



## **MIT ART, DESIGN AND TECHNOLOGY UNIVERSITY, PUNE**

Rajbaug, Loni Kalbhor, Pune – 412201, India

Under the Act of  
MIT Art, Design and Technology University Act, 2015  
(Maharashtra Act No. XXXIX of 2015)

# **Academic Ordinances, 2016**

**(August 2016)**

## Contents

Sr. No.	Particulars	Page No.
	PRELIMINARY	3
1	INTRODUCTION	3
2	ACADEMIC CALENDAR	4
3	REGISTRATION	4
4	MEDIUM OF INSTRUCTION AND EXAMINATIONS	5
5	COURSE CREDIT STRUCTURE	5
6	ATTENDANCE REQUIREMENTS	5
7	ACADEMIC PERFORMANCE EVALUATION AND GRADING SYSTEM	6
8	DESCRIPTION OF GRADES	7
9	EVALUATION OF PERFORMANCE	8
10	DISPLAY OF IN-SEMESTER CONTINUOUS EVALUATION PERFORMANCE	8
11	EXAMINATION SCHEDULE	8
12	DISCLOSURE OF THE EVALUATED ANSWER SCRIPTS AFTER END SEMESTER FINAL EXAMINATION	8
13	APPEAL FOR REVIEW OF GRADES	9
14	MAKE-UP EXAMINATION	9
15	SUMMER TERM	10
16	PROMOTION	10
17	REJOINING A PROGRAM	11
18	USE OF UNFAIR MEANS	11
19	TRANSFER OF CREDITS	11
20	MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAM	12
21	REQUIREMENTS FOR THE AWARD OF DEGREE / DIPLOMA	12
22	POWER TO REVISE, MODIFY, AMEND	13
	ANNEXURE: COMMITTEES AND FUNCTIONARIES	
I	DEPARTMENTAL UNDER GRADUATE COMMITTEE (DUGC)	14
II	DEPARTMENTAL POST GRADUATE COMMITTEE (DPGC)	15
III	ACADEMIC APPEALS BOARD (AAB)	16
IV	CLASS COMMITTEE	17
V	FACULTY ADVISOR	17
VI	COURSE INSTRUCTOR	18

## Academic Ordinances, 2016

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and Statutes of the University, the Academic Council hereby makes the following Ordinances, namely;

### PRELIMINARY

#### Short Title and Commencement

- (a) These Ordinances shall be called the **Academic Ordinances, 2016**.
- (b) They shall come into force from the Academic Session 2016-17.

#### Definitions

*In these Ordinances, unless the context otherwise requires:*

- a) *“AAB” means, the Academic Appeals Board*
- b) *“Academic Calendar” means the schedule of academic and miscellaneous events as approved by the Academic Council*
- c) *“Academic Council” means the Academic Council of the University*
- d) *“Academic Office” means the Academic Office of the University*
- e) *“BOE” means the Board of Examinations of the University*
- f) *“BOS” means the Board of Studies of a particular Department/Program of the University*
- g) *“COE” means the Controller of Examinations of the University*
- h) *“Clause” means duly numbered Clauses of these Ordinances*
- i) *“Course” means, a specific subject usually identified by its course-number and course-title, with specified credits and syllabus/course-description, a set of references, taught by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic-session/semester*
- j) *“Course Instructor” means, the teacher/faculty member or the course instructor of a course*
- k) *“DUGC” means, the Departmental Under Graduate Committee*
- l) *“DPGC” means, the Departmental Post Graduate Committee*
- m) *“DRPC” means, Doctoral Research Program Committee*
- n) *“Degree Program” includes all Degree and Diploma Programs*
- o) *“Department” means the Department / School / Institute offering the concerned Degree / Diploma programs*
- p) *“HOD” means the Head of the Concerned Department*
- q) *“Institute” means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies.*
- r) *“MOU” means the Memorandum of Understanding*
- s) *“Parent Department” means, the department that offers the degree program that a student undergoes.*
- t) *“Program Curriculum” includes the set of Program Structure and Program-Specific Ordinances, if any, Course-Structure, Course-Contents/Syllabi.*
- u) *“School” means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies.*
- v) *“University” means MIT Art, Design and Technology University, Pune*

## **1.0 INTRODUCTION**

- 1.1 The Academic Ordinances that are common to all Degree and Post Graduate Diploma Programs of the University are presented here.
- 1.2 Additional specific Ordinances, if any, pertaining to criteria prescribed by Regulatory Bodies for a particular Degree or Post Graduate Diploma Program that are presented in the concerned Program Curriculum shall be adhered to.

## **2.0 ACADEMIC CALENDAR**

- 2.1 The academic activities of the University are regulated by the Academic Calendar approved by the Academic Council, and released at the beginning of each academic year. The Academic Calendar shall be prepared by the Dean (Academic), approved by the Academic Council, and announced at least one month before the commencement of each academic year. It is mandatory for students and faculty to strictly adhere to the academic calendar for completion of academic activities.
- 2.2 There are two regular semesters in a year, each of approximately 18-20 weeks duration, including examinations, evaluation and grade finalization. The Semester that is typically from Mid-July/Early-August to Mid-November/Early-December is called the *ODD SEMESTER*, and the one that is from Late-December/Early-January to End-May is called the *EVEN SEMESTER*.
- 2.3 During the summer break, i.e., (End-May to Early-July), there may be an additional academic term for summer courses, known as the *SUMMER TERM*.

## **3.0 REGISTRATION**

- 3.1 The University follows a specialized credit based semester system, therefore registration at the beginning of each semester on the prescribed dates announced in the Academic Calendar, is mandatory for every student till she/he completes her/his program.
- 3.2 Registration is the sole responsibility of the student. Without registration, any academic activity (course / seminar / practical / term project /etc.) undergone by a student will not be counted towards the requirements of her/his degree.
- 3.3 On joining the University, each student is assigned to a Faculty Advisor to counsel the student on matters related to the registration process.
- 3.4 Every student after consulting her/his Faculty Advisor is required to register for the approved courses with the DUGC/DPGC/DRPC of Parent Department at the commencement of each semester on the days fixed for such registration as notified in the Academic Calendar.
- 3.5 Registration thereafter may be done with a late fee as decided/notified from time to time. Further, no relaxation will be given on attendance requirement for late registration on any account.
- 3.6 If a student does not register in a particular semester without prior permission of the respective DUGC/DPGC/DRPC, her/his studentship is liable to be cancelled.
- 3.7 Students are not permitted to re-register for course(s), which they have already passed, except under the provision of Clause 15.1.
- 3.8 A student will be permitted to register in the next semester only if all the following conditions are fulfilled:
  - (a) satisfies all the academic requirements to continue with the Program of Studies without termination (refer Clause 16.0);

- (b) paid all specified fees of the University as per the University Fee Policy and payment schedule;
  - (c) cleared all University, Hostel and Library dues (if any);
  - (d) has not been debarred from registering on any specific ground by the University.
- 3.9 Lower and Upper Limits for Course Credits Registered in a Semester: A regular student of a particular degree program shall register for the appropriate number of course credits in each semester/session, which is within the minimum and maximum limits specific to that degree program.
- 3.10 Mandatory Pre-Registration for higher semesters:
- In order to facilitate proper planning of the academic activities of a semester, it is essential for the students to declare their intent to register for an elective course well in advance, before the actual start of the academic session, through the process of Pre-Registration, which is mandatory for all students of second or higher semesters.
- 3.11 All students (other than the freshly admitted students) intending to register for the next higher semester are required to have completed the Mandatory Pre-Registration of elective courses, at least TWO weeks before the last day of classes in the current semester. To facilitate this Pre-Registration all teaching departments shall announce the list of courses to be offered for the next higher semester, at least FOUR weeks before the last day of classes in the current semester.
- 3.12 M.Phil./Ph.D. students can register for any of PG/Ph.D. courses and the corresponding rules of evaluation will apply.

#### **4.0 MEDIUM OF INSTRUCTION AND EXAMINATIONS**

English or any other language as per the requirement of the course shall be the medium of instruction and examinations, which would be proposed by Board of Studies and approved by Vice Chancellor, Academic Council and Governing Body of the University.

#### **5.0 COURSE CREDIT STRUCTURE**

- 5.1 In general, a certain quantum of academic work measured in terms of Credits is laid down as the requirement for a particular degree program. A student earns credits by satisfactorily clearing courses and other academic activities every semester. The credits associated with a course are dependent upon the number of hours of instruction per week in that course. Similarly the credit associated with any of the other activities is dependent upon the quantum of work expected to be put in for each of the other activity per week.
- 5.2 The Credit System for defining and categorizing Courses is the L – T – P (Lecture – Tutorial – Practical) framework. The Course Credits are fixed based on the following norms:

Lectures / Tutorials: One contact/classroom hour per week is assigned One Credit.

Practical: Two hours per week of practical/laboratory/field and other similar practice or skill development components, is assigned One Credit.

For example:

Theory course with L-T-P schedule of 3-1-0 will be assigned 4 credits;

Laboratory/practical course with L-T-P schedule of 0-0-4 will be assigned 2 Credits;

A course with L-T-P schedule of 1-0-4 will be assigned 3 credits;

A course with L-T-P schedule of 2-1-2 will be assigned 4 credits.

- 5.3 This Credit Structure is used to define various types of courses to provide for the appropriate pedagogy and methods of evaluation. The flexibility required to accomplish the course learning objectives and outcomes can be provided for, while retaining a common framework for Credit allocation. More importantly, it is necessary to have a transparent, credible and robust system for planning, delivery and evaluation of each course of the diverse study programs of the University.
- 5.4 The DUGC/DPGC/DRPC shall approve and announce the Course/Session Plan for all Courses on offer in the particular academic term (Odd/Even Semester) with the details of the Evaluation Scheme, including the distribution of the weightage for each of the components of evaluation.

## 6.0 ATTENDANCE REQUIREMENTS

- 6.1 In order to maintain high standards and academic excellence, all students must attend every lecture, tutorial, studio, field work, laboratory, practical classes and all other such curricular sessions as prescribed by the Program requirements.
- 6.2 To account for approved leave of absence (for instance, representing the University in State/National/International Competitions/Events/Conferences, etc.) and/or other contingencies like medical emergencies, the attendance requirement shall be a **minimum of 75%** of the classes actually conducted.
- 6.3 However, **where higher (than 75%) attendance requirements are prescribed by Regulatory Bodies (like DG Shipping, COA, etc.) for specific Programs, the same will be mandatorily adhered to without exception.**
- 6.4 A student with less than 75% attendance, or falls short of the mandatory requirement as referred to in Clause 6.3 above, in a course during a semester, in all curricular sessions as described in Clause 6.1 taken together as applicable, and irrespective of nature of absence, will not be permitted to appear in the End Semester Final Examinations of the course in which the shortfall exists, irrespective of the student’s academic performance in the continuous assessments. **The student shall be awarded ‘FR’ grade in that course.**
- 6.5 The attendance records will be announced/displayed periodically to sufficiently warn the students who are falling short of attendance.
- 6.6 The final attendance records for the entire semester will be displayed by the respective faculty/course instructor handling a course, with the approval of the HOD, at least two calendar days before the last day of classes in the current semester, or on the date as mentioned in the Academic Calendar.

## 7.0 ACADEMIC PERFORMANCE EVALUATION AND GRADING SYSTEM

- 7.1 The University follows a Letter Grading System. Semester-wise academic performance evaluation of every registered student is done through various modes of assessments. Based on the combined performance in all assessments, the student is awarded a letter grade in every course taken by him/her in a particular semester as per the curriculum. These letter grades not only indicate a qualitative assessment of the student’s performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point are given in **Table 1**.

<i>Table 1. Letter Grades with Grade Points and Brief Description</i>		
Letter Grade	Grade Point	Brief Description
A <sup>+</sup>	10	Outstanding Performance
A	9	Excellent
B <sup>+</sup>	8	Very Good
B	7	Good

C <sup>+</sup>	6	Above Average
C	5	Average Performance
D	4	Minimum for Pass
F	0	Fail, due to Poor Performance
FR	0	Fail, due to shortage of Attendance, or penalized for Malpractice in examinations
U	–	Audited Satisfactorily
S	–	Satisfactory
N	–	Unsatisfactory
I	–	Incomplete

- 7.2 The Academic Performance Evaluation of a student in a course shall be according to a Letter Grading System based on the class performance distribution.
- 7.3 The Letter Grade (A<sup>+</sup>, A, B<sup>+</sup>, B, C<sup>+</sup>, C, D, F, and FR) indicates the level of academic performance, assessed on a decimal (0-10) scale.
- 7.4 **Earned Credits:** This refers to the credits assigned to the course in which a student has obtained either ‘S’ grade, or any one of the letter grades ‘A<sup>+</sup>’, ‘A’, ‘B<sup>+</sup>’, ‘B’, ‘C<sup>+</sup>’, ‘C’, ‘D’ (but not ‘F’, ‘FR’, ‘U’ and ‘N’).

## 8.0 DESCRIPTION OF GRADES

- 8.1 An ‘A<sup>+</sup>’ grade stands for outstanding achievement, relative to the class. The Course Instructor shall take utmost care in awarding of this highest letter grade.
- 8.2 A ‘D’ grade stands for marginal performance and is the minimum passing letter grade.
- 8.3 **‘F’ and ‘FR’ Grades:**

The ‘F’ grade denotes failure in a course due to very poor performance. The Course Instructor shall take utmost care in declaring a student as failed in the course.

‘FR’ grade denotes failure in a course due to shortage of attendance, as per the minimum attendance requirement criteria prescribed in Clause 6.0.

The students who have been awarded ‘F’ grade in a course in any semester may be allowed to appear for a Make-Up Examination (refer Clause 14.0). All the ‘F’ (other than the courses for which an improved grade is obtained by the student in the make-up examinations) and ‘FR’ grades secured in any course stay permanently on the grade card.

A student who obtains ‘FR’ grade in any course has to necessarily re-register for the course in the subsequent semesters/sessions whenever the course is offered until a passing grade is obtained. However, for an elective course in which ‘F’ or ‘FR’ grade has been obtained, the student may either repeat the same course, or register for any other elective course as specified in the Program Curriculum.

- 8.4 **U Grade:**

This grade is awarded in a course that the student opts to register for **Audit**. It is not mandatory for the student to go through the entire regular process of evaluation in an audit course. However, the student has to satisfy the minimum attendance requirement, and, complete the minimal level of evaluation as stipulated in the course plan by the Course Instructor and approved by the corresponding DUGC/DPGC/DRPC, for getting the “U” grade awarded in a course, failing which that course will not be listed in the Grade Card.

The student does not earn credits for the Audited course.

### 8.5 S and N Grades:

These grades are awarded for the University Mandatory Learning Courses. The 'S' grade denotes satisfactory performance and completion of a course. The requirements for receiving 'S' grade for the University Learning Courses, will be clearly stated in the course/session plan.

The 'N' grade is awarded for non-completion of course requirements and the student will have to re-register for the course until he/she obtains the 'S' grade. The 'N' grade secured in a course stays permanently on the Grade Card.

### 8.6 I (Incomplete):

An 'I' is not a grade but a placeholder which denotes incomplete performance in any course due to absence at the end semester examination due to medical grounds (refer Clause 14.2) and gets converted to an appropriate regular letter grade after the semester end make-up examination. In case the student does not avail the make-up examination, this will be converted to a 'FR' grade and the student will have to repeat the Course.

## 9.0 EVALUATION OF PERFORMANCE

The overall performance of a student will be measured by two indices: **SGPA** which is the Semester Grade Point Average and **CGPA** which is the Cumulative Grade Point Average.

- 9.1 The performance of a student in a semester is indicated by a number **Semester Grade Point Average**. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. SGPA for a semester is computed as follows:

$$\text{SGPA} = \frac{[\sum (\text{Course credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points), including 'F' and 'FR' (in that semester).}}{[\sum (\text{Course credits})] \text{ for all courses with letter grades (with grade points), including 'F' and 'FR' (in that semester).}}$$

- 9.2 **The Cumulative Grade Point Average** indicates overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as SGPA, considering all the courses. CGPA is computed as follows:

$$\text{CGPA} = \frac{[\sum (\text{Course credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points), including all 'F' and 'FR' grades.}}{[\sum (\text{Course credits})^*] \text{ for all courses with letter grades (with grade points), including all 'F' and 'FR' grades.}}$$

- \* Whenever a student reappears for a course in which he / she has been awarded 'F' or 'FR' grade, the CGPA computations will not once again include the course credits for the failed courses in the denominator.

- 9.3 The SGPA and CGPA are calculated to TWO DECIMAL PLACES.

## 10.0 DISPLAY OF IN-SEMESTER CONTINUOUS EVALUATION PERFORMANCE

- 10.1 In-Semester Continuous Evaluation performance of all students in a Course is communicated by the respective faculty/course instructor to the students before the end semester examination. A consolidated Tabulation Sheet of all Continuous Evaluation Marks for all courses in a Program is prepared by the concerned HOD and communicated to the COE before the commencement of the End Semester Final Examinations.



## **11.0 EXAMINATION SCHEDULE**

- 11.1 Examination Schedule, as per dates indicated in the Academic Calendar, will be prepared by the HODs and submitted to Examination Section at least three weeks before the start of End Semester Examination. The COE will notify the consolidated Examination Schedule for all the students one week before the commencement of Examinations.
- 11.2 The semester end Make-up Examination Schedule shall be published by the COE.

## **12.0 DISCLOSURE OF THE EVALUATED ANSWER SCRIPTS AFTER END SEMESTER FINAL EXAMINATION**

- 12.1 Answer scripts of End Semester Examinations of the program shall be shared with the students on pre notified date(s) in the Department/School/Institute concerned subject to following conditions:
  - (a) Answer books shall be shown to the students by the faculty/course instructor of the department as the schedule announced by the COE;
  - (b) Student shall be entitled to check whether all answers have been evaluated and marked;
  - (c) Marks have been correctly totaled.

If the student finds any discrepancy, he/she shall bring the same into the notice of the faculty concerned. Faculty, in turn, shall report the matter to the Head of the Department/School/Institute with detailed report for rectification of discrepancy and re-notification to the student and submission of correct marks to the COE.

- 12.2 If student is not satisfied with the outcome of the discussion with the faculty, he/she can apply for re-evaluation of the specific question(s) by making a written request to the COE and on payment of the re-evaluation fee prescribed from time to time. If during the re-evaluation, marks for that particular questions(s) change by more than 5% of the total marks allotted for the same, a change report will be created and submitted to COE for correction, and the fee amount will be refunded to the student.

There will be no increase of marks if the change is less than 5%, and the fee deposited will be forfeited.

## **13.0 APPEAL FOR REVIEW OF GRADES**

- 13.1 The entire process of evaluation shall be made transparent, and the course instructor shall explain to a student why she/he gets whatever grade she/he is awarded, if and when required. A mechanism for review of grades is incorporated in the evaluation system.
- 13.2 However, before appealing for such review, a student shall first approach the concerned Faculty/Course Instructor and then the concerned DUGC/DPGC/DRPC, with the request to do the needful; and only in situations where satisfactory remedial measures have not been taken, the student may then appeal to the Academic Appeals Board (AAB) which shall be chaired by the COE.
- 13.3 In case of any such grievances about the grades, the student may appeal for review of grades to the Academic Appeals Board (AAB) before the date specified in Academic Calendar.
- 13.4 The fee for such an appeal will be decided by the University from time to time. If the appeal is upheld by AAB, then the fee amount will be refunded to the student.

## **14.0 MAKE-UP EXAMINATION**

- 14.1 Provision of semester end (scheduled during the inter-semester break) make-up examinations shall be available to such students only, who fall under Clauses 14.2 and 14.3 below. In no other circumstances, semester end make-up examination shall be available to students.
- 14.2 A student, who fails to appear in some or all courses of the Semester at the End Semester (Final) Examination due to medical contingency requiring hospitalization and the said student informs the HOD

concerned timely (i.e. before the last date of the said End Semester Examination) and submits the application to appear for the make-up examinations, along with the relevant medical documents and certificates in proof of the medical contingency and hospitalization. The HOD concerned shall make a specific report to the DUGC/DPGC/DRPC in this regard. The respective Committee may grant permission on the merit of individual cases and forward the application to the Academic Office of the University. The student concerned will be assigned the placeholder grade ‘I’ for the course(s) until the declaration of the final grades the student is able to obtain after the make-up examination.

- 14.3 Students who have failed in one or more courses (‘F’ Grade) and /or have secured ‘D’ Grade in one or more courses, may avail the benefit of the Make-up Examination to pass/improve their grades. Such students shall submit the application form for the make-up examination to the Academic Office of the University.
- 14.4 In the case of a student who appears for the make-up examination under Clause 14.2 above (medical contingency and hospitalization), the final letter grade awarded will be on the basis of his performance in the make-up examination and considering the marks obtained by the student in all other continuous(internal) assessments as prescribed by the concerned Program Curriculum.
- 14.5 For students who have once failed (F grade) in any course, and/or, had secured a ‘D’ grade in the course(s), **a maximum of C grade only** will be awarded in subsequent Make-Up examinations irrespective of their performance.
- 14.6 If the student fails in courses attempted in the make-up examination, the student will be awarded ‘F’ grade in the course(s) and will have to re-appear for the examination to be conducted as scheduled in the following semester end.
- 14.7 No special Make-Up examination will be available for Practical, Field work, Laboratory, Term Project and such practice based courses. If a student has secured an ‘I’ Grade or ‘F’ Grade in such courses, they can only be completed by repeating the courses in the following semester(s) when they become available for registration.

## 15.0 SUMMER TERM

- 15.1 The Summer Term is a special provision to enable students who have failed in courses, or have secured low grades, in the previous semesters to repeat the course(s), on offer, at an accelerated pace, but with same rigor and completeness of the Course Plan and Evaluation Scheme for the Course as prescribed in the concerned Program Ordinances Curriculum. The total number of contact hours for the courses remains the same as that during the regular semesters, and therefore the courses run at accelerated pace. Extra classes will be conducted during the Summer Term to provide for the time required to complete the coursework. The evaluation and grading patterns also remain the same as during the regular semesters.
- 15.2 Registrations for a Summer Term, may be made open to students of some Departments/Institutes and scheduled as per the Academic Calendar.
- 15.3 The Departments/Institutes will announce the Courses on offer for Registration on the prescribed dates. The student cannot request for a specific course to be offered.
- 15.4 Students have to register for the course(s), subject to conditions mentioned in following clauses, and on **payment of prescribed fee per course**.
- 15.5 A student can register for Courses up to maximum of 12 credits.
- 15.6 The students, who are registering for Summer Term must submit a completed Summer Term Registration Card, checked and verified by the office of COE and HOD concerned, to the Academic Office of the University. The Registration Card will contain the list of failed and/or lower graded course(s) for which the student is registering.

- 15.7 Only those students who fulfill the following conditions will be permitted to register for the Summer Term:
- (a) have paid all required fees and other charges including hostel charges, where applicable, for the Summer Term,
  - (b) have cleared all University fees and Hostel dues of previous semester(s) /year(s), and
  - (c) have not been debarred from getting registered for a specified period on disciplinary or other grounds.
- 15.8 Attendance requirements as prescribed in Clause 6.0 and its sub-clauses, are applicable to the students registering for course(s) in the Summer Term.

## **16.0 PROMOTION**

- 16.1 **Early Termination:** Given that some of the best meritorious take admission at this University after a rigorous merit-based admission process, it is expected that all of them perform very well, and fully utilize the various opportunities provided for their academic advancement. However, in a few cases, students may be unable to cope with the rigor of studies often due to a lack of aptitude or interest. Early recognition of this tendency permits corrective action to be taken in time, and the students to pursue their careers elsewhere. The DUGC/DPGC/DRPC in consultation with the COE will recommend early termination of studentship and the name of a student will be struck off from University Roll in the following situations:
- (a) At the end of the First Year of the Program: Students having secured a CGPA of LESS THAN **3.50** (After taking into account the grades obtained in the semester end make up examinations and the Summer Term after the completion of the Second Semester, if applicable.)
  - (b) If a student cannot complete all the Courses of the First Year (both I & II semesters) in all respects within first Two Academic Years of the concerned program. (Example: If a student of a 4-Year Degree Program does not complete all courses of the First Year by the end of the Second Year of the Program.)
- 16.2 Students who are struck off from the University Roll as per the Clause 16.1(a) and (b) above, will not have any claim on any refund of the Fees paid to the University. Only the interest-free Security Deposit will be refunded, after deducting any Fee dues to the University, including Hostel and other such dues.
- 16.3 **Yearly Promotion:** Promotion of a student from an even semester to the next higher (odd) semester is subject to the condition that the student must have secured a CGPA of AT LEAST **4.5** at the end of the academic year (after considering the results of the semester end Make-Up Examination and the Summer Term after the completion of the even semester, if applicable). A student will have to repeat the year if she/he fails to satisfy this condition.

## **17.0 REJOINING A PROGRAM**

A student who discontinues the academic program for any reason and rejoins the program at a later date shall be governed by the Ordinances, courses of study, syllabi and the University fee structure in force at the time of his/her rejoining the program.

## **18.0 USE OF UNFAIR MEANS**

Academic malpractices are severely dealt with. In case of malpractice during any of the evaluations like assignments, quizzes, tests, and examinations, the course instructor shall assign a 'I' grade in the course immediately on occurrence and report the matter to the HOD concerned. If the HOD finds that the offence is serious enough, she/he may further refer the matter to the COE for further investigation and action.

## 19.0 TRANSFER OF CREDITS

The courses credited elsewhere, in Indian or foreign University/Institutions/Colleges by students during their study period at the University may count towards the credit requirements for the award of degree. The credits transferred will reduce the number of courses to be registered by the student at the University. The guidelines for such transfer of credits are as follows:

- 19.1 Students can earn external credits from Institutions of National Importance and other Indian or foreign Universities/Institutes/Colleges with which the University has an MOU (and that MOU must have a specific clause for provision of credit transfer by students).
- 19.2 Credits transferred will not be used for SGPA/CGPA computations. However, credits transferred will be considered for overall credits requirements of the program.
- 19.3 Credits transfer can be considered only for the course at same level, i.e., UG, PG, etc.
- 19.4 A student must provide all details (original or attested authentic copies) such as course contents, number of contact hours, course instructor /project guide and evaluation system for the course for which he/she is requesting a credits transfer. He/she shall also provide the approval or acceptance letter from the other side. These details will be evaluated by the concerned departmental academic bodies (DUGC or DPGC) before giving approval. These academic bodies will then decide the number of equivalent credits the student will get for such course(s) in the University. The complete details will then be forwarded to Dean (Academic) for approval.
- 19.5 The maximum number of credits that can be transferred by a student shall be limited to 50% of the minimum credit requirements specified for the award of the degree.
- 19.6 Credit Transfer shall be allowed for Online Courses as approved by the concerned DUGC / DPGC.

## 20.0 MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAM

- 20.1 The maximum duration for completion of a program, shall be as detailed below:

Normal Duration	Maximum Duration
1	2
2	4
3	5
4	7
5	8
6	9

- 20.2 The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma/certificate in prescribed duration, shall stand cancelled and no degree/ diploma shall be awarded.
- 20.3 The time taken to improve the Grades/CGPA shall be counted in 'Maximum Duration' allowed for completion of a program.

## **21.0 REQUIREMENTS FOR THE AWARD OF DEGREE / DIPLOMA**

- 21.1 A student shall be declared to be eligible for the award of the concerned degree/diploma if she/he has:
- (a) fulfilled the Minimum Credit Requirements for the award of the Degree/Diploma
  - (b) secured of minimum CGPA of **5.00** in the concerned Program at the end of the Semester in which she/he completes all the requirements for the Degree/Diploma
  - (c) no dues to the University, Departments, Hostels, Library, and any other such centers/departments of the University
  - (d) no disciplinary action pending against her/him.

21.2 The award of the degree must be recommended by the concerned Departmental/Program Academic Committee (DUGC/DPGC/DRPC) to the Academic Council, for approval and for further recommendation to the Governing Body.

### **21.3 Award of Class:**

The award of Class in all programs would be based on the CGPA in the concerned Program at the end of the Semester in which she/he completes all the requirements for the Degree/Diploma.

Classes will be awarded as per the following scale:

- (a) CGPA of 8.00 and above shall be declared as *First Class with Distinction*
- (b) CGPA from 6.50 to 7.99 shall be declared as *First Class*
- (c) CGPA of 5.00 to 6.49 shall be declared as *Second Class*

### **21.4 Percentage Equivalence:**

Though, under Letter Grading System, there is no absolute conversion of SGPA/CGPA into percentage of marks, the University shall, for purposes of comparison with other degree awarding Institutions / Universities, or, if required by any Regulatory Body, issue an 'Equivalence Scale for Conversion of SGPA/CGPA'. However, the equivalence certificate will be issued to a student only on specific request for the same.

## **22.0 POWER TO REVISE, MODIFY, AMEND**

### **Notwithstanding anything contained in the above Ordinances:**

- 22.1 The Academic Council has the right to revise, amend or modify any of the above Ordinances from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities.
- 22.2 In case of a dispute, the decision of the Academic Council will be final and binding.
- 22.3 In case of difficulty in application of any of the clauses of the Ordinances specified above, the Vice Chancellor shall have all powers to amend/modify/remove the difficulty in the relevant Ordinance.

## ANNEXURE

### COMMITTEES AND FUNCTIONARIES

#### I. DEPARTMENTAL UNDER GRADUATE COMMITTEE (DUGC)

- (a) "Department" refers to the School/Institute/Department offering UG Programs (BA, B.Sc., B.Arch., B.Des, B.Tech, BFA, BPA ...)
- (b) Constitution:

Members	Designation	Remarks
Chairman	Head of School/Institute	Ex Officio
Members (Four) from within the School/Institute	Two Faculty Members representation from Senior Profs/Senior Faculty and Two Assistant Professors	Appointed by Chairman
Member (One)	Senior Faculty member from another School/Institute of the University	Nominated by Dean (Academic)
Member Secretary	Faculty member from the School/Institute	Appointed by the Chairman
All Members to have a tenure of One Year		

- (c) There shall be one DUGC for every School/Department/Institute that is involved in teaching UG Degree Programs.
- (d) The Chairman may co-opt and/or invite more members, if necessary.
- (e) The quorum for each meeting shall be five.
- (f) Functions:
- i. To monitor the conduct of all UG Programs of the Department/School/Institute.
  - ii. To ensure academic standard and excellence of the UG Programs offered by the Department.
  - iii. To consolidate the Registration List of the students and communicate to Course Instructors, and also to the Academic Section and Examination Office.
  - iv. To review and approve the Course Plan (Session Plan) submitted by the Faculty/ Course Instructor for each Course and forward the collated Course Plans of each Program to the Dean (Academic).
  - v. In cases where a course is taught by more than one faculty member, or by different faculty members for different sections of students, DUGC shall co-ordinate (only in case of need) among all such faculty members regarding the Course Plan and evaluation of such courses.
  - vi. To develop/revise the curriculum for undergraduate courses offered by the Department, and recommend the same to the BOS.
  - vii. Moderation (only if and when found necessary) in consultation with the Course Instructor, and approval of the finalized grades, before submission of the same to the Academic Section and Examination Office.
  - viii. To arrange to obtain the Student Feedback for every Courses at the end of each Semester, and to submit the consolidated report of such feedback to the Head of Department/School and a copy of the same to the Dean (Academic).

- ix. To conduct at least two meetings each semester and send the Resolutions of the Meeting to the Dean (Academic), and also to maintain a record of the same in the Department.
- x. Any other responsibility or function assigned by the Chairman of BoS and/or Dean (Academic).

**II. DEPARTMENTAL POST GRADUATE COMMITTEE (DPGC)**

- (a) “Department” refers to the School/Institute/Department offering PG Programs (MA, M.Sc., MBA, M.Tech, M.Des, M.Arch, MFA, MPA, etc. and, all PG Diploma Programs)
- (b) Constitution:

Members	Designation	Remarks
Chairman	Head of School/Institute	Ex Officio
Members (Four) from within the School/Institute	Two Faculty Members representation from Senior Profs/Senior Faculty and Two Assistant Professors	Appointed by Chairman
Member (One)	Senior Faculty member from another School/Institute of the University	Nominated by Dean (Academic)
Member Secretary	Faculty member form the School/Institute	Appointed by the Chairman
All Members to have a tenure of One Year		

- (c) There shall be one DPGC for every School/Department/Institute that is involved in teaching PG Degree Programs and PG Diploma Programs.
- (d) The Chairman may co-opt and/or invite more members, if necessary.
- (e) The quorum for each meeting shall be five.
- (f) Functions:
  - i. To monitor the conduct of all PG Programs of the Department.
  - ii. To ensure academic standard and excellence of the PG Programs offered by the Department.
  - iii. To review and approve the Course Plan (Session Plan) submitted by the Faculty/ Course Instructor for each Course and forward the collated Course Plans of each Program to the Dean (Academic).
  - iv. In cases where a course is taught by more than one faculty member, or by different faculty members for different sections of students, DPGC shall co-ordinate (only in case of need) among all such faculty members regarding the Course Plan and evaluation of such courses.
  - v. To assign/approve Project Guide(s) for each student for the Major Project Work/Dissertation Work/Internship Programs and to constitute the committee(s) and processes to evaluate the Major Project Work/Dissertation Work/Internship Programs
  - vi. To develop/revise the curriculum for postgraduate courses offered by the Department, and recommend the same to the BOS.
  - vii. Moderation (only if and when found necessary) in consultation with the Course Instructor, and approval of the finalized grades, before submission of the same to the Academic Section and Examination Office.

- viii. To consolidate the Registration List of the students and communicate to Course Instructors, and also to the Academic Section and Examination Office.
- ix. To arrange to obtain the Student Feedback for every Courses at the end of each Semester, and to submit the consolidated report of such feedback to the Head of Department/School and a copy of the same to the Dean (Academic).
- x. To conduct at least two meetings each semester and send the Resolutions of the Meeting to the Dean (Academic), and also to maintain a record of the same in the Department.
- xi. Any other responsibility or function assigned by the Chairman of BoS and/or Dean (Academic).

### III. ACADEMIC APPEALS BOARD (AAB)

- (a) There shall be one AAB for every School/Institute.
- (b) Constitution:

Members	Designation	Remarks
Chairman	Controller of Examinations	Ex Officio
Members (Three) from within the School/Institute	Three Faculty members, preferably, One Professor, One Associate Professor and One Assistant Professor	Nominated by the Head of the School/Institute
Member (One)	On Professor/ Senior Faculty member from another School/Institute of the University	Nominated by Dean (Academic)
Member Secretary	Faculty Advisor of the Class from where the Appeal originates	Appointed by the Chairman
All Members to have a tenure of One Year		

**Note:**

- i. The Chairman may co-opt and/or invite more members.
  - ii. If the concerned faculty/course instructor is a member of AAB, then she/he shall keep herself/himself out of the AAB during deliberations.
  - iii. The quorum for each meeting shall be four.
- (c) Functions:
    - i. To receive grievance/complaints in writing from the students regarding anomaly in award of grades due to erroneous tabulation, evaluation, etc. and redress the complaints.
    - ii. To interact with the concerned course instructor and the student separately before taking the decision.
    - iii. The decision and recommendations of the AAB shall be communicated to the Dean (Academic) for further appropriate action as required.



#### IV. CLASS COMMITTEE

- (a) Every Class of the Degree Program (for example, 1<sup>st</sup> Year of a Program, Section A, etc., as applicable) shall have a Class Committee, consisting of Faculty members and Students.
- (b) Constitution:

Members	Designation	Remarks
Chairman	Senior Faculty Member of the Parent/Teaching Department, not associated with the Class	Appointed by the Head of the School/Institution
Members (Faculty)	All Course Instructors of that Class	
Members (Students: Four to Six)	Student Representatives from the Class	Chosen by the students amongst themselves
Member Secretary	Faculty Advisor associated with some or all students of the Class	Appointed by the Head of the School/Institution
All Members to have a tenure of One Year		

- (c) Functions:
- i. The basic responsibilities of the Class Committees are to review the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes.
  - ii. Each Class Committee will communicate its recommendations to the HOD/DUGC/DPGC of the Parent/Teaching Department.
  - iii. There shall be at least one Class Committee meeting at the middle of every semester as indicated in the academic calendar. However, additional class committee meetings may be convened as decided by the HOD.
  - iv. The minutes of each Class Committee meeting shall be recorded in a separate minutes register maintained in the Parent/Teaching Department.
  - v. Any appropriate responsibility or function assigned by the Chairman of the DUGC/DPGC.

#### V. FACULTY ADVISOR

- (a) The Faculty Advisor(s) will be appointed by the HOD of the parent Department/School, who will be assigned a specific group (batch of new admissions) of students of the concerned parent department, and will be valid throughout their duration of study.
- (b) Functions:
- i. To help the students in planning their courses and related activities during their study period.
  - ii. To monitor, guide, advise and counsel the students on all academic matters.
  - iii. To coordinate the activities regarding mandatory learning courses.
  - iv. Member Secretary of the respective Class Committee

## **VI. COURSE INSTRUCTOR**

(a) Functions:

Every Course Instructor shall perform the following functions and roles:

- i. Adhere to all the Ordinances related to teaching of a course and evaluation of students.
- ii. Responsible for all the records (i.e., course registration, internal assessment answer books, attendance, etc.) of the students registered for the course.
- iii. Conduct classes as prescribed in the Academic Calendar and as per the teaching assignment Time-Table issued by the HOD.
- iv. Arrange to distribute a Course Plan (inclusive of the evaluation plan, distribution of weightages for the various components and details of how the student's performance will be evaluated in the course) to all the students within the first week of each semester.
- v. Properly document the students' performance and announce to the students (including on the notice board) as stipulated in the Ordinances.
- vi. Will report to the HOD on a periodic (monthly) basis, the potential cases of very poor academic performance as well as those of low attendance, that would possibly result in a 'F' or 'FR' grade at the end of the semester.

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