SHRI MATA VAISHNO DEVI UNIVERSITY

Jammu & Kashmir

RULES GOVERNING CONTINUATION OF ADMISSION, EVALUATION & PREVENTION OF UNFAIR MEANS

1.0 Introduction

Shri Mata Vaishno Devi University (SMVDU) has adopted the Indian Institutes of Technology (IIT) pattern of teaching and examination system in its endeavor to attain academic excellence. The University is offering graduate and postgraduate programs since 2004. The university also offers programs leading to award of PhD degree. The programs being offered from the academic session 2010-11 are mentioned below.

2.0 Programmes of study

The following programs of study are being offered by the university in the academic session 2010-11.

Undergraduate Programs
1. Bachelor of Technology in Computer Science & Engineering
2. Bachelor of Technology in Electronics & Communication Engineering
3. Bachelor of Technology in Mechanical Engineering
4. Bachelor of Technology in Industrial Biotechnology
5. Bachelor of Architecture
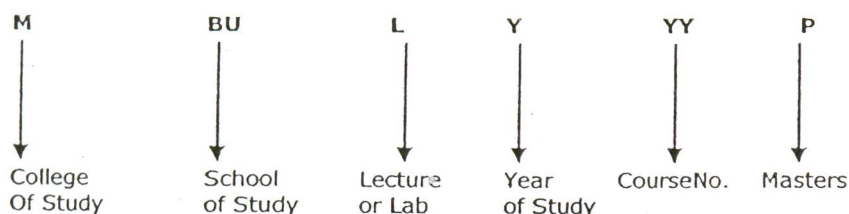
Post-graduate Programs
1. Master of Business Administration
2. Master of Business Administration (Business Economics)
3. Master of Technology (Manufacturing & Automation)
4. Master of Technology (Computer Science)
5. Master of Technology (Electronics & Communication Engineering)
6. Master of Technology (Energy Management) – On hold
7. Master of Arts (Philosophy)
8. Master of Arts (English)
9. Master of Sciences (Mathematics)
10. Master of Sciences (Physics)
11. Master of Sciences (Biotechnology)

PhD Programmes

3.0 Credit System

The tried and tested IIT pattern of study is followed in all courses in SMVDU. All programmes of study are defined in terms of their credit requirement. Each course taken by the student as a part of the programme of study helps to accumulate credits and once the minimum credit requirement of the programme of study is completed, the degree can be awarded to the candidate subject to fulfillment of all relevant conditions.

3.1 Course Numbering Scheme

M	BU	L	Y	YY	P
↓	↓	↓	↓	↓	↓
College Of Study	School of Study	Lecture or Lab	Year of Study	CourseNo.	Masters

Example

ECSL 101B indicates the following:

E	- College of Engineering
CS	- School of Computer Science &Engineering
L	- Lecture base subject
1	- Year of study, 1st year
01	- Subject Number
B	- Bachelors level course

Codes for Colleges

Code	College Name
E	College of Engineering
M	College of Management
S	College of Sciences
P	College of Humanities & Social Sciences

Codes for Schools

Code	Name of School	Code	Name of School
CS	School of Computer Science & Engineering	EC	School of Electronics & Comm. Engineering
ME	School of Mechanical Engineering	IR	School of Infrastructure Technology & Resource Management
AL	School of Architecture & Landscape Design	BU	School of Business
EN	School of Business Economics	LN	School of Languages
BT	School of Biotechnology	PC	School of Philosophy & Culture
PH	School of Physics	MT	School of Mathematics
CH	School of Chemistry	BS	School of Biology & Chemistry

Codes for Subject Type

L	Lecture Course	C	Colloquium	S	Independent Study
P	Laboratory	E	Elective	V	Special Topic Lecture
D	Project Based	R	Professional Practice	N	Non-credit course
T	Training	U	Studio	H	Humanities & social Sc.

3.2 Course Structure Description

The structure and credits associated with each course are defined by the (L-T-P) structure which indicates the number of lecture hours /week, number of tutorial hours/week and number of practical hours /week to be devoted for the course.
e.g. ECSL 101B (3-1-0). This means that this subject shall have 3 hours of lecture per week and one hour of tutorial per week.

For calculating the number of credits associated with a subject, the following rules apply:
1. Each lecture/week contributes one credit. Therefore 3 lectures / week contribute 3 credits.

e.g. ECSL 101B (3-1-0) means this course is worth 3+1=4 credits.

However, there can be some courses which can be Non-Credit Courses also. In such courses, the students is required to obtain a NP grade to pass the subject but will not earn any credit on passing the course. Passing the course however is mandatory.

3.3 Course Coordinator

Each course being taught has a faculty member who acts as the course coordinator for that course. The course coordinator has the complete responsibility for the conduct of that course including conduct of class-work, timely distribution of assignments, conduct of tutorials, conduct of minor and major tests, awarding of grades and attendance of students. Sometimes different parts of the course may be taught by more than one faculty member. In such a case the course coordinator has the responsibility of co-ordination amongst the concerned faculty members. The course coordinator also has the responsibility of ensuring that if a student is continuously absent from the class for more than a week at a stretch, then the Director of the school to which the student belongs is intimated in writing along with the Director of the School which is offering the course.

4.0 Entry number of Students

Each student is assigned a unique Entry Number at the time of joining a program of study and this remains the main mode of identification for the duration of the stay in the campus.

e.g. 2010ECS02

2010	E	CS	02
Year of Joining	College of study	Program of study	Two digit counter

Code for Programme of Study

Code	Programme of Study	Code	Programme of Study
CS	B. Tech (Computer Science & Engineering)	MA	M. Tech (Manufacturing & Automation)
ME	B. Tech (Mechanical Engineering)	MM	M. Sc (Mathematics)
AL	Bachelor of Architecture	EM	M. Tech (Energy Management)
BT	B. Tech (Industrial Biotechnology)	BA	Master of Business Administration
EC	B. Tech (Electronics & Comm. Engineering)	BE	Master of Business Administration (Business Economics)
AE	Master of Arts(English)	MP	Master of Arts(Philosophy)
MY	M. Sc (Physics)	MB	M. Sc (Biotechnology)
MCS	M.Tech. [CSE]	MEC	M.Tech. [ECE]

5.0 Evaluation system

The objective of the examination system at SMVDU is to expose students to continuous evaluation rather than focus only at term end exams. This system ensures that the students develop the ability to study regularly and do not need to put any extraordinary work towards the end of the semester. This system also puts the onus on students to perform consistently and not study in a sporadic manner. Also, the system encourages the use of assignments to inculcate the spirit of self-learning in the students besides developing ability to solve practical problems.

During the course of a semester, which is generally of 90 working days, a student is evaluated in the following manner:

1. Students are given a minimum of two assignments by the faculty member, which they are required submit on specified dates. These assignments carry marks which contribute to the total obtained for that subject. The dates for submission of assignments are defined in academic Calendar.
2. Students are required to sit for three tests, which are conducted after 30, 60 and 90 working days approximately. These are called Minor I, Minor-II and Major. Major test carries a weight age of 50% while Minor-I, Minor-II carry a weight age of 20% each while the assignments, quiz, presentations etc carry a weight age of 10%.
3. Faculty members may assign weight age to quiz, presentations or any similar activity besides the two assignments. **However this should be notified by the Course Coordinator at the beginning of the Semester.**
4. The above mentioned structure may vary in the B.Arch program in specific courses which will be duly notified by the Director of the School at the beginning of the relevant Semester

A the end of the semester, the faculty member assigns a grade to each student depending upon the performance of the student in that course in minor tests, assignments, major test, quiz, presentations etc. Using the grades that are assigned to each student in each course, the CGPA and the SGPA are calculated.

5.1 Evaluation Indices

The performance of a student is evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit courses and courses in which S/Z grade is awarded, registered for in the particular semester:

$$SGPA = \frac{\sum_{Semester} (\text{Earned credits} \times \text{Grade point}) \text{ for all course except audit , I, W \& S/Z grade courses}}{\sum_{Semester} (\text{Registered Course credits}) \text{ except audit \& S/Z grade courses}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which S/Z grade is awarded, obtained in all completed semesters.

$$CGPA = \frac{\sum_{All\ Semester} (\text{Earned Course credits} \times \text{Grade point}) \text{ for all course except audit, I, w, \& S/Z grade courses}}{\sum_{All\ Semester} (\text{Earned Course credits}) \text{ except audit \& S/Z grade courses}}$$

An example of these calculations is given below:

Semester –I

Course No	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured= 4 x 5
(1)	(2)	(3)	(4)	(5)	(6)
SMTL 101B	4	C	4	6	24
SMTL 102B	4	C(-)	4	5	20
EMEL 101B	3	A	3	10	30
PCLL 101B	3	B	3	8	24
ECSL 101B	3	F	0	0	0
ECSL 102B	4	B(-)	4	7	28
SPMP 101B	1.5	B	1.5	8	12
ECSP 101B	1.5	C	1.5	6	9

Credits registered in the semester (total of column 2 excluding W grades courses)   24

Earned credits in the semester = (total of column 2- credits lost due to F/ W/I)) = 24-3=21

Points secured in this semester (total of column 6) = 147

$$\text{SGPA} = \frac{\text{Points secured in the semester}}{\text{Credits registered excluding S/Z, I grade courses}} = \frac{147}{24} = 6.125$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit, I, \& S/Z grade courses}} = \frac{147}{21} = 7.0$$

As can be seen the denominator for CGPA is not same as for SGPA because the student got 'F' grade and thus did not earn the credit.

At end of Semester –II for same student

Course No	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured= 4 x 5
(1)	(2)	(3)	(4)	(5)	(6)
SMTL 103B	4	C	4	6	24
SMTL 104B	4	C(-)	4	5	20
ECSL 103B	3	A	3	10	30
EECL 101B	4	B	4	8	32
EECL 102B	3	F	0	0	0
ECSP 102B	2	B(-)	2	7	14
SPMP 102B	1.5	B	1.5	8	12
EMEP 102B	1.5	C	1.5	6	9

Credits registered in the semester (total of column 2 excluding W grades courses) = 23

Earned credits in the semester =(total of column 2- credits lost due to F/ W/I) = 23- 3 = 20

Points secured in this semester (total of column 6) = 141

Cumulative points secured as of date (total of points secured in previous semesters and current semester) = 147 + 141= 288

$$\text{SGPA} = \frac{\text{Points secured in the semester}}{\text{Credits registered excluding S/Z, I grade courses}} = \frac{141}{23} = 6.13$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit, I \& S/Z grade courses}} = \frac{288}{21+20} = 7.02$$

5.2 Grading system

At the end of the term after conduct of minor and major tests the course coordinator awards a grade to each students depending upon their performance. No marks are awarded. However, each grade is associated with the number of points it carries. The different grades are as follows:

Grade	Points	Description of Performance	Marks Assigned
A	10	Outstanding	85-100
A(-)	9	Excellent	76-84
B	8	Very Good	67-75
B(-)	7	Good	58-66
C	6	Average	49-57
C(-)	5	Below Average	41-48

5

D	4	Marginal	N - 40
F	0	Very Poor	
I	-	Incomplete	
NP	-	Audit Pass	
NF	-	Audit Fail	
W	-	Withdrawal	
X	-	Continued	
S	-	Satisfactory Completion	
Z	-	Course Continuation	

N is 45% of the highest marks secured by any student in that particulars subject or 40 whichever is less, but not less than 36 in any case. The grades should have normal distribution and must not be abnormally skewed.

A & A(-) Grade
´A´ grade stands for Outstanding achievement while A(-) for Excellent performance.

B & B(-) Grade
´B´ grade stands for Very Good performance while B(-) for Good performance.

C & C(-) Grade
'C' grade stands for Average Performance while C(-) for Below Average. 'C' grade is the minimum grade required to pass in the Major Project.

D Grade
The 'D' Grade stands for marginal performance; i.e. it is the minimum passing grade in any course.

F Grade
The F grade denotes poor performance i.e. failing a course. A student has to repeat all core courses in which she/he obtains F grade, until a passing grade is obtained. For the other (elective) courses in which F grade has been obtained, the student may take the same course or any other course from the same category. Further F grade secured in any course stays permanently on the grade card. This grade is not counted in the calculation of the CGPA; however, this is counted in the calculation of the SGPA.

I Grade
An 'I' grade denotes incomplete performance in any L (lecture), P (practical), V (Special Module) category course. It may be awarded to a student if he/she has not fulfilled all the requirements of the course due to extra- ordinary circumstances. An 'I' grade in a course makes a student eligible to repeat the course in the summer semester, if held. 'I' grade does not appear permanently in the grade card. Upon completion of all course requirements, the 'I' grade is converted to a regular grade (A to F, NP or NF).

NP or NF Grade
These grades are awarded in a course that the student opts to audit or in Non-Credit Courses. Audit facility is open to all students who have completed 100 credits for UG students. A student will be permitted to do any number of audit courses over and above the graduation requirements. However, for UG students at the most 8 credits can be counted towards the minimum requirement of 185 credits. Also for UG students, only Elective subjects can be chosen as Audit course. Audit applications are allowed during the first four weeks of a semester.

The audit pass (NP) Grade is awarded if the student's attendance is above 75% in the class and he/she has obtained at least 'D' grade unless course coordinator has specified a higher criterion at the beginning of the semester. If either of these requirements is not fulfilled, the audit fail (NF) grade is awarded. The grades obtained in an audit course are not considered in the calculation of SGPA or CGPA however they are counted towards the total number of credits earned subject to the upper limit of 8 credits for UG courses. For PG programs the credits will not be counted towards degree completion credit requirements.

W Grade
A 'W' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week after the first Minor Tests.

grade is awarded for incomplete work in Independent Study, Mini Project, Minor Project, Major based on the application of the student. On completion of the work, X grade can be converted to regular grade within the first week of the next semester. Otherwise, the student will be awarded 'X' grade on a permanent basis and it will appear in his/her grade card. Further, the student will be required to register for the course in the next semester. The credits of the course will be counted towards his total load for the semester. In case of Major Project part I, the student will not be permitted to register for Major Project part II simultaneously as Major Project Part I is a pre-requisite for Major Project Part II. A student can be awarded 'X' grade only once in a course.

S & Z Grades

The 'S' grade denotes satisfactory performance and completion of a course. The 'Z' grade is awarded for non-completion of the course requirements, and the student will have to register for the course until he/she obtains the 'S' grade.

6.0 Requirements for Continuation of Admission

Each student is required to earn a minimum number of credits each year for continuation of admission and registration in next year failing which he may not be allowed to register for next semester and in specific cases his admission may be terminated. The details of the same are provided in **Table I (For UG Programs)** & **Table-II (For PG Programs)**. Under certain conditions the admission will not be cancelled but at the same time the student will not be able to register for the next semester and will be required to register as a casual student and earn credits by clearing the courses in which he/she has a backlog.

7.0 Degree Requirements

The following criterions need to be met for award of degree for various programs:
1. **Earned Credits**
   The earned credit requirements for award of degree are give in Table-I (For UG Programs) & Table-II (For PG Programs). These credits are needed to be earned under different categories as specified for individual programs. All courses mentioned as a part of the course structure of that particular program need to be passed including non-credit courses if any for award of degree.

2. **Cumulative Grade Point Average (CGPA) Requirement**
   A student must obtain a minimum Cumulative Grade Point Average (CGPA) at end of Program to be eligible for award of degree. The minimum CGPA details are as below:

Program	Minimum CGPA Requirement for Award of Degree
B.Tech / B.Arch	5.0
M.Sc(Maths / Biotechnology / Physics) M.A.(English / Philosophy)	5.5
M.Tech(M&A), M.Tech(ECE), M.Tech(CSE) M.B.A. , M.B.A.(BE)	6.0

All exceptions to the above conditions will be dealt as per following regulations:
(a) If a student completes required credits for award of degree but has CGPA less than the minimum required for award of degree, then the student will be permitted to do additional elective courses under any category to improve the CGPA within the maximum time limit for completion of that program.

(b) No self-study course will be permitted for the purpose of improvement of CGPA for postgraduate degree courses or undergraduate degree courses.

3. **Practical Training**
   A student of the 4-year B.Tech program and 5-year B. Arch program must complete the prescribed number of days of practical training to the satisfaction of the concerned department. This training will be normally arranged in the summer vacation following the 6th semester for B.Tech and 7th semester for B. Arch. Practical training duration is a minimum of **50 working days**.

Training should be carried out preferably in industry or R&D institutions in India or recognized architectural offices for B.Arch course. Practical training in academic institutions is discouraged.

4. NSS

All undergraduate students are required to enroll for NSS in the first year. This requirement should be completed in one year. If, however, a student is not able to complete this requirement in the first year, he/she must complete it by the end of the 2nd year (4th semester).

5. It is mandatory for the student to complete successfully each of the criterion mentioned at Point 1-4 above for award of degree. Failure to complete any one of the above requirements will make the student in-eligible for award of Degree and his/her admission will be terminated.

Degree	Registration Limit (Per Semester)	Criteria for continuation of Admission	Graduation requirements Valid Credits	Minimum CGPA	Maximum period of stay
B.Tech	All students must register for a minimum of 15 credits and a maximum of 34 credits in a semester with a condition that number of Lecture (L) courses to be not more than 8.	At the completion of 1st Year of B.Tech/ B.Arch program, a student is required to earn 60% of the Total credits in the 1st Year (As defined in the Course structure of that B.Tech / B.Arch program) failing which his/her admission in the B.Tech / B.Arch program will be terminated. However, if the same student has earned 80% of the Credits (as per Course structure) in either 1st or 2nd Semester individually then his/her admission will not be terminated and he/she would be allowed to register for the 3rd Semester. At the end of the 2nd Year, if a student has not successfully passed 85% of the Cumulative Credits (Total Credits of 1st & 2nd Year as per Course Structure) then he will not be allowed to register for the 5th Semester. In this case he/she will be required to register as a casual student for a period of one year and will be required to register for backlog courses only. A student who has a backlog course from 1st Year B.Tech / B.Arch program will not be allowed to register for final year of B.Tech/B.Arch program. In this case he/she will be required to register as a casual student for a period of one year and will be required to register for backlog courses only.			
E&CE			185	5.0	6* Years
CS&E			185		
ME			186		
IBI			186		
B.Arch		**Only for B.Arch** At the end of the 4th Year, the student is required to earn at-least 85% of the Cumulative Credits (Total Credits of 1st, 2nd, 3rd & 4th Year as per Course Structure), failing which he/she will not be allowed to register for 9th Semester. In this case he/she will be required to register as a casual student for a period of one year and will be required to register for backlog courses only	225	5.0	7* Years

*In case a student is allowed semester withdrawal from a program, after obtaining due approval of the competent authority, then the period of withdrawal will not count towards the Maximum period of stay.

**Earning Credits means obtaining a grade (A, A-, B, B-, C, C-, D, NP) in a credit course (Excluding Non-Credit Course). ***In case 50% of the Credits work out to be a decimal figure then rounding off to nearest integer will be done.

Table –II Continuation of Registration and Graduation Requirements for Post-graduate Programme

Degree	Registration Limit (Per Semester)	Criteria for continuation of Admission	Graduation requirements		
			Valid Credits	Minimum CGPA	Max period of stay
M.B.A	Minimum 18 credits, Maximum 33 credits, with a condition that number of Lecture (L) courses to be not more than 11	At the completion of 1st Year of the program, a student is required to earn at-least 50% of the Total credits in the 1st Year *** (As defined in the Course structure of the program) failing which his/her admission in the program will be terminated.

However, if the same student has earned 80% of the Credits (as per Course structure) in either 1st or 2nd Semester individually then his/her admission will not be terminated and he/she would be allowed to register for the 3rd Semester. | 102 | 6.0 | 3* Years |
M.B.A.(BE)			102	6.0	
M.Sc. (Maths)	Minimum 18 credits, Maximum 30 credits, with a condition that number of Lecture (L) courses to be not more than 8		89	5.5	
M.Sc. (Biotechnology)			89	5.5	
M.Sc. (Physics)			82 / 89		
M.Tech (Manufacturing & Automation)	Minimum 15 credits, Maximum 30 credits, with a condition that number of Lecture (L) courses to be not more than 7		82	6.0	
M.Tech(ECE)			80	6.0	
M.Tech(CSE)			80		
M.A. (English)	Minimum 16 credits, Maximum 28 credits, with a condition that number of Lecture (L) courses to be not more than 7		80	5.5	
M.A. (Philosophy)			80	5.5	

*In case a student is allowed semester withdrawal from a program, after obtaining due approval of the competent authority, then the period of withdrawal will not count towards the Maximum period of stay.

**Earning Credits means obtaining a grade (A, A-, B, B-, C, C-, D, NP) in a credit course (Excluding Non-Credit Course).

***In case 50% of the Credits work out to be a decimal figure then rounding off to nearest integer will be done.

Registration is a very important procedural part of the academic system. The Registration procedure ensures that the students name is on the roll list of each course that he/she wants to study in a semester. No credit is given if the student attends a course for which he/she has not registered. Registration for courses to be taken in a particular semester will be done according to a specified schedule as indicated in academic Calendar. Each student is required to complete the registration form indicating clearly the choice of courses that he wants to register for. In absentia registration or registration after the specified date will be allowed only in rare cases at the discretion of Dean of the College, subject to the approval of the Vice Chancellor. In case of illness or absence during registration, the students should intimate the same to his/her course advisor and the Dean.

8.2 Advice on Courses

At the time of completing the registration form, each student must consult his /her student advisor to finalize the academic program keeping in view minimum/ maximum numbers of total and lecture credits, past performance, backlog of courses, SGPA/CGPA, prerequisite, workload and students interests. Special provisions exist for academically weak students.

8.3 Lower and Upper Limits for credits registered.

As given in the table Table-I (For UG Program) & Table-II (For PG Program)

8.4 Addition deletion, audit and withdrawal from courses

a) **Add/Drop:** A student has the option to add a course(s) that he/she has not registered for, or drop a course(s) for which he/she has already registered for. This facility is restricted to the first week of the semester.

b) **Audit:** A student may apply for changing a credit course to an audit one within one week of the end of the first minor test. Audit facility is open to all students who have completed 100 credits for UG students. A student will be permitted to do any number of audit courses over and above the graduation requirements. However, for UG students at the most 8 credits can be counted towards the minimum requirement of 185 credits. Also for UG students, only Elective subjects can be chosen as Audit course. NP or NF grades are awarded in a Audit Course and these grades and credits are not counted towards calculation of SGPA/CGPA. However in case of UG, the credits of the audit course are counted towards the total credits earned while in PG courses the credits of the audit course are not counted as earned credits.

c) **Withdrawal:** A student who wants to withdraw from a course should apply **within one week of the end of first minor test.** A withdrawal grade (W) will be awarded in such cases. In case a student withdraws from a core course he is required to register for the same the next time it is offered. He will be required to meet the minimum attendance requirement of 75% when he registers for the course the next time and should carefully consider the feasibility of the same before withdrawing. It is mandatory for a student to clear that course to be eligible for award of degree. In case a student withdraws from an elective course he has a choice to either register for the same course the next time it is offered or to register for some other elective course being offered this time or next time. However, the student is required to meet the attendance requirement of 75% when he registers for the same elective the next time or takes a new elective this time or the next time. He should carefully consider the feasibility of meeting the minimum attendance criterion before withdrawing.

8.5 Semester Withdrawal

If a student is absent for more than 20 teaching days in a semester **on medical grounds,** then he/she may apply for withdrawal from that semester, i.e. withdrawal from all courses registered

in that semester. A student can also choose to withdraw from a semester for the following reasons:

i)   industrial internship
ii) disciplinary condition

However the withdrawal has to be approved by the Dean of the College.

Application for semester withdrawal must be made as early as possible and latest before the start of the major tests. No applications for semester withdrawal will be considered after the major tests have commenced.

The application for withdrawal on Medical Grounds must be supported by a Medical Certificate issued by a duly registered Medical practitioner along with the relevant prescriptions, Medical Test reports etc. The Opinion of the Medical Officer of the University will be obtained in this case.

Dean of the college, depending on the merit of the case, will approve such applications based on the recommendation of the Director of the concerned School. The student will be allowed to register in that semester again after a period of one year, when that semester re-occurs and will not be allowed to register in any other semester in between except as a casual student and register for backlog courses only.

However, this period of withdrawal will not be counted towards the maximum time limit for completion of degree.

E.g. if a B.Tech Student joins the program in session 2011-12, then maximum limit for completion of degree is by end of session 2016-17. Suppose the student withdraws from 3rd Semester in Session 2012-13 then he will register for semester 3rd in Session 2013-14 and will not be allowed to register for any other semester in-between. However, in this case, the year of withdrawal will not count towards the maximum period of completion of degree and he will be allowed to complete the degree by end of Session 2017-18. **Similar example shall apply to PG Students also.**

8.6 Attendance Requirements

8.6.1 Attendance Rule

All the students must attend every lecture, tutorial and practical class. However, to account for late registration, sickness or other such contingencies, the minimum attendance requirement will be a minimum of 75% of the classes actually held. A student with less than 75% of attendance in a course during the semester shall not be allowed to take the Major examination and shall be awarded an 'F' Grade in that course irrespective of his/her performance in the tests. The course coordinator will award 'F' grade to the student who is deficient in attendance taking into account the consolidated attendance record for the whole semester. For the purpose of attendance calculation, every scheduled practical class will count as one unit irrespective of the number of contact hours. Attendance record will be maintained based upon roll calls in every scheduled lecture, tutorial and practical class. The course coordinator will maintain a consolidated attendance record for the course.

8.6.2 Absence during the semester

a) A student must inform the Director of the School and Dean of the College immediately of any instance of continuous absence from classes.

b) A student who is absent due to illness or any other emergency, up to a maximum of 2 weeks, should approach the course coordinator for make-up quizzes, assignments and laboratory work that he may have missed.

c) A student who has been absent in the minor test due to illness should approach the course coordinator for re-conduct of Minor test which may be allowed by Dean under specific circumstances as detailed in **Rule 8.7 below.**

d) In case of absence on medical grounds or other special circumstances, before or during the major examination period, the student can apply for I-grade. 75% attendance in a course is necessary for being eligible for request of I-Grade in that course. An Application requesting I-grade should be made at the earliest but not later than the last day of major tests. The application should be made to the Director of the School of the student's program who will recommend the same to the Dean of the College for grant of approval depending on the merit of the case. The Dean will further process the request through AR(Academics) for grant of approval from the competent authority. Once approved, the information will be passed on to the course coordinators also. The student should complete all course requirements within 10 days of the last date of Major tests. The I-grade will then be converted to a proper grade (A to F, NP, NF).

e) In case the period of absence on medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered that semester as mentioned at **Rule 8.5 above.**

f) If a student is continuously absent from the institute for more than four weeks without notifying the Director of the school, his/her name will be removed from university's rolls.

8.6.3 Re-conduct of Minor Exam if missed

a) The re-conduct of a Minor Exam will be allowed only in the following circumstances:
   i. If regular Minor was missed because of severe illness / accident making it physically not feasible for the student to take the Minor Exam.

b) Under such circumstances the student should submit an application to the Director of his school, immediately on his/her arrival, requesting re-conduct of Minor Exam supported by the relevant documents / certificates. The request should be supported with a medical certificate from University Medical Officer. A certificate from a registered medical practitioner will also be acceptable for a student normally residing off campus provided registration number of the medical practitioner appears explicitly on a medical certificate. The opinion of the University Medical Officer will be sought in this case. The Director will then make a recommendation to the Dean for approval for re-conduct of Minor Exam. If approved by the Dean, the Minor Exam will have to be re-conducted before the next regular Minor / Major Exam and will not be clubbed with them.

8.7.1 Un-Fair Means Cases

8.7.1 Unfair Means & Misconduct by Students during Exams

A. The following actions performed by any student during the course of his/ her examination shall be termed as unfair means/misconduct by the candidate:-
1. Copying from or referring to any material other than the question paper or answer book of the candidate himself during the course of examination. The material could be a piece of paper/cloth, calculator, mobile phones, benches in the examination hall/ labs or different parts of the human body such as hands, arms, feet etc.
2. Bringing to the examination hall any material with the intention to use it in attempting the questions or performing some experiments in the labs during the course of examination.
3. Taking help from the peer examinees in the form of verbal conversation or seeing /showing the answer book of/ to other examinees with or without their consent.
4. Taking/ providing help in performing the experiments in the lab or fields during the course of exam.
5. Refusal to obey the orders of the Faculty Invigilator.
6. Misbehaving or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating other to walk out.
7. Impersonating or misrepresenting any other candidate in connection with the examination.
8. Smuggling in an answer book or continuation sheet or taking out or arranging to send out the question paper or an answer book or a continuation sheet or replacing the answer book, its

inner sheets, or continuation sheets during or after the examination with or without the connivance of the staff on duty in connection with the examination.

9. Forcing his entry into examination hall for the purpose of taking the examination even after being told that he/she is not eligible to sit in the examination.
10. Possessing a lethal weapon or fire arm or coming in drunken condition to the examination hall.
11. Engaging in any other act or omission which creates the tendency to disrupt the orderly conduct of the examination.

8.7.2 Preventive Measures (Do's & Don'ts)

The following is a list of Do's & Don'ts for Students sitting for an exam:

1. The students must not possess any material with them other than the ones permitted which could be of any help in the course of examination.
2. The students should search their pockets and seats (on & around) and if any such material is present, the same should be placed outside the exam hall/ room.
3. The students are not allowed to bring mobile phones in the examination hall
4. The students should be asked to sit as per the seating plan prepared by the invigilator.
5. The students are not allowed to converse/talk to their peers during the course of examination. In case of any difficulty/ requirement, the student may raise his/ her hand to indicate his intention to converse with the faculty in charge on invigilation duty.
6. The students must not try to refer to the answer book/ question paper of their peer examinees.
7. The students are not allowed to leave the exam hall during the first 90 minutes of their examination for the purpose of attending to the toilets or otherwise.
8. Although the use of calculators becomes essential to answer the questions for many engineering and science subjects. However there are still many subjects where the use of calculator is not required. The paper setter should clearly mention on the question paper whether the calculator is required to be used in the exam hall or not. Accordingly an announcement whether the calculator is allowed or not should be made by the invigilator.
9. The students should place their I-cards on their tables(it is mandatory for the students to carry their I-cards during any exam)
10. The students may be allowed to enter the examination hall/ room not more than 10 minutes before the start of examination.
11. The students may not be allowed to appear for the examination after 30 minutes of the start of the examination.
12. In case a student is found conversing/ talking to his/her peers during the course of examination for the first time, the faculty member may ask for his/ her seat to be changed but if he/she continues to do it, a UMC case may be recorded against the student.
13. In case a student behaves in a hostile manner or creates a ruckus and disturbs other students or there is a mass protest by the students inside the exam hall, the faculty member will report the matter immediately to the Director of the concerned schools and the Dean of the college.
14. The students may not be allowed to leave the exam hall before half of the time allowed for exam is over.

8.7.3 Procedure to Deal a Case pertaining to the Use of Unfair Means/Misconduct during the Examination

If a student is caught using unfair means during the course of his/ her examination by the invigilator or any other member of faculty on examination duty, the following sequence of steps must be taken:-

1. The answer book and the material used for unfair means will be confiscated by the invigilator and a statement to the effect may be got recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement, then the invigilator may record that the student had refused to record such a statement.
2. The invigilator will give a new answer booklet to the student if the student intends to continue his/her exam. Otherwise the student may be allowed to leave the exam hall after half of the time allowed for exam is over.

3. At the end of the examination, the invigilator will submit the case in the prescribed form along with both the answer books and the confiscated material to the Director of the school to which the subject belongs, after recording his own statement regarding the use of unfair means by the student. However, if the material used for Unfair Means is like the desk or some part (s) of the human body or is some oral conversation between peer examinees and can't be attached with the answer book of the student then the invigilator may call the Director of the School to which the student belongs so as to make him witness the case.

4. The use of unfair means case shall be discussed by the UMC Committee where by the student shall be given a chance to defend his/ her case before the committee. The case shall be presented by the concerned invigilator, before the UMC committee. The UMC committee constituted shall consist of the following :
   i. Dean of the college to which the student belongs
   ii. Director of the school to which the student belongs
   iii. Director of the school to which the Subject Coordinator belongs
   iv. Subject coordinator
   v. Concerned Invigilator as Presenter
   vi. AR/ A & E as Secretary

5. The notice relating to the date & time of hearing of the case shall be sent to the candidate through the Director of the school to which the candidate belongs. If the service of the notice is not affected due to the fault of the candidate, the committee shall proceed ex-party. In case delay is caused in the service of the notice for no fault on the part of the candidate, a new date of hearing shall be fixed by the committee.

6. The UMC committee shall submit its recommendations for consideration and approval by the Vice Chancellor at the earliest.

7. The UMC Committee may observe the following guidelines for the purpose of awarding punishment to the student. Secretarial assistance for this purpose may be provided by the A&E Section.

If the candidate was found having in his/her possession or accessible to him/her papers, books or notes which do not relate to the subject of examination and which could not possibly be of any assistance to him , no action may be taken against the candidate, otherwise,

i. In case of first such offence by the student, the student be awarded zero marks only in the concerned examination such as minor 1 or minor 2 or major and a warning letter be issued to the student, warning him to desist from such activities and in case of repetition of such as an offence, a more stringent action including expulsion from university may be taken against him/ her. A copy of the Warning Letter be sent to the parents of the student

ii. In the case of second such offence, the student be failed in the subject in which the student was caught using unfair means irrespective of the fact whether he is caught during Minor or Major exam of the subject. A warning letter be issued to the student and a copy be sent to his/her parents.

iii. In the case of 3rd subsequent offense, the student be failed in all the subjects registered by the student during that semester. A warning letter with copy to his/her parents may also be issued.

iv. In case a student still indulges in such an offence after case iii above, strict action as deemed fit including expulsion from university may be taken against the student.

v. For unfair means/ misconduct of the nature specified by A(5) to A(11) above , the committee shall have the right to recommend to the Competent Authority, a disqualification for the candidate from passing or from appearing in University examinations for a period of up-to 3 years depending upon the gravity of the case. The period of disqualification shall commence from the session in which the candidate is found to have committed the misconduct.

8.7.4   Remedial Measures

The remedial measures include the punishments and counseling given to the students who are caught using unfair means so that they don't repeat the offence during the course of their studies. The following steps are recommended to be taken:-

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1. The punishment as recommended by the UMC Committee and approved by the Vice Chancellor as per Para (C) above may be given to the student.
2. The student should be counseled by his faculty-mentor so as to persuade the student not to indulge in such malpractices in future.
3. The faculty-mentor may recommend that the faculty member teaching the subject may give some extra time to the student so that the student is enabled to understand and pass the subject.

8.7.5 Appeal against Punishment awarded by UMC

A candidate aggrieved by the punishment awarded to him/her may prefer an appeal to the Vice Chancellor within forty five days from the date of the order. Provided further that the Vice-Chancellor may entertain an appeal after the expiry of the said period if he is satisfied that the appellant has sufficient justification for not preferring the appeal in time