

Chapter – XI

COMMON REGULATIONS APPLICABLE TO ALL COURSES OFFERED BY THE UNIVERSITY

(Wherever changes are applicable, the same is indicated by **asterisk mark, ***)

1.0 ADMISSION CRITERIA*

- 1.1 Admission to all the courses in Faculty of Engineering & Technology and Medicine and Dental Sciences will be done from candidates on All India Basis by conducting Admission Test by the University. However the candidates who have appeared for other entrance test conducted by recognized agencies will also be considered.
- 1.2 For courses offered under Humanities & Sciences the admission will be done on All India Basis based on the marks obtained in their qualifying examinations.

2.0 STRUCTURE & DURATION OF PROGRAM *

- 2.1 All courses offered by the University (except BDS course under Faculty of Medicine & Dental Science) will follow semester pattern.
- 2.2 Every program will have a curriculum with syllabi consisting of Core, Departmental and Elective courses such as:
 - i) General Core Courses comprising Basic Sciences, Language Skills and Humanities.
 - ii) Departmental Core courses to develop proficiency.
 - iii) Elective courses for specialisation in related fields and broadening utility based knowledge in peripheral and related areas.
 - iv) Courses include lectures, tutorials, laboratory, seminar, project work, practical training, report writing, tests, examinations, viva voce, etc., to meet effective teaching/learning needs.
- 2.3 Except for Medical courses where Credit System is not followed now, each course is normally assigned certain number of credits on the basis of 01 Credit per lecture period per week, 01 Credit per tutorial period per week, 01 Credit for 3 periods of laboratories, practical or seminar or project work per week, 01 Credit for 4 weeks of industrial training during semester vacations.

- 2.4 The University allows external registration by qualified candidates for specific courses in which they can earn credits. These courses can be clubbed together for issue of a certificate for credits earned to enable the candidate to transfer the credits to other Universities. The candidate can also utilize the credits so earned for appearing in the examinations of specified U.G and P.G courses of the university provided he/she fulfills all other requirements including the total credits to be earned for the approved branch of study.
- 2.5 Each semester curriculum shall normally have a prescribed number of courses.
- 2.6 For the award of the degree, following credit pattern, a student has to earn certain minimum total number of credits specified in curriculum of the relevant branch of study.
- 2.7 The medium of instruction, tests, examination and project report will be English except for courses on languages other than English.
- 2.8 Duration of the Program*
(Refer respective Programme details.)

3.0 REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 3.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

He/She secures not less than 75% attendance in that semester taking into account the total number of periods in all courses put together attended by the candidate, as against the total number of periods in all course offered during that semester subjected to clause 27.0.

He/She earns a progress certificate from the respective Dean for having satisfactorily completed all the courses in that semester, as prescribed from time to time.

His/Her conduct is found to be satisfactory as certified by the respective Dean.

- 3.2 Candidates who do not complete the semester (as per clause 4.1), will not be permitted to write the end semester examination and are not generally allowed to go to the next semester. They are required to repeat the incomplete semester in the next academic year.

4.0 FACULTY ADVISER

To help the students in planning their courses of study and for general advice on the academic program, the Head of the Department will attach a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progresses of the students attached to him/her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students.

5.0 CLASS COMMITTEE

5.1 A class committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goals of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the classroom and in the laboratories.
- Clarifying the regulations of the degree program and the details of rules therein.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar / etc.) the break-up of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analysing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

5.2 The class committee for a class under a particular branch is normally constituted by the Head of the department. However, if the students of different branches

are mixed in each class of the first semester, the class committee is to be constituted by the respective Dean.

- 5.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 5.4 At least 2 student representatives shall be included in the class committee.
- 5.5 The chairperson of the class committee may invite the Faculty Adviser(s) and the Head of the department to the meeting of the class committee.
- 5.6 The Dean may participate in any class committee of the institution.
- 5.7 The chairperson is required to prepare the minutes of every meeting, submit the same to the Dean within two days of the meeting and arrange to circulate it among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Dean.
- 5.8 **The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students** about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meeting the student member representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching learning process.

6.0 **COURSE COMMITTEE FOR COMMON COURSES**

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course coordinator shall be made by the Head of the Department / Dean depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Where it is feasible, the course committee may also prepare a common question paper for the test(s).

7.0 **ATTENDANCE AND ASSESSMENT**

- 7.1 Every teacher is required to maintain a 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered),

separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the record should be verified by the Dean who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters.

- 7.2 Three tests each carrying 100 marks shall be conducted by the department. The total marks obtained in best two tests put together out of 200 shall be reduced to 50 marks (vide clause 9) and rounded to nearest integer. The sessional marks of courses with theory and practice, the same procedure are followed for theory and practice separately and the internal mark shall be for a maximum of 50, both theory and practice put together. The weightages in grading for theory and practice portions of the subject of study shall be in ratio of credit distribution for these in the subject credit rating.

8.0 END SEMESTER EXAMINATION*

The End Semester examinations shall ordinarily be conducted in during November–December for the odd semesters and during April - May in for semesters. The maximum marks for each course (including the Project work and Viva Voce Examination in Eighth Semester) shall be 100 comprising of marks for tests and marks for the end semester examinations as per the scheme of evaluation. The end semester examination for all courses of study shall be for theory as well as practicals.

- 8.1 For all courses offered to Part Time students courses they will be evaluated in the end examination based on the same question paper set for the Full Time courses.

9.0 PROJECT WORK*

There shall be three assessments (each 100 marks) during the semester by a review committee constituted by the respective Dean. The student shall make presentation on the progress made before the committee. The total marks obtained in the three assessments shall be reduced to 50 marks and rounded to the nearest integer. The end viva voce examinations shall carry a maximum mark of 50. The student should secure a minimum of 50 marks in the overall computation, both internal assessment and the viva voce exams, on total including the internal assessment and viva voce examination to declare a pass in project work (Appropriate modification to this clause regarding the marks

allocated for internal and external valuation can be done depending on the branch of study).

10.0 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION*

10.1 A candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements (vide Clause 4) and has registered for examination in all courses of that semester.

11.0 PASSING REQUIREMENTS*

(See Regulations of respective Faculties & Courses).

12.0 AWARD OF LETTER GRADES*

(Not applicable to BDS Course)

All assessments of a course will be done on relative grading basis and letter grades, each carrying certain points, will be awarded, as detailed below:

Letter Grade	Grade Points
H	10
S	09
A	08
B	07
C	06
F	00 (Failure)
I	00 (Incomplete)
W	00 (Withdrawal)

“F” denotes failure due to poor performance

“I” denotes incomplete as per clause 4.1

“W” denotes withdrawal as per clause, 16

After results are declared, Grade Sheets will be issued to each student, which will contain the following details:

The Faculty in which the candidate has studied

The list of courses enrolled during the semester and the grade scored.

Semester Grade Point Average (SGPA) is computed for each semester. The SGPA, a measure of performance of the students in the semester to which it refers, is calculated as follows:

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

where 'n' is the number of subjects registered for the semester, c_i is the number of credits allotted to a particular subject, and " g_i " is the grade points carried by the letter corresponding to the grade awarded to the student for the subject.

Cumulative Grade Point Average (CGPA) is computed starting from the second semester at the end of every semester to which it refers, and will be calculated as follows:

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

where 'm' is the total number of subjects the student has registered from the first semester onwards upto and including the semester, S just completed. 'C' is the number of credits allotted to a particular subject s_i and ' g_i ' is the grade-point carried by the letter corresponding to the grade awarded to the student for the subject, s_i . CGPA will be rounded off to the second place of decimal and recorded as such.

13.0 ELIGIBILITY FOR THE AWARD OF DEGREE*

Refer respective programmes.

14.0 CLASSIFICATION OF THE DEGREE AWARDED*

Also refer respective programmes for specific details. The general classification of the degree awarded in credit system based education is given below.

A candidate is said to have qualified for the award of degree when he / she has carried the minimum number of Credits stipulated for that degree [vide section 27%]

- 14.1 A candidate qualified for the award of degree having passed the examination in all the subjects of all semesters in his / her first appearance securing not less than 9.00 CGPA shall be declared to have passed in **first class with Honours**.

- 14.2 A candidate qualified for the award of degree having passed the examination in all subjects of all semesters in his / her first appearance securing not less than 8.00 CGPA but less than 9.00 CGPA shall be declared to have passed in **First class with distinction.**
- 14.3 A candidate who qualifies for the award of degree having passed the examination in all the subjects to the course within normal period of all consecutive semesters reckoned from the commencement of study from first semester securing a CGPA of not less than 6.50 shall be declared to have passed the examination in **first class.** For this purpose of classification, the authorized break of study will not be counted.
- 14.4 All other candidates (not convert in clauses 15.1, 15.2 and 15.3) who qualifies for the award of degree shall be declared to have passed the examination in **second class.**

15.0 PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 15.1 A candidate may, for valid reasons, be granted permission to withdraw from appearing for the examination in any two course of study of only two semester examinations during the entire duration of the degree programme. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought.

A candidate may, for valid reasons, be granted permission to withdraw from appearing for the final examination of not more than two courses in a given semester.

- 15.2. Withdrawal of application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made within the prescribed number of days prior to the commencement of the examination in that course of study and also recommended by the Head of the Department and the concerned Dean.
- 15.3 Withdrawal shall not affect the classification of "class" construed as an appearance for the eligibility of a candidate for First Class with Distinction.

16.0 TEMPORARY BREAK OF STUDY FROM A PROGRAM*

- 16.1 A candidate is not normally permitted to temporarily break the study. However if a candidate intends to temporarily discontinue the programme in the middle, for valid reasons (such as accident or hospitalisation due to prolonged ill health) he/she shall apply in advance to the Head of the Institution for rejoining the programme in a later semester in any case, not later than the last date for registering for the semester examinations of the semester in question, through

the Head of the Department and Head of the Institution stating the reasons therefore.

- 16.2 The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- 16.3 The duration specified for passing all the courses for the purpose of classification vide clause 15 shall be increased by the period permitted for such a break.
- 16.4 The total period for completion of the programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period stipulated for the respective program irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide clause 14).
- 16.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 17.3 is not applicable for this case.

17.0 PERSONALITY AND CHARACTER DEVELOPMENT*

All students shall enroll, on admission, in any one of the personalities and character development programmes (the NSS/NSO) and undergo training for about 40 hours and attends a camp of about five days. The training shall include classes on hygiene and health awareness and also training in first-aid.

National Service Scheme (NSS) will have social service activities in and around the College/Institution.

National Sports Organization (NSO) will have sports, Games, Drills and Physical Exercises.

While the training activities will normally be during week ends, the camp will normally be during vacation period.

Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year.

18.0 DISCIPLINE

Every student is required to observe discipline, decent and decorous behaviour both inside and outside the University and not to indulge in any activity which will tend to bring down the prestige of the University.

19.0 REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi, as may become necessary.