware of all the factors included in the evaluation. In case of any correction, the Course Coordinator/ Instructor shall have to incorporate the same before finalization of the grades.

The Student's Grade Card shall contain the Letter-Grade for each registered course; along with the SGPA of the current Semester and the CGPA till the end of the relevant Semester.



GR1-5-11 Appeal for Review of Grade

- (i) In case of any grievance about the grades, the student may appeal for review of grades to the COE, within three days of declaration of provisional result on the University website/Departmental notice board.
- (ii) The fee for such an appeal shall be as prescribed.

GR1-5-12 Certification – Award of Divisions

The degree will be awarded only upon compliance of all the laid down requirements for the Programme as given below:

- (i) There shall be University requirement of earning a minimum number of credits for a degree, satisfactory completion of Mandatory Learning Course(s) and other activities as per the Programme structure.
- (ii) There shall be a 'minimum number of earned credits' requirement on all Departmental Core Courses, Elective Courses and Major Project as specified by the BOS.
- (iii) There shall be a maximum duration *to complete a Programme* for complying with the degree requirement.

As per UGC guidelines a student who for whatever reasons is not able to complete the Programme within the normal period or the minimum duration prescribed for the Programme may be allowed 2years period beyond the normal period to clear the backlogs to be qualified for the degree .The general formula therefore should be as follows

- a) **Time span = N+2 years for the completion of Programme** where N stands for the normal or minimum duration prescribed for completion of the programme.
- b) In exceptional circumstances a further extension of one more year may be granted with approval of the Vice Chancellor.
- c) During extended periods the student shall not be eligible for ranking.
- (iv) The candidate will be placed in First Division with Honours / First Division with Distinction / First Division / Second Division / Fail which will be mentioned on the degree certificate, based on the following conditions:



For B. Tech / BCA/ BBA/ B. Arch/ BMI/ BJMC/ B. Sc (Hons)/ B.A.(Hons)/ B. Com (Hons)/ M. Tech/ MBA/ MA/ M.SC/ M. Arch

DIVISION	CONDITIONS TO BE FULFILLED
First Division with Honours	CGPA > 8.5 No 'F' grade in any course of the Programme in 1 st attempt The Programme is completed in Normal Duration (For Honours degree complete number of credits to be earned as per scheme)
First Division with Distinction (If not eligible for Honours)	CGPA > 7.5 but less than 8.5 The Programme is completed in Normal Duration (For Distinction. degree complete number of credits to be earned as per scheme)
First Division	CGPA > 6.0 but less than 7.5
Second Division	CGPA > 5.0 but less than 6.0
Fail	CGPA < 5.0

Note: For comparison purposes, percentage of marks may be assumed to be CGPA multiplied by ten.

GR1-5-13 Re-evaluation Regulations

RULES FOR REVALUATION OF ANSWER BOOK(S) OF THEORY PAPER(S)

(Candidates seeking revaluation are advised to go through these rules and regulations before they apply for the revaluation).

1. Revaluation is allowed only in theory papers with one chance in the same paper.
2. A candidate shall submit a Request application form within 3 days of the date of uploading of results on the University website.
3. A candidate shall submit their Request application form to the Academic section.
4. Academic section shall forward all applications to COE.
5. On applying for revaluation, original performance has to be surrendered and the revised performance will be issued in which
 - a) there can be NO CHANGE,
 - b) there can be INCREASE in the marks,
 - c) there can be DECREASE in the marks.
6. The application is to be made by the candidate in his/her own hand-writing and under his/her own signature and not by anyone else on his/her behalf.
7. Rs 1000/- Per paper to be deposited in the Accounts section.
8. If the award of the Revaluation varies from the original award upto $\pm 10\%$ marks, the average of the marks of original examiner and the First Revaluator will be taken.



If the award of the Revaluation varies from the original award by more than $\pm 10\%$ marks, the answer script will be examined by a Second Revaluator (Other than original and first) and the average of all the three awards thus available shall be taken as final.

GR1-5-14 PROVISION FOR GRACE MARKS

- The total grace marks per semester should be limited to a maximum of 1% of the sum of maximum marks in all theory subjects in that semester and can be divided for more than one subject as applicable.
- Grace marks would be applicable only for theory subjects. Giving grace marks should start from the subject which has the minimum requirement of grace marks for passing.
- Grace marks would be given only for passing the student in a subject. If a student is awarded grace marks in any subject, he shall be awarded normal grade in that subject.

GR1-6 INTERNSHIP for B. Tech Category Programmes, MCA, MCA (Lateral Entry)/ MBA

- (i) Internship of one full semester duration is compulsory for each student in the final semester.
- (ii) Students Presentation and viva voce shall be completed within three weeks after completion of the Internship.
- (iii) Students will have to study an elective subject in online mode during internship. The subject shall be of 03 credits. It will have an internal evaluation of 40 marks based on four assignments and an end semester exam of 60 marks.

GR1-7 ATTENDANCE

- (i) All students must attend all lecture, tutorial and laboratory classes in a Course as prescribed. However, due to his participation in sports, games or athletics; professional society activities, placement activities, NSS activities, etc. and/or any other contingencies like medical emergencies, etc., he is required to have minimum of 75%, **overall attendance (aggregate for all subjects)** in each Semester.
- (ii) If a student fails to fulfill the minimum requirement of attendance as above, **he shall be detained from appearing in the End Semester Examination and shall be required to repeat the whole Semester in the next academic year and the Fee for the extra Semester as prescribed shall be paid by the student.**



- (iii) In case a student is absent for more than 15 days without prior permission his/her name will be struck off from the University roll list. He/She can be readmitted in special cases with prescribed fees of re-registration. It shall be the responsibility of the student to complete his/her attendance as per University norms.

GR 1-8 LEAVE OF ABSENCE

- (i) In extreme cases, if there is a shortfall in attendance below 75%, due to reasons beyond the control of a student, the VC may condone up to 15% of overall attendance in each Semester on recommendations of the HOD, if leave was approved by the HOD, provided the application for leave is submitted by the student to the HOD concerned, with the recommendation of the Course Instructor, stating fully the reasons for the leave requested, along with supporting documents.
- (ii) VC may impose any condition in each case, condoning the attendance.

GR1-9 APPROVAL OF MEDICAL LEAVE

- (i) A student shall submit his/her medical leave application with all relevant documents to the HOD within three days of joining the University beyond which it will not be accepted under any circumstances.
- (ii) The medical leave shall be considered only if he/she completes 60% aggregate class attendance subject to approval of the Vice chancellor.

GR1-10 ABSENCE DURING EXAMINATIONS

Following are the regulations to be followed by a student if he fails to appear in Mid-Semester, End-Semester or Laboratory Examination:

GR1-10-1 Absence during Mid-Semester Examination

- (i) A student who has been absent during Mid-Semester Examination due to illness and/or any exigencies, may give a request for Make up exam within one week after the Mid-Semester Examination, to the HOD with necessary supporting documents. The HOD along with a committee composed of the Class counselors and other subject teachers may consider his/her requests, depending on the merit of the case. If considered, the case may be forwarded to the Vice Chancellor and after approval from the Vice Chancellor, the student may be allowed for the Makeup exam as specified in the following point.



- (ii) **80% of the marks obtained in the make-up exam shall be awarded in such a case subject to the condition that he /she has 75% aggregate class attendance at the time of submitting his application.**

GR1-10-2 Absence during End-Semester Examination

- (i) A student who has been absent during End-Semester Examination, will be given F Grade in that Semester and he shall have to reappear in the Supplementary Examination to be held in the subsequent Semester(s) and **the student will be required to pay the requisite Fee, as prescribed.**
- (ii) **No Make-up Examination is permitted for absence in End-Semester Examination due to reason, whatsoever.**

GR1-10-3 Absence during Laboratory Examination

- (i) A student who has been absent during Final **Laboratory Examination** will be required to reappear in the Supplementary Examination being held in the subsequent Semester(s) and **the student will be required to pay the requisite fee as prescribed.**
- (ii) **No Make-up Examination is permitted for absence in Laboratory Examination due to any reason, whatsoever.**

GR1-11 CLEARING OF DUES

- (i) A student, who has not cleared his dues / fees, **will not be registered for the semester and will not be permitted to attend the classes (theory as well as laboratory).**
- (ii) A student will be required to pay the fee and clear his dues within the notified period, from the date notified for depositing the Fee. No extension of date for deposit of Fee will be given.
- (iii) Dues of the coming semester should be clear in the month of March/April and Nov/Dec. of every year. Exact dates will be notified from time to time.

GR1-12 WITHDRAWAL FROM THE PROGRAMME

Following are the Regulations governing temporary or permanent withdrawal from a Programme:



GR1-12-1 Temporary Withdrawal

- (i) A student who has been admitted to a degree Programme of the University may be permitted to withdraw temporarily, for a period of one semester or up to a maximum of 2 Semesters on the grounds of prolonged illness or grave calamity in the family, etc., provided:
- He applies to the University stating fully the reasons for withdrawal together with supporting documents and endorsement from his parent/guardian.
 - There are no outstanding dues or demands, from the Departments / LU / Hostels / Library etc.
 - Scholarship holders are bound by the appropriate Rules applicable to them.
 - The decision of the Vice Chancellor, regarding withdrawal of a student shall be final and binding.
- (ii) Normally, a student will be permitted only one such temporary withdrawal during his tenure as a student and this withdrawal will not be counted for computing the maximum allowable duration of study.

GR1-12-2 Permanent Withdrawal

A student, who withdraws admission before the closing date of admission for the Academic Session, is eligible for the refund of fee as per the University rules. Once the admission for the year is closed, the following conditions govern the withdrawal of his admission:

- A student who wants to leave the University, will be permitted to do so (and take Transfer Certificate from the University, if needed), only after giving an application for withdrawal and giving exceptional reasons for leaving the programme.
- Student will have to pay fee for next two semesters at the time of withdrawal or Rs. 75000/- whichever is less
- A student who has received any scholarship, stipend or other form of assistance from the University, shall repay all such amounts, in addition, to those mentioned in Clause (i) above.
- Students will have to get no-dues cleared.
- The decision of the VC regarding all aspects of withdrawal of a student shall be final and binding.



GR1-13 GRADUATION REQUIREMENTS

A student shall be deemed to be eligible for the award of the degree, if

- (i) He has fulfilled all Degree Requirements;
- (ii) He has produced a No Dues Certificate to the University from, Departments, Hostels, Library etc. as required; and
- (iii) He has no disciplinary action pending against him.

GR1-14 COMMITTEES/ FUNCTIONARIES

GR1-14-1 Board of Studies (BOS)

- (i) The following shall be the constitution of the Board of Studies (BOS) of a Department:
 - a) Dean of the School or HOD of the Department, Chairperson
 - b) All Professors in the Department (including HOD, Members if he is not the Chairperson),
 - c) Two (2) Associate Professors of the Department by Members rotation according to seniority (including HOD, if he is not Chairperson)
 - d) Two External members (one Professor from academics Members and one from industry)
- (ii) The following shall be the duties and functions of the Board of Studies (BOS):
 - (a) To prepare syllabi for various courses keeping in view the objectives of the University, interest of the stakeholders and national requirements, for consideration and approval of the Academic Council;
 - (b) To suggest methodologies for innovative teaching and evaluation techniques;
 - (c) To suggest panel of names to the Academic Council for appointment of examiners;
 - (d) To coordinate research, teaching, extension and other academic activities in the Department/University;
 - (e) To monitor the conduct of all courses of the Department;
 - (f) To ensure academic standards and quality of the Programmes offered by the Department;
 - (g) To recommend to the AC, appropriate measures to deal with the specific issues of concern, arising because of the effect of the year to year (periodic) refinements in the Academic Regulations &



Curriculum on the students admitted in earlier years (so as to ensure that those students are not subjected to an unfair situation, whatsoever, although they are required to conform to the revised Regulations & Curriculum, without any undue favour or considerations) like the specific details of the credit requirements, etc., as and when such cases arise or need to be addressed, considering the nature and extent or the refinements, and implement the same with the appropriate approval of the AC; and any appropriate responsibility or function assigned by the AC or the Chairman of the AC.

- (iii) The quorum of each meeting will be a minimum of fifty percent of the internal as well as external members of the BOS.
- (iv) The tenure of appointment of the nominated members will be two years. .
- (v) The Board may appoint sub-committees to discharge its duties and functions.

GR1-14-2 Dean Academic Affairs (DAA)

- (i) The Dean Academic Affairs shall be appointed by the Vice-Chancellor from amongst the Professors for a period of two years. This tenure may be extended for a further period of two years if desired by the Vice Chancellor. DAA shall be responsible for all academic matters related to teaching-learning-evaluation and certification and any other duties assigned by AC/VC.
- (ii) Following shall be the duties and functions of the DAA:
 - a) He shall administer the decisions of the Academic Council;
 - b) He shall schedule academic activities as referred to in the Academic Calendar;
 - c) He will be responsible for:
 - 1) Sanctioning of leave of absence of a student, as applicable; and
 - 2) Grant of extension of time for submission of projects / dissertation.

GR1-14-3 Head of the Department (HOD)

- (i) HOD shall be appointed by the VC in consultation with the concerned Dean. His Semester of appointment shall be three years which can be further extended for one more Semester.
- (ii) Following shall be the duties and functions of the HOD:
 - a) He shall adhere to the Academic Calendar as approved by AC.
 - b) He shall be the custodian of the documents pertaining to the working of BOS.



- c) He shall appoint Course Instructors, Course Coordinators. He shall coordinate with Course Instructors, Course Coordinator and shall provide the time table for their activities.
- d) He shall arrange to provide appropriate infrastructure for smooth conduct of the Programme.
He will do any other work as assigned to him by the AC/ DAA/ VC.

GRI-14-4 Course Coordinator

- (i) Course Coordinator shall be appointed by the HOD of the Teaching Department out of one of the course instructor(s) teaching a Course.
- (ii) Duties and functions of the Course Coordinator shall be as follows:
 - a) All the functions of Instructor for his class will be performed by Coordinator also;
 - b) He shall prepare an evaluation plan showing details of how the students' performance will be evaluated in the course;
 - c) He shall document properly the student's performance and announce to the students including the display on the Notice board / intranet as stipulated in the Regulations;
 - d) He shall report to the DA/HOD on a periodic (monthly) basis, the likely cases of poor academic performance as well as those of low attendance, that would possibly result in a 'F' grade at the end of the semester; and
 - e) Any other work assigned by the HOD.



ANNEXURE-I

ADDITIONAL ACADEMIC REGULATIONS FOR STUDENTS OF SCHOOL OF ARCHITECTURE AS PER COUNCIL OF ARCHITECTURE (Incorporated under the Architects Act, 1972)

- The B.Arch course may be conducted in two stages. The first stage comprises of semester I to VI. The candidates admitted to the course shall complete the first stage within 5 years of admission to the course.
- The second stage of the B.Arch course shall be from semester VII to X.
- The B.Arch course shall have a one semester practical training after the first stage in a professional office. **No candidate shall be eligible for practical Training unless he successfully completes and declared pass in all the studio Oriented subjects of the preceding semesters.**
- The weightage of marks for subjects having both class work marks (continuous evaluation) as well as examination marks (end semester exam) may not exceed the ratio of 50:50.
- The pass percentage shall not be less than 45% in each subject (internal as well as external) and shall not be less than 50% in the aggregate of all subjects in a particular semester.
- Candidates, who have passed in the internal assessment, shall only be permitted to appear in the end semester examination.



LINGAYA'S VIDYAPEETH

Faridabad, Haryana

End Semester Online Examination (Jan-2022)

Instructions to Students for ONLINE EXAMINATION

Following Instructions are strictly adhered to by students during ONLINE EXAMINATION: -

1. Students are required to find and occupy the seat at his/her residence at least 20 minutes before the commencement of Examination with better internet speed. Student should log to GOOGLE MEET. It is mandatory for him /her to be present on Google meet with live video during the examination time.
2. Student needs to check Class/ Exam WhatsApp Group on same day 20 minutes before the commencement of scheduled examination for **Google Meet link**. In case, student is not able to get the Google Meet link/ code, he/she should contact Class Coordinator/ HOD immediately.
3. **For Question Paper link**, students are required to check again their Class/ Exam WhatsApp group 05 minutes before the commencement of scheduled examination. In case, student is not able to get the link, he/she should contact Class Coordinator/ HOD immediately.
4. During the examination student **is required to be alone at his / her seat in the room**, In case, **any other person has been found / is visible**, examination is liable to be cancelled.
5. Student will not be allowed to appear in Online Examination after 05 minutes of the commencement of Examination. Therefore, all students are advised to be present online at least 10 minutes before commencement of Examination.
6. Students should use A-4 sheets only (Template Enclosed). On top of every page students are required to mention their Roll No, Sub Code, Subject Name, Date of examination and Invigilator(s) Name in the following format:

Name of the Candidate: _____, Roll Number: _____

Date of Examination: _____, Shift (Morning/ Afternoon/ Evening): _____

Program/ Course: _____, Semester: _____

Subject Code: _____, Subject Name: _____

The students are expected to take the print as the template page and take the required number of photocopies of it.



7. Students will not be allowed to leave the examination/ Assessment Meeting and cannot submit the answer sheet before the half time. Excuses for Washroom/ Urinal during the Online Examination time will not be entertained.
8. Student(s) are required to use only blue/ royal blue ball point/ gel/ fountain pen for the examination. Refrain from using Pencil for drawing diagram(s) because after scanning said diagram/ picture will not be visible in PDF.
9. **Colored single scanned PDF file containing all the answer sheets & uploaded/ submitted the same through Question paper link only.** Name of file should be your subject code_ roll no. (For example CSE-101B_16CS50). All the students are instructed to make sure the PDF file created is not corrupted & named properly. Image files or multiple copies of answer sheets will not be accepted.
10. All the students are instructed to upload the answer sheet (PDF file) on Online Google form only. If the student is not present in the Assessment meeting then he/she will be marked as ABSENT.
11. Student(s) are required to adjust his/ her mobile/ laptop in front of him/ her such that he is clearly visible while writing and login on Assessment Meeting for the purpose of watching their activities during the examination time by appointed Invigilator(s)/ Centre Superintendent/ Concerned HOD(s)/ COE and/ or by any competent authority during examination time.
12. Only non-programmable calculators & watches are allowed during Examination.
13. Duration of Examination shall be total **150 Minutes** (including scanning & uploading).
14. Student(s) can upload their answer sheet only once. (if they don't submit, the form will be closed automatically after the stipulated time).
15. All answer sheets should be in same hand writing, in case, hand writing doesn't match it will be considered as Unfair Means Case (UMC), which is liable to cancellation of examination besides disciplinary action against the student.
16. If whole or a part of answer sheet(s) matched with Internet data or from answer sheet(s) of other student(s), said answer sheet(s)/all matched shall be cancelled and strict action shall be taken against student/ students by COE /Centre Supdt./ Competent authority as per rules and regulation of LV UFM (i.e. - debarred from whole examination, cancellation of candidature etc.).



17. For any issue during examination, Invigilators/ Examination Section/ concerned HOD/ Centre Superintendent / COE will be available for your assistance.
18. Hardcopy of answer sheet should be submitted after the examination physically/ by Courier/ Register Post/ Speed Post at University (Address: Lingaya's Vidyapeeth, Nachauli-Jasana Road, Faridabad, Haryana-121002. Please note that hand written answer sheet(s) should reach Examination Cell within 7 days of last examination.

Requirements for the Online Examination:

- 1. Desktop/ Laptop (with webcam) and Mobile.**
- 2. A valid University Email Account.**
- 3. Google Chrome app**
- 4. Google Meet app (for monitoring and attendance purposes) and Any Scanner Application (CamScanner/ Kaagaz scanner/ Tapscanner/ Turboscan)**

(Controller of Examinations)



*Process for Uploading Answer sheets in PDF format

Step 1: Scanning Using CamScanner



Welcome to CamScanner Splash Page.
Touch 'Use Now' on the Bottom-Right corner.
DO NOT TOUCH 'SIGN IN' OR 'REGISTER'

Step 2: CamScanner Permissions



Click ALLOW to 'Allow CamScanner to access photos, media, and files on your device?'

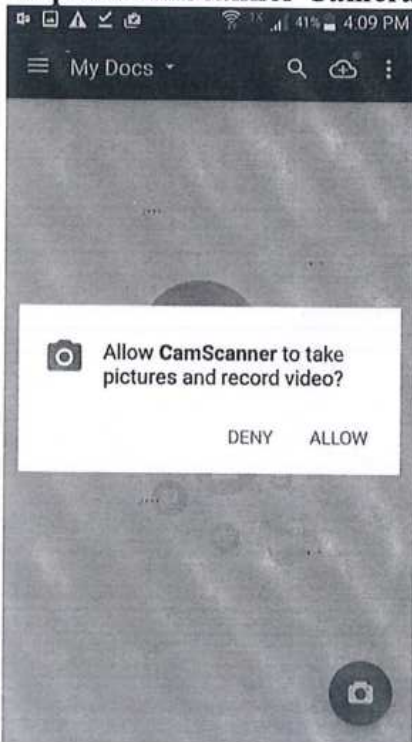
Handwritten signature
LINGAYA'S VIDYAPEETH
Controller of Examination
20/11/24

Step 3: Start Scan Button



Press the Camera Scan Icon on Bottom-Right corner

Step 4: CamScanner Camera Permissions



TOUCH "ALLOW" to 'Allow CamScanner to take pictures and record video?'

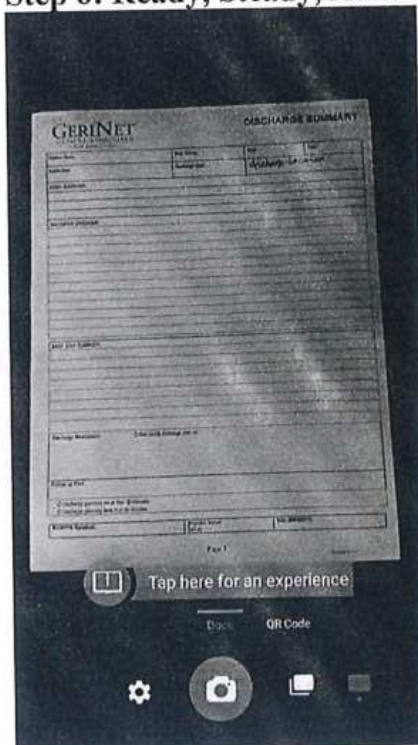


Step 5: Select (Multiple Page) Document Scan



Bottom Right ->> Single Page Mode is automatically selected.

Step 6: Ready, Steady, Aim!



Try your best to capture the entire document under good lighting conditions.
Press the Camera Button to take a CamScan.

Niraj

20/1/24

Step 7: Document Adjustment



CamScanner will automatically scan the document for adjustments.
TOUCH the CHECK-MARK on the Bottom-Right to apply adjustments automatically.

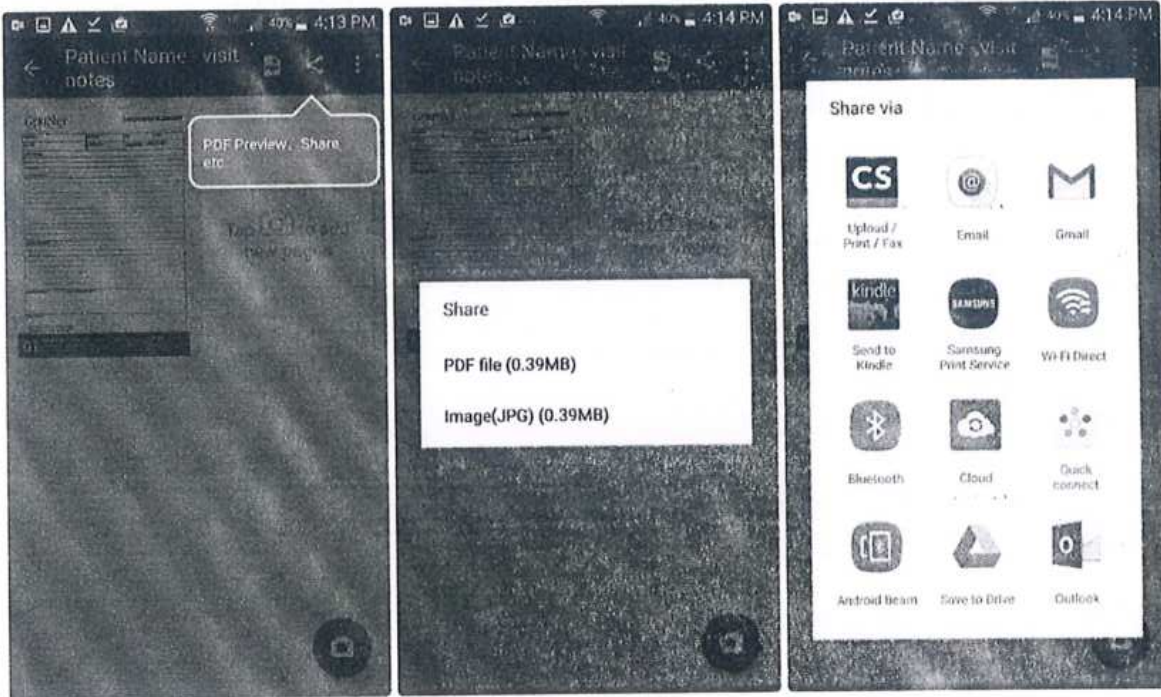
Step 8: Rename the Scan



Click on the TOP-LEFT "New Doc" to rename the file.
After renaming, Touch 'OK' to rename the file.
'Auto' should be selected as a filter preset.
Click on the BOTTOM-RIGHT CHECK MARK to complete adjustments.



Step 9:



TOUCH on the PDF Preview/Share Button shown.
SELECT "PDF file (0.3MB)"
Select "Save to drive"

Then, Upload your answer sheet in PDF format.



Amey
The official stamp of Lingaya's Vidyapeeth, Controller of Examination, is stamped in blue ink. It features a central emblem with a flame and the text 'LINGAYA'S VIDYAPEETH' and 'Controller of Examination'. A handwritten signature and date '20/1/24' are written over the stamp.

END-SEMESTER EXAMINATION (ODD SEMESTER, 2021)

**Instructions to Invigilators/ Class Coordinators/ Faculty members
for Online Examinations**

1. All the Class coordinators are required to create class-exam group for End Semester examination for sending instruction for exam, Google meet link for online exam and google sheet having question paper. Only students eligible for End semester examination should be included in class exam group. List of eligible students will be sent to you by academic section.
2. Students should not be allowed in examination without admit card.
3. All Invigilators are required to create Google Meet ID and share with examination section 05 day before the commencement of the examination.
4. Examination duty is compulsory. In case of emergency, alternative arrangement to be made themselves and intimated to Examination Section at least two days before the Examination.
5. Invigilation duty list with google meet link for their class will be sent to all invigilators one day before the examination.
6. Invigilator(s) are required log in to google meet 20 minute before the start of examination and share Google Meet link/ ID with assigned class-exam WhatsApp group of students 15 minutes before the commencement of examinations.
7. Google sheet having question paper will be shared by Centre Superintendent to class-exam WhatsApp group 5 minute before start of examination.
8. Class-wise attendance sheet will be shared by Exam Section for marking the attendance of all eligible students.
9. Invigilator(s)/ Class Coordinator(s) will be responsible for monitoring the students through GOOGLE MEET and should allow only eligible student in google meet room.
10. Invigilators should insure the conduct of ONLINE EXAMINATION in a fair and impartial manner. Video of all students should be on during the examination. They are required to monitor the activities of students (i.e.- motion, rotation, changing of location etc.). In case of any unavoidable circumstances, immediately report to Centre Superintendent/ COE/Exam Section.
11. Students are not allowed to appear in examination after 20 minutes of commencement of examination without the permission of Centre Superintendent/COE.



12. Invigilators are required to announce through Google Meet that students are NOT ALLOWED to leave Examination area during scheduled ONLINE EXAMINATION.
13. Students should not be allowed to leave the examination/Google Meet and submit the answer sheet before the half time (One hour).
14. **Kindly instruct the students that only colored scanned single PDF file having all answer sheet(s), submitted through google sheet shall be accepted and hand written answer sheet(s) should reach Examination Cell within 7 days of examination through courier/speed post/registered post/physically**
15. Duration of Examination is 180 Minutes (including scanning & uploading).
16. Invigilators are required to contact Centre Superintendent /COE/Examination Section for any issue during the examination.
17. In case of any doubt regarding conduct of online examination, Invigilators/Faculty members may contact Controller of Examination.

(Controller of Examinations)





LINGAYA'S VIDYAPEETH
INSTRUCTIONS FOR EVALUATION OF END SEMESTER
EXAMINATION-MAY 2018

1. All questions should be marked properly.
2. Marks awarded to an answer should be recorded at four places.
Firstly, with the answers in the answer script itself.
Second, on the front page of the answer script against the question no.
Thirdly, in the hard copy of award sheets.
Fourth, in the systems stationed in evaluation center.
There should be no mismatch between the marks.
3. Ensure that you have correctly counted the marks before writing the total on the front page.
4. Avoid overwriting/corrections. In case, correction/overwriting are done, ensure that it has been encircled and signed properly.
5. In case student has over attempted answers, consider the questions in which marks obtained are maximum.
6. If any question has been crossed or cancelled by student, no marks should be awarded to that question even if it is correct.
7. Write the word "END" at the end of last attempted answer or cross the remaining pages of the answer sheets.
8. Evaluation has to be done only in Red Ink.
9. If you find any incorrect roll no. or mismatch with the sheets, please bring it to the notice of Controller of Examination immediately.
10. The evaluation has to be completed within seven days of the conduct of exam.
11. In case an error in the answer script is reported by checking assistant, the necessary correction has to be made by examiner in answer script, award sheet & in computer system in black pen (bold in computer system) and counter signed.

HAPPY EVALUATION

[Signature]
Examination In-charge



[Signature]
Controller of Examination



LINGAYA'S VIDYAPEETH INSTRUCTIONS OF EVALUATION ROOM

1. No sheets will be remained unattended in the evaluation room. Return the sheets if you are leaving the evaluation room for more than 10 minutes. (Whether checked or unchecked)
2. Ensure that you are getting as much sheets issued that you can evaluate in one sitting.
3. Red pens will be provided by exam cell along with the sheets and the same has to be returned with the sheets only.
4. MOBILE PHONES ARE STRICTLY NOT ALLOWED IN EVALUATION ROOM.

Asity
Examination In-charge

P. Chandra
Controller of Examination



END-SEMESTER EXAMINATION, EVEN SEM (2019-20)

Instructions for Students for ONLINE EXAMINATION

Following instructions are strictly adhered to by students during ONLINE EXAMINATION:-

1. Student needs to check Scoofi one day before the examination for Zoom code. In case, student is not able to get the Zoom code, he/she should contact Class Counsellor at least one day in advance.
2. Students are required to find and occupy the seat at his/her residence at least 10 minutes before the commencement of Examination with better internet speed. Student should log to Zoom & it is mandatory for him /her to be present on zoom with live video and audio during the examination time.
3. During the examination student **is required to be alone at his / her seat in the room**, In case, **any** other person **has been found** / is visible, examination is liable to be cancelled.
4. Question Paper(s) will be delivered to eligible student/ students on their valid email address , WhatsApp group /Schoofi on scheduled time of examination (approximately 5 minutes before the examination)
5. Student will not be allowed to appear in Online Examination after 05 minutes of the commencement of Examination. Therefore all students are advised to be present online at least 10 minutes before commencement of Examination.
6. Only A-4 sheets are allowed for writing answer(s) of given question(s). **On top of the every page** students are required to mention their Name, Roll No, Sub Code, Subject Name, Date of examination and Invigilator(s) Name. For Example:-

Name..... Roll No..... Sub code.....
SubjectDate of examination.....
Invigilator(s) Name (s).....

7. Students are NOT ALLOWED to leave Examination area/Zoom during scheduled ONLINE EXAMINATION under any circumstances. Excuses for Washroom/Urinal during the On Line Examination time will not be entertained.
8. Student / Students are required to use only blue/royal blue ball point/gel/fountain pen for the examination. Refrain from using Pencil for drawing diagram(s) because after scanning said diagram/picture will not be visible in PDF.



9. Student/ Students are required to write on each and every page number in bottom of answer sheet (ie. – 1/3, 2/3 and 3/3) along with his/ her roll number.
- 10. Only Colored scanned PDF Answer Sheet(s) shall be accepted.**
11. Student / Students are required to adjust his / her mobile/laptop in front of him/ her and login on Google Meet/Zoom for the purpose of watching their activities during the examination time by appointed Invigilator(s)/Concerned HOD(s)/COE and/or by any competent authority during examination time. URL/ID and Password of Google Meet/Zoom shall be shared with you as per scheduled examination.
12. Only non-programmable calculators are allowed. Programmable watches are strictly prohibited during Examination.
13. Duration of Examination shall be total **TWO HOURS ONLY**.
14. As per design of syllabus, each Question Paper shall be delivered in 4/5 parts in TWO HOURS. In Each part there will be **TWO Questions, you have to attempt ANY ONE** from them. For Example:-
- (a) If There are FOUR PARTS then time slots shall be as follow:-
For Each Part = 25 Minute of writing of Answer +05 Minutes of scanning your solution in PDF and submit to provided EMAIL ADDRESS= 30 Minutes
Total Time = 30 * 4 = 120 Minutes
- (b) If There are FIVE PARTS then time slots shall be as follow:-
For Each Part = 20 Minute of writing of Answer +04 Minutes of scanning your solution in PDF and submit to provided EMAIL ADDRESS= 24 Minutes
Total Time = 24 * 5 = 120 Minutes.
15. If any student / students is/ are delayed to submit his/her answer sheet in stipulated time on the provided email address , the part of answer sheet shall not be evaluated and student shall be treated as absent for the remaining time. Please note all answer sheet should be in a same hand writing incase hand writing doesn't match it will be consider as UMC case, which is liable to cancellation of examination besides disciplinary action against the student/ students.
16. **All the answer sheets shall be screened by Plagiarism check** (Turn tin or any UGC approved Plagiarism checker software) for the purpose of prevention of cheating/stop copying from other sources.
17. If whole or a part of answer sheet(s) matched with Internet data or from answer sheet(s) of other student(s), said answer sheet(s)/all matched shall be cancelled and strict action shall be taken against student/ students by COE /Centre Supdt./Competent authority as per rules and regulation of LV UFM (ie. – debarred from whole examination, cancellation of candidature etc.). All sheets should have same hand writing in case of differed, it will be considered under UMC and libel for cancellation of examination.



18. During Examination for any issue(s) Invigilator(s)/Examination Section/concerned HOD/Centre Supdt./COE will be available for your assistance.
19. Student / Students are required to sign the undertaking as below as acceptance and to be submitted in PDF Form within 24 hrs via email. Please note student examination portal will be opened only after receipt of this undertaking.
20. It is mandatory the hardcopy of answer sheet written by the student during the examination should kept safely, which has to be submitted after the examination physically at University / Head office – Delhi (Address : Kh.No-261,Lane No-5,westened Marg ,Saidulajab , Near Saket Metro Station ,New Delhi – 110030).
21. Please note hand written answer sheet(s) should reach Examination Cell within 3 days of opening the University.
22. **Please note student/ students whose dues are not clear and hardcopy of answer sheet is not submitted, result will not be declared.**

I acknowledge that I have read, fully understand and do hereby accept the terms and conditions contained in this Online Examination Instructions. I agree to the terms and conditions stated above. In case of failure/violation of rules and regulation(s), corrective action may be taken against me by competent authority.

Name of Student: _____ Signature of Student with date: _____

Roll No : _____ Course: _____ Semester: _____



ACADEMIC REGULATIONS (w.e.f 2014 Batch)

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DURATION AND ENTRY LEVELS OF THE PROGRAMMES

NAME OF THE PROGRAMME	DURATION IN YEARS	ENTRY LEVEL	Minimum Eligibility Criteria
D.Pharm	2	10+2	Pass in 10+2 examination with 60% marks with Physics, Chemistry, English and Mathematics or Biology
Diploma(Engg)	3	10+2	Minimum 60% marks in Class 10 th / 12 th Exam with Science, Mathematics and English
B.Tech.	4	10+2	Pass in 10+2 with minimum 55% PCM or equivalent marks in Physics, Mathematics and one of either Chemistry or Computer Science subjects
B. Pharm	4	10+2	Pass 10+2 examination with 55% marks with Physics, Chemistry & English with Mathematics, Biotechnology, Computer Science or Biology as optional subject.
BCA	3	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam with Statistics or Mathematics or Economics or Commerce as one of the subjects
BCA-MCA (Integrated)	5	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam with Statistics or Mathematics or Economics or Commerce as one of the subjects
B.Com (Hons.)	3	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam
BA (Hons.) English	3	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam with English as one of the subjects
B.Sc.(H) Physics / Chemistry/ Maths	3	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam with relevant subject.
BJMC	3	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam in Science/Commerce/Arts
B.Ed	2	Graduation	Minimum 55% pass marks or equivalent in Bachelor's degree



B.Arch	5	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam with Mathematics as one of the subjects OR Minimum 55% pass marks in Polytechnic Diploma (Architecture Assistantship) AND Pass in National Aptitude Test in Architecture (NATA) conducted by the Council of Architecture for which there is a Center in the University
BBA	3	10+2	Minimum 55% pass marks or equivalent. in 10+2 Exam
BBA-MBA integrated	4.5	10+2	Minimum 55% pass marks or equivalent in 10+2 Exam with English as one of the subjects
M.Ed	2	B.Ed	Minimum 55% pass marks in B.Ed or any other degree as per NCTE Norms
M.Arch	2	B.Arch	As per the Council of Architecture Norms
MBA	2	Graduation	Minimum 55% pass marks in graduation with English as one of the subjects in 10+2 or at higher level
M.Tech	2	B.E/ B.Tech in Engg	Minimum 55% pass marks in B.E / B.TECH
MCA	3	Graduation	Minimum 55% pass marks in graduation with Mathematic as one of the subjects either at 10+2 or at higher level
MA English	2	Graduation	Minimum 55% pass marks in Graduation with English as one of the subjects
M.Sc	2	B.Sc	Candidates should have passed B.Sc. (Hons.) in relevant subject in 10+2+3 scheme with Physics/Chemistry/Maths as optional subject with minimum 55% Marks. Preference will be given to students with B.Sc (Hons).

*Note: 5% relaxation in eligibility criteria will be given to girl student



GR1-1 ABBREVIATIONS (Unless the context otherwise requires)

- (i) "AC" means, Academic Council of the University;
- (ii) "BOS" means, the Board of Studies of the Department/ School;
- (iii) "Course" means, a specific subject usually identified by its course-number and course-title, with a specified syllabus/ course-description and a set of references, taught by some teacher(s)/ course-Instructor(s) to a specific class (group of students) during a specific academic Semester;
- (iv) "COE" means, the Controller of Examinations;
- (v) "Course Coordinator" means one course instructor who carries out some other functions in addition to the functions of Course Instructor for the particular course;
- (vi) "Course Instructor" means the teacher or the Instructor of a Course;
- (vii) "Curriculum" means the set of related courses in a Programme of Study;
- (viii) "DAA" means, the Dean of Academic Affairs;
- (ix) "Department" means a Section in the University devoted to a specific discipline of studies;
- (x) "Grade Card" means the detailed performance record of a student in a Semester/ Programme;
- (xi) "HOD" means the Head of the Department;
- (xii) "MLC" means Mandatory Learning Course;
- (xiii) "Parent Department" or "Degree Awarding Department" means, the department that offers the degree Programme that a student undergoes;
- (xiv) "Programme" means degree Programme (UG/ PG) of each discipline of studies;
- (xv) "Project Guide" means, the faculty member who guides the Major Project of the student;
- (xvi) "School" means a group in the University devoted to specific disciplines of studies of similar Departments;
- (xvii) Unit means a portion of the syllabus of the course
- (xviii) "University" means, Lingaya's University, Faridabad (LU); and
- (xix) "VC" means, the Vice Chancellor, Lingaya's University, Faridabad.



GR1-2 INTRODUCTION

These Regulations shall be applicable with effect from the Academic Year 2014-15. Any modification or improvement required in Academic Regulations may be carried out, as and when required, with the prior approval of the AC.

GR1-3 ACADEMIC CALENDAR

GR1-3-1 Each academic year shall be divided into two Semesters, also called as Semesters, each of 90 days duration, **including** evaluation, examinations and grade finalization, etc. There shall be a minimum 70 teaching days in each Semester which shall **exclude** all holidays, Saturdays and Sundays, days of examinations, evaluations and other activities.

GR1-3-2 The schedule of academic activities for a Semester, including the dates of registration, classes to be held, Mid- Sem Examinations, End-Sem Examination, one week preparatory leave before End Sem Examination, holidays etc. shall be referred to as the Academic Calendar of the Semester, which shall be prepared by the DAA, and announced at least two weeks before the closing date of the previous semester, with the prior approval of the VC.

GR1-4 GENERAL ACADEMIC ISSUES

GR1-4-1 Registration

Every student who is eligible for being promoted / admitted to higher Semester shall have to register in the Academic section by filling a Registration form ,provided he fulfills the following conditions:

- (i) He has cleared all financial payments (dues) up to present Semester/ previous Semester;
- (ii) He has made all required financial payments for the higher Semester where to be promoted / admitted; and
- (iii) He has not been debarred from registering on any specific ground by the University.



GR1-4-2 Conditions for Promotion to a higher Semester

Programmes with duration of 3 years or more(Applicable from 2015 batch onwards)

A student shall be eligible to be promoted to Semester M only when he clears all backlogs up to Semester M-4 where M is equal to or greater than 5. For example, If M is 6 then for promotion to Semester 6, all backlogs up to the Semester (M-4) i.e. Semester 2 should be cleared. Similarly, for promotion to 5th Semester, all backlogs in the 1st Semester should be cleared and so on. All students shall be promoted up to Semester 4 irrespective of any number of backlogs in the first 3 Semesters.

Programmes with duration of 3 years or more(Applicable from 2017 batch onwards)

- A student is eligible to be promoted to the next subsequent semester only after clearing 50% of the subjects (including theory and lab) of the previous semester. For example a student of first semester can be promoted to the second semester only after clearing 50% of the main subjects of first semester. If there are 12 subjects in the scheme of First semester(including theory and practical), he has to clear minimum 6 subjects(including theory and practical), to be eligible to be promoted to the second semester.
- A student shall be eligible to be promoted to Semester M only when he clears all backlogs up to Semester M-4 where M is equal to or greater than 5. For example, If M is 6 then for promotion to Semester 6, all backlogs up to the Semester (M-4) i.e. Semester 2 should be cleared. Similarly, for promotion to 5th Semester, all backlogs in the 1st Semester should be cleared and so on.

Programmes with duration of 2 years (Applicable from 2017 batch onwards)

- A student is eligible to be promoted to the next subsequent semester only after clearing 50% of the subjects (including theory and lab) of the previous semester. For example a student of first semester can be promoted to the second



semester only after clearing 50% of the main subjects of first semester. If there are 12 subjects in the scheme of First semester(including theory and practical), he has to clear minimum 6 subjects(including theory and practical), to be eligible to be promoted to the second semester

NOTE:

1. A student, who fails in Theory or Laboratory subject(s), may appear in the Supplementary/Reappear Examination, to be conducted once in each Semester, on payment of the prescribed fee for each subject of appearance.
2. There shall be a provision of Special examination for the students who fail to get promoted to the next semester due to M-4 rule, which shall be conducted before the commencement of the next semester, at a prescribed fees of Rupees 5750/- per subject. Special classes for the same shall be conducted in the University

* The above regulations for promotion to higher semester will not be applicable to BBA/B.Com/BMI courses. For these courses the condition for promotion to higher semester will be as per Annexure II.

GR1-4-3 Course Pre-Requisites

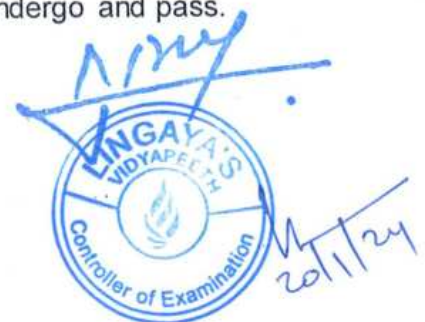
Pre-requisite(s) of a Course means that the Course can not be offered to a student unless he clears Course(s) defined as 'prerequisite(s) of the Course as specified by the BOS. Prerequisite(s) of a Course, if any, shall be defined in the curriculum.

GR1-4-4 Audit Course(s)

A student found deficient in any area of knowledge / skill needed for his Programmes of study, may be required to do suitable additional Course(s) as *Audit Course(s)* These Course(s) shall have no Credits. If a student clears the Audit Course, he shall be awarded U Grade otherwise, the Course shall not appear in the Grade Card.

GR1-4-5 Mandatory Learning Course(s) (MLC)

In the Curricula of a Programme of Study, there may be some mandatory Courses such as personality development of students, improvement in soft skills, awareness and knowledge in the area of Environmental Science & Technology etc. for which a student has to undergo and pass.



GR1-5 EVALUATION SYSTEM

GR1-5-1 Course Credit Assignment

Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) Schedule. The Course Credits for the Semester Scheme are ordinarily based on the following norms:

Lecture/Tutorial: 1 lecture/tutorial session of one period per week is assigned one credit.

Practical: 1 practical session of two periods per week is assigned one credit.

For example, a course with 3 lectures, 1 practical session per week shall have a total number of $3+1=4$ credits. The credits for various courses are shown in the curriculum/ detailed syllabi of a Programme.

GR1-5-2 Level of Academic Achievement

The Single Letter Grade (O, A+, A, B+, B, C or P) indicates the level of academic achievement, assessed on a (0-10) scale.

GR1-5-3 Single Letter-Grades and Grade-Points

(i) Conversion of Marks to Single Letter Grades and Grade Points

Marks out of 100	Letter Grade	Grade Point
80 & above	O (Outstanding)	10
70-79	A+ (Excellent)	9
60-69	A (Very Good)	8
55-59	B+ (Good)	7
50-54	B (Above Average)	6
45-49	C (Average)	5
40-44	P (Pass)	4
Below 40	F(Fail)	0
	Ab (Absent)	0
	U (Audited)	0
	Dt (Detained)	0
	W(Withdrawal)	0

Note: For obtaining single letter Grade (such as O, A+, A, B+, B, C or P) in a Course, it is mandatory to score at least 40% marks in End Semester Examination in that Course and also in aggregate (sum of Internal Assessment and End-Semester Examination) else he/she will be awarded Grade F in that course.



Description of U Grades

'U' Grade (To be mentioned in Grade Card):

This Grade is awarded in a Course that a student is advised to register as an Audit Course (without credits) subject to passing in the Course as explained further. It is not mandatory for the student to go through the entire regular process of evaluation in an Audit Course. However, appearance in End Semester Examination are mandatory. To obtain the U grade in an Audit Course, scoring at least 40% marks in End-Semester Examination is an essential requirement. If a student fails in the End-Semester Examination, the Audit Course is not recorded in the Grade Card.

GR1-5-4 The Academic Performance Evaluation

Academic performance measurement of a Student shall be in Semesters of his Grade Point Average either for a Semester or the Cumulative Grade Point Average at the end of a semester based on the individual letter grades obtained in each course of study. These measurement metrics are called Semester Grade Point Average (SGPA) or Cumulative Grade Point Average (CGPA).

(i) SGPA for a Semester

SGPA for a Semester is computed as follows:

$$SGPA = \frac{\sum C_i G_i}{\sum C_i}$$

Where,

C_i denotes credits assigned to the Course i , and G_i denotes the Grade Point Equivalent to the letter Grade obtained by the student in Course i for all Courses in a Semester.

(ii) CGPA

CGPA is calculated as given below:

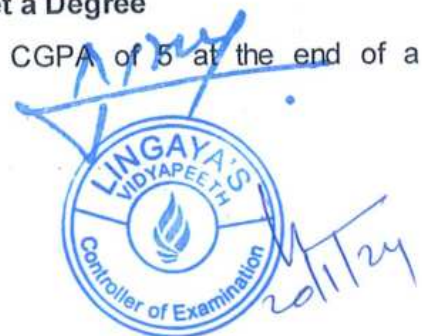
$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

Where, C_i denotes credits assigned to Course i , and G_i denotes the Grade point equivalent to the letter Grade obtained by the student in Course i for all Courses till the end of the concerned semester, under calculation.

The CGPA based on the successfully completed courses is calculated, deleting the 'W' grade.

(iii) Minimum CGPA Requirement to get a Degree

A student must obtain a minimum CGPA of 5 at the end of a



Programme to get a Degree.

GR1-5-5 Evaluation Weightage

Theory Courses L-T-0 and the Laboratory Courses 0-0-P have separate weightages of evaluation. The single-letter grade awarded to a student in a Theory Course, for which he has registered, shall be based on his performance in continuous evaluation through assignment based quizzes, two Mid-Semester Examinations and one End-Semester Examination. However, in Practical Course, the Grade will be awarded on the basis of continuous evaluation and the final examination at the end of the Semester.

(i) Theory Course

Break up for Internal/External Evaluation Marks (Weightages)								
Internal Assessment							External Assessment	Total
Sr. No.	Course	ABQ	Practicum	MI	M2	Internal Assignment	End Term	
1	B.Tech /M.Tech/Diploma(Engg)/BCA /MCA/ B.Pharma/MBA/ I.BTech	15	NA	10	15	NA	60	100
2	D.Pharma	NA	NA	10	10	NA	80	100
3	B.Sc./BA/MSc/MA/BBA/ BCOM/BJMC	10	NA	5	10	NA	75	100
4	B.Arch	15	NA	10	15	10	50	100
5	M.Arch	NA	NA	NA	NA	50	50	100
6	B.Ed/MEd	NA	20	10	NA	NA	70	100

ABQ: Assignment based Quiz

MI: Mid sem 1 M2: Mid sem 2

NOTE: For BMI course the evaluation for first three years will be same as BBA and for fourth year evaluation will be as per MBA.

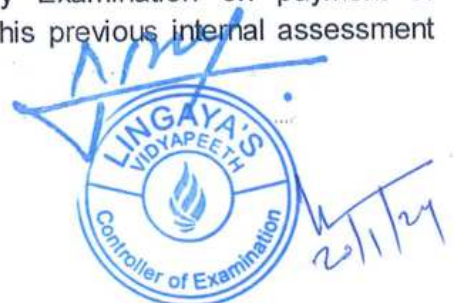
Sum of Mid-Semester Examination – I, Mid-Semester Examination – II and Continuous evaluation shall be called Internal Assessment.



- a) For every Course, except B.Arch and M.Arch, it is mandatory to score a minimum of 40% marks in End Semester Examination and also in aggregate (sum of Internal Assessment and End-Semester Examination) failing which, the student shall be declared failed in that Course.
- b) For Architecture courses, minimum passing marks in internal as well as external should be 45% each for any subject and minimum and Overall passing marks in a semester should be 50%
- c) For a Course, syllabi in Mid Semester Examination – II will include the topics covered till the conduct of Mid-Semester Exam – II, including the topics already covered in Mid Semester Examination – I.
- d) Question papers for End Semester Examination may be set by External Examiner (to be selected from the panel of Examiners approved by the Vice Chancellor). Each Examiner will set 2 Question Papers in each subject. VC will select one Question Paper randomly for Examination for each subject.
- e) If a student fails in a Course, he shall be allowed to reappear in the Supplementary Examination on payment of prescribed fee. In such cases, his previous internal assessment (40% weightage category) shall be carried forward and taken into consideration for calculation of the *total marks and the Grade in that Course.*

(ii) **Laboratory Course**

- a) **Laboratory Course** is to be evaluated/ assessed on the basis of continuous evaluation and final practical examination by an external expert. For continuous evaluation, every experiment shall have the following weightage of marks for each Experiment.
- b) For every Laboratory Course, it is mandatory to score a minimum of 40% marks in Final Practical Examination *as well as in aggregate (Sum of Internal Assessment and Final Practical Examination).*
- c) If a student fails in a *Laboratory Course*, he shall be allowed to reappear in the Supplementary Examination on payment of prescribed fee. In such cases, his previous internal assessment



shall be carried forward and taken into consideration for calculation of the final Grade.

Break up for Internal/External Evaluation Marks for Laboratory courses(Weightages)				
Sr. No.	Course	Internal Assessment	External Assessment	Total
1	B.Tech/M.Tech/Diploma(Engg)/BCA/MCA/B.Pharma/MBA/I.Btech/BA/MA/BBA/B.Com	60	40	100
2	D.Pharma	20	80	100
3	B.Sc /MSc	20	30	50
4	B.Arch/M.Arch	50	50	100
6	B.Ed/MEd/BJMC	40	60	100

A student cannot apply for more than six subjects in supplementary exams during one semester.

In case of reappear, **the best of two** results will be awarded to the candidate and year of passing mentioned in the Degree would be the year in which he has subsequently appeared.

GR1-5-6 Withdrawal of a Non-Core Course

- (i) This scheme is applicable to **students in final semester only.**
- (ii) A student needs to earn the minimum number of credits required to earn a degree. However, if a student feels that as per the Curriculum, he may earn more Credits than the minimum requirement, he can make an application to the COE through HOD for withdrawal of certain subjects as per the table below-



Sr. No.	Course Name	Maximum Percentage of credits that can be withdrawn
1	B.Tech/I.B.Tech/Diploma(Engg)/BCA/B.Arch/BJMC/BBA/ B.Sc./B.A/B.Com/ BMI/BCA-MCA Integrated/B.Tech-M.Tech Integrated	5% of total credits as per scheme(subject to maximum of 12 credits)

- (iii) It shall be the responsibility of the student to earn the minimum number of credits required to earn a degree failing which the Degree shall not be awarded.
- (iv) **No subject withdrawal is allowed in B.Ed./M.Ed./B.Pharma/D.Pharma/M.Tech/MCA/MBA/M.Sc./M.A/ M.Arch**

GR1-5-7 Evaluation of Presentation in a Seminar

Presentations in Seminars are to be evaluated/ assessed on following parameters:

- Content – Quality of information, accuracy
- Visuals – Quality, meaningful, sequencing
- Layout – Appealing, aesthetic, not overcrowded
- Deadline – To be ready in all aspects by presentation date prescribed
- Speaking Skills – Way of communication, not just reading out the matter on slides, should be able to answer queries with confidence
- Body Language – Facing class, Eye contact, confidence
- Timelines – Presentation must be completed in prescribed

GR1-5-8 Evaluation of Project/ Internship

- (i) The Project / Internship will be evaluated by a Committee comprising of the HOD of the Parent Department and an Expert from Industry / Academia/ Research Organization.
- (ii) The component of evaluation will be as follows:
- | | |
|----------------------------|-----|
| Technical work | 50% |
| Report | 25% |
| Presentation and Viva Voce | 25% |

GR1-5-9 Earned Credits

This refers to the sum of the Course credits earned by a student in a Programme in which he has obtained single-letter grades 'O', 'A+', 'A', 'B+', 'B', 'C', 'P' in each course in which he has been registered and evaluated.

GR1-5-10 Report of Marks, Grades and Class Performance Statistics

The final result shall be displayed on the Department notice board for one day. A student can approach the concerned HOD for any clarification within two days of the display of final marks. The students shall be made aware of all the factors included in the evaluation. In case of any correction, the Course Coordinator/ Instructor shall have to incorporate the same before finalization of the grades.

The Student's Grade Card shall contain the Letter-Grade for each registered course; along with the SGPA of the current Semester and the CGPA till the end of the relevant Semester.

GR1-5-11 Appeal for Review of Grade

- (i) In case of any grievance about the grades, the student may appeal for review of grades to the COE, within three days of declaration of provisional result on the University website/Departmental notice board.
- (ii) The fee for such an appeal shall be as prescribed.

GR1-5-12 Certification – Award of Divisions

The degree will be awarded only upon compliance of all the laid down requirements for the Programme as given below:

- (i) There shall be University requirement of earning a minimum number of credits for a degree, satisfactory completion of Mandatory Learning Course(s) and other activities as per the Programme structure.
- (ii) There shall be a 'minimum number of earned credits' requirement on all Departmental Core Courses, Elective Courses and Major Project as specified by the BOS.
- (iii) There shall be a maximum duration *to complete a Programme* for



complying with the degree requirement.

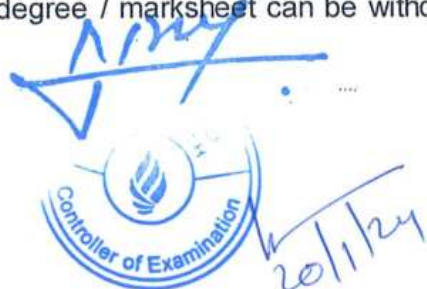
As per UGC guidelines a student who for whatever reasons is not able to complete the Programme within the normal period or the minimum duration prescribed for the Programme may be allowed 2 years period beyond the normal period to clear the backlogs to be qualified for the degree. The general formula therefore should be as follows

- a) **Time span = N+2 years for the completion of Programme**
where N stands for the normal or minimum duration prescribed for completion of the programme
 - b) In exceptional circumstance a further extension of one more year may be granted with approval of the Vice Chancellor.
 - c) During extended period the student shall not be eligible for ranking.
- (iv) The candidate will be placed in First Division with Honours / First Division with Distinction / First Division / Second Division / Fail which will be mentioned on the degree certificate, based on the following conditions:

**For B.Tech/M.Tech/Diploma(Engg)/BCA/MCA/BCA-MCA(I)/BBA/
B.Arch/B.Pharm/BMI/BJMC/B.Sc(Hons)/B.A.(Hons)/B.Com(Hons)/
MBA/MA/M.SC/M.Arch-**

DIVISION	CONDITIONS TO BE FULFILLED
First Division with Honours	CGPA \geq 8.5 No 'F' grade in any course of the Programme in 1 st attempt The Programme is completed in Normal Duration (For Honours degree complete number of credits to be earned as per scheme)
First Division with Distinction (If not eligible for Honours)	CGPA \geq 7.5 but less than 8.5 The Programme is completed in Normal Duration (For Distinction. degree complete number of credits to be earned as per scheme)
First Division	CGPA \geq 6.0 but less than 7.5
Second Division	CGPA \geq 5.0 but less than 6.0
Fail	CGPA < 5.0

However in case of any mistake by any authority, degree / marksheet can be withdrawn within 3 years of the completion of the course.



Note:

For comparison purposes, percentage of marks may be assumed to be CGPA multiplied by ten.

GR1-5-13 Re-evaluation Regulations

RULES FOR REVALUATION OF ANSWER BOOK(S) OF THEORY PAPER(S)

(Candidates seeking revaluation are advised to go through these rules and regulations before they apply for the revaluation).

1. Revaluation is allowed only in theory papers with one chance in the same paper.
2. A candidate shall submit a Request application form within 3 days of the date of uploading of results on the University website.
3. A candidate shall submit their Request application form to the Academic section.
4. Academic section shall forward all applications to COE.
5. On applying for revaluation, original performance has to be surrendered and the revised performance will be issued in which :

- a) there can be NO CHANGE,
- b) there can be INCREASE in the marks,
- c) there can be DECREASE in the marks.

6. The application is to be made by the candidate in his/her own hand-writing and under his/her own signature and not by anyone else on his/her behalf.
7. Rs 1000/- Per paper to be deposited in the Accounts section .
8. (a) If the award of the Revaluation varies from the Original award upto \pm 10% marks, the average of the marks of original examiner and the first Revaluator will be taken.

(b) If the award of the Revaluation varies from the original award by more than \pm 10% marks, the answer script will be examined by a Second Revaluator (Other than original and first) and the average of the all the three awards thus available shall be taken as final.

GR1-5-14 PROVISION FOR GRACE MARKS

- The total grace marks per semester should be limited to maximum of 1% of sum of maximum marks in all theory subjects in that semester and can be divided for more than one subject as applicable.



- Grace marks would be applicable only for theory subjects. Giving grace marks should start from the subject which has the minimum requirement of grace marks for passing.
- Grace marks would be given only for passing the student in a subject. If a student is awarded grace marks in any subject he shall be awarded normal grade in that subject.

GR1-6 INTERNSHIP for B. Tech Category Programmes, MCA, MCA (Lateral Entry) and BCA-MCA (Integrated)

- (i) Internship of one full semester duration is compulsory for each student in the Final semester.
- (ii) Students Presentation and viva voce shall be completed within three weeks after completion of the Internship.
- (iii) Students will have to study an elective subject in online mode during internship. The subject shall be of 03 credits. It will have internal evaluation of 40 marks based on four assignments and end semester exam of 60 marks.

GR1-7 ATTENDANCE

- (i) All students must attend all lecture, tutorial and laboratory classes in a Course as prescribed. However, due to his participation in sports, games or athletics; professional society activities, placement activities, NCC/NSS activities, etc. and/or any other contingencies like medical emergencies, etc., he is required to have minimum of 75%, **overall attendance (aggregate for all subjects)** in each Semester.
- (ii) If a student fails to fulfill the minimum requirement of attendance as above, **he shall be detained from appearing in the End Semester Examination and shall be required to repeat the whole Semester in the next academic year and the Fee for the extra Semester as prescribed shall be paid by the student.**
For example- If a student detains in semester.4 in academic year 2016-17, then he will have to repeat semester 4 in academic year 2017-18 before proceeding to semester 5.



- (iii) In case a student is absent for more than 15 days without prior permission his/her name will be struck off from the University roll list. He/She can be readmitted in special cases with prescribed fees of re-registration. It shall be the responsibility of the student to complete his/her attendance as per University norms.

GR 1-8 LEAVE OF ABSENCE

- (i) In extreme cases, if there is a shortfall in attendance below 75%, due to reasons beyond the control of a student, the VC may condone up to 15% of overall attendance in each Semester on recommendations of the HOD, if leave was approved by the HOD, provided the application for leave is submitted by the student to the HOD concerned, with the recommendation of the Course Instructor, stating fully the reasons for the leave requested, along with supporting documents.
- (ii) VC may impose any condition in each case, condoning the attendance.

GR1-9 APPROVAL OF MEDICAL LEAVE

- (i) A student shall submit his/her medical leave application with all relevant documents to the HOD within three days of joining the University beyond which it will not be accepted under any circumstances.
- (ii) The medical leave shall be considered only if he/she completes 60% aggregate class attendance subject to approval of the Vice chancellor.

GR1-10 ABSENCE DURING EXAMINATIONS

Following are the regulations to be followed by a student if he fails to appear in Mid-Semester, End-Semester or Laboratory Examination:

GR1-10-1 Absence during Mid-Semester Examination

- (i) A student who has been absent during Mid-Semester Examination



due to illness and/or any exigencies, may give a request for Make up exam within one week after the Mid-Semester Examination, to the HOD with necessary supporting documents. The HOD along with a committee comprising of the Class counselors and other subject teachers may consider his/her requests, depending on the merit of the case. If considered the case may be forwarded to the Vice Chancellor and after approval from the Vice Chancellor, the student may be allowed for Makeup exam as specified in the following point.

- (ii) **80% of the marks obtained in the make up exam shall be awarded in such case subjected to the condition that he /she has 75% aggregate class attendance at the time of submitting his application.**

GR1-10-2 Absence during End-Semester Examination

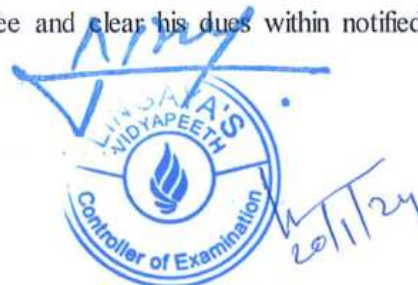
- (i) A student who has been absent during End-Semester Examination, will be given F Grade in that Semester and he shall have to reappear in the Supplementary Examination to be held in the subsequent Semester(s) and **the Student will be required to pay the requisite Fee, as prescribed.**
- (ii) **No Make-up Examination is permitted for absence in End-Semester Examination due to reason, whatsoever.**

GR1-10-3 Absence during Laboratory Examination

- (i) A student who has been absent during Final **Laboratory Examination** will be required to reappear in the Supplementary Examination being held in the subsequent Semester(s) and **the Student will be required to pay the requisite fee as prescribed.**
- (ii) **No Make-up Examination is permitted for absence in Laboratory Examination due to any reason, whatsoever.**

GR1-11 CLEARING OF DUES

- (i) A student, who has not cleared his dues / fees, **will not be registered for the semester and will not be permitted to attend the classes (theory as well as laboratory).**
- (ii) A student will be required to pay the fee and clear his dues within notified



period, from the date notified for depositing the Fee. No extension of date for deposit of Fee will be given.

- (iii) Dues of coming semester should be clear in the month of March/April and Nov/Dec. of every year. Exact dates will be notified from time to time.

GR1-12 WITHDRAWAL FROM THE PROGRAMME

Following are the Regulations governing temporary or permanent withdrawal from a Programme:

GR1-12-1 Temporary Withdrawal

- (i) A student who has been admitted to a degree Programme of the University may be permitted to withdraw temporarily, for a period of one semester or up to a maximum of 2 Semesters on the grounds of prolonged illness or grave calamity in the family, etc., provided:
- a) He applies to the University stating fully the reasons for withdrawal together with supporting documents and endorsement from his parent/guardian.
 - b) There are no outstanding dues or demands, from the Departments / LU / Hostels / Library etc.
 - c) Scholarship holders are bound by the appropriate Rules applicable to them.
 - d) The decision of the Vice Chancellor, regarding withdrawal of a student shall be final and binding.
- (ii) Normally, a student will be permitted only one such temporary withdrawal during his tenure as a student and this withdrawal will not be counted for computing the maximum allowable duration of study.

GR1-12-2 Permanent Withdrawal

A student, who withdraws admission before the closing date of admission for the Academic Session, is eligible for the refund of fee as per the University rules. Once the admission for the year is closed, the following conditions govern the withdrawal of his admission:

- (i) A student who wants to leave the University, will be permitted to do so (and take Transfer Certificate from the University, if needed), only



after giving an application for withdrawal and giving exceptional reasons for leaving the programme.

- (ii) Student will have to pay fee for next two semesters at the time of withdrawal or Rs. 75000/- whichever is less
- (iii) A student who has received any scholarship, stipend or other form of assistance from the University, shall repay all such amounts, in addition, to those mentioned in Clause (i) above.
- (iv) Student will have to get no-dues cleared.
- (v) The decision of the VC regarding all aspects of withdrawal of a student shall be final and binding.

GR1-13 GRADUATION REQUIREMENTS

A student shall be deemed to be eligible for the award of the degree, if

- (i) He has fulfilled all Degree Requirements;
- (ii) He has produced a No Dues Certificate to the University from, Departments, Hostels, Library etc. as required; and
- (iii) He has no disciplinary action pending against him.

GR1-14 COMMITTEES/ FUNCTIONARIES

GR1-14-1 Board of Studies (BOS)

- (i) The following shall be the constitution of the Board of Studies (BOS) of a Department:
 - a) Dean of the School or HOD of the Department, Chairperson
 - b) All Professors in the Department (including HOD, if he is not the Chairperson), Members
 - c) Two (2) Associate Professors of the Department by rotation according to seniority (including HOD, if he is not Chairperson), Members
 - d) Two External members (one Professor from academics and one from industry) Members
- (ii) The following shall be the duties and functions of the Board of Studies (BOS):



- a) To prepare syllabi for various courses keeping in view the objectives of the University, interest of the stakeholders and national requirements, for consideration and approval of the Academic Council;
 - b) To suggest methodologies for innovative teaching and evaluation techniques;
 - c) To suggest panel of names to the Academic Council for appointment of examiners;
 - d) To coordinate research, teaching, extension and other academic activities in the Department/University;
 - e) To monitor the conduct of all courses of the Department;
 - f) To ensure academic standards and quality of the Programmes offered by the Department;
 - g) To recommend to the AC, appropriate measures to deal with the specific issues of concern, arising because of the effect of the year to year (periodic) refinements in the Academic Regulations & Curriculum on the students admitted in earlier years (so as to ensure that those students are not subjected to an unfair situation, whatsoever, although they are required to conform to the revised Regulations & Curriculum, without any undue favour or considerations) like the specific details of the credit requirements, etc., as and when such cases arise or need to be addressed, considering the nature and extent or the refinements, and implement the same with the appropriate approval of the AC; and any appropriate responsibility or function assigned by the AC or the Chairman of the AC.
- (iii) The quorum of each meeting will be a minimum of fifty percent of the internal as well as external members of the BOS.
 - (iv) The tenure of appointment of the nominated members will be two years.
 - (v) The Board may appoint sub-committees to discharge its duties and functions.

GR1-14-2 Dean Academic Affairs (DAA)

- (i) The Dean Academic Affairs shall be appointed by the Vice Chancellor from amongst the Professors for a period of two years. This tenure may be extended for a further period of two years if desired by the Vice Chancellor. DAA shall be responsible for all academic matters related to teaching-learning-evaluation and certification and any other duties assigned by AC/VC.

Following shall be the duties and functions of the DAA:



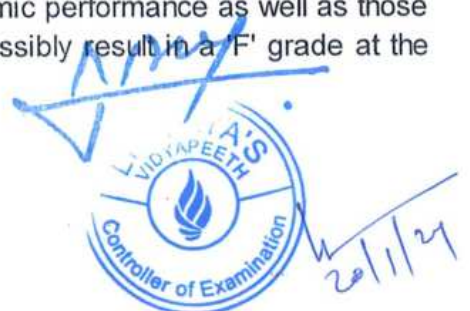
- a) He shall administer the decisions of the Academic Council;
- b) He shall schedule academic activities as referred to in the Academic Calendar;
- c) He will be responsible for:
 - 1) Sanctioning of leave of absence of a student, as applicable; and
 - 2) Grant of extension of time for submission of projects / dissertation.

GR1-14-3 Head of the Department (HOD)

- (i) HOD shall be appointed by the VC in consultation with the concerned Dean. His Semester of appointment shall be three years which can be further extended for one more Semester.
- (ii) Following shall be the duties and functions of the HOD:
 - a) He shall adhere to the Academic Calendar as approved by AC.
 - b) He shall be the custodian of the documents pertaining to the working of BOS.
 - c) He shall appoint Course Instructors, Course Coordinators. He shall coordinate with Course Instructors, Course Coordinator and shall provide the time table for their activities.
 - d) He shall arrange to provide appropriate infrastructure for smooth conduct of the Programme.
 He will do any other work as assigned to him by the AC/DAANVC.

GR1-14-4 Course Coordinator

- (i) Course Coordinator shall be appointed by the HOD of the Teaching Department out of one of the course instructor(s) teaching a Course.
- (ii) Duties and functions of the Course Coordinator shall be as follows:
 - a) All the functions of Instructor for his class will be performed by Coordinator also;
 - b) He shall prepare an evaluation plan showing details of how the students' performance will be evaluated in the course;
 - c) He shall document properly the student's performance and announce to the students including the display on the Notice board / intranet as stipulated in the Regulations;
 - d) He shall report to the DA/HOD on a periodic (monthly) basis, the likely cases of poor academic performance as well as those of low attendance, that would possibly result in a 'F' grade at the end of the semester; and



- e) Any other work assigned by the HOD.

ANNEXURE-I

ADDITIONAL ACADEMIC REGULATIONS FOR STUDENTS OF SCHOOL OF ARCHITECTURE AS PER COUNCIL OF ARCHITECTURE(Incorporated under the Architects Act,1972)

- The B.Arch course may be conducted in two stages. The first stage comprises of semester I to VI. The candidates admitted to the course shall complete the first stage within 5 years of admission to the course.
- The second stage of the B.Arch course shall be from semester VII to X.
- The B.Arch course shall have a one semester practical training after the first stage in a professional office. **No candidate shall be eligible for practical Training unless he successfully completes and declared pass in all the studio oriented subjects of the preceding semesters.**
- The weightage of marks for subjects having both class work marks(continuous evaluation) as well as examination marks(end semester exam) may not exceed the ratio of 50:50.
- The pass percentage shall not be less than 45% in each subject(internal as well as external) and shall not be less than 50% in the aggregate of all subjects in a particular semester.
- Candidates who have passed in the internal assessment, shall only be permitted to appear in the end semester examination.



ANNEXURE-II

Promotion Policy to Next Academic Year for BBA/B.Com/BMI Courses

A student will be promoted to the next academic year only if such student has obtained at least,

A. 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought, and

B. 90% (rounding to full digits) of the total credits of the previous year, excluding the credits of the existing academic year from which the promotion to next academic year is being sought.

There shall be a provision of Special Supplementary examination for the student who fail to get promoted due to the above conditions to the next academic year, which shall be conducted before the commencement of the next academic year, at a prescribed fees of Rupees 5750/- per subject. Special classes for the same shall be conducted in the University.

