PART B

EXMINATION RULES & REGULATIONS

Applicability

All the academic programs of the University are governed by the rules and regulations approved by Academic council of Galgotias University. These rules and regulations are applicable to all the students to this university from academic session 2019-20 onwards as per the decision in Academic Council meeting. However the students admitted prior to 18-19 shall be governed by existing rules.

These regulations shall apply to all programmes leading to Bachelor's/Master's Degrees /doctoral programs and Under-Graduate/Post-Graduate Diplomas following semester system.

Abbreviations

1.	"AICTE"	All India Council for Technical Education.
2.	"AC"	Academic Council
3.	EC	Executive council
4.	"BoS"	Board of Studies
5.	"CGPA"	Cumulative Grade Point Average
6.	"COE"	Controller of Examinations
7.	"CBCS"	Choice Based Credit System
8.	"CTS"	Credit Transfer Scheme
9.	"DSY"	Direct Second Year
10.	"Dean AC"	Dean (Academic)
11.	DSW	Dean (Student's Welfare)
12.	"Dean R&D"	Dean (Research & Development)
13.	"ETE"	End Term Examination
14.	"ES"	Examination Scheme
15.	"GU"	Galgotias University
16.	"NMICT"	National Mission on Education through ICT
17.	"PG"	Post Graduate Program
18.	"Ph.D"	Doctor of Philosophy
19.	"SGPA"	Semester Grade Point Average / Term Grade Point Average
20.	"CAT"	Continuous Assessment Test
21.	"TC"	Transfer Certificate
22.	"TS"	Teaching Scheme
23.	"UG"	Under Graduate Program
24.	"UGC"	University Grants Commission
25.	NCTE	National Council for Teacher Education
26.	ICAR	Indian Council of Agricultural Research
27.	III	Industry- Institute Interaction

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28.	BCI	Bar Council of India
29.	COA	Council of Architecture
30.	INC	Indian Nursing Council
31.	PCI	Pharmacy Council of India
32.	MCI	Medical Council of India
33.	PO	Programme Outcome
34.	CO	Course Outcome
35.	PC	Programme Chair
36.	PSO	Programme Specific Outcome
37.	NPTEL	National Programme on Technology Enhanced Learning
38.	SWAYAM	Study Webs of Active Learning for Young Aspiring Minds, an initiative of MHRD, GoI
39.	SCSE	School of Computing Science and Engineering
40.	SOAD	School of Architecture (B.Arch & Design)
41.	SOE	School of Education
42.	SON	School of Nursing
43.	SOLE	School of Liberal Education
44.	SBAS	School of Basic and Applied Sciences
45.	SFC	School of Finance and Commerce
46.	SMAS	School of Medical and Allied Sciences
47.	SOB	School of Business
48.	SOH	School of Hospitality & Tourism
49.	SOL	School of Law
50.	SOAG	School of Agriculture
51.	GPTC	University Polytechnic
52.	SOE	School of Engineering

1. Semester/Term

An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 1 week after the first semester and a vacation of approximately 4 weeks after the second semester of an academic year. The Academic Calendar shall be notified by the University each year, before the start ofthe Academic Year.

2. Academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work	**14 Weeks**
Semester-end Examination, including Practical / Laboratory Examination	**04 Weeks**

3. Academic Calendar:

General structuring of Semester is given in Table below

Total Number of Days	18 weeks / 90 Days
Odd Term	July to December
Even Term	January to May
Winter Exam	December
Summer Exam	June

Summer vacation	July
Winter Vacation	$25^{th} - 31^{st}$ December

Academic Calendar will have
- Dates for registration, Examination, IA
- List of holidays
- List of Activities

4. Academic Programme Committee

Each School of Studies of the University will have an Academic Programme Committee.
- In the case of Schools of Studies, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programmes with the other programmes run by different Schools of the University.
- The Committee shall coordinate the implementation of the academic programme to includetimely coverage of the courses (syllabus) and uniformity in internal assessment/class tests. TheCommittee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.
- The Committee Shall study PO attainment as given by PC of corresponding program anddiscuss on the gaps identified and prepare action taken report and follow-up on its implementation.
- The committee shall review the CO attainment, CO – PO/PSO mapping and the pedagogy. The Academic Programme Committee shall meet as and when required, but at least once everysemester. The Chairman of the Committee will convene the meetings.

5. **Attendance**

A student is expected to maintain full attendance in all courses. Considering the fact that a student may be absent due to ill-health or some family emergency, he/she is permitted to maintain a minimum attendance of 75% without producing any proof for the absence. For leave of absence between 75% and 60% of attendance, the student must inform the School in advance and seek permission for absence. The Dean on the recommendation of the Program Chair, will forward such cases to the Dean Academics office for a final decision. In case of medical exigencies, the student/ parent should inform the Dean of school through program Chair withproof from the doctor and obtain the consent within a week, starting from the day of absence. Any leave (of absence) without the consent of the Dean will be treated as unauthorized absence.

The Medical Leave requests, put forward by the students must be forwarded by the school Dean to the Dean academics who shall compile all records and put up in front of concerned committee of the university for final approval.

No concession shall be provided for fulfilling the requirement of a minimum of 75% attendance. Students taking leave with the consent of Dean up to 25% (i.e. maintaining a minimum of 75% attendance in each course) will be permitted to write the ETE.

Only those students who are nominated/ sponsored by the University to represent in various forums like seminars/ conferences/ workshops/ competitions or taking part in co-curricular/ extra-curricular / placement related activities will be given 'On Duty (OD)' credit provided the student applies in writing for such a leave in advance and obtains sanction from the concerned Dean through respective faculty coordinators.

Students who do not meet the requirement of 75% attendance will be notified by the school. Dean of the school and Dean Academics will have the right to recommend removal of their names from such list based on the leave and OD forms collected earlier. Any claim by a studentwho has not obtained prior consent of the Dean concerned for absence and having attendance below 75% will not be accepted at a later date and such claims will be rejected by the Dean of the School.

The following table indicates the minimum requirement of attendance by as student			
Attendance eligibility	Period of calculation ofabsence	Minimum percentage of attendance required	Minimum percentage of attendance required with the consent of Vice Chancellor
ETE (Theory & Lab, Separately)	From 1st Instructional day to the Last Instructional Day (inclusive)	75%	60%

Dean shall prepare the list of students whose attendance fall marginally below due to the reasons listed below:

- Calamity in family.
- Hospitalization due to prolonged in-patient treatment.
- Serious accident.
- Other serious unavoidable circumstance(s).
  Dean of the school and Dean Academics will have the right to recommend removal of their names from such list based on the leave and OD forms collected earlier. Any claim by a student who has not obtained prior consent of the

Dean concerned for absence and having attendance below 75% will not be accepted at a later date and such claims will be rejected by the Dean of the School.

The Dean Academics may permit the student to write the ETE after reviewing the justification submitted by the student for absenteeism. Names of students who are allowed relaxation fromthe minimum 75% attendance criteria will be displayed on the School notice board before the commencement of ETE for information purposes only. List of students who are detained from writing exams in each course will be forwarded by the Dean Academics office to the respective schools for information to students at least a day before the commencement of ETE. No minimum attendance percentage criterion will be followed for CAT. However, the VC shall have a right to give a relaxation of 15-20% in attendance to eligible students recommended by school Deans. In this regard a committee comprising of preferably COE, Dean Academics and Dean Student Welfare will be constituted.

6. <u>CBCS – Choice Based Credit System</u>

6.1 Rationale for Introduction of CBCS
- The University Grants Commission, New Delhi in its 12th plan guidelines directed the Universities in the country to implement the Choice Based Credit System (CBCS Scheme) in both the under-graduate and post-graduate programs.
- To set Benchmark in the university and to fulfill expectations of stakeholders.

6.2 Advantages of the CBCS
- Shift in focus from teacher-centric to learner-centric education
- Respects 'Learner Autonomy'. Allows learners to choose according to their own learning needs, interests and aptitudes.
- Affords more flexibility to the learners allowing them to choose inter-disciplinary courses, change majors, programs, etc.
- Makes education more broad-based. One can take credits by combining unique combinations.
- Facilitates Learner Mobility. Offers the opportunity to study at different times and in different places. Credits earned at one institution can be transferred to another.
- Helps self-paced learning with more flexibility. Learners may undertake as many as 30 credits per term including backlogs.

6.3 Slot Based Timetable

Moving from a fixed time table to a slot based timetable. Under this, a student will be able to choose the time he/she wants to attend a theory class/lab. On every working day, there are 9 periods each of 60 minutes duration called an instructional hour. In each week, there are 45 instructional hours, which are represented by special letters, each associated with one or more instructional hours. Forexample,'A1'represents three instruction hours in a week as shown in the table and it constitutes a three hour slot to teach a course which requires three instructional hours. Similarly, B1, C1, F1, A2, B2, C2, E2, F2. all are three instruction hours lots; there are ten single slots each with one instruction hour in the time table, namely D11, D12, D13, D21, D22, D23, TU1, TU2, TU3, TU4, TU5, and TU6. One or more single slots can be used in conjunction with three instructional hours. The duration of lunch time is 60 minutes, and these hours are designated by ES1 to ES5, respectively

		8:30am-09:30am	9:30am-10:30am	10:30am-11.30am	11.30am-12:30pm	12:30pm-01:30pm	12.40pm-01.30pm Lunch	01.30pm-02.20pm	02:20pm-03:10pm	03:10pm-04:00pm	4:00pm-4:50pm	4:50pm-5:40pm
SUN	Theory	I1	E1	F1	TU1	1E	I2/ES1	E2	F2	TU4	2E	TU16
	Lab	L57	L1	L2	L3	L4	L64	L21	L22	L23	L24	
MON	Theory	TU13	F1	E1	TU2	TU3	I1/ES2	F2	E2	TU5	TU6	I2
	Lab	L58	L5	L6	L7	L8	L65	L25	L26	L27	L28	
TUE	Theory	I1	A1	B1	C1	D11	F1/ES3	A2	B2	C2	D21	I2
	Lab	L59	L9	L10	L11	L12	L66	L29	L30	L31	L32	
WED	Theory	TU14	D12	A1	B1	C1	F2/ES4	D21	A2	B2	C2	TU17
	Lab	L60	L13	L14	L15	L16	L67	L33	L34	L35	L36	
THU	Theory	J1	A1	B1	C1	D13	H1/ES5	A2	B2	C2	D23	J2
	Lab	L61	L17	L18	L19	L20	L68	L37	L38	L39	L40	
FRI	Theory	TU15	G1	H1	TU7	1G	J1/ES6	G2	H2	TU10	2G	J2
	Lab	L62	L41	L42	L43	L44	L69	L45	L46	L47	L48	
SAT	Theory	J1	H1	G1	TU8	TU9	TU12/ES7	H2	G2	TU11	2H	J2
	Lab	L63	L49	L50	L51	L52	L70	L53	L54	L55	L56	

A student can exercise the option to decide his/her own pace of learning- slow, normal or accelerated plan and sequence his/her choice of paper, learn to face challenges through term work/project work/ and may venture out to acquire extra knowledge/proficiency through add- on facilities.

6.4 Features of Choice Based Credit System

- Choice in the course registration per Semester is maximum up to 30 credits. However, Exam Registration for minimum 15 credits in a semester is mandatory.
- Option of selecting courses from all offered courses.
- Option of choosing interdisciplinary courses in the form of electives as per usefulnessof their professional career.
- Choice for withdrawal of a course after 2 attempts.
- Choice for dropping a course once in a semester within ten instructional days/twoweeks.
- Choice for dropping complete semester for training/project work within norms.
- Additional Learning: Certification /Diploma / Post-Diploma from other disciplines.
- UG students having a higher CGPA (7.0 or more) are permitted to credit a PG level course, in his/her major area of specialization to earn more credits for additional learning.
- Facility of grade improvement for CGPA more than 5.0 but less than 6.0.

6.5 Implementation Process

1. All programs under CBCS shall adopt a Semester system.
2. There shall be two Terms in an academic year, The Odd Term and Even Term.
3. Thecurriculumofeachprogramcontainscoursesthataregroupedinto UniversityCore (UC), University Elective (UE), Program Core (PC) and Program Elective(PE).
4. Further courses shall be grouped into four levels.
5. Pre, anti, co requisite shall be assigned to the courses.
6. Course registration process is mandatory to all students
7. Exam will be conducted for all offered courses in both the Semesters if required.

6.6 Course Prerequisites

1. Some courses may have specific prerequisites to be met before a student can register for the course in the current Semester. Generally the student is expected to have cleared all the prerequisite courses at the time of Course Registration (course registration and Semester work completion is required).
2. Similar to prerequisite, a course may have an anti-requisite and/ or co-requisite. When two courses having almost similar/ same course contents and considered as equivalent are made available to a student to choose, and to prevent students crediting both the courses, the anti-requisite option can be used.
3. Students under CBCS shall be permitted to write an backlog exam of a course within twoattempts.Ifthestudentfailstoclearthecourseduringthatattempt,then,he/shehas to re-register the course again and clear it during the exam of the same Semester although Examination shall be conducted in both Semesters, odd and even if the course is offered in both the Semester. (Total number of exam will be maximum 3 in a year).
4. Further, they have to clear their backlog courses within one calendar year. If the student fails to clear the course(s) within one calendar year time, then, he/she has to reregister the course(s) again and clear it.
5. If the student fails to clear the course during specified duration and wish to with draw a course then he/she has to register another course as per program scheme from the offered course list given by the program.
6. No one can register for exam for the same clear course twice except for the grade improvement.
7. In case a student wants to improve his/her grade point in a course, he/she can improve it only by appearing in the End Semester Examination of the same course as per examination rules.
8. A candidate also has an option to withdraw a course before End Semester examination of a Semester. Maximum two courses can be withdrawn in a Semester.

9. Courses withdrawn shall be shown with a 'W' grade in the semester Grade Sheet and the Consolidated Grade Sheet, but will not be counted for the calculation of SGPA and CGPA of that Semester.

Course Levels

Level I: General Studies, Basic Science Courses, Basic Engineering /Technology Courses
Level II: Program Core/ University Elective(UC)
Level III: Program core /Elective (PE)/ University Elective(UE)
Level IV: Applied Engineering Courses/ Elective(PE)/
Level V: Specialized & PG level Diversified Courses electives/ Elective(PE)/

Course Category

University Core (UC)
University Elective (UE)
Program Core (PC)
Program Elective (PE)

6.7 Course Registration

Registration is a very important procedure part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. No credit is given if the student attends a course for which he/she has not registered and not enrolled. Registration for courses to be taken in a particular term will be done according to a specified schedule before the end of the previous term. Each student is required to completethe registration process by indicating the slot-wise choice of courses.

The choice of courses must be approved by his/her faculty adviser (FA). On the first day, of a new session a student must register for the courses. The registration shall consist of being physically present on the day of registration, reporting to the faculty advisor and confirming the registration already made. Students who have paid the fees and cleared all the previous dues are only permitted to register.

- It is mandatory for all students to register every term till the end of his/her study, for courses that he/she is going to study in the term through a Course Registration process
- The list of courses offered by each program will be announced prior to the registration.Depending on academic and non-academic resources available to each program, courses offered may vary. Online and off-line registration must be completed within the due date to ensure registration of courses in the concerned term.
- Student can register for courses from multiple terms from a list of courses offered by the program in that term, provided term grants for the pre-requisite course.
- Selection of interdisciplinary courses from offered elective courses list.
- Choice for dropping a Registered Course once in a term within ten instructional days/two weeks.
- Registering another course (ADD course) after dropping a Registered Course within two instructional days from the offered list and as per the availability of course.
- Choice for dropping complete term for training/project work within norms.
- Multiple course registration after term grant (no detain) for the same course is not permitted except re-registration.

6.8 Minimum and Maximum Credit Limit

In order to prevent students accumulating backlogs/ arrear courses, students under CBCS having more arrears are brought under the following conditions. Also, to plan a slower pace, it is necessary to restrict the credits a student registers in a term in relation to his/her performancein previous term.

- Maximum **30** and minimum **15** will be the credits limit for New Course Registration in each term.
- Minimum credit limit for the course registration will not be applicable, who wish to drop a complete term OR last term course registration.
- Minimum credit limit for the course registration will not be applicable for the fastachievers.

6.9 Adding/ Dropping of Courses

- The student also will have the option to drop a course within 10 instructional days /2 weeks of start of the term, if he/ she feels that the course is difficult and wishes to register the same in next term
- A student has to re-register for the DROPPED course when the course is offered again by the program. The candidate may choose the same or an alternate course as per program scheme.
- Choice for dropping complete term within norms (maximum duration of degree will not change)

6.10 ADDITIONAL LEARNING – Certification / Diploma / Post-Diploma

- Students, who wish to take additional courses from other discipline, will have the option toopt elective courses of the other discipline (Multidisciplinary course).
- Students will get separate Post-Diploma (12 Courses) / Diploma (8 Courses) /Certification (4 Courses) for addition specialization courses
- Additional courses may be in the form of audit or credit course.
- Additional courses will not be considered for calculation of SGPA or CGPA.

6.11 Opting PG Course

- Undergraduate students having a CGPA of 7 or more are permitted to credit a Post Graduate level course (from the courses offered list decided by the program), in his/hermajor area of specialization (or related discipline) based on term credits.
- Students will get certification and credits for additional Post Graduate level courses.
- Additional Post Graduate level courses will not be considered for calculation of SGPA or CGPA.

6.12 Promotion Rules

Year Progression	Minimum Requirement
I to II Year	60% of total credits from (Semester I and Semester II)
II to III Year	Total sum of Credits equals to Total Credits of First Year + (60% of total credits of Semester III + IV
III Year to IV Year	Total sum of Credits required to progress equals to Total Credits of First Year + Second year + (60% of total credits of Semester V + VI

- For Non-Engineering Courses, Credits may change, but formula remains the same
- While minimum CGPA requirement in UG Program in first 2 years is not mandatory, a student should have a minimum CGPA of 4.5 to progress from 3[rd]year to final year in addition to meeting the credit requirement. The same will apply to PG Course after first year onwards.

Result and Grade Point Calculation

- Result processing will be course wise.
- SGPA will be calculated as per courses registered for the exam in that term and credits earned in the term.
- Term wise result will not be declared separately.
- SGPA will be Term basis *(Excluding Additional learning courses)*
- CGPA will be cumulative grade points (∑**SGPA** *(Excluding Additional learningcourses)* earned till that term.

6.13 Credit Transfer Scheme:

Policy for CTS with University

- Credit Transfer Scheme is a student exchange program amongst Institutions. In GALGOTIAS UNIVERSITY, a Student having CGPA >= 7 can attend one complete semester in esteemed academic institution of excellence as approved by the academic council.
- Student gets exposure of the academic environment in IITs/other University's of National /International repute. He/she can compare himself/herself with the students at these institutions and build a confidence.
- Students can avail the credit transfer facility of one semester with these approved universities / Institutes. In this scheme students may opt for any one University and study one semester over there.
- Students shall follow all the undertaking, notification and guidelines given from time to time.
- All interested students can apply for any one semester within stipulated time to inward suction (reception).
- Student has to do course mappings and calculation of total credits with the opted University under the guidance of Faculty Advisor and Dean.
- Mapping sheet duly signed by student and Faculty Advisor to be attached with application.
- After scrutinizing application, students shall be called for an Interview
- In interview if all conditions are satisfied then he/she may be allowed for the scheme.
- If the other University allows, he/she can register for one semester. If the student is not ableto register all the courses available in the semester at GALGOTIAS UNIVERSITY, he/ she is allowed to register in Summer Term.
- Student needs to bear the difference in fee of the selected University.

After completion of one semester, the result form their University is sought and credits shall be transferred as per mapping policies.

Sr. No.	Activity	Responsibility
Conditions:		
1. Student having CGPA (top 25% of students of every branch)		
2. He/She should have already completed 6 months internship in the same industry.		
3. For November-May slot, application to submit by the end of September		
4. For May-November slot, application to submit by the mid of April.		
Rules and Regulations:		
1	Request letter from Industry for six months extension with the assurance that student academics shall not be compromised.	Dean
2	Request letter from student for extension with parents undertaking through Industry- Institute Interaction (III) Cell and Faculty Advisor/Dean.	III Cell and Dean

3	Details regarding reputation of Industry for six months extension for Industry Internship to be prepared along with equivalence.	Committee- Dean Academics, Dean III Cell, Dean of Concerned School, Faculty Advisor as Ex-Officio
4	a. Assurance of few areas under internship to be mapped with subjects. b. Presentation/seminars/work/assignment in the company to be mapped with subject examinations (IA/CAT). c. Learning Mode: - Subjects not mapped shall be learning through NPTEL/MOOCs & Impart us lectures (Lecture Capturing System at GALGOTIAS UNIVERSITY).(Maximum two courses and minimum one course exemption shall be allowed)	School Dean
	d. Examination: - Along with other students in End Semester Examination.	
5	Letter from III Cell towards approval to student by keeping CC to company.	School Dean
6	Student to joining the industry	III Cell
7	Students shall be abide by the equivalence scheme prepared by the committee. In addition students have to follow all the guidelines given by theIII Cell and Industry for six months Industry Internship.	III Cell
8	Student will not be allowed to leave the industry in between. In case, he/she leaves or gets detained in the respective semester, he/she shall take fresh admission at GALGOTIAS UNIVERSITY with regular fees in the respectivesemester in next academic year.	School Dean
9	Student availing facility of extension will make his/her own staying arrangement at the venue of concerned industry. Stay and other livingcharges will be paid by the student.	Student
10	On completion of evaluation by industry, the industry shall submit the score to GALGOTIAS UNIVERSITY .	Industry

6.14 Dual Major Scheme

The 'Dual Major' nomenclature is clashing with Major/ Minor in CBCS so the term 'Major/ Minor' shall be replaced with 'Honors /Minor' in the rules and regulations. This shall have to be intimated to all concerned and also to the university, in time for the award of the same, in place of the previous document in that regard.

- The hierarchy of certification from the lowest to highest shall be Additional learning(Audit/ Credit) Honors/ Minor Major Degree.
- Fees for 5th year (9th and 10th Term) shall be as per fees for that batch from their first year. The students under scholarship also have to pay full fees as open category students for the fifth year.
- Honors and Minor is to be allowed within 4 years of graduation.
- Candidates willing to opt for the Dual Major may do so at the beginning of the 3rd termand this option is to be closed after the 4^{th}term under normal circumstances. The applications are to be routed by respective faculty advisors through the Deans of the School, to Dean Academics. Even after that, if some application comes, then it shouldbe accepted with the approval of the Vice Chancellor.
- All Deans agreed and verified that they have ensured that no core subjects are omittedwhile considering the Dual Major. The prerequisite issues have been considered in all schemes, if any.
- The possibility of having a Dual Major as a part time programme and a Dual Major concurrent with the original Major is always there and recommended for considerationin the long run. However since this is a new system, so presently it is proposed to implement the scheme only with an additional one-year.
- The Committee comprising of Dean Academics & Deans of both the Schools,Controller of examinations and faculty

advisor as ex officio shall decide the final subject and scrutinize the applications to finalize, display and convey the names of theshortlisted candidates and shall handle issues, if any, during commencement of the scheme.

- It is proposed to prepare a superset of all the additional offerings in the fifth year for each branch, to define the Major of that Branch. Certain subjects should be mandatoryand some have to be optional. It is proposed to augment the Superset with additional Minor subjects, with the possibility to opt for Minor and Dual Major in the same discipline.
- No prerequisite required for entry level to enroll for Dual Major.
- Withdrawal from the Dual major scheme after the final year is allowed. And in case withdrawal is in between the 9th /10th term, then the student shall be given a certificateof additional learning.
- Candidates selected for the Dual Major scheme will be required to complete / earn the credit requirements of equivalences and non-equivalences and acquire 5.25 as minimum CGPA to complete the Dual Major, considering all subjects of all five year terms, as defined by the academic committee and 5.25 as minimum for first Major, upto the point of its award. In case the student is unable to complete 5.25 CGPA for first Major until the end of the fourth year or later as applicable, He/She can continue for Dual Major and simultaneously enroll for additional subjects towards improvement, to get the first Major. His Dual Major shall be on hold (withheld) until he/she completes fulfillment of first Major.
- The proposed Scheme of Dual Major shall be implemented from 2019-20 5th term students (2017-18 admission batch)
- From the 5th year, there shall be two advisors to such students; one from the parent school and the other from the School wherein he/she wishes to get the Dual Major.
- The examination fees shall be as applicable for that particular year, as notified by concerned authorities.
- The promotion rules applicable to such candidates shall be as for the other students incase of CBCS.
- The parent School will prepare the documents clearly, identifying the equivalences andnon-equivalences in the form of courses and credits and shall update the same time to time as and when required.
- On the completion of corresponding courses and earning credits thereof and after acquiring minimum 5.25 CGPA, the candidate will be declared eligible for getting the Dual Major in the appropriate discipline.
- If any unforeseen issues come up with regard to the Dual Major, then this subcommitteeof the Academic council is empowered to handle the same with ex officio members asin this meeting. The Chairperson of the Academic Council is empowered to take final decision in this regard. In particular some issues are envisaged with respect to students completing credit requirements for the first Major after three and half years. This shallbe ratified by the academic council on case-to-case basis.
- The additional Major shall not be considered as an additional subject in that Degree. However it allows the student certain benefits, particularly those related to career or placements.

7. Internship

Galgotias University has introduced one semester internship/field project with an aim to provide exposure to industrial environment necessary to groom students for their profession. Every School has framed in detail guidelines for Internship/Project. Following aresome general guidelines, Dos and Don'ts to be followed.

7.1. Objectives of the Industrial Training/Internship

- To provide an opportunity for students to familiarize with the industry of their discipline, experience work culture and discover the organizations within the industry. Students will acquire interpersonal skills through meeting with professionals in their field of study.

- To provide an opportunity for students to correlate theoretical lessons and principles with practical applications. Students will acquire practical skills and experience working on projects along with industry experts.

- To provide an opportunity for students to discover grass root problems and fundamental issuesin industry with a view to take up major project and development of innovative solutions.

- To provide the opportunity for the industry to identify potential employees and actively contribute to the teaching-learning process by ensuring that program curriculum satisfies the expectations of the industry and continual

improvement.

- To make use of skills imparted at the University in solving domain specific problems of industry.

7.2 Expected Learning outcomes after the training/internship are:-

- Exposure to Organizational skills and professional practices.
- Ability to work under supervision and directions.
- Efficiency to completing tasks, fostering good relationship with seniors and subordinates
- Improved Communication and interpersonal skills.
- Work Ethics of the company/industry.
- Expectations of the company /industry in general on employees.
- Exposure to latest technology applications to the specific discipline.
- Identification of relevant problems in the industry and innovative solutions.

7.3   How to select Industry

Following parameters are to be verified before finalizing industry
- Corporate Identity Number(CIN)
- www.mca.gov.in (Ministry of Corporate Affairs), Zaubacorp and Tofler
- Company Turnover
- Year of Establishment
- Registered Address
- Vice Chancellors/Signatory Details
- Company Status
- Scope for 6 Months Internship

7.4 Procedure for applying for project/ Internship.

- All eligible students (with minimum credit requirement criteria and no backlog courses/ no detention/ no summer term etc) are required to contact Training and Placement Officer assigned to every student.
- Students will give choice of company with details of HR and email id. TPO will send mail to company through III cell. Students will not communicate to companies directly through mail or call.
- T & P Cell will float the company on T & P site, where student will apply for the company of interest. Shortlisting and scrutinizing and other criteria will be taken care of T & P and selected resumes will be sent to company.
- After getting approval from company, student will be informed and undertaking will be taken from student for accepting the same. Student will put IRF request through student portal and same will be approved by III Cell. School III co-ordinator will approve at his end and will issue relieving letter and internship diary will be issued by library after verification. Student will report to company afterwards.
- If student brings new company, he will fill CRF form and get it uploaded on portal with III cell. Hard copy of III letter can be issued based on new request.

It is mandatory for all students to use their galgotiasuniversity.edu.in email address in order to access this portal.
- All students in-group must fill the online Internship Request Form for the confirmed company only. (IRF)
- The form will be scrutinized and approved by the School. Students can see the status of their application online. Usually this requires 1-day time.
- Students should fill the joining details online within 2 weeks of joining. Back dated entries will not be

entertained.

- It is mandatory to fill correct joining details of Supervisor (Name, Designation Contact, mail) failing which the internship/ Project is liable to be cancelled.
- After the Internship/Project is completed, students need to upload their certificates individually within one week of receipt of certificate. Students will not be allowed to appear for examination if they fail to upload certificate in stipulated time.

7.5 Stages in Field project/ Internship

Stage 01: Orientation in the company   *02 months.*

- During the first two months of internship, the intern shall undergo an extensiveorientation programme in industry.
- The intern should carry out a detailed study of products /services, processesoffered by the industry.
- Intern should identify the suppliers, customers and competitors of the industry.
- Intern should understand the organization structure, vision, mission policiesand top management of the industry.

Stage 02: Identification of Problem/Case study & Survey`   *02 months.*

- Intern should identify relevant problem based on issues involving product design and development, automation, process optimization, cost reduction, quality control, material handling, logistics, lay out design, energy audit, wastereduction, pollution control etc.
- Intern should carry out comprehensive field/literature survey relevant to the selected topic.
- Intern should finalize the methodology along with relevant software tools and prepare preliminary design, evaluate alternative solutions.

Stage 03: Completion of Project/ Case study   *02 months*

- Intern is expected to arrive at final solution/conclusion for the stated problem.
- Intern should prepare a comprehensive report on the work done in the industryin the prescribed format.
- Intern is expected to publish/present his contribution at National/International project/paper presentation competitions after obtaining necessary prior permissions.

7.6 Rules & Regulations

- Max 04 students per batch and Max 08 students at one company location.
- Changing the company midway is not allowed.
- Term will not be granted if student fails to have 90% attendance.
- Prior written permission of the industry and University for leave.
- Follow all the deadlines with regards to admission form, examination form or other administrative matters.
- Obey all the rules, regulations laid down by the company.
- Very punctual and regular at the industry.
- Any adverse feedback will result in extension of project by one semester.
- Official communication between students and guide/University will be through galgotiasuniversity.edu.in email id.
- Monthly attendance record must be submitted with company stamp.
- Students will not behave in any manner, which will disregard the institution's name.
- No student will directly approach to Industry person, official communication through project guide/ coordinator/III cell.

7.7 Dos and Don'ts

Dos

- Always report in time and be regular.
- Always maintain formal dress code as per company rules.
- Strictly adhere to all rules and regulations and safety norms.
- Be polite and cordial in all your interactions with industry personnel.
- Make a habit of noting down important points during meeting/discussions.
- Maintain strict confidentiality of company information.
- Take initiative and complete all assigned tasks with enthusiasm.
- Have a focused approach and positive attitude.
- Be open to constructive criticism.
- Always stay in touch with your University guide.
- Report your progress on fortnightly basis to University and industry.

Don'ts

- Compromise with your safety.
- Do lose talk or criticize company policies/executives.
- Take leaves without prior permission of industry/University.
- Be late.
- Misuse the facilities offered by the company.
- Take photographs/videos without permission.
- Encourage friends, relatives visiting workplace.
- Handle equipment's in the absence of company supervisor.

7.8 Industry Project/Internship Tentative Schedule:

a. 7th Semester Internship

SN	Documents	Descriptions	Due Date	Submitted to
01	Industry Finalization	Original hard copy before starting Internship	30^{th}Mar	To respective section Coordinator
02	Joining on Portal	Within 15 days from date of joining	15^{th}May	To respective guide
03	Feedback letter from Industry Supervisor	With signature, Designation & stamp of Company	15^{th}Aug	To your respective guides

04	Industry Progress Seminar I and (Report)	1. Detailed information about industry such as introduction about group / company, 2. Collaboration & subsidiaries, 3. Production processes, products & services, business functions, layouts, turnover, 4. New technologies & management concepts etc. 5. List of problems identified and case studies 6. Problem definition	Last Week Aug	To respective guides
05	Industry Progress Seminar-II and (Report)	Case study –The report shall contain 1. Executive summary. 2. Problem statement. 3. Diagrams/photos 4. Alternatives 5. Conclusion 6. Implementation.	Last Week Sept	To respective guides
06	Submission of University Dairy	Student shall maintain a daily record of activities one during the internship in the form of a diary his/her own handwriting. 2. Daily diary should be sign by industry supervisor every day	15th Nov	To respective guides
07	Internship Certificate	original Certificate, uploading on Portal 3. Scan copy to be send to respective section Coordinator	17th Nov	To respective section coordinator
08	Industry Internship Report	Draft copy to be shown to respective guides	16 November 2018	To respective guides
		Printed copy (spiral bound)-2Nosdulysigned by guide, coordinator & HoD to be submitted before internal assessment.	19 November 2018	
09	Internal Assessment	Final seminar & documents verification	19-20 Nov	To respective section coordinator
10	External Assessment		19-24 Nov	

b.   **8th Semester Internship**

Sr. No	Documents	Descriptions	Due Date	Submitted to
1.	Confirmation Letter from Industry	1.Original hard copy before starting Internship	15 Oct	To respective section Coordinator
2.	One page report of industry, supervisor	1. Within 15 days from date of joining	15 Nov	To respective guide
3.	Feedback letter from Industry Supervisor	1. With signature, Designation & stamp of Company	15-Jan & 15- Mar	To your respective guides
4.	Progress report- I	1. Detailed information about industry such as introduction about group /company, 2. Collaboration &subsidiaries,	5- Jan	To respective guides
		3. Production processes, products & services, business functions, layouts, turnover, 4. New technologies & management concepts etc.		
5.	Progress report- II	Case study -The report shall contain 1. Executive summary. 2. Problem statement. 3. Alternatives 4. Conclusion 5. Implementation.	05-Mar	To respective guides
6.	Daily Dairy	1. Student shall maintain a daily record of activities done during the internship in the form of a diary in his/her own handwriting. 2. Daily diary should be sign by industry supervisor at least ones in a week.	-	To respective guides
7.	Internship Certificate	1. Original Certificate, 2. Photocopy 3. Scan copy to be send to respective section coordinator	1 May	To respective section coordinator
8	Industry Internship Report	1. Draft copy to be shown to respective guides	1 May	To respective guides
		2. Printed copy (spiral bound)- 2 nos duly signed by guide, coordinator & HoD to be submitted before internal assessment.	10 May	

7.9 Evaluation of project Internship:

   a Internal evaluation:- 3 project/Internship progress seminar shall be conducted, (outof 3 seminar students are required to present two seminar personally & one through online mode).

   b External evaluation:- External seminar in presence of industry experts shall be conducted. Students are required to submit proofs for project implementations.

Rubrics for Evaluation Scheme (Internal & External)
   InternalRubrics

	Presentation Skills (5M)	Usefulness of Work (5M)	Guide Assesment(5M)	Expert judgement (2M)	No. of Hours Student Worked before progress seminar(3M)	Question& Answers(5M)	Total (out of 25M)
Progress Seminar I							A (outof 25M)
Progress Seminar II							B (outof 25M)
Progress Seminar III							C (outof 25M)

Total (out of 75)	A+B+C
Industry Assessment (25)	D
Total (100)	A+B+C+D

(To be submitted within 15days of joining)

Branch :			
Name of student:		**Section-Roll No.:**	
Contact Number:		**Project Batch:**	
GU mail id-			
Name of Company:			
Company Address			
Industry Person	**Name & Designation**	**Contact No**	**Email ID**
HR			
supervisor:			
Details of Industry:			
Duration of Internship:	**From**	**To**	**Total Days**
Actual working days in week			
Timing (from – to)			
Work Assigned:			

Signature of student   **Name & Signature of Guide**

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Format for Joining Letter

(To be issued by respective School after receiving confirmation fromindustry)

Date:

To, XXXX, XXXX XXXX

Subject: Joining letter for 6 Months Project Internship Respected Sir/Madam,

Greetings from Galgotias University .

We are grateful to you for granting permission to our two students to undergo 6 Months Project Internship at your esteemed organization and providing technical guidance towards developing professional competencies and skills.

With reference to your mail dated on -------------------------------- ,we are deputing following two student
From seventh semester Electrical Engineering for 6 Months project internship to your company during------to
--------------------------------------.

1.   XXX
2.   XXX

We thank you whole heartily for your kind support and expect similar in future.

Thanking you

HoD   **Coordinator**

Format for UNDERTAKING

Date:-

In   my   own   interest,   I   am   willing   to   complete   internship   at
_____(_____Organization/Address)from   /   /2020to /   / 2020. I hereby give an
undertaking asunder.

- I will regardless of age, may not use or be in possession or under the influence of alcohol or unauthorized drugs on either the industry premises or place of stay (Hostel/ rental accommodation) Violation of this regulation may result in suspension or expulsion from University.
- I will maintain confidentiality of work-related projects and personnel.
- I will familiarize myself with, and adhere to, relevant organizational arrangements, procedures, and functions.
- I will understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments; give it my best effort.
- I will report changes in work schedule, supervision, or problems at the site to the internship coordinator and industry supervisor.
- If I feel victimized by a work-related incident, I will contact the internship coordinator immediately.
- I will dress appropriately for the work setting.
- I will follow through on commitments.

- I will not conduct personal business during work hours (i.e. e-mails, cell phones, and internet).
- I will keep a positive attitude, open mind; avoid jumping to conclusions; try to make informed judgments.
- I will communicate–keep people informed in a useful and succinct way, listen and ask questions.
- I will be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers.
- I will assert ideas in an appropriate and tactful manner, seek feedback from supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance.
- I will accept constructive criticism and continuously strive to improve performance, seek to enhance professional effectiveness by improving skills and acquiring new knowledge.
- I am fully aware that no faculty coordinator is accompanying me and no coordinator is appointed on behalf of University at the place of internship.
- I shall be responsible for my conduct and own safety and Galgotias University shall not be responsible for this in any manner.
- I will not act in any manner, which defames the University in any manner whatsoever.

Date		Signature:	
Place		Name of Student:	
School		Phone Number:	
Semester		Section-Roll No	

I have allowed my ward (name as indicated above) for the above mentioned internship and instructed him/her to take due precaution for safety and discipline. I also undertake that the University/ University shall in no way be responsible for any loss or injury to my ward during the programme.

Date		Signature:	
Place		Name of Parent:	
		Phone Number:	
		Address:	

To,
The Vice Chancellor

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7.9 Evaluation Scheme:

Sr No	Assessment	Particulars	Marks
8.4.15.a	Internal assessment (100Marks)	Progress –I	25
		Progress –II	25
		Feedback from Industry	25
		Internal Seminar	25
8.4.15.b	External assessment (100Marks)	Case Study presentation	50
		External seminar & viva	50

Schedule for Submission:

Documents	Descriptions	Due Date	Submitted to
Confirmation Letter from Industry	Original hard copy before starting Internship	15April	To respective section Coordinator
One page report of industry, supervisor	Within 15 days from date of joining	15May	To respective guide
Feedback letter from Industry Supervisor	With signature, Designation & stamp of Company	01July	To your respective guides
Progress report-I	Detailed information about industry such as introduction about group / company, Collaboration & subsidiaries, Production processes, products & services, business functions, layouts, turnover, New technologies & management concepts etc.	5 July	To respective guides
Progress report- II	Case study -The report shall contain Executive summary. Problem statement. Alternatives Conclusion Implementation.	5 Sep	To respective guides
Daily Dairy	Student shall maintain a daily record of activities done during the internship in the form of a diary in his/her own handwriting.	1 Nov	To respective guides

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	Daily diary should be sign by industry supervisor at least ones in a week.		
Internship Certificate (minimum 24 Weeks / 168 days)	Original Certificate, Photocopy Scan copy to be send to respective section coordinator	5 Nov	To respective section coordinator
Industry Internship Report	Draft copy to be shown to respective guides	5 Nov	To respective guides
	Printed copy (spiral bound)- 2 nos duly signed by guide, coordinator & HoD to be submitted before internal assessment.	8 Nov	

Academically Weaker Student:

Remedial classes are conducted to improve the performance of students in all subjects. These classes are conducted in two stages. For the first stage, the academically weaker students are identified by conducting a diagnostic test (MTE-I) for all subjects. Students who have scored less than 40% marks i.e. below 8 marks in any **subject** are considered as academically weaker.

Stage I- For the identified students and those who had scored less than 8 in any subject, section wise classes are conducted as per notified time table. These students are counseled by their subject teachers on one to one basis which help them overcome their subject related difficulties and other problems if any. As a result students showed significant improvement in the subsequent tests conducted.

Stage II- After the last day of teaching just be for the End Semester Examination, again a crash course is conducted for not less than 10 hours per subject for students who have scored below 8 marks in all class tests (MTE). Senior teachers prepare teaching plan for allotted hours and conduct classes as per notified timetable. The class strength is around 35-40 students with deputation of two teachers per class. Because of this dedicated effort significant improvement in the performance and passing percentage of students is observed in End Semester examination.

An academically weak student is defined as per the following criterion and assessment is regarded as the diagnostic test.

7.10 Criteria for identifying weak students

For First year (Semester I &II):

- Failure in online diagnostic test (MTE-I) in more than three subjects (less than 8 marks out of 20), and
- Failure in more than three subjects in any MTE, and
- Failure in end Term examination

For higher semesters:

- Failure in end Term examination

Remedial Teaching is provided throughout an academic session to identified weak students of first year B.Tech for improving transition rate of first year students to second year. Remedial teaching is done by providing one additional hour of coaching for all subjects in the regular time table to all those students who are diagnosed weak and also for those failing in any of the subsequent MTEs. This is phase-I of remedial teaching. In phase II, a crash course of about 10 days duration is provided for each subject before the ETE. In phase III, intensive coaching of about 10 days is provided to failure students of ETE before the vacation examination. Although remedial teaching is also available to students of senior semesters, the focus is on academic performance improvement of first year B.Tech students.

For higher semesters of UG program remedial classes shall be conducted for failure students in end semester examination only. These classes shall be conducted immediately after declaration of result and before vacation examination.

8. Guidelines for NPTEL Courses:

- Learning and assessment are different processes. And both are to be considered separately.
- Provision in ERP for NPTEL/MOOCS course.
- Online Undertaking of student for he/she is agreed to abide the rules and regulations.
- All students of a class should be enrolled.
- Course mapping and credits mapping is very important and to be done at the time of course registration.
- IA /CAT to be mapped with assignments.
- ETE by University but exemption for Elite and grade to be given 'O'.
- Maximum credits can be 20% of the total credits within first degree. Maximum 2 persemester.
- In case student fails in NPTEL then his ETE shall be based on his NPTEL final score only however if he is absent in NPTEL examination then his ETE score shall be zero.
- The weightage of the courses of NPTEL shall be applicable for the same semester.

Course Mapping with NPTEL Name of the Student:

GALGOTIAS UNIVERSITY E Course	NPTEL Course
Branch/ Term:	Branch/ Term:
Section/ Roll No.:	Course Name:
Course Name:	Registration No:
Instructor:	Instructor:
Course Start Date:	Course Start Date:
Course End Date:	Course End Date:
Exam Date:	Exam Date:
Credits:	Credits:
Hours:	Hours:
Grade:	Grade:

IA (Internal Assessment

Exam Name	Assessment Parameter	Calculations of IA marks
IA	4 components of IA to be mapped with 4 Assignments	Average of the assignments will be converted out of 20 marks of GALGOTIAS UNIVERSITY

MTE (Mid Term Examination)

Exam Name	Assessment Parameter	Calculations of IA marks
MTE	Average of 2 Assignments not counted in IA	Average of the assignments will be converted out of 20% marks of GALGOTIAS UNIVERSITY

IA, CAT and ETE

	GU Examination		SWAYAM / NPTEL Examination	
Assessment Parameter	Equivalent Assessment (In General)	Marks	Assessment Parameter	SWAYAM/ NPTEL Course Duration
IA1	IA Marks as per GU scheme = [(Marks Scored in Assignment 1)* 5 /Total Marks of Assignment-1	20 MARKS	Assignment-1	8 Week
IA2	IA Marks as per GU scheme = [(Marks Scored in Assignment 3)* 5 /Total Marks of Assignment-1		Assignment-3	
IA3	IA Marks as per GU scheme = [(Marks Scored in Assignment 5)* 5 /Total Marks of Assignment-1		Assignment-5	
IA4	IA Marks as per GU scheme = [(Marks Scored in Assignment 7)* 5 /Total Marks of Assignment-1		Assignment-7	
CAT1	CAT Marks as per GU scheme =[(Marks Scored in Assignment 2 and 4) * 30 /Total Marks of Assignment- 2 and 4	30 MARKS	Assignment-2, 4	
CAT2	CAT Marks as per GU scheme = [(Marks Scored in Assignment 6 and 8) * 30 /Total Marks of Assignment- 6 and 8		Assignment-6, 8	
CAT3	From 6th Module of the equivalent GU course		To be taken internally based on module 6 of the equivalent GU course	
ETE	ETE Marks as per GU scheme =[(Marks Scored in NPTEL) * 50 /Total Marks of NPTEL Course]	50 MARKS	NPTEL Final Examination	
IA1	IA Marks as per GU scheme = [(Marks Scored in Assignment 1 and 3) * 5 /Total Marks of Assignment-1	20 MARKS	Assignment-1, 3	12 Week

IA2	IA Marks as per GU scheme = [(Marks Scored in Assignment 5and 7) * 5 /Total Marks of Assignment-1		Assignment-5, 7	
IA3	IA Marks as per GU scheme = [(Marks Scored in Assignment 9) * 5 /Total Marks of Assignment-1		Assignment-9	
IA4	IA Marks as per GU scheme = [(Marks Scored in Assignment 11) * 5 /Total Marks of Assignment-1		Assignment-11	
CAT1	CAT Marks as per GU scheme =[(Marks Scored in Assignment- 2,4,6) * 30 /Total Marks of Assignment- 2 and 4	30 MARKS	Assignment-2, 4, 6	
CAT2	CAT Marks as per GU scheme = [(Marks Scored in Assignment-8, 10, 12) * 30 /Total Marks of Assignment- 6 and 8		Assignment-8, 10, 12	
CAT3	From 6th Module of the equivalentGU course		To be taken internallybased on module 6 of the equivalent GU course	
ETE	ETE Marks as per GU scheme =[(Marks Scored in NPTEL) * 50 /Total Marks of NPTEL Course]	50 MARKS	NPTEL FinalExamination	

ETE (End Term Examination): 50 marks

Approximate GALGOTIAS UNIVERSITY Grades	
Approximate GALGOTIAS UNIVERSITY Grades (Relative) > 90 % - O 80-90 % - A+ 60-79 % - A 40-59 % - B	> 90 % - Gold 80-90 % - Silver60-79 % - Elite 40-59 % - Successfully Pass < 40 % - Fail
< 40 % - F	

Note: Student has to appear for End Term Examination to obtain the grade.

9. Summer Term

Summer Term will be conducted at an accelerated pace and will be at the double the rate of a normal semester e.g. one credit of course shall require two hours/week so that the total contact hours are maintained same as in normal semester. During summer term, students must attend all classes. If student's attendance is less than 90% in any course/tutorial then he/she will not be permitted to take the summer term examination of that course. The rules for summer term are as follows.

- Summer term, is only for theory (L) category courses and not for audit courses and practical category courses.
- Only those students who have been detained in any course can register.
- Students shall be allowed to register for maximum four courses. Those students who are willing to join the summer term will have to submit the "Willingness to join" in the prescribed format.
- The students who register for the Summer Term will have to sign an undertaking to revoke (cancel) the CAT/ IA marks secured by them in their regular/earlier attempt in the same subject/s. Thus, once student submit the undertaking stating that " My all previous internal marks of the subject registered for the summer term will be cancelled" then the students shall not seek restoration of the CAT/IA (internal) marks.
- Once registered, students will not be allowed to withdraw from a summer term.
- The summer term is not applicable to those courses which are not registered in previous terms.

Summer term is a special semester and students cannot demand it as a matter of right. It is mandatory for students to appear for regular examination for all subjects in regular term as summer term may not be offered for all subjects. Minimum batch size to be required and offering this semester cannot be treated as precedence.

10. Detention

- The student must be absolutely regular in his/her attendance for theory and practical classes. In case the student's attendance is less than 75% in the theory.
- lectures and practicals separately, his/her terms will not be granted. In case of any genuine reason, the student or his/her guardian must inform in writing to the authorities of the University in advance about the reason of absence.
- The student must be present for all the Class Assessment Examinations(CAT), Tutorial's, home assignments, quizes, seminars (IA) etc.
- The student should complete all the term work such as journals, drawing sheets, workshops or any other home assignments as per schedule.
- The student and parent should specially note that if the student having attendance less than 75% in any course including audit course & not completed 100% term work to the entire satisfaction of the Dean of the Institution, shall be detained and will not be allowed to appear for the End Term Examination (ETE).
- Monthly detention list will be displayed on School notice board.
- If a student wants to participate in any co-curricular /extra/co-curricular activities in and outside of the campus, he/she has to approve the leave in prior. However, in such case he/she has to maintain 75% attendance.

11. Semester Drop

The student can seek to drop a semester from the program on account of ill health or other valid reasons. The student should have settled all dues at the Institution including those of Hostel, Library and School etc. and fine of Rs. 7000/- on the day of his /her application for semester drop.

12. Term Examination (Continuous Evaluation)

12.1 For 2018-19 Admission batch

Component of a course	Examinations	Weightage	
		Engineering	Non Engineering
Lectures/Tutorials	Mid Term Examination (MTE) • 3 MTE's, each on 2 COS • MTE-1 CO1 & CO2 • MTE-2 CO3 & CO4 • MTE-3 CO5 & CO6	30%	20%
	Internal Assessment(IA) • One IA on Each CO	20%	30%
	End Term Examination (ETE)	50%	50%
Laboratory Practical Work (on the basis of continuous assessment throughout the term) Total Marks= Total marks optioned from all Experiment	Laboratory Practical Work (LPW)*	100%	
• For Council Driven Programs, as per Council Norms			

*Mark distribution for each experiment

Performance of experiment	Result & interpretation	Report	Viva	Total
02 marks	03 marks	03 marks	02 marks	10 marks

12.2 Question Paper Pattern

In general, question paper may have 5 to 10 Questions. The questions should be properly distributed on entire syllabus covering all COs and all levels of blooms taxonomy.

12.3 Question Paper Audit

There will be question paper audit with a committee, one subject expert suggested by BOS and other teachers work as a member along with external paper setter if any. Controller of Exams calls meeting for question paper audit. The facility should be there in the ERP:
- Questions are on all units, covers all CO, all levels and must be on LMS to be uploaded unit-wise
- The application and creativity questions only can be added which are based onlast level of blooms taxonomy
- Audit of these questions can be done
- System should generate randomly 2 sets of question papers which may have maximum 15% similarity
- Audit report
- Question paper format
- Qualification of paper setter

12.4 Exam Registration

- A student should necessarily register separately for the end Term examinations in all Backlog Course, and the newly registered courses one month before the End Term Examination (except those who are detained).
- If a student gets detained in a course after exam registration then his/her exam registration for that course will be treated as cancelled and will have to appear for the exam whenever the said course is offered.
- 'F'-grade is a fail grade. The course(s) in which a student has earned 'F' grade will be termed as back-log course(s).

12.5 Exam Form submission:

Every student has to fill online examination form as per the dates given in academic calendar through portal available through **ERP.**

- Online exam form through Payment gateway
- The exam fee of theory/ practical/projects must be predefined
- Submit the exam form along with fees
- After last day of teaching , student would fill up feedback and then hall ticket shall begenerated

12.6 Evaluation
The current practice of evaluation is as follows:

 12.6.1 CAT: This examination shall be conducted at the School in the scheduled week and the evaluated papers shall be shown to the students within three working days. There will be one CAT (maximum three out of which one must be online).

12.7 Examination Fees

University shall notify the fees payable by the students for various examinations, after the sameis approved by the competent authority. A student who has not paid the prescribed fees by the due date shall not ordinarily be eligible to appear in the examination. The Vice- Chancellor may at his/her discretion, in certain cases of genuine hardship, grant extension in the last date of payment of fees with the consent of Chancellor. The result of such students shall, however, be withheld till such time all the dues are cleared.

12.8 Scheduling of Examination for various programmes

The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awardingBachelor's/ Master's Degrees, Under-Graduate/Post-Graduate Diplomas, as the case may be, as per the prescribed Schemes of Teaching and Examinations and Syllabi approved by the Academic Council.

12.9 Eligibility to appear in the examination

- Examinations of the University shall be open to regular students who have undergone a course of study in the University, for a period specified for that programme of study in theScheme of Teaching and Examination and Syllabi and not under detention.
- Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.
- Provided further that a student may be detained from appearing in the semester-end examination in terms of

clause 8 of these Regulations or any other Regulation in force of the University.

Weightage of a course The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination shall be determined in terms of credits assigned to the course.

Component of evaluation

The evaluation of students in a course shall have the following components unless specifically stated in the Scheme of Teaching and Examination and Syllabi:

- Evaluation through a End Term Examination;
- CAT; and
- Continuous evaluation by the teacher(s) including Quizzes /assignments /projects /seminars /viva-voce, etc or any other mode to be specified by the course faculty.

Type of Evaluation	Max. marks for which the exam is conducted	Marks in previous column are converted to
CAT	50 marks	30 marks
ETE (Theory without a lab component)	100 marks	50 marks
Total		100 marks

IA PARAMETERS–

Parameter	Best 4)	Activity
IA 1	CO1	• The IA components are Course Based individual activities which are timebound and can be through Quiz/ Activity based learning based on Mini models / Assignments / Research article writing / Bibliography – submitted online and plagiarism checked through approved software/ based learning based on Simulation or experiments on software etc/any other activity approved by dean academics
IA 2	CO2	
IA 3	CO3	
IA 4	CO4	
IA 5	CO5	
IA 6	CO6	
IA7		Score in AMCAT/Cocube Tests- Marks Scored by student in each test to be equally distributed/mapped for each subject by School Head and benchmarking to be done. / Participation Co-curricular Activities/ Outside campus participation(Rubric attached) /Hackathons
IA8		Participation in Extra-curricular Activities Discipline / other activities which brings laurels to the university, not included in IA1-IA8

Rubrics

Rubric			
Sr. No.	Level of Activity	Cocurricular Activity – IA 4 Marks	Extracurricular Activity – IA 5 Marks
1	School/University Level Activity Participation	0.5	0.5
2	Invited Lectures/Industrial Visits	0.5	
3	University Level Activity Winner/Runner up in Club	2	2
4	University Level activity Coordinator/Co-coordinator/Club	2	2
5	Outside University Participation (National Level Activity)	3	3
6	Outside University Activity Winner/Runner up (National Level Activity)	4	4
7	NPTEL if not mapped with course (Elite)	5	NCC, NSS 05

S.No	Level of Activity	IA Marks
1	Active Startup/Registered	IA full for maximum 2/3 subjects
2	National Award	IA full for maximum 2/3 subjects
3	Winner of Smart India Hackathon/Go Cart/BAHA - top 5 team	2 subjects exemption & IA full
4	NCC/NSS	Credit Course
5	Placed in Day 1 Company	IA full for all subjects + MTE.
6	Above 20 LakhsPackage	Exempted for maximum 2 exams from ETE and IAfull
7	Internship converted in job For Non-Engg	IA full for subjects(3 Lakh package.)
8	GPAT/GATE qualified score/ UPSC exam (in opencategory)	IA full all subjects+ MTE for all Subjects.

12.10 Paper Setting

Controller of examination or his nominee would send the request to all the concerned faculty members for paper setting. Dean shall ensure that the question paper is prepared by using Question Bank (QB) by faculty, 20 days before the start of CAT and 30 days beforethe start of End Term Exams. The quality check as per verticals and use of prescribed format of question paper shall be done by Dean of the school and PC and to be submitted to Dean academics. 80% of the questions for the ETE shall be prepared by faculty/DC using QuestionBank and remaining 20% new innovative/creative questions not from question bank shall be added by Moderator. Exam Coordinators will have to submit their question paper as per the specified date.

- ERP Team will access the data (Syllabus Definition – Area, Topic, Unit) and map it to corresponding course faculty
- Course Name, Course Code, Program name with COs to be mapped with the help of School ERP coordinator in QBMS.
- Course Coordinator, Author, Reviewer, Moderator for each course is mapped by each school through QPC login.
- Template of the Question Paper is to assigned by School Dean for eachprogram as approved by academic policy after getting inputs from BOS.
- Date of Exam and time duration to be assigned by Dean at the time of template assignment.
- Questions prepared by the Course coordinator with at least (30) questions per unit /CO is to be uploaded in QMBS. The question updation must be a continuous process and must be updated at the end of every unit.
- Author choose the template available in the ERP and generate the question using the template.
- Reviewer will check if the questions available in the question bank are satisfying the following points – Co/ language, Unit, Area, Topic are matched correctly, CO Mapping,BTL Level, Difficulty level and Maximum marks (Accept or Reject).
- Moderator moderates the Question paper only for ETE (is required to add minimum 20% extra questions.
- The moderator can accept or reject the questions and also ensure repetition of questionsare avoided
- After Moderation, the questions are printed from QBMS by the QP printing team

12.11 Moderation of Question Papers

The moderators shall observe the following guidelines.

- Check course name, course code and session.
- Check distribution of marks, vis-à-vis scheme of examinations and see that the distribution of marks of questions asked to be attempted tallies with the maximum marks allotted to the paper.
- Keep the level of language of questions moderate which the student can understand and ensure that the question paper can be attempted in the given time.
- Ensure that the questions are evenly distributed over the entire syllabus in accordance withthe scheme of examination.
- Check spellings
- The moderator should ensure that the desired learning outcomes which are mentioned in the syllabus are being met in the question paper both at the level of the particular course and at the problem level.
- Ensure that questions have not been repeated.
- Sign the moderated question paper and a data form for future use by the University.
- There should be module in ERP for audit report of the moderation by chairman of moderation committee of each program and compiled report to be made available.

12.12 Examination Grievance Committee

In case of any written representation / grievance received from the students regarding the question papers, within three working days after completion of the particular examination, the same shall be considered by the Examinations Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendationsof the Students Grievance Committee, before the declaration of result(s) of the said examination.

12.13 Conduct of Internal Examinations

- CAT will be conducted by various Schools.
- Dean of the School concerned will form a team for the conduct of CAT exam.
- Dean/School examination coordinator will ask their faculty members to prepare the question papers as per the format.
- Moderation team will moderate the question papers.
- COE's office will prepare the examination schedule, student seating plan, etc. and provide alllogistic help to various Schools and COE office will supervise the conduct of examinations.
- After the examinations, the answer booklets will be distributed by the concerned Dean office to the respective faculty member for evaluation.
- Faculty members will prepare the award list and upload the same on ERP and keep acopy with them.
- The answer scripts shall be shown to the students by the respective faculty members.
- One week before the ETE, all the Schools must upload IA / continuous evaluation mark on ERP duly verified by school's examination coordinator.
- Faculty members are required to submit the duly signed hard copy of print out taken from ERP to CoE Office through examination coordinator of school.

12.14 Conduct of Practical Examination

General guidelines for conduct of practical examination
- Practical examination shall start after the arrival of external/internal examiner (whichever applicable)
- External Examiner shall choose one/two experiments out of prescribed ones to be given to the candidate.
- Before the actual start of the examination, the Dean/HOD/Programme Chair/Division Chair/Lab In-charge shall interact with the internal as well as external examiners and brief them about the sanctity and seriousness of the practical/viva voce examination, particularly emphasizing that the examination is to be conducted purely in a fair, transparent and objectivemanner, thus assessing the true performance of the candidate.
- The external examiner is expected to devote a reasonable time, assessing the candidate on all possible dimensions of the course in question.
- Each candidate shall be assessed on various parameters like subject knowledge, practical application of theoretical concepts, communication skills, copy of the projectreport/dissertation, conduct, etc.
- The 'final external evaluation i.e. the final award list' shall be submitted to the examinationdivision immediately after the conclusion of the examination in a sealed cover clearly marking the envelope as "EXTERNAL AWARDS". The ultimate objective of these guidelines is to assess the candidate on various parameters and assign him/her the marks that reflect his/her potential as a true professional like an Engineer, Manager, Lawyer, etc.
- T A and honorarium will be admissible as per university norms.

Internal practical examination shall be through continuous assessment except regulated courses

12.15 Conduct of End Term Examinations
- All semester-end examinations shall be conducted by the Controller of Examinations.
- The schedule of examination shall be notified by the Controller of Examinations at least fourweeks prior to the first day of the commencement of semester-end examinations.

- For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor provided that the Vice-Chancellor may, at his discretion, delegate his/her authority for approval of examiners.

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- The recommendations for names of examiners shall be obtained from the concerned schools.

  The Controller of Examinations shall be authorized to add one or more names in the panel of examiners before the list is submitted to the Vice-Chancellor for approval.

  After receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.

- Detailed process of ETE conduction.
- Detailed instructions for the Centre Superintendents, Invigilators and Students for the efficient conduct of examinations.
- Semester-end practical examinations shall be conducted by a Board of Examiners, comprised of one external expert and internal examiner(s) for each course.
- The Vice Chancellor shall have the right to call for all the records of the continuous evaluation of the student and moderate the same, if deemed fit in any specific case(s).
- The Grade Card containing the grades obtained by a student in various courses shall be issued by the Controller of Examinations at the end of each semester, after the declaration of the result within 8 days of examination results.

12.16 Evaluation and Preparation of Results

After the exam, the answer booklets will be arranged enrolment/ admission number wise and program wise, sealed in an envelope and delivered to the evaluation in charge. The Evaluation In-charge will supervise the evaluation & ensure that the evaluation is error free & to be finished within given time frame. Once the evaluation is over, evaluators are required to upload the marks. Evaluators are required to show the answer scripts to the students. Schools will make necessary arrangements for showing the answer scripts to the students. Evaluators are required to submit the evaluated answer scripts after showing to the students to the Deans of respective schools. Deans of the schools will act as a custodian of Answer Scripts of their respective school. Duly signed copy of marks uploaded are to be submitted to CoE office through examination coordinator.

Answerscripts Showing & Grievance Handling:

The schedule for answerscript showing is displayed by Deans of respective school well in advance of examinations and copy of it is forwarded to Controller of Examinations. The schedule contains the details of paper, dates, venue etc. According to the schedule, the students report to the respective venue. If students remains absent for the said date he/she is not entitled to file grievance after the date of paper showing.

The students can see the marks and if there are any grievances, they can apply to the Dean in the grievance format. The Dean appoints the grievance handling committee with the senior faculty as expert. The re-evaluation of papers is carried out by the senior expert and if there are atleast 10% changes in the marks (of the obtained marks) then the changed marks are forwarded to the Controller of Examination for the necessary changes.

Open House

Open House for unresolved grievances are also arranged wherein the students who have grievances even after the grievance mechanism report to the Vice Chancellor, COE and Dean Academics for solving their grievances as per the notice issued from COE office. These changed marks are then entered into the ERP.

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Preparation of Result
- Cross checking of Marks entered by faculty with Answer Sheets.
- The Results will be Processed by Exam Team through ERP
- Preparation of summary of Fail students/YB Students
- Send communication to School Deans/Registrar/PVC/VC office

12.17 Grading System and Rating of Performance

The scores of internal and external assessments are added for conversion into a Letter Grade as follows:

Grade	Grade Abbreviation	Grade Point
O	Outstanding	10.0
A+	Excellent	9.0
A	Very Good	8.0
B+	Good	7.0
B	Above Average	6.0
C	Average	5.0
P	Pass	4.0
F*	Fail	0.0
AB	Absent	0.0

University to follow relative grading system till now absolute grading system is followed.

12.17.1 General Guidelines for Award of Grades

- A student who was awarded "F" grade in a core course has to repeat it compulsorily when it is offered next and until a passing grade is obtained.
- For the 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' grades secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however these are counted in the calculation of the SGPA.
- Evaluation of different components of a course Unit for each student shall be initially done in numerical marks considering the weightage in teaching scheme.
- The marks of different components viz., internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of examination of a Programme and added. The total marks obtained shell be out of 100 and the same would be converted into grades in 10 points scale.
- Grading will be done on raw score awarded by the evaluator in internal continuous assessmentas well as in Semester End examination.

Relative grading in applied to all theory courses.

Examination committee shall appoint a sub-committee called Grade Moderation committee. (GMC) This committee shall be responsible for grade moderation. Dean academics shall be the convener of Under Graduate programs and Dean PG for Post Graduate Programs. Grade shall be awarded by subject teachers and forward it to grade moderation committee through Dean of concerned School. Grades shall be modified by the GMC based on the normal distribution.

The Term Grade Point Average

The performance of a student in a semester is indicated by a number called SGPA. The SGPAis the weighted average of the grade points obtained in all the courses registered by the studentduring the term exam.

$$SGPA = \frac{(EGP)}{\sum(Course\ Credits)}$$ courses for which exam registration is done in the current term/semester.

The SGPA is calculated to three decimal places.

12.17.2 Calculation of Cumulative Grade point Average (CGPA)

An up-to-date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is the weighted averageof the grade points obtained in all the courses in prescribed terms for the UG/PG Programs. CGPA for a student of undergraduate/postgraduate programs shall be calculated only when the grade point (minimum up to pass marks) of all the semester examinations are available.

$$CGPA = \frac{(EGP)}{\sum(Course\ Credits)}$$For courses in all completed terms/semesters including current term/semester.

EGP = $\sum$(Course Credits ×Grade Point)
The SGPA and CGPA are calculated up to two decimal place.
Theory 1 Credit =1 Hour
Practical 1 Credit =2 Hours

The CGPA is also calculated to two decimal places.

Rules for Calculation of SGPA and CGPA

1. Additional learning courses are not considered in calculations of SGPA and CGPA
2. EGP = Course Credits * Grade Point
3. SGPA = Earned Grade Point of that Term / Total Registered credits of that Term
4. CGPA = Total Earned Grade Point till that Term / Total Registered credits till that term.

12.17.3 Minimum Academic Requirements:

- The student must score a minimum Grade 'P' in each course unit.
- The minimum passing SGPA for each semester is 5.0 & 6.0 for UG & PG programs respectively.

12.18 Result Moderation and approval by Examination Committee

Rough analysis of the result will be put up before the examination Committee. Based on thedecisions of the committee, final result will be declared.

12.19 Grade Cards
Grade Cards of the students who have appeared in the End Term Examination/vacation will be printed and shall be distributed through respective school deans.

12.20 Grade Improvement Scheme
> For UG/PG Program:
The students admitted in III Term/Sem. having their CGPA less than 6. 0 (required CGPA forfirst class as per AICTE norms) will be given chance to improve their CGPA above 6.0 by appearing in maximum two theory subject/Semester and maximum of 10% credits of total maximum credits in which they got pass grade. He / She

can improve grade point only by End Term / Sem. Examination of the same course as per examination rule.

13. <u>Online/ Activity Based/ Project Based examinations:</u>

Beginning of the session, the list of Program Grids (Program Structure) (school wise & program wise) duly signed by Deans of the schools and academic Dean must be received at COE office.

Preparation for Online Examination:
- Deans to give information of the courses applicable for term to be conducted in
  - Activity based learning
  - Project Based learning/Skills workshop/online mode/case study
  - Exam to be conducted through Hackathon/ unconventional mode/ case study/seminar/ paper presentation.
- Group of faculty dealing with subject (might be from different School) for common rubrics and exam pattern.
- Examiners shall be from outside only.
- Multiple sets of question papers to be prepared.
- In case there are more than one course teacher, then number of sets by each course teacher can be prepared and it can be up to maximum of 16 sets.
- Examination coordinator can suggest industry/outside expert who can be examiner.
- Initially presentation shall be given by Dean in front of CoE/Vice Chancellor and shalltake necessary action for security issue and support of IT team.
- List of possible courses, way and security to be followed.
- Exam shall be as far as possible Moodle based/Hardware.
- Hackathon Hardware / Software required in any lab, that lab shall not be pre decided in advance. Requirement of which exam coordinator shall give in advance by email to the concern HoD.
- Rubric for evaluation shall be shared in advance with students.
- Level of difficulty shall be as per blooms taxonomy in particular for design andapplication cognitive levels.
- Answers shall be stored on cloud for Software/Hackathon based examinations.
- Copy of all documents like question paper used, sample answer sheets along with one page report and copy of marks to be submitted to CoE office within 24 hours of the examination.
- Marks to be entered in MIS and print copy of save with external/internal signature shallbe submitted to CoE office.
- Honorarium to be given as per the norms of practical.

Phase-2: Conduction of Online Exam

Students are advised to strictly follow the examination rules listed below during the conduct of online examination:
- All online examination to be conducted on LMS platform.
- Students are advised to adhere to the date sheet of the Examination made available on university website to know the date and timings.
- The question paper will comprise of (Multiple Choice Questions (MCQ)/ Fill in the Blanks / One Word Answer) and subjective questions.
- The Laptop should be fully charged or should be connected to power supply for writing an online examination for specified duration.
- Before taking the examination, student needs to ensure that LMS works with the system and able to login to LMS.
- To check the internet connectivity / WIFI and ensure that it is working well.
- Any competent authority from the University has the authority to contact the student through WhatsApp video call and verify the identity during the examination. Therefore, the ID issued by the University should be readily available with the student.
- No other person is allowed to enter the room during the examination.

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- The lighting in the room must be of "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind the student.
- The desk or walls around the student must not have any writing. The observer may ask the student to show the surroundings through WhatsApp video call.
- The room must be as quiet as possible. Sounds such as music or television are not permitted.
- The following items must not be on student's desk or used during the exam, unless the exam rules specifically permit these materials: Books, Calculators, Text Books, NoteBooks, etc.
- The computer he/she is using to take the exam must not have more than one display or monitor.
- Students are advised not to use headphones, ear buds or any other type of listening equipment.
- Student should not communicate with any other person by any means.
- Student should not leave the room during the examination for any reason.
- If student violate any of the rules and receive an Unsatisfactory status, the student will be charged for doing Unfair Means (UFM). That may affect not to appear in any of the subsequent examinations too.

14. **Declaration of Result**:

- Results shall be declared within 15 - 20 working days after the last theory/practical examination.
- Grade card shall be available online at University website after declaration of result and student can download from ERP through individual login.
- In no case, any application for rechecking of answer books shall be entertained after expiryof the three months from the date of declaration of results. No representation regarding a resultshall be entertained after the expiry of three months from the date of its declaration.
- Except as ordered otherwise by the AC and BOG the written answer books shall be destroyed or otherwise disposed off after six months from the date of the publication of the results.

15. **Vacation Semester Examinations:**

Failure /absent students shall get the benefit of vacation semester examinations. It shall be compulsory for all the students to appear for the end semester examination. An examinee who does not pass after appearing in the end semester examination shall be eligibleto reappear at the Vacation Semester examination. First vacation examination will beextension of end semester examination and latter on examination will be considered as an attempt.
- Vacation Examination will be conducted only for failure students.
- For the failure students remedial classes are conducted in the University without charging any money.
- Failure students of End term Exam should fill form of Vacation Examination on the notified date and time.
- Vacation Examination Time-Table and Answer sheet showing schedule is made available on University website and is displayed Website
- The Vacation / Summer Term Examination is conducted similar to the End SemesterExamination viz. Centralized Evaluation of answer sheets, scrutiny and the moderation of answer sheets.
- Answer sheets are also shown to the student on the notified date and time only. Students will not be entertained beyond that date and time for any Grievances relatedto marks awarded in Vacation /Summer Term Examination.
- Any Grievances reported within stipulated period shall be addressed by the Grievance Cell.
- In Vacation Examination cutoff will remain same as that of the Main Examination.
- Student's Grievances are handled by subject experts.
- Result is made available on University website; students are responsible for seeing their result. Grade card are also made available on University ERP.

16. <u>Acts of Malpractices / Unfair Means :</u>

Every student appearing in any University Examination is liable to be chargedwith committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

- Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence / threat at the centre to the person involved in conduct of examination etc or any other kind of rude behavior in or near the Examination Hall.
- Writing on the Question Paper/ Admit Card and or passing on any type of written paper to the other student(s) in the examination Hall.
- Disclosing his/her identity by writing any words or by making any peculiar marks on the pages.
- Possession of electronic gadgets like mobile phones, programmable calculator, pen- drive/ smart watches or such other storage devices in the Examination Hall.
- Communicating with any other student(s)/ any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- Copying from the material or matter or answer(s) of another student or from similar aidor assistance rendered by another student within the Examination Hall.
- Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall or in the answer script.
- Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.
- Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and / or inserting pages written outside the examination hall in to the answer scripts.
- Receiving material from outside or inside the Examination Hall for the purpose of copying.
- Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- Copying or taking aid from any material or matter referred to in sub- clauses (x & xi) above to answer in the examination.
- Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s)or running away along with the answer script(s) from the examination Hall.

Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of GALGOTIAS UNIVERSITY constitutes the malpractice/ use of Unfair means shall be treated as malpractice/ use of Unfair means.

16.1 Procedure for reporting malpractices / use of unfair means
16.1.1 For End Term / vacation Exam (ETE)/ Continuous Internal Evaluation Examinations (i.e. for CAT//IA):
- The Vice Chancellor shall constitute a vigilance cell (Flying Squad) to ensure proper conduct of examination and for prevention of unfair means (UFM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the University. This cell shall submit its reportand recommendations to the Vice Chancellor / Examination Committee for appropriate actions.

- If the malpractice case is detected, the room invigilator / Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to officer in-charge immediately in the prescribed form.
- When malpractice / use of unfair means is brought to the notice of the officer In- charge either by Squad members or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he/she will forward unfair means report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the valuation centre along with other answer script and shall not be marked as unfair means case anywhere.
  - The student, the room invigilator, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- The statement of all concerned shall be in their own handwriting.
- If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the officer in-charge and / or the squad member.
- The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, until such time the Board of Examination approves the recommendations of the Examination Sub-committee appointed for the same.
- When, a student is caught under unfair means the following steps shall be strictly adhered to:
  - Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.
  - Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
  - Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
  - Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as U/F Case anywhere.

16.2 Procedure For Imposing Penalties & Punishments
16.2.1 For End Term Examinations(ETE) and Continuous Internal Evaluation Examinations (i.e. for CAT/IA):

- UFM committee) appointed by the Board of Examination, consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Board of Examinations.
- The above committee shall meet on daily basis to enquire and suggest punitive action on case to case basis as per malpractice manual. However the final compiled list can be ratified later at the end of the examination , during the examination committee meeting. After detailed inquired, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Board of Examination.
- In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- The student is awarded punishment only once though he/she may have indulged in Unfair means in several papers. This punishment will be decided taking into consideration all Unfair means during the End Term Examination.

- The Unfair means committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged Unfair means. After ascertaining the severity of the case, the Unfair means committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows.

  - Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, Whichis/are not relevant to the paper the student is writing.
  - Possession of electronic gadgets with the materials related to the subject / materialsor matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
  - Possession of electronic gadgets with the materials related to the subject / materialsor matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for thepurpose of copying and copied the material to the answer book.
  - While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using Unfair means shall be taken in to consideration to decide the severity of the case.
  - Repeatedly use of Unfair means during the Examinations.
  - Threatening with weapons and impersonation.

16.2.2   Guidelines for recommending penalties & punishments:

Sr. No.	Nature of Unfair means	Penalty / Punishment to be imposed
1	Misbehaviour with official or any kind of rude behaviour in near the ExaminationHall using obscene or abusing.	a. Evaluate the answer script of the particular paper in which the student caught using unfair means and announce the result in the normal way
2	Writing the Question paper/ Admission card & or passing to the other student in the Examination Hall.	b. Denial of benefit of performance of that particular paper in which the student is using unfair means.
3	Disclosing identity by writing any words orby making any peculiar marks or by writingUSN on the pages other than the facing sheet in the answer scripts while answering.	c. Denial of benefit of performance of that particular examination (all the subjects for which the student had registered for theexaminations).
4	Possession of Electronics devises likemobile, Programmable Calculator, Pendrive, and any other electronics devises / storage devises in the Examination Hall	d. Debarring the student from appearing for one more subsequent Examination. e. Debarring the Student from appearing for two more subsequent examination
5	Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, clothes, socks, instrument box. Identity card, hall ticket scales etc.,	f. Debarring the student from appearing for three more subsequent examination g. Denial of review in any subject ofthat examination h. Denial of make Up examination benefit for any subject of that examination i. Rusticate the student form University.

			j. University authorities are not responsible of the mobiles confiscated during examinationand they will not be returned to student.
6	Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another within the examination hall.		The UFM committee shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.
7	Making any request of representation oroffer of any threat for inducement or bribery to room invigilator and /or any other official for favours in the Examination hall or in the answer script.		a. Awarding zero marks for that component of CAT/IA in which Unfair means was detected.
8	Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.		b. Awarding NE grade in the subject in which Unfair means was detected. However, the candidate has the benefit of withdrawing that subject.
9	Smuggling out smuggling in the answerscript pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall in to the answer scripts.		c. Awarding NE grade in the subject in which Unfair means was detected, but the candidate is not allowed to withdraw that subject.
10	Receiving material from outside or inside the examination hall, for the purpose of copying.		University authorities are not responsible of the mobilesconfiscated during examinations andthey will not be returned to students.
11	Bringing into the Examination Hall or found in possession of portions of a book, manuscript, or such other material or matterto be brought in to the examination Hall.		
14	Destroying any evidence use of Unfair means, like tearing or mutilating the answerscript(s) or running away along with the answer script(s) from the examination hall or premises.		
15	Repeated Indulging in Malpractice/ using Unfair means.		
16	Impersonation or allowing any other personto impersonate to answer in his/her place inthe Examination Hall.		
17	Threatening with weapons of any other means to the room invigilator, Members of the Flying squad, officers, officials of the Examination Centers/University		

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16.2.3 Authority for imposing penalties & punishments

The Examination Committee will be the authority for approving or modifying the recommendations of the (Unfair means committee).

17. <u>Other Examination Matters</u>

In case, an evaluator suspects use of unfair mans while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the controller of examinationand by name detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the controller of Examinations.

17.1 Questions Out of Syllabus / Wrong question/ Question with Incomplete data
This matter shall be placed before the Examination Committee. The Examination Committee shall get the question paper examined by the Chairman, BOS concerned. On the report of the Chairman -BOS, Examination Committee shall either reject the representationor direct the examiner to allot full marks to those students who have attempted such question.The Chairman- BOS may take opinion of the subject expert.

17.2 Leakage of a Question Paper
The University shall cancel the examination of a course on the leakage of a question paper. The University shall take the examination of this course after the last paper of schedule of the examination. A high level Enquiry committee constituted by the Vice Chancellor shallexamine the causes, the reasons and the person(s) responsible for leakage of the question paper. There after the Enquiry Committee shall submit the report to the Vice Chancellor for necessary action.

17.3 Special Provision of Writer

- The Centre superintendent shall provide at his/her level the facility of writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time of the examination of the paper. The writer should be less qualified than the blind/physically handicappedstudent. Before providing any such facility the centre superintendent shall verify the medical certificate issued by a civil surgeon/orthopedic surgeon.

- The Officer-in-Charge shall provide at his/her level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegias, Orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificateissued by the Civil Surgeon/Orthopedic Surgeon.
- The Officer-in-Charge shall send to the controller of examination a list of concerned writers and examinees to whom the above facilities have been provided at the centre.
- **The writer should not be from the same discipline and shall be always having less qualification and of lower division than the student for whom he/she is writing**

18.Awards

The Council/Board shall recommend to the Governing Body for Institution of scholarships, fellowship, prizes, medals etc. to the students for their excellent performancein various fields. Awards shall be available for excellent performance in Academics, sports, cultural & extra -curricular activities, debates, etc and are to be given to the students as prescribed in the Bye-laws. The details of different award of medals are as follows:

18.1 Gold Medals:
The University shall award Gold Medal to the postgraduate and undergraduate student (topper of every school).

18.2 Silver Medals:
The University shall award a silver medal to the second topper in each School for Undergraduate and postgraduate where students are more than 30/50

18.3 Bronze Medals:
The University shall award a silver medal to the Third topper in each School for Undergraduate and postgraduate where students are more than 30/50

18.4 Eligibility for Medals:
- The students completing each course of the undergraduate / postgraduate Programs in one attempt and having at least 60 % attendance shall be considered to be eligible for the above medals.
- If the topper student does not fulfill the above requirements, the medal shall be awarded to the next student in merit.
- In case the students having tie, it shall be broken by considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the candidate's performance on the basis of SGPA of previous two semesters. If, however, the tie still exists, then considering the SGPA of previous four semesters and so on.

18.5 Achiever's Award: The student whose performance is best in the academic as well as extra-curricular, co-curricular and other activities taken together shall be treated as the Achiever of the year. He / she shall be awarded a Plague for best male outgoing and bestfemale outgoing and with the token amount of 11000/-

Criteria for selection of Achiever's Award:

S.No	CRITERIA	Marks 100
1	**Curricular (CGPA) ---20**	20
2	**Co Curricular Activity---30** • Participation In o University/University Level o NIT, IIT Level • Awards Received • Patent Filed	30
3	**Extra Curricular Activity—30** • Participation In o University/University Level NSS, SPORTS, NGO o NIT, IIT Level • Awards	30
4	**Placement ---10**	10
5	**Career Path--10**	10

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18.6 Toppers Award

Two Merit Scholarships, one each of value of Rs. 5000/- and Rs. 2500/- along with Letter of Appreciation shall be awarded to only the first-two topper students of each section of various branches of the Undergraduate Engineering Programs as per detail given below:-

* First and second rank holders, in each section of class, based on the combinedmerit list of semester I & semester II examinations.
* First and second rank holders, in each section of the branch, based on the combined merit list of semester III & semester IV examinations.
* First and second rank holders, in each section of the branch, based on the combined merit list of semester V & semester VI examinations.
* First and second rank holders, in each section of the branch, based on the combined merit list of semester VII & semester VIII examinations.
* The eligibility conditions for Award of Medal shall be applicable for the above toppers awards. The topper award shall be given to eligible students in alternate year in the case if students get the award in consecutive years.
* The toppers awards shall be distributed in each year by the competent authority in a well organized function in which the recipients of awards as well as their parents shall participate.

18.7 Sponsored Scholarship / Medals / Prizes

The University may accept donations for instituting a scholarship / medals / prizes for meritorious/deserving and needy students. The donation received on this account shall be put in a separate fund and the amount of scholarship/medals/prizes shall be paid out of this fund.

* The offer for instituting the scholarship/medals/prizes should be addressed to the Vice Chancellor of the University.
* The institution of scholarship/medals/prizes shall be done through an agreement between the University and the donor.
* The acceptance of offer in each case would be decided by Board of Management.
* The amount to be donated by scholarship shall be minimum Rs. 2 Lacs (Rs. Two Lacsonly). Donation of scholarship shall be for ten months. Minimum amount of scholarship shall be Rs. 1500.
* The minimum amount for acceptance of donation by University for instituting a medal or prize in the name of one person shall not be less than Rs. 25,000.
* The payment shall be made through bank draft in favor of "Vice Chancellor, GalgotiasUniversity", payable at Greater Noida.
* Eligibility conditions for Award of Medal shall be also applicable for the sponsoreds/ scholarship / prizes / medals.
* These prizes shall be also awarded during convocation specially arranged for the University.

18.8 Best PG Dissertation Award

In order to encourage and to recognize the contribution by PG student in innovative/ \industry based projects/research projects, University has constituted best PG dissertation award.

* Student projects undertaken live problems or collaboration with the research organization shall be considered.
* The quality, outcome, the uniqueness and the commercial value of the project is decidedby the patent shall be considered for award.
* Participation in competition/ exhibition / Hackathons / Design contest organized by reputed industries / Government organization / reputed institution (nationwide) so that they get exposure with added value in their project work shall be considered for the award.
* Publications should be quality publications which are being considered by various Indexing agencies like SCI/Scopus/WoS/ICI and Google Scholar/Not essential. UGC/AICTE have given guidelines about unique content in paper/ dissertation so plagiarisms percentage has been considered for evaluation of the dissertation of PG

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student.
- Industry appreciation if received shall be considered with high weightage.
- 01 best dissertation per programme shall be considered.
- Awardee will get Rs. 5000/- and Gold Medal sponsored by any agency/University or Industry with Certificate of merit
- Office of Dean III / CPD team shall explore sponsors of PG awards in each School.

19. Issue of University Certificates

19.1 Issue of University Bonafide Certificate:
The student shall apply for bonafide certificate in a given format along with current semesterUniversity ID.

19.2 Issue of Document Verification Certificate :
The students are required to come in person to the Registrar office (student section) to requestverification of document (mark sheets, degree, passing certificate etc,).The candidate shall apply for document verification certificate in a given format (available on University website http://Galgotias University) along with attested Xerox copies of mark sheet and prescribed fees as below.

Type of certificate	Fees*	Processing time
Document verification	Rs 500/- per document(Rs 100/-postal charges extra) For WEAS 3000 Rs.	One day

*Fees prescribed by finance committee from time to time shall be applicable.

19.3 Issue of Duplicate Grade card and TC/ Migration
The students are required to come in person to the Registrar office to issue duplicate mark sheets and TC/ Migration. The candidate should submit application along with copy of FIR and Affidavitalong with attested Xerox copies of documents and prescribed fees as below.

Type of certificate	Fees*	Processing time
Duplicate mark sheet/ TC/ Migration	Rs 500/- per mark sheet Rs 1000/- for TC/ Migration	4-5 days

*Fees prescribed by finance committee from time to time shall be applicable.

The document must be issued with the stamp mentioning 'DUPLICATE'.

19.4 Issue of Transcript

After successful completion and award of degree (number of courses and credits) transcript maybe issued to the students as per scheme of the program.

Candidates can apply for transcripts by submitting application (available on University website (http://Galgotias University) & photocopies of the grade sheets, name of the University where he/she wish to apply and prescribed fees.

Type of certificate	Fees*	Processing time
Transcript	Rs 1000/- for first set of copy and Rs 300/- extraper set	4-5 days

 *Fees prescribed by finance committee from time to time shall be applicable.

19.5 Provisional Degree

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of provisional certificate immediately after course and credits completion and final degree shall be conferred during the graduation ceremony of the University, duly signed by the CoE and Vice Chancellor and Chancellor.

19.6 Award of Degree and Degree Certificate

After successful completion of the program at the University, the student will be eligible for award of degree in subsequent convocation of the University. A student shall be eligible forthe award of the degree only if the student has

- Passed all prescribed courses.
- Attained the minimum required CGPA.
- Satisfied minimum academic requirements.
- Satisfied all requirement specified by the concerned School; if any.
- Satisfied all requirements specified by the Academic Council and/or ordinances.
- Paid all the dues to the University.
- No pending case of indiscipline.

The degree certificate in person will be distributed from the Institution office after submittingthe copies of grade sheets (original) of all semesters and proving his / her identity.

20. Additional Learning – Honours

Students who are academically talented can devote extra time in each semester by taking additional course load right beyond their 3rd semester. These additional credits acquired in his/her own major Programme discipline entitle a student to receive 'Honours' credentials. All Schools offering various Programmes will offer honours option in their disciplines, and will prescribe what set of course and / or projects is necessary for earning Honours credentials in thatdiscipline. Such courses can span across several Programme. Students who wish to acquire an'honours' credential need to carry out manual / online registration with a detailed plan of study.A student accumulates credits by registering for the required courses, and if the requirements for 'Honours' are met within the prescribed minimum time limit of the Programme, the 'Honours' will be awarded along with the Degree. Also, the student should have a minimum average CGPA of 7.50 in the 'Honours' courses registered to become eligible for the 'Honours'award. If necessary, the student may

use option of registering the failed 'Honours' course again in a subsequent semester to raise the CGPA to the required level.

A student must complete a minimum of five theory / lab embedded courses, each having 3 or 4 credits out of which at least one course should have a lab component, to become eligible for 'Honours'. No relaxation in the maximum number of credits will be given to students opting for 'Honours'. In case a student withdraws from the 'Honours' registration in the middle of the programme, the 'Honours' courses successfully completed will be converted to "Audit' coursesand indicated accordingly in subsequent Grade Sheets and Consolidated Marks Sheet. Students have to pay extra for all the courses registered for 'Honours'. Honours award will be mentioned in the Degree Certificate as "Bachelor of Technology in (specialization) with Honours". This fact will also be reflected in the Consolidated Marks Sheet under a separate heading 'Honours'with similar details shown for other credited courses and the CGPA for 'Honours' will be indicated at the end of the list of courses under 'Honours'. The grades obtained in the courses credited towards the 'Honours' award are not counted and shall have no influence on the CGPA of the 'Programme' the student has registered.

21 Transitory Regulations

These regulations are applicable to students who were discontinued for some reasons and rejoin the program, then he shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining of student.

A candidate, who is detained or discontinued in the year/semester, will be admitted to the samesemesteronpayingtheprescribedfeesasdecidedbyBOGtimetotime.Onreadmission, he shall be required to pass in all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s) he was originally admitted into.

Code of Conduct for Students

- It is imperative that the students strictly adhere to the day of opening and closing of each

  term during the academic year.

- The student should note that he/she is responsible to the authorities of the University not only for his/her conduct in the premises of the University but also for his/her conduct in general, outside the premises as well.
- If reported, observed objectionable conduct within or outside the premises of the University and hostel, will make him/her liable for strict disciplinary action.
- If students found guilty of Ragging, he/she will liable for punishment according to UGC Act
- The student should not participate in any political or antisocial activities.
- Student should help in maintaining the buildings and the campus of the University clean and tidy.
- If a student remains absent from the University for continuous period of ten days without prior permission of the Dean/Vice Chancellor, the Management reserves the right to cancel his admission from the University and to strike out his/her name from the roll. Such a student will not be entitled for any refund.
- Student must abide by the rules and regulation frame by the University from time to time.

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- The student is expected to read the notices put on the notice board of the University regularly. The University is not responsible for any loss or damage caused to the students due his failure to read the notices from time to time.
- Thechangeintheresidentialaddressofthestudentmustbecommunicatedtotheoffice immediately.
- Students should carry their identity card while in the University.
- Specific sets of regulations covering particular areas of the University may be posted time to time by the dean, after being approved by the University management committee and must be respected.
- At the time of the admission every student sign a declaration pertaining to the Ordinance i.e. on admission, he/she shall submit him/herself to the disciplinary jurisdiction of Vice Chancellor and other authorities of the University who may be vested with the power to exercise the discipline under the Rules, Regulations.
- A student shall be liable for disciplinary action for misconduct, Ragging and for violation of code of conduct.

The following acts or omissions shall constitute misconduct.

- Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of University/School and against any student within the University.
- Carrying of, use of or threat to use any weapons.
- Violation of the status, dignity and honour of a student belonging to the scheduled castes and scheduled tribes.
- Any practice, whether verbal or otherwise, derogatory to women.
- Creating ill-will or intolerance on religious or communal ground.
- Willfully disrupting any teaching, study, assessment or research activities or the administration of the University.
- Willfully obstructing officer or employee of the University in the performance of his or her duties.
- Willfully damaging or wrongfully dealing with any property under the control of the University; any property on University premises; or property on a location where a student is present under the auspices of the University.
- Disobeying or failing, without reasonable cause, to observe any provision of the Bye-Laws, or any rule made by the Council/Board or of any resolution of the Council/Board of which students have been duly notified.
- Disobeying, without reasonable cause, any instruction of an officer or employee of the University, including failing to leave any building or part of a building when directed to do so;
  - Withholdingrelevantinformationorfurnishingfalseormisleadinginformationfor purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or

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after the person becomes a student of the University;

- Contravening any rule made by the Council/Board in relation to the conduct of written assessment;
- Acting dishonestly or unfairly with respect to:
- The preparation or presentation of any essay, project, thesis or other work to be assessed; or
- Any examination conducted by the University.
- Indulging in Cyber Crime.

Termination from the Program

The admission of a student to the UG program may be terminated and the student may be asked to leave the institution in the following circumstances:

- The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.
- The student fails to satisfy the norms of discipline specified by the Institution from time to time.

22. Grievance Appeal Committee for the Students

- A University Student who is not satisfied with the University's final decision on agrievance involving any issue set forth may appeal against the decision to the Chairman, Governing Body (GB). In order to appeal to the Chairman the student must file a petition for a contested case hearing with the Office of Chairman of Governing Body (GB) within 14 calendar days after receipt of the University's final agency decision.
- A Student alleging unlawful discrimination has the right to bypass the University'sgrievance procedure in order to appeal directly to the Chairman, GB. In order to appeal to the Chairman, the Students must file a petition for a contested case hearing with the office of Chairman within 15 calendar days after receipt of noticeof the alleged discriminatory action. Any Student who files a grievance through the University's grievance procedure must comply with the University's timeline to file a grievance.

21.1 Composition of Grievance Appeal Committee

a) The Chairman of Academic Council/Board of the University shall constitute aGrievance Appeal Committee consisting of the following persons:
- A Senior Professor/Senior Dean - Chairman
- A Senior Lady Faculty member of the University
- One teacher representative who is fully conversant with Rules & Regulations of University.
- One representative of a student who is fully conversant with Rules & Regulations of University.

b) The hearing should be completed within 1 month and normally 5 hearings should be arranged during this period. Thereafter the Committee shall submit a report within a week to the Vice Chancellor. The Vice Chancellor shall take decision on it within 7 days and his / her decision shall be communicated to the applicant as well as to the Academic Council/Board.

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22.2 University Students or former University Students may file a grievance based on:

- Victimization by a Teacher while allotting marks in answer sheet;
- Physical assault by a staff of the University;

- Favour and partiality committed by the teacher / staff;
- Sexual Harassment;
- Denial of sports facility;
- Any other academic & non-academic matter.

22.3 Any University Students or Ex University Students may file a grievance based on:

- Failure to follow systematic procedures in (where discrimination is not alleged)
- Denial of a request to remove inaccurate or misleading information from theStudent's personnel file;
- Individuals with a sexual harassment Enquiry or complaint may be more comfortable speaking with someone of their gender. They have the option of meeting with a staff member / student of a preferred gender before the Grievances Appeal Committee.

Once an individual discloses identifying information to the official contact of the University, he/she will be considered to have filed a complaint with the University.

22.4 Grievance Procedure

22.4.1 Filing Requirements
- Time Limits: A party having a grievable issue (other than unlawful discrimination) under this policy must file a grievance within 7 calendar days from the date the party receives notification of the action or occurrence forming the basis of the grievance. Failure of a party to file a grievance within the specified time limit relieves the University of any and all the responsibilities under this procedure and constitutes a waiver by the party of any right under this procedure.
- Completion of Grievance Form: A Student filing a grievance must submit in aprescribed form available.

22.5 Referral of Discrimination/Harassment Allegations to Office for Equal Opportunity
Any discrimination or harassment or retaliation relating thereto, the allegationmust be heard on priority basis normally within 14 days.

22.6 Representation
Neither party to a grievance may be represented by an attorney or other personduring the internal agency grievance procedure.

22.7 Abandonment
The grievant will be notified that the University has deemed the grievance to beabandoned and that the matter has been administratively closed.

Time for Issuance of Final Decision

- The University's final decision shall be issued within the time limits specified below unless both parties mutually agree to additional time. If theUniversity's final decision is not issued within the timeframe specified below, the grievant may appeal to the Vice Chancellor within 7 calendar days of the applicable deadline.
- Final decisions on grievances involving suspension or dismissal shall beissued no later than 30 calendar days from the date the grievance was accepted.
- Final decisions on grievances involving unlawful discrimination or harassment shall be issued no later than 15 calendar days from the date the grievance was accepted. In case the University issues a final decision prior to the expiry of the 15-day investigation period, the University shall waive in writing its right to consider the grievance for the remainder of the 15-day period; if the grievant wishes to appeal against the final decision, he or she acknowledges the University's waiver in writing.
- Final decisions on grievances involving any other grievable issue shall be issued not later than 30

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22.8 Grievance Assistants

- Each party to a grievance may ask a fellow University Students to assist, but not represent the party during the grievance process. The grievance assistant mustbeaUniversityStudentwhohasnoactivedisciplinaryactiononfile.The grievance assistant may serve only in an advisory capacity, not as an advocate or spokesperson for the grievant or for management. The grievance assistant may not serve as a witness in any grievance hearing.

- A grievance assistant must have prior supervisory approval to serve as a grievance assistant. A Student may serve as a grievance assistant not more than twice in any calendar year.

- Management should make every effort to approve a Student's request to serve as a grievance assistant. However, management, in its discretion, may deny the request if approving the Student to serve as a grievance assistant would interfere with the execution of the Student's classes.

- Information shared during the grievance process between grievance assistants and the parties shall remain confidential and shall not be divulged except as may be required by law.

23. <u>Best Practices</u>

- **Showing of Answer Sheets to the Students:**
  Evaluated Answerscripts are shown to the students on pre decided dates. Grievances pertaining to evaluation if any, are addressed then and there. Deans of the respective school appoints Experts to address the grievances.

- **Date Sheet by Students Choice:**
  - Notice to CR (Class Representative) for proposing dates of Examination Time Table
  - CR Meeting
  - Examination dates are being given to the students and students have to propose in consultation with each other unanimously their choice of subject exam on particular date.
  - Instruction regarding common course of all the department to be kept on the same date by all the CR's by taking into confidence the majority of students from the class.

- **Relative Grading:**
  - Relative grading refers to grading based on score distributions within the class. It is a system of evaluation that allows to convert the outcomes of a student's test and adjust that final grade in relation to grades from other students in that particular course. It means in relative grading, grading is relative based on performance of whole class/ section for a particular course.

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- **CAT-III:**
  Activity based CAT-III is conducted at school level.

- **Vacation Examination:**

  Vacation Exam is conducted within one month after the declaration of the results. This is treated as an extended examination of ETE. Students who have appeared in the main examination of the preceding semester but failed or absent can appear in Vacation Examination.

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