

IMS Unison University Examination & Miscellaneous Provisions Ordinances, 2023

In exercise of the powers conferred by and in the discharge of duties assigned under the relevant provision(s) of the Act and Statutes of the IMS Unison University, the Board of Governors, on the recommendation of the Academic Council of the University, hereby makes the following Ordinances, namely: -

1. PRELIMINARY

1.1 Short Title and Commencement

- (a) These Ordinances may be called “**IMS Unison University Examination and Miscellaneous Provisions Ordinances, 2023**”.
- (b) They shall come into force from the Academic Session 2023-24.
- (c) They shall be applicable for all Programs offered by the University (except Ph.D.) and to such other programs that may be introduced by the University in future.

1.2 Definitions

In these Ordinances, unless the context otherwise requires, -

- a) “Academic Council” means the Academic Council of the University
- b) “Academic Session” means an Academic Year to complete the prescribed courses of study in a Program. It comprises two semesters i.e., one odd semester and one even semester.
- c) “Assisted Self Study Course” (ASSC) means courses conducted by the University in which the students who have failed or are detained due to a shortage of attendance to fulfil their academic requirement(s).
- d) “Backlog Examination” means Backlog examination conducted by the University for such students who have failed, were absent or were debarred by the University to appear in any regular End-Term Examination.
- e) “Board of Examinations” means the Board of Examinations of the University.
- f) “Board of Governors” means the Board of Governors of the University.
- g) “CGPA” (Cumulative Grade Point Average) is a measure of the overall cumulative performance of a student over all semesters.
- h) “Controller of Examination” means the Controller of Examinations of the University
- i) “Course” means a course offered as theory/practical in a Program offered by a School

for learning in a particular semester.

- j) “Credit” means a unit by which the course work is measured. It determines the number of hours of instruction per week. One credit is equivalent to one hour of teaching (lecture)/ tutorial or two hours of practical work/field work per week.
- k) “Credit Point” means product of grade point and number of credits for a course.
- l) “Dean” means the Dean of the concerned School of the University.
- m) “Examination Cell” means the Examination Section of the University.
- n) “Faculty” means Faculty/School of the University comprising of one or more Departments engaged in teaching, training and research and consultancy in a course or a group of courses.
- o) “Faculty Member” means such employee of the University who are appointed in the University, its Constituent Colleges, Departments, Faculties, Schools, Regional Centres and Study Centres, etc., for teaching, training, research, and consultancy work.
- p) “Grade Point” means a numerical weight allotted to each letter grade on a 10-point scale.
- q) “Grade Report Card” will display the course details (course code, course name, number of credits, letter grade secured) along with SGPA/TGPA of that semester and CGPA earned till that semester. Grade Report Card will be issued to all the registered students after every semester.
- r) “Letter Grade” means an index of performance of students in a said course, alias “Grade” as appropriately mentioned.
- s) “Level” means the level of difficulty and academic rigor to attain learning outcomes (example Prerequisite courses, Foundation or Introductory courses, Intermediate level courses, Higher level courses, Advanced level courses.
- t) “Moderation Board” means the Moderation Board of the concerned Program/School.
- u) “Medical Officer” means a qualified licensed Medical Doctor authorized by the University.
- v) “Program” means Undergraduate degree Program, Master degree Program, Diploma Program, Certificate Program offered by a School of the University.
- w) “Registrar” means the Registrar of the University.
- x) “School” means Faculty/School of the University comprising of one or more departments to engaged in teaching, training, and undertaking research and consultancy in a course or a group of courses.
- y) “Semester” means a period of study consisting of 15 to 18 weeks of academic work equivalent to normally 90 teaching days. Odd semester commences usually in July and even semester in January of every year.
- z) “SGPA” (Semester Grade Point Average) is measure of performance of a student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It will be expressed up to two decimal places.

- aa) “Special End-Term Examination due to Hospitalisation” means a Special End-Term Examination conducted by the University for a student due to his/her hospitalization during the conduct of the regular End-Term Examinations.
 - ab) “Statutes” means the Statutes of the University.
 - ac) “Student” means a student admitted in a Program of the University.
 - ad) “Summer Term” means a term of about 8 (eight) weeks duration during Summer vacation, to be utilized for Internship/Apprenticeship/Work-based Vocational Education and Training. Regular courses may also be offered during the Summer term on a fast-track mode to enable students to complete backlogs.
 - ae) “Transcript” means a consolidated record of all the courses undergone by a student, grades obtained and CGPA up to the date of issue of transcript. Only last letter grade obtained in a course by the student up to the date of issue of transcript will be shown in the transcript.
 - af) “University” means IMS Unison University, Dehradun.
 - ag) “University Academic Cell” means the Academic Cell of the University.
 - ah) “Vice Chancellor” means the Vice Chancellor of the University.
- 1.3** Words and Expressions used and not defined in these Ordinances but defined in the Act or Statutes of the University and not consistent with these Ordinances shall have the meanings assigned to them in that Act or Statutes of the University.
- 1.4** The University shall hold examinations for all academic programs as notified from time to time for awarding Bachelor’s/Master’s Degrees, Under-graduate Certificate/Diploma, as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
- 1.5** 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 program of study in the Scheme of Teaching & Examination and Syllabi. Provided further that a student may be debarred from appearing in the semester-end examination as provided in this Ordinance of the University.

2. TYPES OF QUALIFICATION AND QUALIFICATION TITLE/NOMENCLATURE:

Type of qualification	Qualification Title/Nomenclature and Program Duration
Bachelor’s degree (Three & Four Year), with Multiple Entry and Multiple Exit option	<ul style="list-style-type: none"> Bachelor of (Field of study/discipline) (Honours with Research) Program duration: Four Years (Eight Semesters) Bachelor of (Field of study/discipline) (Honours): Bachelor of Arts (B.A.), Bachelor of Commerce (B.Com.), Bachelor of Business Administration (BBA), Bachelor of Arts in Journalism & Mass Communication B.A (J&MC), Bachelor of Arts (B.A. Liberal Arts) Program duration: Three Years (Six Semesters) Undergraduate Diploma (Field of study/discipline).

Type of qualification	Qualification Title/Nomenclature and Program Duration
	<p>Program duration: First two years (first four semesters) of the undergraduate program, followed by an exit 4-credit skills-enhancement course(s).</p> <ul style="list-style-type: none"> Undergraduate Certificate (Field of study/discipline) <p>Program duration: First year (first two semesters) of the undergraduate program, followed by an exit 4-credit skills-enhancement course(s).</p>
Bachelor's degree (Four Year) without Multiple Entry and Multiple Exit option	<ul style="list-style-type: none"> Bachelor of Hotel Management (BHM) Program duration: Four Years (Eight Semesters)
Five Year Bachelor's (Honours) degree, without Multiple Entry and Multiple Exit option	<ul style="list-style-type: none"> Five Year B.A.LL.B.(Honours) and Five-Year B.B.A LL.B (Honours) <p>Program duration: Five Years (Ten Semesters)</p>
Master's degree (Without Multiple Entry and Multiple Exit option)	<ul style="list-style-type: none"> Master of (Field of study/discipline): LL.M Program duration: One year (two semesters) for those who have obtained a 3-year Bachelor's degree in Law, or successfully completed a 5-year Bachelor's degree in Law. Master of (Field of study/discipline): Master of Business Administration (MBA) Program duration: Two years (four semesters) for those who have obtained a 3-year Bachelor's degree, or successfully completed a 4-year Bachelor's degree. Integrated Program in Management: The terminal degree that will be provided will be Master of Business Administration (MBA) as per S.N. 35 of UGC Gazette on list of specified degrees notified on July 5, 2014. Program duration: five years (ten semesters) after successfully completing secondary education (Grade 12 of school education or equivalent).

3. PROGRAM CONTENT & DURATION

- 3.1. A Bachelor's/Master's Degrees, Under-graduate Certificate/ Diploma program shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned program, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- 3.2. The minimum period required for completion of a program shall be the program duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned program.
- 3.3. The maximum permissible period for completing a program for which the prescribed program

duration is n years, shall be $(n+2)$ years. All the program requirements shall have to be completed in $n+2$ years.

4. SEMESTER

4.1. An academic year shall be apportioned into two semesters. The semester shall be of a working duration of about 22 weeks. The Academic Calendar shall be notified by the University each year before the start of Academic Year.

4.2. The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (Including class tests, mid-term examination, etc.)	-	20	Weeks
End Term Examination, including Practical / Laboratory Examination	-	02	Weeks

5. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees by the specified date shall not be eligible to appear in the examination.

6. ATTENDANCE

6.1. Normally a student shall aim for 100% attendance during the academic session, however a student will be required to have a minimum attendance of 75% or more in all the courses taken in a semester. Students having less than 75% attendance in any course, as on date indicated in the academic calendar for notification of shortage of attendance, shall not be allowed to appear in the Mid Term and/or End Term examinations, as the case may be, provided that the Vice Chancellor of the University may condone attendance shortage up to 10% for individual student, on the recommendation of a committee constituted for this purpose, for reasons to be recorded. However, under no condition, a student who has an attendance of less than 65% in any course in a semester shall be allowed to appear in that course in the mid-term/end-term examination.

6.2. A student with attendance less than required (i.e., 75% in all cases and 65% with permission of the Vice Chancellor) in a course during the semester will be awarded “AB” grade in that course irrespective of his/her performance in the **Internal Assessment including Mid Term Examinations**.

6.3. The Deans of respective Schools shall prepare a list of students having attendance less than 75% and forward the same to the Office of Registrar for finalization and notification of the names of all such students who are not eligible to appear in the mid-term and/or end-term examination. The examination cell shall conduct the End Term/ Mid Term examinations accordingly.

7. EVALUATION AND EXAMINATION

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

7.2. The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and syllabi:

- (a) Evaluation through a semester end-term Examination
 - (b) Internal Assessment by the faculty member(s) of the course.
- 7.3. The distribution of weightage for various components of evaluation in Theory courses, Practical/Laboratory courses, dissertation/thesis shall be as below:
- (a) Semester End-Term Examination 70%
 - (b) Internal Assessment by the faculty member(s) 30%
- 7.4. **Conduct of Mid Term and End Term Examinations**
- 7.4.1. All examinations shall be conducted by the Controller of Examinations.
 - 7.4.2. The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of examinations.
 - 7.4.3. The Mid-Term examination will be 2 (two) hours in duration and the End-Term examination shall be 3 (three) hours in duration.
 - 7.4.4. 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.
 - 7.4.5. For programs being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Board of Studies through their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, the Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.
 - 7.4.6. In emergency situations, where, for some reason, the recommendations cannot be obtained from the Board of Studies as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.
- 7.5. **Internal Assessment by faculty members:**
- (a) Mid Term Examination 20 marks
 - (b) Assignments/ 05 marks
Class Tests/Quizzes/
Class Participation etc.
 - (c) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
75 and upto 80	1
Less than 75	0

There will be no negative marking for attendance below 75%.

- 7.6. The internal faculty member shall set question paper of the Mid Term Examinations and submit to the Controller of Examinations at least six weeks before the commencement of Mid Term Examinations. The external examiner shall set the question paper of the End Term Examination. The external examiner shall be appointed by the Vice-Chancellor from the panel of examiners recommended by Board of Studies of the concerned program.
- 7.7. Paper Setters and Examiners shall keep the question papers and the evaluation report strictly confidential.
- 7.8. No person should accept the appointment as Paper Setter/Examiner, if his/her near relations are pursuing study in the University in the concerned semester of the program. Each paper setter /examiner will have to sign a declaration to this effect, in a prescribed format.
- 7.9. The Board of Examinations shall appoint “Moderation Board” for the purpose of moderation of question papers of both Mid Term Examinations and End Term Examinations and results of all concerned Programs.
- 7.10. In case the moderation is done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Board of Examinations, who shall have the power to change the paper, if necessary.
- 7.11. Moderation Board appointed by the Board of Examinations should ensure that
 - (a) Questions have been set within the prescribed syllabus of the course.
 - (b) Questions are fairly distributed over entire syllabus.
 - (c) Questions are not repeated on the same topic, and
 - (d) Questions are free from ambiguity.
- 7.12. **Dissertation / Thesis**
 - 7.12.1. For dissertation / thesis in a program, wherever specified in the curriculum, the evaluation shall be done, and marks awarded by an Assessment Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 25%, and the external examiner(s) out of 75%. The examiners shall be appointed by the Vice-Chancellor out of a panel of three or more names suggested.
 - 7.12.2. The Term Paper / Dissertation / Research work will normally be of 50 to 100 pages. Students are required to submit Term Paper/ Dissertation/ Research work within the date mentioned in the Academic Calendar of each Academic Session. The Term Paper/ Dissertation/ Research work will not be accepted after expiry of last date as stipulated. If a student fails to submit the same by the stipulated date, he/she will be declared failed and will be required to repeat the same in the appropriate semester of the next academic session provided other provisions of the Ordinances permit continuance of studies in the University.
 - 7.12.3. The student shall submit to the **Dean of their respective School**, three typed (or printed) bound copies of his/her Term Paper/ Dissertation/ Research work.
 - 7.12.4. The Assessment Committee shall meet on a prefixed date, notified well in advance by the concerned the Dean for conducting seminar and/or Viva-voce of all students.

- 7.12.5. The final letter grade/marks on Term Paper/ Dissertation/ Research work shall be computed by the Assessment Committee and shall be forwarded to the Examination Section of the University.
- 7.13. The University shall have the right to call for all the records of faculty member's internal assessment and moderate the faculty member's internal assessment, if it deems fit in any specific case(s).
- 7.14. Semester-end practical examinations shall be conducted by a Panel of Examiners for each course. The Panel shall consist of one or more external examiners.
- 7.15. There shall be centralized evaluation of answer books for all examinations for which schedules shall be notified in each semester.
- 7.16. Answer books shall be evaluated by the faculty members of the University, appointed by the Chairman, Board of Examinations on the recommendation of Dean of School concerned unless decided otherwise by the Chairman, Board of Examinations.
- 7.17. After totaling all the marks obtained by a student in a paper, the fraction of a mark, if any, shall be rounded off to the next higher integer figure.
- 7.18. The results of a semester (including both the End Term examinations and faculty member's internal assessment) shall be declared by the Controller of Examination after the approval of the Chairman Board of Examinations.
- 7.19. The award list containing the marks 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.
- 7.20. **Backlog Examinations during Summer Term:**
- 7.20.1 Students who have failed/are absent in Previous Semester(s) Examinations may be allowed to carry subjects as regular students during **Summer Term**, specially organised for students during summer vacation. Students have to register for the summer term subject to the conditions mentioned in the following clauses on payment of the prescribed backlog examination fee per subject:
- (a) Summer term registration will be permitted up to a maximum of 3 (three) subjects.
 - (b) Students who were not allowed to appear in the End Term Examination due to debarment may also be allowed to register for those courses to clear the backlog.
 - (c) The students registered in the Summer Term, subject to the limitation of not more than 3 (three) subjects, shall be required to attend classes scheduled for this purpose and fulfil attendance requirements, pass in the aggregate (as per clause 11.1 of these ordinances) of Internal assessment, Practical, Sessional and End Term Examination like a regular student.
 - (d) Attendance, as per clause 6 of these ordinances, will be strictly followed for the re-registered subject(s) during the Summer Term.

7.21. Backlog Examinations during the Regular Semester

7.21.1 Registration in Failed Course(s) during Semester

- (a) Registration will be permitted in a maximum of 2 (two) failed courses. Registration of backlog courses will only be in the corresponding semester in the ensuing year(s).
- (b) As registration in failed courses shall be in the corresponding Semester only, such registrations shall commence from III Semester onwards, a student has to take all courses of the current Semester plus a maximum of 2 (two) courses in which the student has failed as additional courses on payment of a prescribed backlog examination fee for each course for which separate Assisted Self Study Course (ASSC) shall be organised.
- (c) This provision may also be extended to students who were not allowed to take the End Term Examination due to a shortage of attendance, have absented himself/herself, or have been debarred from appearing in the end-term examination.
- (d) Attendance clause 6 above will be strictly followed for re-registered backlog course(s).
- (e) The students registering for the backlog course(s) under as per clause 7.21.1 of these ordinances, along with the courses of the current semester, will have to register in a prescribed format with the office of the Registrar of the University along with the payment of the requisite backlog examination fee at the commencement of the current semester. The registration form will contain the list of failed courses of the previous Semester for which the student is registering as backlog courses.
- (f) Only those students will be permitted to get registered who have:
 - (i) paid all required tuition fees and other charges, including hostel charges (if applicable) for the current Semester;
 - (ii) cleared all University and Hostel dues of previous Semester(s) / year(s); and
 - (iii) have not been debarred from getting registered for a specified period on disciplinary and other grounds.

7.21.2 Each School of the University will prescribe— **Assisted Self Study Course (ASSC)** for the course in which the student registers as per clause 7.21.1 of these ordinances and arrange counselling sessions for the students on weekends in the same odd or even semesters.

7.21.3 Such students will have to attend contact classes scheduled by the School on weekends in the relevant semester to complete the requirement of the course designed by the University.

7.21.4 The School may prescribe home assignments, which the students will submit to their faculty members course-wise within the due dates.

7.21.5 Regularity in attending the classes and prompt submission of assignments by the due

date will determine whether a debarred or detained candidate is permitted to take the mid-term and end-term re-examination or not. The concerned School will announce the schedule for regular collection and submission of home assignments.

- 7.21.6 Only those who register for ASSC and complete the requirements as prescribed by the School will be permitted to take the mid-term and end-term re-examinations in the respective course when the examinations of such course are conducted in the normal schedule along with the next batch of students. The University will announce the scheme of re-examination on receipt of a report from the Schools.

7.22. Special End-Term Examination due to Hospitalisation:

- 7.22.1 The facility of special end-term examination shall be available to such students only who fall under clause 7.22.2 below and shall fulfil the attendance criteria as per clause 6 of these ordinances. In no other circumstances special examination shall be available to students.
- 7.22.2 A student who fails to appear in some or all subjects of the Semester End-Term Examination due to hospitalisation during the examination(s) will only be eligible to apply for a special End-Term examination. The said student shall apply in writing to the Registrar of the University at the earliest, but not later than 5 (five) days after the last date of the End-Term examination, along with all medical records/ certificates pertaining to hospitalisation and with a request to grant him/her a chance to appear in a Special End-Term Examination. The Registrar shall seek a validation of the documents submitted by the student from the concerned hospital and, thereafter, shall make a specific report to the Board of Examinations of the University for consideration. The Board of Examinations, while considering the matter, will co-opt the authorised Medical Officer of the University as a member of the Board of Examinations. The Board of Examinations may grant permission on the merit of individual cases, one and only one chance to appear in the Special End-Term Examination in the absent subject(s) of the concerned Semester.
- 7.22.3 No special examination will be available for Mid-Term, Practical and Sessional subjects.
- 7.22.4 The Controller of Examination will notify a separate schedule of special end-term examinations for the eligible students approved by the Board of Examinations.

8. RULES FOR AWARD OF GRADES

- 8.1. The following numerical equivalence shall be adopted for awarding letter grades and making Qualitative assessment.

Range of Marks	Letter	Grade Point	Performance Level
91 - 100	O	10	Outstanding
81 - 90	A+	9	Excellent
71 - 80	A	8	Very Good
61 - 70	B+	7	Good

51 - 60	B	6	Above Average
46 - 50	C	5	Average
40 - 45	P	4	Pass
Less than 40	F	0	Fail
Absent	AB	0	Absent

- 8.2. The following formula shall be used for calculating the **Semester Grade Point Average (SGPA)** of a semester:

For jth semester -

$$\text{SGPA (Sj)} = \sum(C_i \times G_i) / \sum C_i$$

Here

C_i = number of credits of the i th course in j th semester

G_i = grade point scored by the student in the i th course in j th semester

S_j = SGPA of the j th semester

- 8.3. The **CGPA (Cumulative Grade Point Average)** for the whole program shall be calculated on the basis of the Total Credits allotted to each semester as indicated below:

$$\text{CGPA} = \sum(C_j \times S_j) / \sum C_j$$

Here

S_j = SGPA of the j th semester

C_j = total number of credits in the j th semester

Note: SGPA /CGPA will be calculated up to 2nd place of decimal.

Along with the SGPA, Cumulative Grade Point Average (CGPA) will also be shown in the Grade Report Card of each semester of the program.

9. TABULATION OF GRADES AND PREPARATION OF RESULT SHEET

- 9.1. The marks list in each course shall be prepared in duplicate by the Examiner concerned and forwarded to the Controller of Examination in sealed confidential covers indicating on the TOP of the cover, the name of the course, course code, semester program to which it relates to.
- 9.2. The tabulators, appointed by the competent authority, shall be provided with detailed instructions for scrutinizing the letter grades and Semester Grade Point Average.
- 9.3. Appropriate Grade Report Cards shall be prepared for communicating the results of the examination to the students.

10. DECLARATION AND RECTIFICATION OF RESULT

- 10.1. The grades obtained will be tabulated by the tabulators and moderated by Moderation Board as below:

- (a) No Grace Marks will be awarded in any examinations.
 - (b) In case the Moderation Board detects some obvious errors in the tabulation sheet, it may not be necessary to call the tabulator for rectification of the mistakes, the Chairman of the Moderation Board can rectify the mistake.
 - (c) The Chairman, Moderation Board shall affix his/her signature on the tabulation sheet for each such modification.
- 10.2. The result tabulated and moderated as above, shall be put up to the Chairman, Board of Examinations / Academic Council for approval for declaration of results.
- 10.3. The Board of Examinations shall have the power to quash or rectify the result of a student (even after it has been declared) if:
- (a) it is found that he/she was not eligible to appear in the examination,
 - (b) he/she used unfair means in the examination,
 - (c) a mistake is found in his/her result.
- 10.4. If the result of the examination has been ascertained and/or declared and it is found that such result has been affected by any error, malpractice, improper conduct or other sufficient cause, the Board of Examinations shall have the power to amend the result and declare the modified/rectified result.
- 10.5. **Sharing of answer books of Examinations:**
- Answer books of Mid Term and End Term Examinations of the program shall be shared with the students on pre-notified date(s) in the school of the concerned course as per the following conditions:
- (a) Answer books shall be shown by the faculty members of the school on pre notified date(s) only.
 - (b) Students shall be entitled to check whether all answers have been evaluated and marked.
 - (c) Marks allotted have been correctly transferred on the cover sheet of the answer book; and
 - (d) Marks have been correctly totaled.

Note:

- (i) If the student finds any discrepancy, he/she shall bring the same into the notice of the concerned faculty member. The faculty member, in turn, shall report the matter to the Dean of the School with a detailed report for rectification of discrepancy and re-notification to the student and submission of correct marks to the Controller of Examinations.
- (ii) However, no request from the students shall be entertained on marks awarded by the examiner(s) against evaluated question(s).

11. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS**11.1. Minimum Passing criteria to award Undergraduate certificate/diploma/degree Programs and Master's degree Programs:-**

Sl. No.	Type of Courses	Internal Assessment	External Examination	Internal + External	Remark
		Weightage (30%)	Weightage (70%)	Aggregate Weightage (100%)	
		Passing %	Passing %	Passing %	
1	Major/Minor/ Multi-Disciplinary/ Ability Enhancement/ Skill Enhancement/ Value Added/ (Theory)	N.A.	40%	40%	Credit Based Courses
2	Major/Minor/ Multi-Disciplinary/ Ability Enhancement/ Skill Enhancement/ Value Added / Summer Internship/Research Project/ Dissertation (Practical)	N.A.	40%	40%	Credit Based Courses

- 11.2. Obtaining a minimum of 40% marks in external examination and aggregate of 40% marks in each course, including the semester end-term examination and the internal assessment, shall be essential for passing the course and earning its assigned credits. A candidate who secures less than 40% of marks in external examination and/or 40% marks in aggregate of the semester end-term examination and the internal assessment in a course shall be deemed to have failed in that course.
- 11.3. A student will be promoted to the next academic year only if such a student has obtained at least,
- 11.3.1. 50% (accurate up to two decimal digits & rounding thereafter to full digits) of the total credits of the ensuing academic year from which the promotion to the next academic year is being sought, and
- 11.3.2. 90% (accurate up to two decimal digits & rounding thereafter to full digits) of the total credits of all previous years, excluding the credits of the ensuing academic year from which the promotion to the next academic year is being sought.
- 11.4. A student failing a course shall be allowed to re-appear in backlog examination as per clause 7.20 and/or 7.21 of these ordinances. The backlog examination fee per course, as prescribed by the Registrar, shall be charged to the students in this regard.

- 11.5. A student who fails to get promoted to the next academic year for the reason of a deficiency in required credits as stated herein above and/or due to not fulfilling the required criteria, as per clause 11.1, 11.2, 11.3 and 11.4 above, is required to register as a regular student and repeat the year. He will be required to attend classes for all the courses as per the syllabus, which will be in operation during the subsequent semester(s) and appear in the mid-term and end-term examinations. The student will have to fulfil the conditions as per clause 11.1, 11.2, 11.3 and 11.4 above for his subsequent promotions. Students, who are required to repeat an academic year, shall apply to the Registrar of the University and shall pay the full annual tuition fee and other fee/charges applicable for the current academic year as per the Fee Document of that Program prescribed by the University.
- 11.6. Only two academic breaks are permissible for a student for the completion of the academic program/course. In no situation, a student will be allowed to take more than two academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the course/program. A student who has exhausted two academic breaks and a further occasion arises for him or her to take an academic break because of non-promotion or detention, in such cases, the admission of such student would automatically stand cancelled right at the time such an occasion of more than two academic breaks arises.
- 11.7. A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, either entirely from the concerned University School, shall be declared to have passed the program and shall be eligible for the award of the relevant degree or diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree or diploma.

12. AWARD OF DIVISION AND PERCENTAGE EQUIVALENCE

The CGPA is on a 10-point scale, and on the written request of the students, the University may issue equivalence of CGPA in terms of percentage of marks for which CGPA multiplied by 10.00 shall be used for calculation. Further, the successful candidates will be placed in Divisions as below:

- (a) A candidate obtaining a CGPA of 9.1 and above shall be deemed to have passed the program with Outstanding performance, provided he/she has passed all the courses for which he has earned the credits on the first attempt. Such candidates will be awarded a special University Certificate to this effect.
- (b) First Division with Distinction: A candidate obtaining a CGPA at the end of the program of 7.5 and above shall be placed in First Division with Distinction.
- (c) First Division: A candidate obtaining a CGPA at the end of the program of 6.1 and above but below 7.5 shall be placed in the First Division.
- (d) Second Division: A candidate obtaining a CGPA at the end of the program of 5.1 and above but below 6.1 shall be placed in the Second Division.
- (e) Equivalent Percentage = $CGPA \times 10$

13. Credit and Credit Determination

- 13.1. One credit in a theory/tutorial course will involve 1 (one) hour of lecture per week, it implies that 20 (twenty) hours of teaching will take place in a semester of 20 (twenty) weeks.
- 13.2. One credit of Practical/ Internship/Fieldwork etc. implies 2 (two) hours of academic engagement per week, it implies that 40 (forty) hours of Practical/ Internship/ Field work will take place in a semester of 20 (twenty) weeks.
- 13.3. All Credit-related works will be maintained through a medium of Academic Bank of Credit (ABC).
- 13.4. Credits, once utilized, cannot be re-used by the student. Example - In case a student has utilized 46 credits/credits as approved by the statutory bodies of the University, whichever is higher, after 1st Year and has been awarded undergraduate certificate, then his credits shall deem to be utilized. However, if the student wants to pursue an undergraduate diploma after some years, then the student will be required to surrender the undergraduate certificate previously received, to the University, and his/her earlier utilized credits will be re-credited in his/her account. He/ She will earn additional minimum credits as approved by the statutory bodies of the University in the second year, to be eligible for the award of undergraduate diploma. Similar procedure shall take place for continued academic progression. Further, if a student continues education and does not take an exit with a certificate/diploma then based on the accumulated minimum credits required, the student will be eligible for the award of the undergraduate degree.
- 13.5. In case of change of School or Program in the second year, the credits accumulated will make the student eligible for the award of undergraduate certificate only. The student will not be eligible for an undergraduate diploma as for the award of an undergraduate diploma it is mandatory for the student to attain required credits in the selected field of study.
- 13.6. In case a student after taking an undergraduate certificate or undergraduate diploma, re-credits the credits attained for further studies but fails in the forthcoming examinations, in such cases the student can utilize the previously accumulated credits to obtain undergraduate certificate/undergraduate diploma.

14. USE OF UNFAIR MEANS

- 14.1. All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee for decision in individual cases, the recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Council, and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Board of Examinations.
- 14.2. Cell Phones, iPods, Pagers, and any other electronic gadgets are not to be carried in the Examination Hall. Possession of any of the above gadgets by a student in the Examination Hall, will be considered as an act of Unfair Means and shall be dealt with by the Unfair Means Committee of the University. Besides, the gadget(s) found in his/her possession shall be confiscated and destroyed.

15. AWARD OF DEGREE/DIPLOMA/CERTIFICATE

- 15.1. A student shall be awarded a degree/diploma/certificate if:
- (a) He/she has registered himself/herself, undergone the course of studies, completed the project report/dissertation specified in the curriculum of his/her program within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/diploma/certificate.
 - (b) There are no dues outstanding in his/her name to a School of the University, and
 - (c) No disciplinary action is pending against him/her.
- 15.2. **Awarding Undergraduate Certificate, Undergraduate Diploma, and Undergraduate degree:**
- 15.2.1. Undergraduate Certificate: Students who opt to exit after completion of the first year and have secured minimum 46 credits / credits as approved by the statutory bodies of the University, whichever is higher, will be awarded an Undergraduate certificate provided they complete one work-based vocational course of 4 credits offered during summer or internship/apprenticeship in addition to six credits from skill based courses earned during first and second semester, as offered during the first year. These students are allowed to re-enter the degree program within three years and complete the degree program within the stipulated maximum period of seven years.
 - 15.2.2. Undergraduate Diploma: Students who opt to exit after completion of the second year and have secured 92 credits/credits as approved by the statutory bodies of the University, whichever is higher, will be awarded the Undergraduate diploma provided they complete one skill-based vocational course of 4 credits offered during the first- or second-year summer term. These students are allowed to re-enter within a period of three years and complete the degree program within the maximum period of seven years.
 - 15.2.3. 3-year Undergraduate degree (Honours): Students who wish to undergo a 3-year Undergraduate program with Honours will be awarded an Undergraduate degree in the Major discipline after successful completion of three years, securing a minimum of 132 credits/credits as approved by the statutory bodies of the University, whichever is higher.
 - 15.2.4. 4-year Undergraduate degree (Honours with Research): Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University. The research project/dissertation will be in the major discipline. The students who secure a minimum of 184 credits/credits as approved by the statutory bodies of the University, whichever is higher, including a minimum of 12 credits from a research project/dissertation, will be awarded an Undergraduate degree (Honours with Research).
 - 15.2.5. 4-year Undergraduate degree in Hotel Management: Students who wish to undergo a 4-year Undergraduate program in Hotel Management will be awarded

Undergraduate degree in the Major discipline after successful completion of four years and securing minimum 184 credits/credits as approved by the statutory bodies of the University, whichever is higher.

- 15.2.6. 5-year Undergraduate degree (Honours) in Law: Students who wish to undergo a 5-year Undergraduate Honours program in Law will be awarded Undergraduate Honours degree in the Major discipline after successful completion of five years and securing minimum 230 credits/credits as approved by the statutory bodies of the University, whichever is higher.

- 15.2.7. The students of Four-Year Undergraduate Programs with Multiple Entry & Exit option would broadly be defined semester-wise as per constituents of the Table below which also indicates the exit level distinctions.

Table : The Semester-wise and Broad Course-wise Distribution of Credits of the Four Year Undergraduate Degree Program with Multiple Entry & Exit options

Semester	Discipline Specific Course-Core	Minor	Inter-disciplinary courses	Ability Enhancement courses (language)	Skill Enhancement courses/Internship/Dissertation	Common Value-Added Courses
I	(100 level)	(100 level)	Courses as defined in the Academic Curriculum of respective program			
II	(100 level)	(100 level)				
			Students exiting the program after securing minimum 46 credits / credits as approved by the statutory bodies of the University, whichever is higher will be awarded Undergraduate Certificate in the relevant Discipline/ Course provided they secure 4 credits in work based vocational courses offered during summer term or internship/Apprenticeship in addition to 6 credits form skill-based courses earned during first and second semester.			
III	(200 level)	(200 & above)	Courses as defined in the Academic Curriculum of respective program			
IV	(200 level)	(200 & above)				
			Students exiting the program after securing minimum 92 credits / credits as approved by the statutory bodies of the University, whichever is higher will be awarded Undergraduate Diploma in the relevant Discipline/ Course provided they secure additional 4 credits in skill based vocational courses offered during first year or second year summer term.			
V	(300 level)	(200 & above)	Courses as defined in the Academic Curriculum of respective program			
VI	(300 level)	(200 & above)				
			Students who want to undertake 3-year Undergraduate program will be awarded Undergraduate degree with Honours in the relevant Discipline/Course upon securing minimum 132 credits / credits as approved by the statutory bodies of the University, whichever is higher.			

VII	(400 level)	(300 & above)	Courses as defined in the Academic Curriculum of respective program
VIII	(400 level)	(300 & above)	
Students will be awarded an Undergraduate degree (Honours with Research) in the relevant discipline/course upon securing a minimum of 184 credit/credits as approved by the statutory bodies of the University, whichever is higher.			

15.3. Awarding of Master's Degree

- 15.3.1. Master of Law (Field of study/discipline): LL.M. Program duration: One year (two semesters) in the case of those who have obtained a 3-year/5-year Bachelor's degree in Law. Students will be awarded Master's degree in the relevant discipline / course upon securing credits as approved by the statutory bodies of the University.
- 15.3.2. Master of Business Administration (Field of study/discipline): MBA Program duration: Two years (four semesters) for those who have obtained a 3-year/6-semester Bachelor's degree, or successfully completed a 4-year Bachelor's degree. **Students will be awarded Master's degree in the relevant discipline / course upon securing** credits as approved by the statutory bodies of the University.
- 15.3.3. Integrated Master's degree programs: IPM Program duration: Five years (ten semesters). **Students will be awarded Master's degree in the relevant discipline / course upon securing** credits as approved by the statutory bodies of the University.

16. NOT FIT FOR THE PROGRAM (NFP)/DELETION FROM UNIVERSITY ROLLS

- 16.1. The name of a student will be struck off from University Roll if he/she does not meet the condition stated in Clause 11 of these ordinances and has exhausted the overall duration of the program (n+2) years.
- 16.2. **The name of the New Entrant (student taking admission in first semester) will be struck off, if he/she:**
 - (a) is unauthorizedly absent continuously for four academic weeks in first or second semester.
 - (b) Fails to enroll in the University before the commencement of first semester End-term Examinations, by the stipulated date.
- 16.3. The name of the students whose academic record at the end of any semester clearly indicates that they will not be able to fulfil all the requirements and conditions for the award of the degree/diploma/certificate.

17. NOTWITHSTANDING ANYTHING CONTAINED IN THE ABOVE ORDINANCES:

- 17.1. In case of a dispute, the decision of the Board of Examinations will be final and binding.

- 17.2. In case of difficulty in application of any of the clauses of the Ordinances specified above, the Vice Chancellor shall have all powers to amend/modify/remove difficulty in the relevant Ordinance.
- 17.3. Subject to the provisions of the Act, the Statutes, and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
- 17.4. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision, after obtaining the opinion of the Board of Examinations. The decision of the Vice Chancellor shall be final.

18. WEEDING OUT OF USED ANSWER BOOKS

The answer books will be preserved for a period of 06 (six) months from the date of declaration of the results after which the answer books shall be shredded and disposed of by the Examination Cell with prior approval of the Vice Chancellor.