

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	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 50% 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 Vidyapeeth, Faridabad (LV); and
- (xix) "VC" means, the Vice Chancellor, Lingaya's Vidyapeeth, 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

Condition for Promotion to a higher Semester for Degree Programmes with duration of 3 years or more (Applicable from 2015 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
3 rd semester	50% of the scheduled credits as per scheme upto second semester should be earned	To be introduced from 2017 Batch
4 th semester	50% of the scheduled credit as per scheme upto third semester should be earned	To be introduced from 2017 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 2015 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 2015 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 2015 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 2015 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 2015 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 fees of Rupees **10,000**/- 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 declared pass in all the studio oriented subjects of the preceding semesters.
4. For B. Pharma courses the above will be applicable only for 2015 and 2016 batches. For 2017 batch the Regulations as received from PCI will be applicable.

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 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

Grade	Grade Point	Description of Performance	Recommended range of marks in percent	Expected number of students in a grade
O	10	Outstanding	90.0-100	Not > 5%
A+	9	Excellent	85.0-89.99	Not > 10%
A	8	Very Good	75.0-84.99	Not > 10%
B+	7	Good	65.0-74.99	Not > 15%
B	6	Above Average	55.0-64.99	Not > 40%
C	5	Average	45.0-54.99	Not > 10%
P	4	Pass	40.0-44.99	Not > 10%
F	0	Fail	00.0-39.99	0
AB	0	Absent	-	0
AP	0	Audit Pass	≥ 40.0	0
DT	0	Detained	-	0

W	0	Withdrawal	-	0
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The credits for the courses in which a student has obtained “P” (minimum passing grade for a course) or a higher grade shall be counted as credits earned by him/her for the purpose of continuation of course, completion of course and calculation of SGPA/CGPA.

Rest of the terms and condition for calculation of the SGPA/CGPA shall be same as mentioned in the Examination Manual (General Examination Rules) of the LV.

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 is 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	M1	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

M1: 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 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 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.Pharma/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 RE-EVALUATION OF ANSWER BOOK(S) OF THEORY PAPER(S)

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

1. Re-evaluation 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 re-evaluation, 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 Re - evaluation varies from the Original award upto $\pm 10\%$ marks, the average of the marks of original examiner and the first Re- evaluation will be taken.

(b) If the award of the Re - evaluation varies from the original award by more than $\pm 10\%$ marks, the answer script will be examined by a Second Re- evaluator (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, and his/her attendance falls between 60% to 74.9% must attend the special remedial classes on the payment of Rs. 10000 (Rs. Ten Thousand) only. They must attain 90% of the attendance in the remedial classes to become eligible for final examination of the semester subject to the conditions for fulfillment of the requirement of attendance by the concerned statutory body.
- (iii) A student having less than 60% attendance but more than 33% will fall under semester back category. Provisional promotion to the next semester will be granted with the condition that they will attend the classes of the lower semester, in which they face the semester along with the next semester classes. After fulfilling the attendance criteria, such; students will be allowed to appear in the final examination of last semester as reappear examination along with prescribed fee.
- (iv) Student having less than 33% attendance **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 with charges **Rs. 10,000/-**. 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.
- (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.
 - e) He will do any other work as assigned to him by the AC/DA/VC.

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.