

ORDINANCE NO.10**MASTER OF RURAL STUDIES (M.R.S.)DEGREE,
TWO YEARS DEGREE COURSE****1. APPLICABILITY**

- (1) The Postgraduate degree Course in Master Of Rural Studies (M.R.S.)(2 years Degree Course, in brief) shall be of two year duration, and shall be designed as Master Of Rural Studies (M.R.S.)Degree, in the various specializations recommended by the UGC.
- (2) The degree of Master of Rural Studies (M.R.S.)shall be awarded after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) Bachelor's degree or the equivalent, or Bachelor's degree a related field from the recognized institute or university.
- (2) Admission to M.R.S. Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.
- (3) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of M.R.S. Course, provided they have passed Graduate Level Degree Examination or any other equivalent examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the University.

- (4) The University may admit a student to M.R.S. Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be two years divided into four equal semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of the Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.

- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $Credit = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M.R.S., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Notwithstanding the above, the University shall ensure that the study programme leading to M.R.S. shall conform, to the standard set by the relevant regulations and norms of the UGC.
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 30 which can be revised by the academic council time to time.

ORDINANCE NO. 11
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.Lib.I.
Sc.)
One Year Degree Programme

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Library and Information Science (B.Lib. I. Sc.) (1 year Degree Course, in brief) shall be of one year duration, and shall be designed as Library and Information Science (B.Lib. I. Sc.)Degree, as recommended by the UGC.
- (2) The degree of Library and Information Science (B.Lib. I. Sc.)shall be awarded after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The eligibility condition for admission to B.Lib.I.Sc. programme shall be graduates in any discipline. The minimum requirement for admission is pass marks in aggregate in any degree or an equivalent degree of any other university recognized by UGC.
- (2) Admission to B.Lib.I.Sc. Course shall be offered at the beginning of each semester or as prescribed by the academic council. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.
- (3) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (4) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

- (5) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be one year divided into two equal semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of the Course shall be two years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
- (a) Disciplinary action taken against the student.
- (b) On the recommendation of concerned Head of the department

- a) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - b) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
 - (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
 - (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
 - (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Lib.I.Sc., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.

- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.

- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Notwithstanding the above, the University shall ensure that the study programme leading to B.Lib.I.Sc. shall conform, to the standard set by the relevant regulations and norms of the UGC.
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.

ORDINANCE NO. 12
MASTER OF LIBRARY AND INFORMATION SCIENCE
(M.L.I.SC.)
TWO YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Postgraduate degree Course in Master of Library and Information Science (M.L.I.Sc.) (2 years Degree Course, in brief) shall be of two year duration, and shall be designed as Master of Library and Information Science (M.L.I.Sc.) Degree, as recommended by the UGC.
- (2) The degree of Master of Library and Information Science (M.L.I.Sc.) shall be awarded after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) Candidate who has passed graduation in any stream with pass marks in aggregate/pass marks in Post-graduate degree in any discipline from the University/Institute recognized by the UGC. OR who has passed any other equivalent examination recognized by the Academic Council of the university with the same eligibility criteria as given above shall be eligible for the admission to Degree of Master of Library and Information Science (M.L.I.Sc.)
- (2) Admission to M.L.I.Sc. Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.
- (3) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first

semester of M.L.I.Sc. Course, provided they have passed Graduate Level Degree Examination or any other equivalent examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the University.

- (4) The University may admit a student to M.L.I.Sc. Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be two years divided into four equal semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of the Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.

- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M.L.I.Sc., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

7. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

8. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

9. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.

- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

10. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

- 11.** Notwithstanding the above, the University shall ensure that the study programme leading to M.L.I.Sc. shall conform, to the standard set by the relevant regulations and norms of the UGC.
- 12.** The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 13. Number of Seats:** Initially to offer the course, the number of seats will be 30 which can be revised by the academic council time to time.

ORDINANCE NO. 13
BACHELOR OF LIBRARY AND SCIENCE (B. Lib.Sc.)
One Year Degree Programme

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Library and Information Science (B.Lib.Sc.) (1 year Degree Course, in brief) shall be of one year duration, and shall be designed as Library and Information Science (B.Lib. Sc.)Degree, as recommended by the UGC.
- (2) The degree of Library and Information Science (B.Lib.Sc.) shall be awarded after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The eligibility condition for admission to B.Lib.Sc. programme shall be graduates in any discipline. The minimum requirement for admission is pass marks in aggregate in any degree or an equivalent degree of any other university recognized by UGC.
- (2) Admission to B.Lib.Sc. Course shall be offered at the beginning of each semester or as prescribed by the academic council. The admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.
- (3) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (4) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

- (5) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be one year divided into two equal semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of the Course shall be two years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - a) Disciplinary action taken against the student.
 - b) On the recommendation of concerned Head of the department

- (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
- (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.

- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be-rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Lib.Sc., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.

- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

- 9.** Notwithstanding the above, the University shall ensure that the study programme leading to B.Lib.Sc. shall conform, to the standard set by the relevant regulations and norms of the UGC.
- 10.** The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 11. Number of Seats:** Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.

ORDINANCE NO. 14
MASTER OF LIBRARY SCIENCE (M. Lib.Sc.)
One Year Master Programme

1. APPLICABILITY

- (1) The Postgraduate Master Course in Master of Library Science (M.Lib.Sc.) (1 year Master Course, in brief) shall be of one year duration, and shall be designed as Master of Library Science (M.Lib.Sc.), as recommended by the UGC.
- (2) The Master of Library Science (M.Lib.Sc.) shall be awarded after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The eligibility condition for admission to M.Lib.Sc. programme shall be (UG) in any discipline. The minimum requirement for admission is pass marks in aggregate in any degree or an equivalent degree of any other university recognized by UGC.
- (2) Admission to M.Lib.Sc. Course shall be offered at the beginning of each semester or as prescribed by the academic council. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.
- (3) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (4) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

- (5) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be one year divided into two equal semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of the Course shall be two years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - a) Disciplinary action taken against the student.
 - b) On the recommendation of concerned Head of the department

- (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M.Lib.Sc., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.

- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.

(11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Notwithstanding the above, the University shall ensure that the study programme leading to M.Lib.Sc. shall conform, to the standard set by the relevant regulations and norms of the UGC.
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 30 which can be revised by the academic council time to time.

ORDINANCE NO. 15
BACHELOR OF COMMERCE (B.COM) and
BACHELOR OF COMMERCE HONS. (B.COM. HONS)
THREE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Commerce (B.Com)/Bachelor of Commerce- Hons (3 years Degree Course, in brief) shall be of Three Year Duration, and shall be designed as Bachelor of Commerce (B.Com)/Bachelor of Commerce- Hons.
- (2) The degree of B.Com./B.Com-Hons. shall be awarded for the various specializations of Commerce, Corporate Secretaryship, Computer Application, any other specialization being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The minimum qualification for admission to first year B.Com/B.Com-Hons, who have passed the Higher Secondary School Certificates Examination (10+2 examination) or equivalent course in concerned discipline from any recognized Board / Council / University with minimum pass-marks as prescribed by the Academic Council/Board of Management in this regard.
2. Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B.Com/B.Com-Hons, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination.
3. The University may admit a student to B.Com/B.Com-Hons course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of

the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.

4. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
5. The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
6. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into Six Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of B.Com-Hons Course shall be six years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register him/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.

- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - a. Disciplinary action taken against the student.
 - b. On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Com-Hons, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and

CGPA in previous semesters & year respectively as decided by the academic council of the university.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.

- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

- 9.** Not with standing the above, the University shall ensure that the study programme leading to B.Com/B.Com. (Hons) degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
- 10.** The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 11. Number of Seats:** Initially to offer the course, the number of seats will be 120 which can be revised by the academic council time to time.

ORDINANCE NO. 16
MASTER OF COMMERCE (M.COM.)
TWO YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Postgraduate Degree Course Master of Commerce (2 years Postgraduate Degree Course, in brief) shall be of two years duration, and shall be designed as Master of Commerce (M.Com).
- (2) The degree of M.Com shall be awarded for the various Specializations being offered by the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) All India Candidate: Only such candidates of the concerned faculty of a Statutory University, who have secured at least minimum marks the degree level examination as prescribed by the Academic Council/Board of Management in this regard, shall be eligible to apply for admission to M.Com course.
- (2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National Passed minimum three year duration Bachelor's Degree awarded by the University recognized by University Grants Commission or Association of Indian Universities in any discipline with at least pass marks in aggregate or its equivalent.
- (3) The University may admit a student to M.Com Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.

- (4) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (5) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (6) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be Two years divided into Four Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of M.Com Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.

- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M.Com, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

5. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

6. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.

- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

7. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

8. Not with standing the above, the University shall ensure that the study programme leading to M.Com degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
9. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
10. **Number of Seats:** Initially to offer the course, the number of seats will be 30 which can be revised by the academic council time to time.

ORDINANCE NO. 17
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
THREE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Business Administration (3 years Degree Course, in brief) shall be of Three Year Duration, and shall be designed as Bachelor of Business Administration (BBA).
- (2) The degree of BBA shall be awarded for the various specializations of Business Administration being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year BBA, who have passed Higher Secondary School Certificates Examination (10+2 examination) or equivalent course in any discipline from any recognized Board / Council / University with minimum pass-marks as prescribed by the Academic Council/Board of Management in this regard.
- (2) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of BBA Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination.
- (3) The University may admit a student to BBA course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University

in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.

- (4) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (5) The Ordinance and the Admission Policy, eligibility& Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (6) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into Six Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of BBA Course shall be six years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment and End Semester Examination for assessing the students' performance during the programme of study.

- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - a. Disciplinary action taken against the student.
 - b. On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes/Academic Activities is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately

following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.

- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of BBA-Hons, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 5% can be condoned by the Vice Chancellor.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and

CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.

- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

- 10.** Not with standing the above, the University shall ensure that the study programme leading to BBA-Hons degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
- 11.** The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 12. Number of Seats:** Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.

ORDINANCE NO. 18**MASTER OF BUSINESS ADMINISTRATION (M.B.A.)****TWO YEARS DEGREE COURSE****1. APPLICABILITY**

- (1) The Postgraduate Degree Course Master of Business Administration (2 years Postgraduate Degree Course, in brief) shall be of two year duration, and shall be designed as Master of Business Administration (MBA) and shall be with dual specializations.
- (2) The degree of MBA shall be awarded for the various Specializations being offered by the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) Only such candidates of any faculty of a Statutory University, who have secured at least minimum marks at the degree level examination or minimum marks at the post-graduate level examination as prescribed by the Academic Council/Board of Management in this regard, shall be eligible to apply for admission to M.B.A. course through an Admission Test, conducted by the University. The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time.
- (2) Obtained score in one of the following examinations i.e. Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America (GMAT), Common Admission Test conducted by Indian Institute of Management

(CAT), Management Aptitude Test Conducted by All India Management Association (MAT), Entrance Test for Management Admissions conducted by The Association of Indian Management Schools.(ATMA), Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT) and Common Management Aptitude Test Conducted by All India Council for Technical Education (CMAT).valid for admissions during the Academic year.

- (3) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National Passed minimum Three year duration Bachelor's Degree awarded by the University recognized by University Grants Commission or Association of Indian Universities in any discipline with pass marks in aggregate or its equivalent and satisfy the eligibility criteria of the university shall be eligible for admission.
- (4) The University may admit a student to MBA Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be Two years divided into Four Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of MBA course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.

- (ii) The performance in the Continuous/Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of MBA, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be

approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.

- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination (ESE) and Mid Term Examination (MTE).
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to twoplaces of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.

- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Notwithstanding the above, the University shall ensure that the study programme leading to MBA degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 120 which can be revised by the academic council time to time.

ORDINANCE NO.-19
BACHELOR OF HOTEL MANAGEMENT AND CATERING
TECHNOLOGY (BHMCT)
THREE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor Of Hotel Management & Catering Technology (BHMCT) (3 years Degree Course, in brief) shall be of Three Year Duration, and shall be designed as Bachelor Of Hotel Management & Catering Technology (BHMCT).
- (2) The degree of BHMCT shall be awarded for the various specializations of Hostel Management and Catering Technology being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The minimum qualification for admission to first year BHMCT, who have passed Higher Secondary School Certificates Examination (10+2 examination) or equivalent course in any discipline from any recognized Board / Council / University with minimum pass-marks as prescribed by the Academic Council/ Board of Management in this regard.
2. Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of BHMCT Course, provided they have passed (10+2) /

Higher Secondary Examination or any other equivalent examination.

3. The University may admit a student to BHMCT course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
4. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
5. The Ordinance and the Admission Policy, Eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
6. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into Six Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of BHMCTCourse shall be five years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for

improvement in division / marks / grades or for any other purpose.

- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of BHMCT, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.

- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

- 9.** Notwithstanding the above, the University shall ensure that the study programme leading to BHMCT degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
- 10.** The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 11. Number of Seats:** Initially to offer the course, the number of seats will be 120 which can be revised by the academic council time to time.

ORDINANCE NO.-20
BACHELOR OF TOURISM AND TRAVEL MANAGEMENT
(BTTM)
THREE YEAR DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Tourism and Travel Management (BTTM) (3 years Degree Course, in brief) shall be of Three Year Duration, and shall be designed as Bachelor of Tourism and Travel Management (BTTM).
- (2) The degree of BTTM shall be awarded for the various specializations of Tourism and Travel Management being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year BTTM, who have passed Higher Secondary School Certificates Examination (10+2 examination) or equivalent course in any discipline from any recognized Board / Council / University with minimum pass-marks as prescribed by the Academic Council/ Board of Management in this regard.
- (2) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of BTTM Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination.

- (3) The University may admit a student to BTTM course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (4) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (5) The Ordinance and the Admission Policy, Eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (6) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into Six Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of BTTM Course shall be six years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for

improvement in division / marks / grades or for any other purpose.

- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be-rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of BTTM, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.

- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Notwithstanding the above, the University shall ensure that the study programme leading to BTTM degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.

ORDINANCE NO. 21
MASTER OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
(MHMCT)
TWO YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Postgraduate Degree Course Master of Hotel Management and Catering Technology (MHMCT) (2 years Postgraduate Degree Course, in brief) shall be of two year duration, and shall be designed as Master of Hospitality & Tourism Management(MHMCT).
- (2) The degree of MHMCT shall be awarded for the various Specializations being offered by the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) All India Candidature Candidates: Only such candidates of any faculty of a Statutory University, who have secured at least minimum marks at the degree level examination or minimum marks at the Postgraduate level examination as prescribed by the Academic Council/Board of Management in this regard, shall be eligible to apply for admission to MHMCT course through an Admission Test, conducted by the University. The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time.
- (2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National Passed minimum Three year duration

Bachelor's Degree awarded by the University recognized by University Grants Commission or Association of Indian Universities in any discipline with at least pass marks in aggregate or its equivalent.

- (3) The University may admit a student to MHMCT Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (4) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (5) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (6) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be Two years divided into Four Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of MHMCT Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- (4) At the beginning of each semester, every student shall have to register him/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination (ESE) as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
- (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.

- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction, then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.

- (c) A candidate shall be eligible for the award of degree of MHMCT, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

7. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

8. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

9. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.

- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to twoplaces of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.

(11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

10. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

11. Notwithstanding the above, the University shall ensure that the study programme leading to MHMCT degree shall conform, to the standard set by the relevant regulations and norms of the UGC.

12. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

13. Number of Seats: Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.

ORDINANCE NO. 22
MASTER OF TOURISM AND TRAVEL MANAGEMENT (MTTM)
TWO YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Postgraduate Degree Course Master of Tourism And Travel Management (MTTM)(2 years Postgraduate Degree Course, in brief) shall be of two year duration, and shall be designed as Master of Tourism And Travel Management (MTTM)
- (2) The degree of MTTM shall be awarded for the various Specializations being offered by the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (7) All India Candidature Candidates: Only such candidates of any faculty of a Statutory University, who have secured at least minimum marks at the degree level examination or minimum marks at the Postgraduate level examination as prescribed by the Academic Council/Board of Management in this regard, shall be eligible to apply for admission to MTTM course through an Admission Test, conducted by the University. The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time.
- (8) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National Passed minimum Three year duration Bachelor's Degree awarded by the University recognized by University Grants Commission or Association of Indian Universities

in any discipline with at least pass marks in aggregate or its equivalent.

(9) The University may admit a student to MTTM Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.

(10)

The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.

(11)

The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

(12) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

(1) The duration of the course shall be Two years divided into Four Equal Semesters.

(2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.

(3) The maximum duration available to a student for completion of MTTM Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- (4) At the beginning of each semester, every student shall have to register him / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination (ESE) as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice -Chancellor upon recommendation of Dean/ Director of the School/Faculty.

- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction, then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of MHMCT, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

7. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

8. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

9. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.

- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.

(11)The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

10. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

- 11.** Notwithstanding the above, the University shall ensure that the study programme leading to MTTM degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
- 12.** The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 13. Number of Seats:** Initially to offer the course, the number of seats will be 30 which can be revised by the academic council time to time.

ORDINANCE-23**BACHELOR OF TECHNOLOGY (B.TECH.)****FOUR YEARS DEGREE COURSE****1. APPLICABILITY**

- (1) The Undergraduate degree Course in Engineering and Technology (4 years Degree Course, in brief) shall be of four year duration, and shall be designed as Bachelor of Technology (B.Tech.), in the concerned branch of Engineering.
- (2) The degree of B.Tech. shall be awarded for the various branches of Engineering and Technology with specializations as recommended by the respective regulatory body (as applicable), being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year B. Tech. who have passed Higher Secondary School Certificates Examination (10+2 examination) with Physics and Mathematics are compulsory subjects along with one more subject viz. Chemistry / Biotechnology / Biology / Technical Vocational Subject, from a recognized State / National / International Board / University, along with minimum marks as prescribed by the Academic Council/Board of Management in this regard. This shall be subject to guideline, if any by AICTE/UGC.
- (2) Candidates who have passed the diploma course examination in related branch of engineering / technology from a recognized board of technical education / University shall also be eligible for

admission to first semester of B. Tech. Course, in the concerned branch.

- (3) Candidates who have passed the diploma course examination in appropriate branch of engineering / technology from a recognized board of technical education / University shall be eligible for admissions to the third semester (second year of 4 Year Degree Course). Such candidates shall be required to fulfill the criteria as prescribed by the regulatory body. This shall be subject to guideline, if any by AICTE/UGC.
- (4) Candidates who have passed the Bachelor of Science (B.Sc.) (3 year degree course) in Mathematics, Physics, and Chemistry / Statistics / Electronics / Computer Science in the first division from a recognized University shall also be eligible for admission to the third semester (second year of 4 Year Degree Course). Such candidates shall be required to pass the subjects of the first year, as prescribed by the regulatory body, before admission to Vth semester. This shall be subject to guideline, if any by UGC/AICTE.
- (5) Admission to all B. Tech. Courses shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC/ AICTE and the Government shall be adhered to.
- (6) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B. Tech. Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the University.

- (7) The University may admit a student to B. Tech. Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (8) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (9) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (10) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be four years divided into eight equal semesters.
- (2) The University may offer Capstone Semester at the end of eighth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of B. Tech Course shall be eight years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- (5) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the evaluation of student performance in each course-unit (a) Continuous Continuous/Internal Assessment and (b) End Semester Examinations which are held at the end of Semester.
- (2) The detailed examination scheme for Continuous Continuous/Internal Assessment as well as End Semester Examinations shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
- (a) Disciplinary action taken against the student.
- (b) On the recommendation of concerned Head of the department, if
- (i) The attendance in the Lecture / Tutorial / Practical classes shall be as determined by the Academic Council, in the semester.
- (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Continuous/Internal Assessment Examination, with the approval of the Vice –

Chancellor upon recommendation of Dean/ Director of the School/Faculty.

- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

1. BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of continuous Continuous/Internal Assessment and end semester examinations. The maximum marks in each component of curriculum shall be as per the scheme of evaluation and grading declared by the Academic Council.
- (b) In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussion/ presentation/ analysis, practical, homework assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structures of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- (c) Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/or self-study. The

credits for the project and the dissertation shall be based on the quantum of work expected.

2. BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has fulfilled the minimum academic requirements specified by the University regulations.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the internal continuous assessment and end Semester examination.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed

by the Academic council in this regard and subjected to amendment time to time.

- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Not with standing the above, the University shall ensure that the study programme leading to B. Tech. degree shall conform, to the standard set by the relevant regulations and norms of the UGC or the AICTE.
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 60 in all streams which can be revised by the academic council time to time.

ORDINANCE-24**MASTER OF TECHNOLOGY (M.TECH.)****TWO YEARS DEGREE COURSE****1. APPLICABILITY**

- (1) The Postgraduate degree Course in Engineering and Technology (2 years Degree Course, in brief) shall be of two year duration, and shall be designed as Master of Technology (M.Tech.), in the concerned branch of Engineering.
- (2) The degree of M.Tech. shall be awarded for the various branches of Engineering and Technology with specializations as recommended by the respective regulatory body (as applicable), being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.
- (4) The degree of Master of Technology (M. Tech.) shall be awarded to a candidate who as per the provisions of this ordinance has successfully completed the Course work and Thesis work within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The admission policy shall be as decided from time to time by the Governing Body of the University. The guidelines issued by UGC/AICTE and the State Government shall be adhered to.
- (2) Candidates who have qualified for the award of the Bachelor's degree in the relevant field of study shall be eligible to apply for admission to the M. Tech. programme.

- (3) Candidates who have a valid GATE (Graduate Aptitude Test in Engineering) score with minimum percentile fixed by the Governing Body, from time to time, shall be given preference.
- (4) Not with standing what has been stated in (3) above regarding GATE applications, the candidates sponsored by organizations recognized by the Governing Body and applications from foreign nationals received through proper channel may be considered for admission to the M. Tech. programme without qualifying in GATE. Their admission shall, however, be governed by the regulations prescribed by the University in this respect.
- (5) The eligibility criteria for admission to the M. Tech. programme shall be as decided by the Academic Council of the University from time to time and announced by the University for Admission each year.
- (6) The award of the M. Tech. Degree shall be in accordance with the regulations of the University.
- (7) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (8) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The normal duration of the M. Tech. programme including project work shall be four semesters. Candidates may be permitted to do their project work in industry and other approved organizations as prescribed in the regulations.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.

- (3) The maximum duration available to a student for completion of M. Tech Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/ herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all M. Tech. Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council in this regard

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of Internal Continuous Assessment and End Semester Examinations. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Continuous Examination shall be as framed by the Academic Council for each course from time to time.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or

practical (P) shall be equal to one credit, Thus, Credit = $\{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number, If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.

- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has fulfilled the minimum academic requirements specified by the University regulations.

7. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

8. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the

project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

9. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATIONS

- (1) Sponsored candidates from Research and Developmental Organizations which have facilities of research work in the area proposed and those students who get employment in such organization after completion of the coursework, may be permitted to carry out their project and thesis work in such organizations.
- (2) Regular candidates may also be permitted to carry out their project and thesis work in reputed Research and Development Units and other reputed Organizations.
- (3) The students who are permitted to do the project and thesis work in an industry or Research and Development units and other reputed Organizations, shall have to pay the tuition and other fees to the University for the duration of such work. They shall not be eligible to receive any stipend / scholarship / fellowship from the University if they are receiving any financial support from the industry/ organization in which they are doing the project / thesis work.

10. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Continuous Internal Assessment.

- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

11. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

12. Notwithstanding the above, the University shall ensure that the study programme leading to M. Tech degree shall conform, to the standard set by the relevant regulations / norms of the UGC or the AICTE.

13. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

14. Number of Seats: Initially to offer the course, the number of seats will be 30 in all streams which can be revised by the academic council time to time.

ORDINANCE NO. 25**BACHELOR OF PLANNING (B.PLAN.)
FOUR YEARS DEGREE COURSE****1. APPLICABILITY**

- (1) The Undergraduate degree Course in Planning (4 years Degree Course, in brief) shall be of four year duration, and shall be designed as Bachelor of Planning (B.Plan.), in the concerned branch.
- (2) The degree of B.Plan. shall be awarded after the successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year B.Plan. degree course, who have passed the Higher Secondary School Certificates Examination (10+2 examination) from any stream from a recognized State / National / International Board / University, along with minimum pass-marks as prescribed by the Academic Council/Board of Management in this regard.
- (2) Admission to B.Plan. degree course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.
- (3) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B.Plan. degree course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent

examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the University.

- (4) The University may admit a student to B.Plan. degree course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be four years divided into eight equal semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of B.Plan. Course shall be eight years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- (4) At the beginning of each semester, every student shall have to register within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University or an independent examining body shall conduct the examinations at the end of each stage.
- (2) The sessional work shall, as far as possible, be assessed by a jury of internal and external examiners.
- (3) The weightage of marks for subjects having both class work marks as well as examination marks may not exceed the ratio of 70:30.
- (4) The pass percentage shall not be less than 45% in each subject and shall not be less than 50% in the aggregate.
- (5) Candidates who have passed in the Continuous/Internal Assessment shall only be permitted to appear in an examination.
- (6) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (7) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (8) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
- (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.

(ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.

(9) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.

(10) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice -Chancellor upon recommendation of Dean/ Director of the School/Faculty.

(11) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.

(12) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Plan., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be

approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.

- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.

- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT: The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Notwithstanding the above, the University shall ensure that the study programme leading to B.Plan. Degree shall conform, to the standard set by the relevant regulations.

10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

11. Number of Seats: Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.

ORDINANCE NO.-26
MASTER OF PLANNING (M.PLAN.)
TWO YEAR DEGREE COURSE

1. APPLICABILITY

The degree of Master of Planning (M.Plan.) shall be awarded to a candidate who as per the provisions of this ordinance has successfully completed the Course work and Thesis work within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The candidates shall possess at least one of the following educational qualification for Master's program. (i) Bachelor's degree in Planning, or Civil Engineering, or Architecture (from any University / Institutions in India or Abroad or its equivalent recognized by the Government of India); OR (ii) Master's degree in Economics, or Sociology, or Geography (from any University / Institution in India or Abroad recognized by the Government of India). (iii) Other qualifications or experience which the ITPI Council may accept from time to time as equivalent to the above after considering the background, training and experience of a candidate individually.
- (2) The admission policy shall be as decided from time to time by the Governing Body of the University and guidelines issued by the statute body shall be adhered to.
- (3) Candidates who have qualified for the award of the Bachelor's degree in the relevant field of study and preferably who have a valid GATE (Graduate Aptitude Test in Engineering) score with minimum percentile fixed by the Governing Body and statute

body, from time to time, shall be eligible to apply for admission to the M.Plan (Urban Planning) programme.

- (4) Notwithstanding what has been stated in (2) above regarding GATE applications, the candidates sponsored by organizations recognized by the Governing Body and applications from foreign nationals received through proper channel may be considered for admission to the M.Plan(Urban Planning) programme without qualifying in GATE. Their admission shall, however, be governed by the regulations prescribed by the University and Statute Body in this respect.
- (5) The eligibility criteria for admission to the M.Plan programme shall be as decided by the Academic Council of the University , adhering to notifications/guidelines of Statute Body , from time to time and announced by the University for Admission each year.
- (6) The award of the M.Plan Degree shall be in accordance with the regulations of the University.

3. DURATION OF THE COURSE

- (1) Minimum duration of the degree Course shall be a minimum duration of 2 academic years or 4 semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of M. Plan Course shall be four years or as prescribed by the statute body. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave

permissible to a student, but it shall exclude the period of Rustication, if any.

- (4) At the beginning of each semester, every student shall have to register himself/ herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all M.Plan Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council based on the guidelines given by the statute body in this regard.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations (ESE) and internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) To pass (qualify) the particular component of curriculum a candidate has to pass separate if in the Internal assessment and the End Semester Examination (ESE) of that component of curriculum.
- (c) The minimum passing marks for the End Semester Examination (ESE) and the Internal Assessment shall be as framed by the Academic Council for each course from time to time.
- (d) A student failing in the Mid Term Examination (MTE) of any theoretical and /or practical (studio) subject shall not be allowed (permitted) to appear in the End Semester

Examination of that subject unless special approval is granted by the Academic Council.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in Studio shall be equal to Two credits. Credit in a subject shall be a whole number, not fractional number, If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M.Plan., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council .

7. CREDIT BASED GRADING SYSTEM

- 1 Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- 2 Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination (ESE) and Internal Assessment.

- 3 The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- 4 The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- 5 The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.
- 6 The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student. The CGPA at the end of n^{th} semester shall be calculated as per the regulations framed by the Academic Council in this respect.
- 7 At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- 8 To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- 9 A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.

- 10 For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- 11 The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the Consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Notwithstanding the above, the University shall ensure that the study programme leading to M.Planning degree shall conform, to the standard set by the relevant regulations / norms of the UGC or the AICTE .
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 30 which can be revised by the academic council time to time.

ORDINANCE NO. 27**BACHELOR OF COMPUTER APPLICATION (BCA)
THREE YEARS DEGREE COURSE****1. APPLICABILITY**

- (1) The Under Graduate Degree Course in Computer Application (3 years Degree Course, in brief) shall be of three year duration, and shall be designated as Bachelor of Computer Application (BCA).
- (2) The degree of BCA shall be awarded for computer application being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) Candidate must have Passed 10+2 Examination with mathematics as a core subject, from any recognized board or an equivalent for admission to first year of BCA course along with minimum pass-marks as prescribed by the Board of Management in this regard.
- (2) A candidate not having mathematics as a core subject in 10+2 / class XII, will have to pass one additional paper in mathematics in the course of six semesters in three attempts, failing which the candidate will not be eligible to get the degree of BCA.
- (3) Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination.
- (4) In addition, the University shall follow all the guidelines as given by the UGC/State Government regarding admissions from time to time.

- (5) Admission to BCA Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the State Government shall be adhered to.
- (6) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of BCA Course, provided they have fulfilled the eligibility criteria as prescribed by the Board of Management in this regard. Admission to such candidates shall be made on the basis of the entrance test conducted by the University.
- (7) The University may admit a student to BCA Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (8) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (9) The Ordinance and the Admission Policy, Eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (10) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the norms and guidelines issued by Department of Higher Education, State Government time to time.

3. SEATS

The seats shall be decided by the Board of Management of the University with due permission from the regulatory bodies.

4. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into six equal semesters.
- (2) The University may offer Capstone Semester at the end of sixth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of BCA Course shall be six years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

5. ACADEMIC YEAR

Academic Session shall be as approved by the Academic Council and may normally be from July to June every year. There shall be two academic cycles, one from July to December and another from January to June.

6. STRUCTURE OF THE PROGRAMME

The structure of the programme, examinations, curriculum and syllabi, shall be as prescribed by the Academic Council in this regard.

7. PROGRAMME FEE

The programme fee shall be decided by the Board of Management of University with due approval from Chhattisgarh Private Universities Regulatory Commission.

8. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the

approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.

- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (8) On the recommendations of the Academic Council, the system / pattern of examinations may be changed, after making necessary amendments in the ordinance.

9. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum qualifying credit for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional

number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.

- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of BCA, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

10. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

11. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.

- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

12. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise

by the student, grades obtained, SGPA of each semester and the final CGPA.

13. Not with standing the above, the University shall ensure that the study programme leading to BCA degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
14. **Number of Seats:** Initially to offer the course, the number of seats will be 120 which can be revised by the academic council time to time.

ORDINANCE NO. 28**MASTER OF COMPUTER APPLICATIONS (MCA)
TWO YEARS DEGREE COURSE****1. APPLICABILITY**

- (1) The Post Graduate degree Course in Computer Application (2 years Degree Course, in brief) shall be of two years duration, and shall be designed as Master of Computer Application (MCA).
- (2) The degree of MCA shall be awarded for computer application being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) Recognized Bachelor's Degree of minimum 3 years' duration with Mathematics at 10+2 level or at Graduate Level along with minimum marks as prescribed by the Academic Council/Board of Management in this regard.
- (2) Candidate without Mathematics at 10+2 level or at Graduate Level shall also be eligible to admit in MCA Degree Course, provided he/she shall complete a bridge course on Mathematics during the study of the MCA course.
- (3) Eligibility for MCA Lateral Entry - Recognized Bachelor's Degree of minimum 3 years duration in BCA, B.Sc. (IT/ Computer Science) with Mathematics as a Course at 10+2 level or at Graduation Level along with minimum marks as prescribed by the Academic Council/Board of Management in this regard.

OR

Any degree with a Post Graduate Diploma in Computer Science / Computer Application (PGDCA) of minimum one year duration of a recognized University along with minimum marks as prescribed by the Academic Council/Board of Management in this regard.

- (4) Admission to MCA Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC / AICTE and the Government shall be adhered to.
- (5) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of MCA Course, provided they have fulfilled the eligibility criteria as prescribed by the Academic Council/Board of Management in this regard. Admission to such candidates shall be made on the basis of the entrance test conducted by the University.
- (6) The University may admit a student to MCA Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (7) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (8) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (9) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be two years divided into four equal semesters.
- (2) The University may offer Capstone Semester at the end of sixth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Academic Council/Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of MCA Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:

- (a) Disciplinary action taken against the student.
- (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End

Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.

- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of MCA., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

7. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the

organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

8. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

9. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

10. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

11. Notwithstanding the above, the University shall ensure that the study programme leading to MCA degree shall conform, to the standard set by the relevant regulations and norms of the UGC or the AICTE.
12. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
13. **Number of Seats:** Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.

ORDINANCE NO. 29
BACHELOR OF VOCATION (B.VOC.) DEGREE,
THREE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Vocation(B. Voc.)(3 years Degree Course, in brief) shall be of three year duration, and shall be designed as Bachelor of Vocation (B.Voc.) Degree, in the various specializations recommended by the UGC.
- (2) The degree of Bachelor of Vocation (B. Voc.)shall be awarded after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The eligibility condition for admission to B.Voc. programme shall be 10+2 or equivalent, in any stream.
- (2) Admission to B. Voc. Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.
- (3) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B.Voc. Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the University.

- (4) The University may admit a student to B. Voc. course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into six equal semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of the Course shall be six years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - a) Disciplinary action taken against the student.
 - b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for

improvement in division / marks / grades or for any other purpose.

- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B. Voc., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Notwithstanding the above, the University shall ensure that the study programme leading to B.Voc. shall conform, to the standard set by the relevant regulations and norms of the UGC.
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.

ORDINANCE NO. 30**BACHELOR OF LAWS [LLB]
THREE YEARS PROGRAMME****1. APPLICABILITY**

- (1) The Degree Course in Law (3 years Programme) shall be of three years duration, and shall be designed as Bachelor of Laws.
- (2) The under graduate degree shall be awarded for the integrated course LL.B being taught in the University and upon successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The Admission policy shall be as decided from time to time by the Academic Council/Board of Management of the University and in compliance with guidelines of Department of Higher Education, State Government and the Rules of Legal Education, Bar Council of India.
2. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
3. The Ordinance and the Admission Policy, eligibility& Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council and in conformity to the Rules of Legal Education, Bar Council of India.
4. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into six equal semesters.
- (2) The University may offer Capstone Semester at the end of sixth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of LL.B Course shall be as per the university norms. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous/Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous/Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if

- (i) The attendance in the Lecture / Tutorial / Practical classes is unsatisfactory or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Continuous/Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice –Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Continuous/Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be-rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Com. LL.B only when he / she earn all the credits allotted to the course in which he / she has taken admission.

6. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

7. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall

be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.

- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.

- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

8. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

9. Not with standing the above, the University shall ensure that the study programme leading to LL.B degree shall conform, to the standard set by the BAR COUNCIL OF INDIA.
10. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
11. **Number of Seats:** Initially to offer the course, the number of seats will be 60 which can be revised by the academic council time to time.