



# JSPM UNIVERSITY PUNE

Recognized by UGC u/s 2 (f) of UGC Act 1956 and enacted by the  
State Government of Maharashtra - JSPM University Act, 2022 (Mah.IV of 2023)

## POST GRADUATE ACADEMIC RULES AND REGULATIONS

for

**PG PROGRAMMES**

(FOR the AWARD of M.A. / M.B.A. / M.C.A. / M.Com./ M.Sc. / M. Pharm. / M.Tech.  
DEGREES/DIPLOMAS/CERTIFICATES)

**July 2023**

Applicable with effect from  
Academic Year: 2023-24

## 1. Short Title and Commencement

- a) These Regulations shall be called the “JSPM UNIVERISTY PUNE “ JSPMUni” Regulations for the Award of M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. Degree(s) / Diploma(s) / Certificate(s)”.
- b) They have been evolved, drafted, and implemented after deliberations in and approvals from the Academic Council, Board of Management and the Governing Body of the University and are subject to change/modifications from time to time; (major modifications at a frequency of TWO years in synchronization with the Curriculum Structure revision and minor changes as and when applicable)
- c) The latest revised version shall be applicable for students enrolling for all the M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. Degree / Diploma / Certificate Programmes at the University from the Academic Year 2023-24.
- d) The regulations prescribed by Pharmacy Council of India (PCI) will be applicable to M.Pharm. Programme

## 2. Definitions

- (a) “Academic Council” means Academic Council of the University; Authority” means the Government or University or School or Dean or Director or Head of the Department/ Center, as applicable.
- (b) “Academic Coordinator” means the Academic Coordinator of the School.
- (c) “Academic Year” means year with a beginning date and ending date, which will be as decided by the Academic Council, each year.
- (d) “AICTE” means All India Council for Technical Education;
- (e) “Authority” means the Government or University or School or Dean or Director or Programme Coordinator / Head of the Center, as applicable;
- (f) “Board” means Governing Body of the University.
- (g) “CIE” means Continuous In-semester Evaluation.
- (h) “Course” means in individual teaching subject typically lasts in a semester;
- (i) “Dean” means Dean of the Faculty, with the specific functions also indicated along with the title;
- (j) “Director” means Director of the School and/or with the specific functions also

indicated along with the title;

- (k) "ESE" means End Semester Examination;
- (l) "Government" means Government of Maharashtra;
- (m) "Honours" means a set of courses taken from the verticals of the same programme of M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. study by a student, over and above the prescribed credits for B.A. /B.B.A. /B.C.A./ B.Com./ B.Sc./ B.Pharm./B.Tech. and receiving an additional certificate.
- (n) "M.A." means Master of Arts, a Postgraduate Degree awarded by the University;
- (o) "M.B.A." means Master of Business Administration, a Postgraduate Degree awarded by the University;
- (p) "M.C.A" means Master of Computer Applications, a Postgraduate Degree awarded by the University;
- (q) "M.Com." means Master of Commerce, a Postgraduate Degree awarded by the University;
- (r) "Minor" means a set of courses taken by a student from same discipline or interdisciplinary programmes, over and above the prescribed credits for M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. and receiving an additional certificate;
- (s) "M.Pharm." means Master of Pharmacy, a Postgraduate Degree awarded by the University;
- (t) "M.Sc." means Master of Science, a Postgraduate Degree awarded by the University;
- (u) "M.Tech" means Master of Technology, an Postgraduate Degree awarded by the University;
- (v) "NEP 2020" means National Education Policy, 2020.
- (w) "PCI" Pharmacy Council of India
- (x) "Postgraduate Regulations" means JSPM University Pune Regulations for the Award of M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. Degree / Diploma / Certificate;
- (y) "Prescribed" means prescribed by these or any other Regulations of the University from time to time;
- (z) "Programme" means a combination of courses and/or requirements to be completed that lead to a degree or diploma or certificate;

- (aa) “Program Coordinator” means Academic Coordinator of the Department of the University;
- (bb) “Registrar” means the registrar of the University.
- (cc) “School Council” means School Council of specific Departments of the University.
- (dd) “SPPC means School Postgraduate Programme Committee, a sub-committee of School Council to plan and implement policies for PG programmes;
- (ee) “University” means JSPM University Pune (JSPMUni)
- (ff) “PG” means Postgraduate Degree programme;
- (gg) “UGC” means University Grants Commission

### 3. Preamble

The Regulations prescribed herein have been made by JSPM University Pune, a self-financed University of Government of Maharashtra, recognized under section 2(f) of the University Grants Commission (UGC), to facilitate the smooth and orderly conduct of its academic programmes and activities at the M.A./ M.B.A./ M.C.A./M.Com./M.Sc./ M.Pharm /M.Tech. level. It is expected that the Regulations will enable the students to take advantage of the various academic opportunities at the University and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

- a) The provisions made herein shall apply to all the M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech.programmes offered at the University at present;
- b) They shall also apply to all the new PG Programmes which may be started at the University in the future;
- c) Academic and non-academic requirements prescribed by the Academic Council must be fulfilled by the students for eligibility towards the Award of M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. degree / diploma / as the case be;
- d) The other Post Graduate Diploma (viz. Data Science & AI (PGDSAI), Enterprise Resource Planning (PGDERP), Electric Mobility (PGDEM), etc.) programmes offered by JSPM UNIVERSITY will follow their respective programme wise academic

rules and regulations.

#### **4. Admissions**

- a) The intake capacity of each programme, including the number of seats to be reserved for the students of different categories shall be decided and resolved by the Academic Council, approved by the Board of Management, the Governing Body with statutory body approvals, wherever required. The same channel shall be followed for the inception of new PG Programmes in the University.
- b) The University shall admit PG students under the following categories:
  - I. Regular Students
    - These students shall spend full time at the University and may receive financial assistantship from the University or any other recognized funding agency as applicable subject to fulfilment of prescribed criteria from time to time.
  - II. Sponsored Students
    - A student in this category is sponsored by a recognized R&D organization, National University, Government/semi-Government organization, Educational University approved by the competent authority or industry for undertaking any of the official PG programme in the University on a full-time basis. (Minimum 2 years' experience)
- c) Admissions to the first year of all the PG programmes shall be made before the start of each Academic Year, through the process as prescribed under section 35 of the JSPM University Act, for both professional and non-professional courses, or on the basis of any other relevant entrance examination or eligibility criteria as decided and published by the Government from time to time.
- d) The University shall also admit a limited number of students of Children of Indian Workers in Gulf countries (CIWGC), Non-Resident Indian (NRI), Persons of Indian Origin (PIO) and Foreign National categories as per Government and statutory body rules, wherever applicable, in the first year of the respective PG programmes.
- e) The University reserves the right to revoke the admission made to a student if it is found at any time after admission that he/she does not fulfil all the requirements stipulated in the offer of admission to a PG programme as laid down by the

competent Authority.

- f) The University also reserves the right to cancel the admission of any student and discontinue his/her studies at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct. Also, in the case the student wants to cancel his/her admission due to any personal reasons, at any juncture, he/she shall need to apply through a proper channel (Guardian Faculty Mentor → Programme coordinator/ Head of the Centre → Director of the respective School → Dean of the respective Faculty → Dean Academics → Controller of Examinations → Students' Section), with the application endorsed by his/her parents. The Guardian Faculty Mentor may take help from a trained University Counsellor, if needed. The admission shall be cancelled after obtaining 'NO-DUES' from ALL relevant sections of the University, as per the norms.

## 5. Academic Calendar

- a) Each Academic Year shall be divided into two main semesters, each of 19 weeks, viz., odd semester (July — November) and even semester (January — May) and 8 weeks Summer Term (Supplementary Semester, May– June).
- b) The University shall arrange regular academic activities for the students during the two main semesters and students can undergo Summer Internship Programme (SIP) during the Summer Term, while those with backlogs can summer intern at the University, alongside registering for makeup courses.
- c) The academic activities in a semester shall normally include course registration, teaching-learning process comprising of course work, Continuous In-semester Evaluation (CIE), dropping/withdrawal from courses, End Semester Examination (ESE) and declaration of results.
- d) The University shall announce the schedule for all the academic activities well before the commencement of the Academic Year and take all the necessary steps to follow them scrupulously.
- e) The University shall also announce adequate intra-semester and inter-semester breaks for the students and ensure that a minimum of 180 academic working days is available during the Academic Year.
- f) A typical breakdown of the Academic Year for the M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. programme at the University shall be as suggested in Table 1:

**Table 1 : Suggested Breakdown of Academic Year into Semesters**

1. No. of Semesters/ Year	Three; Two being Main Semesters (Odd and Even) and one being Summer Term;
2. Semester Durations:	Main Semesters: Approx.19 Weeks each; Summer Term: Approx. 8 Weeks;
3. Academic Activities and Examinations	Main Semester (Odd or Even): Registration of Courses- 1 day; Course work- 14 weeks and 5 days; Examinations- 3 weeks; Declaration of Results- 1 week;

<p>(Weeks):</p>	<p>Total: 19 weeks;</p> <p>Re-Examination: (for failed courses in odd and even Main semesters. For the First Year even semester, Re-examination will overlap with Summer Term)</p> <p>Registration of Courses- 1 day; Re-Examination Preparation-4 days; Re-Examinations- 5 days; Declaration of Results- 2 days; Total: 2 weeks;</p> <p>Summer Term:</p> <p>For the failed students: Registration of Courses- 1 day; Course Work- 6 weeks and 5 days; Examinations- 4 days; Declaration of Results- 2 days; Total: 8 weeks;</p> <p>For the regular students: Internship / OJT/ FP / CEP for 8 weeks;</p> <p>Inter-Semester Break:</p> <p>After odd Main Semester- 2 weeks; After even Main Semester – 4 weeks;</p> <p>Total: 6 weeks for regular students and 4 weeks for students appearing for Re-examinations</p>
<p>4. Extra-Curricular Activities (Days)</p>	<p>University Level Technical Festival (3 days) University level Cultural Festival (3 days)</p> <p>Annual Sports event (3 days)</p> <p>JSPM Startup Fest (2 days)</p>



## **6. In-campus Residence**

- a) Interested PG students may apply for the hostel accommodation at the time of admissions, as the University is partially residential, and it can admit a limited number of girls students in the hostels.
- b) The method of admission for PG students" hostels, rent payable per each seat allotted and the discipline to be followed by the residents shall be governed by "Rules and Regulations" framed by the University in this regard from time to time.
- c) Each PG student selected for hostel admission shall be provided with a seat in one of the hostel rooms identified for this purpose on sharing basis and there shall be no family accommodation available in the hostel for married students.
- d) Students residing in the hostels shall adhere to the prescribed hostel discipline and pay the hostel/mess charges regularly, as any failure to do so, may lead to a withdrawal of hostel facilities of such students.
- e) Hostel residents shall apply for a leave of absence and get the same approved by appropriate higher authorities (Hostel Rector & Director of respective School) before leaving the hostel even for a few days, as any failure to do so may lead to cancellation of hostel admission of such students.
- f) Students residing in the hostels shall be required to clear all the dues of the hostel and vacate their rooms at the end of each Academic Year, as they shall be considered for afresh hostel admission of the new Academic Year.

## **7. Code of Conduct and Discipline**

- a) All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the University.
- b) Unsocial activities like ragging in any form shall not be tolerated within or outside the precincts of the University and the students found indulging in them shall be dealt with severely and dismissed from the University as per the rules set by the Authority.
- c) The following additional acts of omission and/or commission by the students within or outside the precincts of the University shall constitute a gross violation of code of conduct punishable as indiscipline:

- I. Lack of courtesy and decorum, as well as indecent behaviour.
  - II. Willful damage of the property of the University/Hostel or of fellow students;
  - III. Possession/consumption/distribution of alcoholic drinks and banned drugs;
  - IV. Mutilation or unauthorized possession of library material, like. books;
  - V. Noisy and unseemly behaviour, disturbing the peace in the University/Hostel;
  - VI. Hacking in computer systems, either hardware or software or both;
  - VII. Any other act considered by the University as of gross indiscipline.
  - VIII. Bringing pet animals/ birds are prohibited in the hostel premises.
- d) In each case above, the punishment shall be based on the gravity of the offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from the examination, rustication for a period, to outright expulsion.
- e) The reprimanding authority for an offence committed by students in the Hostels and in the Department or the classroom shall be respectively, the Rector of the Hostels and the Programme Coordinator/Director of the concerned Department/School respectively.
- f) In all the cases of offences committed by students in jurisdictions outside the purview of Clause (e), the Director Students Affairs shall be the Authority to reprimand them.
- g) All major acts of indiscipline involving punishment other than mere reprimand shall be considered and decided by the Chairman, Students Disciplinary Committee appointed by the Governing Body.
- h) All other cases of indiscipline of students, like the adoption of unfair means in the examinations shall be reported to the Dean Academic, for taking appropriate action and deciding on the punishment to be levied. Guidelines for unfair means/malpractices during examinations are described in detail in Section 14.
- i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the registrar, who shall constitute appropriate Committees to review the case.

## 8. Programme Duration

- a) The duration of PG Programme for a student to complete the academic and other requirements at the University and qualify for the award of Degree by the University shall be normally of 5 years at the maximum, if a student seeks to EXIT after 1 year, a “POSTGRADUATE DIPLOMA” will be awarded, and at the end of 4 Semesters, a “DEGREE” will be awarded.

A student will be allowed to enter/re-enter only at the odd semester and can only exit after the even semester. Re-entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test records.

- b) The number of credits required to obtain a “Postgraduate Diploma or Postgraduate degree as applicable for 2023-24 admitted students is given hereunder:
- (i) A minimum of 80-82 credits for award of “DEGREE” for M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. programmes;
  - (ii) 40-44 credits for award of “POSTGRADUATE DIPLOMA”, for M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. programmes
- c) Academically weaker students shall be encouraged to conduct their studies at a slower pace and complete their PG Degree requirements in more than 4 semesters. The maximum duration for the course completion shall be of 7 Academic Years from the first date of registration in the University.
- d) Clause (c) above shall apply to three types of students at the University:
- I. Those who wish to complete the PG Degree requirements comfortably without encountering failure in any course.
  - II. Those who failed to complete the due credits of a particular semester and went on to accumulate the backlogs.
  - III. Those who wish to avail a temporary withdrawal from the Programme after receiving approval from the Authorities. The details about this clause are given in Section 19.
- e) In all the cases above (c), a student shall have to complete the PG Degree Programme requirements of the prescribed credits within 7 Academic Years. Failure to complete the PG Degree Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the University forthwith.
- f) A student shall not be awarded a PG Degree Programme if the Cumulative Grade

Point Average (CGPA) at the end of the programme is less than 5.0. For such students, the Performance (CGPA) Improvement Scheme is recommended wherein the student is eligible to take any three courses for improvement. The details about the Performance (CGPA) Improvement Scheme are given in Section 22.

## 9. Course Structure

- (a) Each course offered in the M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. curriculum at the University shall be listed by using a certain alphanumeric course code in which the first set being letters and the remaining being numerals, as follows:

**Table 3 : COURSE CODES**

Code for type of Course (Abbreviation in alignment with NEP 2020)	Year & Revision No. of Course	Complete Course Code in One Column					
		Faculty Code	Programme Code	Code for Level of Program (Certificate, UG, PG, Ph.D)	Course code number (two digits for course serial number)	Underscore	Semester in which it is offered
PCC	23-0	V	MS	M	01	_	02

### Example: PCC 23-0 VMSSM01\_02

Where V stands for Faculty of Business Management and Commerce,  
MS stands for Common Subjects,  
M stands for Masters Programme

- (b) All the theory, laboratory courses as well as experiential learning in the said courses in the M.A. /M.B.A. /M.C.A./ M.Com./ M.Sc./ M.Pharm./ M.Tech. Curriculum will have 0.5-5 credits and a student shall acquire these credits after he/she completes its teaching-learning-evaluation process successfully.
- (c) The assignment of credits to course work shall follow the well-accepted practice at leading institutions, with one credit being defined to mean:
- Theory/Lecture course conducted for one hour per week in a semester.
  - Tutorial conducted for one hour per week in a semester.
  - Laboratory/Practical/Studio conducted for two/three hours per week in a semester.
  - Experiential learning of 4 hr per week in a semester.
  - Internship / On Job Training / Field Project / Community Engagement Programme

of two weeks in a semester.

- Project work conducted for two hours per week in a semester.
  - Seminar course conducted for one hour per week in a semester.
- (d) Each student of the M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. programme shall be required to earn a total of prescribed credits respectively during his/her studentship at the University to qualify for the PG Degree/Diploma award. In case a student opts for Honors/Minors certification schemes from 1<sup>st</sup> Semester onwards for any of the PG programmes, he/she will have to earn an additional minimum 12 credits (with minimum 3 additional credits per semester) to qualify for such certification.
- (e) Each student shall register for specifically prescribed credits per semester as per the respective PG Programme during his/her studentship at the University. The exact number of credits to be registered by a student in a semester in a particular Department shall be decided by his/her Faculty Advisor based on the student's academic performance in the preceding semesters.
- (f) The medium of instruction for course work and examinations at the University shall be English.
- (g) The course work for the Programme shall be broadly divided into TWENTY-TWO main course groups, as follows (in alignment with NEP 2020 GR of 4<sup>th</sup> July, 2023 for professional courses and NEP GR of 20<sup>th</sup> April 2023, for Non-professional courses):
- Ability Enhancement Course (AEC)
  - Basic Science Course (BSC)
  - Engineering Science Course (ESC)
  - Environment Education Course (EEC)
  - Humanities, Social Sciences & Management Courses (HSMC)
  - Indian Knowledge System (IKS)
  - Interdisciplinary Open Elective Course (IOC) Other than a particular program
  - Internship (IITP) / On the Job Training (OJT)/Community Engagement Programme (CEP)/Field Project (FP)
  - Lab Course (LC)
  - Liberal Learning Courses (LLC)
  - Mandatory Learning Course (MLC)

- Multidisciplinary Minor Course (MMC)
  - Programme Core Course (PCC)
  - Programme Elective Course (PEC)
  - Programme Specific Bridge Course (PSBC)
  - Programme Specific Mathematics Course (PSMC)
  - Project (PROJ)
  - Research Methodology Course (RMC)
  - Self-Learning Course (SLC)
  - Skills Enhancement Course (SEC)
  - Value Education Course (VEC)
  - Vocational Skill Course (VSC)
- (h) The SPPC of the concerned School shall be responsible for designing and planning the curriculum and syllabi for all the courses included in the Programme for the approval by the Academic Council. However, the Dean Academics along with the respective Deans of the school shall be in charge of the University-wide implementation of course work, timetables, and related requirements of the Programme.
- (i) There shall be two schemes offered for the project work, namely Scheme A and Scheme B. A student opting for Scheme A shall carry out the project work at the University spanning two semesters, wherein, a student opting for Scheme B shall spare one complete semester at an Industry/Research Organization or at another University of higher eminence (Academia)
- (j) Each School shall mandatorily include industrial training and/or fieldwork (Internship) of 4-6 weeks for all the students of the School every Academic Year. However, these shall be arranged during the Summer Term period following the even semester of studies at the University.
- (k) Moreover, those students who take the summer term due to backlog of courses shall be given Mini projects for hands on exposure which shall be considered equivalent to Internship Credits.
- department at the end of First Academic Year. However, these shall be arranged during the Summer Term period following the even semester of studies at the University.

## 10. Course Registration for the Semester

- a) At the beginning of the first semester of the PG Programme, every student shall be required to register his/her profile on the University MIS portal and every student shall be allocated with a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time.

### PRN Number is of 11 Digits

- **First 1 digit:**                      **Level of Program**
- **Second and Third digits:** **Year of Admission**
- **Fourth and Fifth digits:** **School number**
- **Sixth and Seventh digits:** **Programme number**
- **Last four digits:**                      **Roll Number**

e.g.

**1 roll no. student of MBA admitted in 2023:**

**PRN Number is “42301510001”**

**Where**

**4 stands for level of**

23 stands for student admitted in year 2023.

01 stands for School of Business Management

51 stands for Programme no here it is Management

0001 is the no given to particular student.

- b) Each Department shall assign Faculty Advisors for its students in consultation with the Dean Academics and Director Students Welfare. The responsibilities of the Faculty Advisors shall include helping the students in planning their course works and other academic activities at the Department and to regularly monitor and advise them on their academic and other performance at the University. For the students of the First Year during the first two semesters in any Department, the Faculty Advisors may be assigned from the respective faculty or School.
- c) Each student shall be required to register for course work by following the advice of the Faculty Adviser at the commencement of each semester on the day fixed for semester credits registration as notified in the Academic Calendar.
- d) Students who fail to register for course work on the notified date may be permitted

by the Director of the School for late registration till the last date of registration announced in the Academic Calendar after payment of an additional late registration fee fixed by the University.

- e) Only those students shall be permitted to register for course work who have:
- I. Cleared all dues of the University, Hostel and Library including fines (if any) of the previous semester,
  - II. Made all the required advance payments towards the University and Hostel dues for the current semester before the closing registration date and
  - III. Not been debarred from registration of courses on any other specific ground.
- f) Each student shall fulfil the following conditions at the time of registration of course work in any semester:
- I. Each student of the first year shall register for all the courses on a “Normal Learners Track” in the first two semesters, with the flexibility to drop one/two courses up to the minimum permissible limit of 18 credits in each case.
  - II. A student shall be permitted to register on an “Outstanding Learners Track” for more than the average semester credit load, i.e., up to a maximum of 28 credits, if he/she has shown outstanding performance in course works in the previous semesters, i.e., CGPA  $\geq$  8.0.
  - III. On the other hand, students who have acquired less than 70% (after the decimal values in the calculated percentage rounded up to the next integer value) credits out of the total assigned First Year credits after completing the First Year, shall be on the “Slow Learners Track” and need to register again and continue attending the lectures of the pending courses in the following year itself. Such students shall not be allowed to register for the Second Year of the PG Programme.
  - IV. Students who acquired a minimum of 70% credits out of the total assigned First Year credits after completing the First Year with a CGPA  $\geq$  5.0, shall register for all courses of the Second Year and pending courses of the First Year. In case of overlapping of lectures in the time table, students shall be permitted to register for the equivalent MOOC course as approved by the concerned Director of the School and Dean Academics.
- g) ESE shall be conducted once for a course in the main semester, but to give an



opportunity to failed students, the Re-examination shall be conducted after every main semester on the dates announced in the Academic Calendar.

- h) A Summer Term shall be offered during the summer period as notified in the Academic Calendar primarily to facilitate the students to attend the First-Year courses in which they have failed. A Special Summer Term shall be offered to the Final Year students, those who are remaining with only less than or equal to 12 credits to complete the prescribed UG Degree requirements in the current Academic Year.
- i) A student shall be allowed to register for a maximum of four theory courses in a Summer Term.
- j) A student shall have the possibility to drop a course in the middle of a semester as per the Academic Calendar, without mention in the Semester Grade Report, with the concurrence of the Faculty Advisor and after intimating the concerned course instructor(s) and the Examination Cell. However, it shall not be possible for a student to register for an alternative course in place of the dropped course in that semester.

## **11. Attendance**

- (a) Each student shall be required to attend at least 75 percent of all the conducted classes like lectures, tutorials, laboratories, studios, and workshops to be permitted to attend the end semester examination. A student who has not attended a minimum of 75% of all the conducted classes shall be declared as detained for the course(s) and shall not be permitted to attend the End Semester Examination.
- (b) Students shall also be required to take part in any other academic and co-extra-curricular activities and attend the camps, as and when arranged by the University during the Academic Year.
- (c) Students desirous of continuous leave of absence for less than two weeks during a semester shall apply for it in advance to the Programme Coordinator of the Department providing reasons and supporting documents, if any and get it approved.
- (d) Continuous absence due to illness or any other reason for a period less than two

- weeks in a semester, for which a student could not make a prior application, may be condoned by the Programme Coordinator of the Department after proper verification.
- (e) The Dean Academics shall be the Authority for sanctioning the leave of students outside clauses (c) and (d) above, after receiving their applications along with recommendations of the respective Programme Coordinators of Departments.
  - (f) In the case of the long absence of a student in a semester with prior approval or otherwise, Dean Academics shall decide whether the student be asked to withdraw from the Programme for that particular semester.
  - (g) In all the cases of leave of absence as per Clauses (d)-(f) above, the period of leave taken shall not be condoned for the purpose of fulfilling the attendance requirements stipulated in the Clauses (a) and (b).
  - (h) It shall be the responsibility of a student residing in the hostel to intimate the Warden of his/her hostel and also the concerned course instructors regarding his/her absence before proceeding on leave.
  - (i) Students not having the mandatory requirement of minimum 75% attendance in any course(s), shall be detained and not be permitted to appear for the end semester examination in that particular course(s) and awarded 'R' Grade in that course(s).
  - (j) Such student shall be detained in the same class and will not be recommended to appear for the end semester examination.
  - (k) Such student has to register/repeat in study mode for the subject in which he/she has shortage of attendance, as and when the course is offered next.
  - (l) In case of change of syllabus of a given course and/or if course is discontinued; in consultation with his/her faculty advisor the student shall register for an equivalent/appropriate course in the offline or MOOC mode and complete the course as a regular student.
  - (m) When a student gets 'R' grade in any course(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these courses(s).
  - (n) After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.

## 12. Grading System

- (a) For the course(s) in which the total number of registered students are equal to or less than 10 (ten), the University shall follow an absolute grading system.

The University shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the end of every semester, as given in Table 2 (a).

**Table 2 (a): Letter Grades and Grade Points for absolute grading**

Grade	Range of Marks	Grade Points	Description
O	100-96	10	Outstanding
A+	95-86	9	Excellent
A	85-76	8	Very Good
B+	75-66	7	Good
B	65-56	6	Above average
C	55-46	5	Average
D	45-40	4	Pass
F	<40	0	Fail
Ab	--	0	Absent
P	--	Passed	
NP	--	Not Passed	
AU (Audit Course)	--	4-10	P/ NP
I	--	--	Transitional Grade
R	--	--	Insufficient Attendance / Detained

- (b) For the course(s) where more than 10 (ten) students are registered, the University shall follow a relative grading system.

The University shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the end of every semester, as given in Table 2 (b).

**Table 2 (b): Letter Grades and Grade Points for relative grading**

Grade	Grade Points	Description
O	10	Outstanding
A+	9	Excellent

A	8	Very Good
B+	7	Good
B	6	Above average
C	5	Average
D	4	Pass
F	0	Fail
Ab	0	Absent
P	Passed	
NP	Not Passed	
AU (Audit Course)	4-10	P/ NP
I	--	Transitional Grade
R	--	Insufficient Attendance / Detained

- (c) B. Pharm Program will follow guidelines of PCI for the award of Grades.
- (d) In addition to the grades given in Table 2, the instructors shall use a transitional grade 'I' as described in Clause (j) below.
- (e) A student is considered to have completed a course successfully and earned the credits if the student secures a letter grade other than Grade 'I' or Grade 'F' in that course. Letter grade F in any course implies failure in that course.
- (f) A *Semester Grade Point Average* (SGPA) shall be computed for all the students in a School/Department for each semester, as follows:

$$SGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n)}{(C_1 + C_2 + C_3 + \dots + C_n)}$$

where,  $n$  is the number of courses registered during the semester,  $C_j$  is the number of credits allotted to a particular course and  $G_j$  is the grade points corresponding to the grade awarded to the student for the course.

- (g) A *Cumulative Grade Point Average* (CGPA) shall be computed for all the students in a School/Department at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m)}{(C_1 + C_2 + C_3 + \dots + C_m)}$$

where  $m$  is the number of courses registered up to that semester,  $C_j$  is the number of credits allotted to a particular course and  $G_j$  is the grade points corresponding to the grade awarded to the student for the course.

- (h) Whenever, a student repeats or substitutes a course in any semester, the lower of the two grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
- (i) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- (j) The transitional grade 'I' shall be awarded in two cases:
  - I. If a student has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous In-semester Evaluations (CIE), but absent in End Semester Examinations due to convincing genuine reasons (as explained in clause (s) in Section 13).
  - II. Not having sufficient progress to submit the project work (as explained in clause (w) in Section 13).
- (k) When a student gains the grade 'I' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the 'I' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after the conversion of grade 'I' to the appropriate grade as obtained after passing the respective courses.
- (l) It shall be open to each student to take additional courses for audit from the fifth semester onwards, with the concurrence of the Faculty Advisor. Students having CGPA  $\geq 8.0$  and acquiring all the stipulated previous credits shall be normally encouraged to take such courses. While the performance of the student in audited courses shall be included in the Semester Grade Report, they do not contribute to SGPA or CGPA of the concerned student.
- (m) It shall be open to each student to take additional courses for audit from the second semester onwards, with the concurrence of the Faculty Advisor. Students having CGPA  $\geq 8.0$  and acquiring all the stipulated previous credits shall be normally encouraged to take such courses. While the performance of the student in audited courses shall be included in the Semester Grade Report, they do not contribute to SGPA or CGPA of the concerned student.

### **13. Performance Assessment**

- (a) There shall be an assessment evaluation of all the students attending a course, like a lecture course, Laboratory/Tutorial/Design/Drawing/Studio course/Experiential Learning or a combination of the above (known as Integrated course). This evaluation shall be done in two parts, as follows, both of them being important in assessing the students' performance and achievement in the particular course:
- I. **Continuous In-semester Evaluation (CIE):** normally conducted by the course Instructor all through the semester. This shall include mid-term tests: Test 1/Test 2, daily/weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem solving, group discussions, quiz, seminar, mini-project and other means. The course Instructor shall declare the detailed examination/evaluation scheme for conducting the various segments of CIE and their weightages at the beginning of the semester.
  - II. **End Semester Examination (ESE):** conducted by the course Instructor, preferably jointly with an external examiner; this shall include a written examination for theory courses and practical/design/drawing examination with built-in oral part for laboratory/design/drawing courses.
- (b) The University shall maintain a high standard in both CIE and ESE and ensure the declaration of final results of the courses attended by a student in a semester before the end of the semester as per the Academic Calendar.
- (c) CIE and ESE shall have 50:50 weightage. Performance of a student in a course shall be judged by taking into account the results of CIE and ESE together.
- (d) While the conduction of CIE for a course shall be the responsibility of the Course Instructor and the School/Department concerned, ESE shall be organized centrally by the Examination Cell of the University. The records of both CIE and ESE shall be maintained by the Examination Cell.
- (e) Question Papers: For being able to conduct achievement testing of the students in an effective manner, good question paper shall be used as the principal tool, making it necessary for the question papers at CIE and ESE to:
- i. Cover the sections of the course syllabus uniformly;
  - ii. Be unambiguous and free from any defects/errors;
  - iii. Emphasize knowledge testing, problem solving and quantitative methods;
  - iv. Contain adequate data/ other information on the problems assigned;
  - v. Have clear and complete instructions to the students.
  - vi. Be set taking into consideration Bloom's Taxonomy and align the questions to one or more Course Outcomes (COs) as per the philosophy of Outcome Based Education

(OBE).

- (f) There shall be two types of questions to be set by the course Instructor for the question paper at both CIE and ESE, viz.,
- i. **Multiple Choice Questions**, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it. Such a question paper shall be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students. Usually, no more than 10% of the questions in a paper for CIE or ESE shall be of this type.
  - ii. **Comprehension Questions**, having all questions of the regular type to be answered in detail. Such a question paper shall be useful in the testing of overall achievement and maturity of the students in a course, through long answer questions relating to theoretical/practical knowledge, derivations, problem solving, Experiential Learning and quantitative evaluation.
  - iii. The guidelines mentioned in 'i' and 'ii' are indicative of minimum standards of evaluation. However, the Instructors are encouraged to follow innovative schemes of evaluating the students for CIE, after its intimation to the students well in advance.
- (g) CIE shall be conducted exclusively by the course Instructor, who shall spell out the components of CIE in advance, maintain transparency in its operation and declare the evaluation results in time as notified in the Academic Calendar. The course Instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Controller of Examinations. The course Instructor shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
- (h) For a MOOC course, the performance assessment shall be conducted by either the Course Instructor or by the MOOC platform or both and an equivalent grading pattern shall be followed in line with the University norms.
- (i) Attendance for all examinations, both CIE and ESE of each course shall be compulsory for the students. Absence in any CIE tests shall automatically lead to awarding zero marks for the respective test. Absence in ESE shall automatically lead to the award of grade F in that course. Such absent students shall not be eligible for Re-examination of failed courses. (Also refer clause (s) in Section 13.)
- (j) Students having the following deficiencies shall not be permitted to attend the ESE/Re-Examination/Summer Term:
- I. Disciplinary action by the University pending against him/her;
  - II. Failure to meet the standards of attendance prescribed;
- (k) The question papers, particularly at ESE, shall be set covering the entire syllabus and the

students shall be given an opportunity to answer questions from the full syllabus of the course by restricting their choice out of each unit in the syllabus. The total choice/ option given to the students to solve the ESE paper shall not exceed 20 %. For this to be realized, the course syllabi shall be well drafted, be defect-free and properly unitized (or modularized) to enable the distribution of questions in the question papers to cover the whole syllabus. These aspects shall have to be taken into account, in particular, by the SUPC of the concerned School.

- (l) ESE shall be preferably conducted jointly by the course Instructor and an external examiner appointed for this purpose by the University. In this case, considering the tight time schedule for the various tasks connected with ESE, the external examiner shall be associated with the course Instructor only in the setting of the question paper or conducting the oral examinations.
- (m) The answer scripts of ESE shall be evaluated by the Course Instructor/External Examiner as the case may be. The course Instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Controller of Examinations.
- (n) The passing standard/threshold for each of the THEORY courses COULD be minimum of 30 out of 100 marks from the CIE and ESE scores taken together, based on relative grading principle, for each of the courses assessed individually in a Semester.
- (o) However, this does not indicate that minimum passing marks in a given course is 30 out of 100. The minimum passing mark may be say, 45 out of 100. It all depends on the difficulty level of the question paper and the performance of the class as a whole in a given course.
- (p) For each semester, a student must score a minimum of 20% in CIE (10 marks out of 50 marks) [i.e, TEST- 1, TEST- 2 and ASSIGNMENTS TAKEN TOGETHER] and 20% in ESE (10 marks out of 50 marks) to be eligible to get a letter grade other than F based on relative grading for a given THEORY course.
- (q) For LAB course(s) (PR/OR/EL) a student must score a minimum of 40% in CIE (20 marks out of 50 marks) and 40% in ESE (20 marks out of 50 marks) to be eligible to get a letter grade other than F based on relative grading for the given lab/project/seminar course.
- (r) For any Integrated Course (where theory and laboratory/EL are combined into a single course), Re-Examination shall be conducted only for the ESE component of the theory in the respective semester. Existing CIE components of the Examination scheme of theory and all the components of Laboratory/EL shall be used for final grading.
- (s) If a student is failed in integrated course with combined exam heads (PR & OR), he/she has to reappear for the course with both the heads, whenever such a course is conducted next. However, individual passing in PR and OR will be 40% each.



- (t) The concerned course Instructor shall also be responsible to award letter grades and to submit the final results of the course to the Controller of Examinations through the Programme Coordinator of the Department before the last date as notified in the Academic Calendar.
- (u) In the case of other requirements, such as seminar, comprehensive viva-voce, the assessment shall be made as determined by the Dean Academics of the University.
- (v) The Transitional Grade 'I' shall be awarded by the course Instructor for a course(s), if a student has satisfactory attendance at the classes and performance in other CIE components of assessment (sum of marks obtained for Test1, Test2 and daily/weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem solving, group discussions, quiz, seminar, mini-project and other means taken together is greater than or equal to 50%), but absence in ESE in a semester for valid and convincing reasons acceptable to the School/Department.
- (w) Exemptions in the case of a student being absent in CIE tests or End Semester Examinations shall be permitted by ensuring the gravity and genuineness of each case.
  - I. The genuine reasons to be absent in CIE tests or ESE shall include:
    - i. A student having ill health or other emergency medical reasons which disables him/her from appearing at the examination;
    - ii. A calamity in the family (Death of a parent or sibling, a serious illness involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) at the time of the examination, which required the student to be away from the University;
    - iii. Representing University in University/ State/ National/ International competitions of repute;
  - II. The following are not adequate reasons to be absent in CIE and ESE:
    - i. Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching for jobs, etc.
  - III. The student shall be required to intimate the reasons for absence to the Faculty Advisor on or before the day of CIE Test/ESE through a proper channel. Later, a hard copy application has to be submitted to the Faculty Advisor within 7 days of the scheduled CIE Test/ESE. Applications received after this period shall not be entertained. In the case of a student representing the University at the national level competition, prior permission has also to be taken from Director Student Welfare. In the case of medical reasons, a student shall be required to submit the relevant proofs (Prescription and

medical certificate from the Registered Medical Practitioner, Medicine purchase bill etc.). In the case of Family calamity, the application must be duly signed by the parent. A committee comprising of Faculty Advisor, Programme Coordinator and Dean Academics shall decide whether to permit for re-test/re-examination based on the gravity and genuineness of each case.

- IV. A student shall be permitted for Re-test for either Test 1 or for Test 2, not for both. The Course instructor shall decide to give a Re-test or an assignment for the missed CIE within 10 days of the scheduled CIE tests under certain circumstances only.
  - V. A student being absent in ESE, after receiving permission for Re-examination, Grade 'I' shall be awarded for such failed ESE course(s). Grade 'I' awarded to such course(s) shall not be considered for SGPA calculation during the main semester. After the Re-examination, the student shall be awarded the grade as gained in the Re-examination and the new SGPA is calculated based on the gained grade in the Re-examination.
- (x) In order to express course-wise learning experience of a student, the University announces the participation of each student in academic feedback twice during every semester. The two feedbacks are known by the "Mid-Semester Student's Feedback" and the "End Semester Student's Feedback" and their schedule shall be announced in the Academic Calendar.
- (y) Also Infrastructure feedback and course exit survey will be given by students before the declaration of the result in the semester.
- (z) The hall tickets for examinations practised at the University assure the students for which examinations of which courses they shall be eligible to appear for. It is mandatory for a student to present the Hall ticket for Test 1 and Test 2 of CIE tests and the End Semester Examinations.
- (aa) The students shall be allotted the hall tickets only if they have given the Mid-Semester Student's Feedback before the Test 2 and End Semester Student's Feedback before the ESE.
- (bb) Evaluation of Project work/Internship Report:
- I. Scheme A:
    - i. The project work shall be conducted in two stages, spread over two consecutive semesters.
    - ii. The project work shall be carried out under the supervision of a Project Supervisor assigned by the department.
  - II. Scheme B
    - i. The project work shall be conducted in a single stage, during the even semester and additionally during the Inter-Semester Break period in an Industry/Research Organization or with an University of higher

- academic eminence.
- ii. The project work shall be carried out under the supervision of Project Supervisors assigned by the department as well as external Industry/Research Organization /Higher Academia.
  - iii. If the Industry/ Research Organization /Higher Academia has any Intellectual Property Rights concern, a Memorandum of Understanding (MoU) shall be signed between the University and Industry/ Research Organization /Higher Academia stating various norms.
- III. The evaluation of the project work shall be based on the work assigned by the Project Supervisor(s), Project Presentation Examination, project report and assessment by the Project Evaluation Committee. Project Presentation Evaluations shall comprise of a Mid Semester evaluation and End Semester Evaluation and both the evaluations shall be carried out at the department itself.
  - IV. In the case of Scheme A, at the end of the first stage, the student shall be required to submit a preliminary report of the work done as part of evaluation before a prescribed date to the Project Supervisor and present the same before an Internal Project Evaluation Committee. This shall be followed by taking up the second stage of work in the following semester.
  - V. In the case of Scheme A, attendance is mandatory at the University, wherein, for Scheme B at the Industry/ Research Organization/Higher Academia.
  - VI. The Controller of Examinations shall receive a panel of names as identified as the External Project Evaluation Committee for a student from the SUPC Chairman of the concerned school at least two weeks before the submission of the second stage of project work. In the case of Scheme B, one of the members of the External Project Evaluation Committee shall be from the Industry/ Research Organization/Higher Academia, if an MoU exists.
  - VII. A student shall submit three unbound, typed copies of the project report (one for each examiner), prepared according to the prescribed format required by the School/Department at least one week before the date of Project Presentation Examination.
  - VIII. The School/Department shall record the date of submission of the project report and arrange to send copies of the same to the External Project Evaluation

Committee within a few days before the date fixed for the Project Presentation Examination. The department project coordinator shall notify the date of the Project Presentation Examination to the External Project Evaluation Committee and also to the student, with a copy marked to the Controller of Examinations. Then the project report shall be evaluated by the Project Evaluation Committee and the result shall be submitted to the Project Coordinator, who in turn shall forward it to the Controller of Examinations.

- IX. On successful completion of the Project Presentation Examination, the student shall be required to submit two bound copies of the final, corrected project report, one being for the Department and the other for the Project Supervisor. In the case of Scheme B, the project report shall be endorsed by both the supervisors from the department as well as Industry/ Research Organization/Higher Academia. Also, the project report shall include a certificate endorsed by the Industry/ Research Organization/Higher Academia.
- X. A student desirous of extension of time, up to a maximum of 3 months from the prescribed date for submission of the project report, shall seek permission for the same from the Project Supervisor and Programme Coordinator of the Department. The SUPC shall consider such requests, case by case, before giving permission.
- XI. If the SPPC is convinced that the progress of a student in project work is insufficient, the concerned students shall be temporarily awarded the transitional grade 'I'. Further, if the project report of the student is not submitted within the extended time period, the grade 'I' shall be automatically converted to the grade F. Such students who fail in the assessment of project work shall be required to re-register in the following semester.

#### **14. Guidelines for Unfair Means / Malpractices During Examinations**

- (a) No student shall use unfair means or indulge in disorderly conduct at CIE or ESE examinations. In the case of unfair means/malpractices observed by Invigilator/Squad/Course Instructor, the respective Answer Script shall be sealed along with the concerned material belongings in a green envelope with the undertaking signed by the student and overleaf signed by Invigilator/Squad/Course Instructor. Such sealed

envelope labelled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination.

(b) Disciplinary Committee of Examination shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations, decisions of the committee shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.

(c) The unfair means/malpractices shall include the following:

- I. During examination time having in possession or access to:
  - i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book/Open Net Examination.
  - ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, which shall potentially be used for communication or copying.
  - iii. Anything was written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
  - iv. Anything was written or signs made on the body of the student or his/her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.
  - v. Anything was written on the question paper which may have relevance to the syllabus of the examination the concerned course.
- II. Giving or receiving assistance in answering the question papers to or from any other student /person in the examination hall or outside during the examination hours.
- III. Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.
- IV. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- V. Impersonating any student or getting impersonated by any person for taking the examination.

- (d) A student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the Disciplinary Committee of Examination. The committee after consideration of the case shall decide punishment as one or more of the following:
- I. Cancellation of the examination of the course in respect of which he is found to have been guilty; and/or
  - II. Cancellation of the examination of the semester examination for which the student was participated and/or debarring from the examination for the future semester(s).
  - III. Any other punishment deemed suitable by the Disciplinary Committee of Examination.
- (e) The following norms for punishment shall be followed:
- I. If a student is found having in his/ her possession of any material relevant to the syllabus of the concerned course of examination but was not copied from or used it, the punishment shall be the cancellation of the examination of that particular course and the student shall be awarded grade F in that course. However, if the material found in possession of the student is insignificant, nature the punishment may be relaxed to the extent that the student shall be given a chance to appear in the Re-examination.
  - II. If a student is found during examination/evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that particular course and grade F shall be awarded.
  - III. If the behaviour of a student on being caught is unsatisfactory/non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.
  - IV. If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.

- V. If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in the corridor, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.
- VI. If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.
- VII. If a student is found in damaging/tampering/scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he/she shall be awarded Grade FF in that course with all the consequences to follow.
- VIII. If a student impersonates any other student in connection with the examination or during the examination, the punishment shall be the cancellation of the examination of both the students of the present semester and both shall be awarded grade F in all the courses of that semester and a year down of both the students.
- IX. If a student takes allotted or additional answer script outside the examination hall or replace the allotted answer script with another answer script during examination or replace the evaluated answer script with another answer script while showing answer script to the student after the answer script evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester.
- X. If a student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course Instructor/Invigilator while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester.
- XI. For combination(s) of unfair means/malpractices from serial No. I to VII or

- repetition of any unfair means/malpractices from serial No. I to VII by a student more than once, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester and a year down of the student.
- XII. For combination(s) of unfair means/malpractices from serial No. VIII to X or repetition of any unfair means/malpractices from serial No. VIII to X by a student more than once, the punishment shall be the cancellation of the admission of the student from the said programme.
- XIII. If a student is found active/inactive part of any social media means used for unfair means/malpractices in the examination, the punishment shall be fine of Rs. 5,000/- for inactive students and for an active student, one step shall be downgraded in terms of the grade earned to a minimum of DD grade for maximum three high scoring courses.
- XIV. If mobile phone or programmable calculator or any other electronic gadgets of a student is confiscated during the examination, the punishment shall be fine of Rs. 2,000/- and the confiscated item shall be returned only after the last day of the scheduled semester examination.

## **15. Method of Awarding Letter Grades**

- (a) The course Instructor shall award the letter grades to the registered courses for all students based on the marks secured by them in both CIE and ESE together. This shall be done by following an absolute or relative grading system based on the use of statistics. The Directors of the School shall convene a SPPC committee meeting for preliminary scrutiny and moderation (if necessary) at the School/Department level and approve the grading.
- (b) The course Instructor shall submit two copies of the result sheets for each course, giving both the marks and the grades awarded to the Programme Coordinator of the Department, before the due date specified in the Academic Calendar. This shall be forwarded to the Controller of Examinations soon thereafter by the Programme Coordinator of the Department.
- (c) All the evaluated answer scripts of CIE in a course shall be returned to the students from time to time during the semester. However, the answer scripts of ESE shall only



be shown to the students during the specified period after the evaluation. The Course Instructor shall submit the detailed results sheets together with ESE answer scripts and any other relevant documents connected with ESE to the Controller of Examinations who shall hold it for a period of at least two consecutive semesters. Steps shall be taken to destroy the same only after obtaining permission from the Dean Academics at the end of the prescribed period.

- (d) A student shall be given an opportunity to appeal to the Dean Academics about a course Instructor for awarding lower grade in a course than the expected grade. The appeal shall be made with an application before the commencement of the next semester upon payment of prescribed fees. In such a case, the concerned SPPC Chairman shall form a committee comprising of the course Instructor, another course expert of the same course from the University and the Programme Coordinator of the Department and arrange a meeting of the aggrieved student with the committee. The committee shall review the previous evaluation, show the answer script and the performance to the student. If the student is satisfied, the matter shall be closed at this stage. On the other hand, if a revision of marks allotted is called for, the same shall be carried out and all the records, including the Semester Grade Report, shall be corrected soon thereafter. In the latter case, the prescribed fee paid by the student shall be returned.
- (e) Withholding of Grades: The grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the University or has disciplinary action pending against him/her.

## **16. Re-Examination**

- (a) ESE of the main semester shall be conducted for a course once in a semester. But to give an opportunity for students who appeared for ESE, but failed, the re-examination shall be conducted after every semester, for the theory courses only offered in that semester.
- (b) The Re-examination shall be held as per dates notified in the Academic Calendar.
- (c) Re-Examination facility shall also be extended to students who may have missed the ESE of one or more courses in a semester for valid reasons and was already awarded the grade 'I'.

- (d) Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar. A student can appear for the re-examination of all the failed theory courses of that semester.
- (e) The students, who have dropped the course(s) (with a prior permission from the Director of the School) or have been detained for any reason in the course(s), shall NOT be allowed to take the Re-examination of the respective course(s).
- (f) For any even semester of the first year M.A./M.B.A./M.C.A./M.Tech./M.Sc./M.Pharm. courses, the re-examination of such courses may be synchronized with the ESE of the Summer Term. Moreover, a student who is detained in a course shall be receiving a F grade with an asterisk mark indicating that he/she was detained in the specific course.
- (g) For taking Re-examinations of a regular course, the students need not have to attend the lectures in that course once again. For final grading, Test 1, Test 2 and daily/weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem solving, group discussions, quiz, seminar, mini-project and other means taken together and scores of the respective semester shall be used.
- (h) For any Integrated Course (where theory and laboratory are combined into a single course), Re-Examination shall be conducted only for the ESE component of the theory in the respective semester. Existing CIE components of the Examination scheme of theory and all the components of Laboratory shall be used for final grading.
- (i) In the case of a failed MOOC course, where the examination is taken by the MOOC platform it will be mandatory for the students to appear for the examination conducted by MOOC, in case examination is not conducted by MOOC, then, the Re-examination shall be conducted at the University level. However, the similar grading yardstick of course originally conducted in MOOC platform shall be considered for the grade award.
- (j) The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
- (k) The grade range used for the course shall be the same as that of ESE of the main semester. After conduction and evaluation of Re-Examination, the course Instructor shall award the appropriate grade to the student for the concerned course.
- (l) To ensure that the students do not misuse the Re-Examination facility by intentionally failing in the ESE and using the Re-Examination as a chance to improve to a better

grade, the grading in Re-examination shall be one grade less compared to what the student would have obtained based on main ESE (relative) grading pattern, subject to a minimum grade of DD. The students, who missed regular examination due to valid genuine reasons and appear for Re-examination after receiving permission from the Dean Academics, shall be awarded the grade as gained in the Re-examination.

- (m) The course Instructor shall communicate the Re-examination grades of each student to the Controller of Examinations (through Programme Coordinator of the Department) within the notified date in the Academic Calendar.
- (n) Any outstanding Grade 'I' after the declaration of results of the Re-Examination shall be automatically converted into grade F.
- (o) Semester Grade Reports of the regular semester shall have an asterisk mark against Re-examination cleared courses (except the ones received permissions from Dean Academics for genuine reasons).
- (p) Thereafter, a student shall have to re-register in all the failed courses at any further semester when they are offered again.

## 17. **Summer Term**

- (a) Departments shall have the flexibility to conduct Summer Term during the summer for the backlog courses of the First Year M.A./M.B.A./M.C.A./M.Tech./M.Sc./M.Pharm. as per the Academic Calendar.
- (b) The Summer Term shall be utilized primarily to facilitate the failed students to attend the First Year courses in which they have failed and not for launching any new courses for gaining credit.
- (c) A Special Summer Term shall be offered to the Final Year students who have fewer than or equal to 12 credits and / maximum of four courses, remaining to finish the prescribed UG Degree. in the current Academic Year. The offering of a summer term for the Courses of Second Year or Third Year is optional. All courses taken by students during summer term will be on payment of fees per credit notified by the University from time to time.
- (d) The academic activity in the Summer Term shall be at double the rate as compared to the main semester; e.g., 1 credit of course work shall require two hours/week in the classroom, so that the contact hours are maintained the same as in the main semester.

It shall also be necessary to fulfil the requirements of CIE and ESE for all the courses like in the main semester.

- (e) Courses planned for the Summer Term shall be announced by the Dean Academics in each year, well before the conclusion of the even semester. Students intending to avail of this facility shall have to register for the courses offered by paying the prescribed fees within the stipulated time. A student shall be allowed to register for a maximum of three courses in a Summer Term.
- (f) It shall be the responsibility of the Department to plan in advance the faculty and non-teaching staff requirements to conduct the Summer Term and take necessary steps including the institutional approvals for organizing the same.
- (g) A student who is either dropped or detained in a course during the main semester is not allowed to register for that course in summer.
- (h) A separate Semester Grade Report shall be issued reflecting the gained grades for the courses appeared for the Summer Term.

## **18. Change of Programme**

- (a) Change of Programme shall be permissible for a limited number of special cases in the third semester.
- (b) Only those students who have completed all the courses in the first two semesters respectively in their first attempt with a minimum CGPA of 6.0 shall be eligible to make an application for a change of Programme.
- (c) The students who have sought admission under the Economically Weaker Section (EWS) category are not eligible for the Programme change.
- (d) Irrespective of Programme intake, there shall be a maximum number of only five students admitted in any discipline in the third/fifth/seventh semester through the programme change rule, subject to fulfilment of pre-requisite and other laid criteria of the respective programmes in which change is sought, provided that in case of candidates in a programme are less than the sanctioned intake, then change of programme will be limited to sanctioned intake plus five students over and above the maximum intake . This is to facilitate students who have temporary withdrawal / exit from a programme under NEP 2020.

- (e) Intending students eligible for a change of Programme shall apply for the same to the Office of Dean Academics of the University, through the Dean office of respective faculty, before the closing date notified at the beginning of the odd semester of each Academic Year.
- (f) Such students shall be required to indicate up to three programmes, in order of preference to which they wish to change over, as the change shall be strictly based on their merit, subject to availability of vacancies.
- (g) The change of Programme shall be permitted purely based on the merit of all the eligible applicants. The CGPA of students at the end of the second semester shall be considered for the ordering of the rank of applicants seeking a change of Programme and in the case of a tie, the grade graduation overall percentage shall be considered.
- (h) All the changes of Program permitted for intending students as per the above clauses shall be effective from their third semester, within 3 years of completion of second semester respectively, and further change of Programme shall not be permitted after this.
- (i) All the changes of Programme permitted at this stage shall be final and binding on the applicants and no student shall be permitted, under any circumstances, to refuse the change of Programme offered, once confirmed.
- (j) In PG Curriculum, the structure for First Year for various programmes under different disciplines is different. Hence, the programme change facility after First Year (end of 2<sup>nd</sup> Semester) shall ensure that if there are compromises on courses between programmes in same School or different School, then such pre-requisite courses, if any, shall be completed as audit courses in the second year respectively by the concerned students. For Example, in the case of 2023-24 curriculum for semester 1 and Semester 2 for M.Sc.(Data Science & AI) and M.Tech (Data Science & AI), M.Sc.(Data Science & AI) candidate learns two additional AUDIT courses on “Foundations of Mechanical Engineering” and “Introduction to Scientific Computational Tools” in Semester 3 comparing with M.Tech (Data Science & AI) curriculum. While M. Tech (Data Science & AI) candidate learns an additional AUDIT course on “Basic Electronics Engineering” in Semester 3 to progress his study M.Sc. (Data Science & AI).

## **19. Temporary Withdrawal / EXIT**

- (a) A student shall be permitted to withdraw temporarily/EXIT from the University on the grounds like prolonged illness, grave calamity in the family, another vocation/occupation, or any other valid reason. The temporary withdrawal/EXIT shall be permitted for periods which are integral multiples of a semester, provided that:
- I. A student applies to the University within 4 weeks of the commencement of the semester or from the date the student last attended the classes, whichever is later, stating fully the reasons for such a withdrawal together with the supporting documents and signature of the guardian, provided that fee cancellation will be made applicable as notified by the university.
  - II. The University is satisfied that even by considering the expected period of temporary withdrawal/EXIT, the student can complete the Programme requirements of prescribed credits within the time limits specified. i.e. within 3 years from the date of such temporary withdrawal/EXIT.
  - III. The student shall have settled all the dues or demands at the University including those of Hostel, Department, Library and other units.
- (b) A student availing of the temporary withdrawal/EXIT from the University shall be required to pay such fees and/or charges as may be fixed by the University until the student's name appears on the Roll List. However, it shall be noted that the fees/charges once paid shall not be refunded.
- (c) Normally, a student shall be entitled to avail the temporary withdrawal facility/EXIT only THRICE during the studentship of the Programme at the University.

## **20. Termination from the Programme**

- a. A student shall be required to leave the University on the following grounds:
  - i. Absence from classes for more than six weeks at a time in a semester without leave of absence being approved by the competent authorities, shall result in the student's name being struck off the University rolls.
  - ii. Failure to meet the standards of discipline as prescribed by the University from time to time shall also result in the student being recommended by the Students Disciplinary Committee to leave the University.
- b. The admission shall be cancelled after obtaining "NO-DUES" from ALL the relevant sections of the University, as per norms.

**21. Eligibility for the Award of Degree / Diploma / Certificate**

- a. The Academic Council shall be the Recommending Authority for the award of M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. Degree / Post Graduate Diploma to the students fulfilling the requirements specified under Clause (c) and the Board shall be the Approving Authority.
- b. The Degree / Post Graduate Diploma award shall then be granted by the University.
- c. A student shall be eligible for the award of M.A./M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. Degree / Diploma / Certificate from the University and the University provided, the student has:
  - i. Completed all the prescribed credit requirements for the award of Degree / Diploma / Certificate with grade DD or higher, in each of the courses, like Theory, Laboratory, Studio, Workshop, Seminar, Project Work, Internship etc. acquired the prescribed credits within the prescribed number of Academic Years;
  - ii. Satisfactorily completed all the non-credit requirements with P grade for MLC courses and Industrial Training, Fieldwork, (if any);
  - iii. Obtained a CGPA of  $\geq 5.00$  at the end of the semester in which he/she completes all the requirements for the award of PG Degree / Post Graduate Diploma;
  - iv. Paid all the dues to the University including the Department, Hostels, Library and other units; and,
  - v. No case or disciplinary action pending against the student.
  - Vi Rules and regulations prescribed by PCI for the award of degree will be applicable to M. Pharm.

**22. Performance (CGPA) Improvement Scheme**

- a. Students who secure CGPA less than 6.75 after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in each course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.

- b. A student shall appear for grade improvement examination within one year from the date of passing the PG Programme with the conditions that the student has not taken (i) Leaving Certificate from the University and ii) Degree from the University through convocation.
- c. A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean Academics through the Directors of the Schools' from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.
- d. A student shall choose a maximum three theory courses from a particular semester (either odd or even) offered for the first year for which the student has secured DD or CD grade. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the University from time to time.
- e. At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the University He/she shall give an affidavit on 500 Rs. judicial stamp that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
- f. A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for all the evaluation tests and ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination or Summer Term shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.
- g. The grading process used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.



- h. A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a single attempt. He/she shall not be entitled for the Re-examination or Summer Term in such cases.
- i. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
- j. A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the University. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state "*Grade Improvement*". The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.

### **23. Conversion Table for Grades to Percentage of Marks**

- The University shall permit to use a formula for the conversion of CGPA to the percentage of marks as

$$\text{Percentage of Marks} = ((\text{CGPA} - 0.5) \times 10)$$

- However, the conversion formula shall be printed on the backside of the Semester Grade Report.
- The University shall not declare the CLASS based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the AICTE or UGC or appropriate guidelines in this regard.

### **24. Financial Support**

- a. GATE/CAT/GMAT/ATMA /PERA qualified students admitted in non-sponsored quota to an M.B.A./M.Pharm./M.Tech. Programme shall be eligible to receive a scholarship from the University, if applicable as per the rules from time to time.

- b. Students admitted in sponsored quota to an M.A.
- c. /M.B.A./M.C.A./M.Com./M.Sc./M.Pharm./M.Tech. Programme shall not be eligible to receive a scholarship from the University.
- d. AIME qualified before 2013 are eligible for M.Tech admission.
- e. A student who is receiving his/her stipend/scholarship from the University or any granted Government Project or any other in-house resources, opts to pursue his/her dissertation work outside the campus, in Industry/R&D Organization of University/s of Higher learning and receives a stipend/scholarship from that establishment, he/she has to surrender/stop claiming his/her stipend/scholarship being received from the University. Any such student cannot continue to draw stipend/scholarship from more than one sources. Found to be indulging in malpractice, in this regard, a strict disciplinary action shall be initiated against such student.
- f. A student whose CGPA is less than 6.0 shall not be paid University stipend/scholarship until the CGPA improves.
- g. In no case, the University scholarship shall be allowed for more than 24 months.
- h. Students receiving Scholarship from the University or from any other funding agencies shall be required to perform academic duties (8 to 10 hours per week) assigned to them by the departments as per rules in force from time to time.
- i. The University scholarship shall be discontinued at any time for any kind of misconduct by the student as judged by the Disciplinary Committee of the University.
- j. A student receiving a University stipend/scholarship or otherwise shall be eligible for grant of maximum 15 days Casual leave annually during the period of course in addition to general holidays and not entitled for vacations (summer/winter). However, a student must ensure 75% course wise attendance in each semester to be eligible for appearing for examinations and/or receiving stipend/scholarships.