

# **BABA GURU NANAK UNIVERSITY NANKANA SAHIB**



## **SEMESTER REGULATIONS FOR UNDERGRADUATE PROGRAMS**

## Preamble

Notwithstanding anything contrary to the provisions of Baba Guru Nanak University Act 2020, the University shall offer Undergraduate (4-year BS/B.Com, 5-year Pharm-D/LLB (Hons), etc.), level degree programs or equivalent programs approved by the Authority. Provided that regulations mentioned hereinafter regarding admission, registration and examination shall be applicable on each undergraduate programs and diploma courses offered by the University.

### 1. Short Title and Commencement

The regulations described hereunder shall be called Semester Regulations, Baba Guru Nanak University and shall come into force with immediate effect.

### 2. Definitions

In these regulations unless the subject or context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- a. "Dean" means the Chairperson of the Board of Faculty.
- b. "Controller of Examinations" means the Controller of Examinations of the University.
- c. "Academic Department" means a teaching, research, and technological
- d. development Department maintained and administered by the University.
- e. "Constituent College" means a university college constituted by the university.
- f. "Affiliated College" means a college affiliated with the university.
- g. "Chairperson" means head of an Academic Department.
- h. "Principal" means the head of a college.
- i. "Director" means the Director of an Institute.
- j. "Academic Year" means a year consisting of two regular semesters namely; Fall, Spring and Summer semester (if offered).
- k. "Authority" means any of the Authorities of the University specified in the Baba Guru Nanak University Act.
- l. "Credit Hour" means one hour student-teacher classroom contact per week per semester in theory or two to three hours contact in practical/lab work per week per semester.
- m. "Deficiency Course" means a course in which a student has been adjudged deficient by the concerned Department/ Constituent College/Institute/School/Center/Affiliated College at the time of admission/transfer of credits/migration.
- n. "Non-credit Course" means a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA and shall not have any effect on the academic position of a student.
- o. "Pre-requisite" means a course required to provide basic knowledge of the follow up course.
- p. "Semester" means duration of eighteen weeks inclusive of examinations i.e.; sixteen weeks for teaching, one week for midterm examinations, one week for conduct of final term examinations.

### 3. INTRODUCTION

1. Following are the guidelines, procedures, regulations to be administered by all the Departments/ Constituent Colleges/ Institutes/ Schools/ Centers, running Semester

System.

2. Each Department/ College/ Institute/ School in the beginning of an academic session shall arrange an "Orientation" to familiarize the admitted students with semester regulations and their degree requirements.
3. A copy of printed Semester Regulations shall be made available in all the Departments/ Colleges/ Institutes/ School as well as the University Library and Website for guidance.
4. The regulations inscribed here are subject to amendment/change and repletion by the Competent Authority.

#### **4. COURSES AND SCHEME OF STUDIES**

- 4.1. The curricula and schemes of studies of various degree programs shall be developed and recommended by the respective Boards of Studies and then **Board of Faculty**. Such curricula and schemes of studies shall become effective from the date of approval by the Syndicate on the recommendations of the Academic Council or any other date as determined by the Competent Authority.
- 4.2. A student shall normally be required to take prescribed courses but not more than eighteen credit hours work load shall be offered by the Department/College/Institute/School in each semester. However, in special circumstances, (s)he can add maximum three credit hours course with prior approval of Dean concerned. The permission must be obtained within seven days of commencement of the semester.
- 4.3. The students shall pursue the notified scheme of studies to be approved by the Competent Authority from time to time.
- 4.4. No student shall take any course unless he/she has qualified the prerequisites for it as determined in the curriculum.
- 4.5. In case of failure in "prerequisite course(s)" the regular and prerequisite courses can be offered simultaneously.

#### **5. COURSES CODES, TITLES AND CREDITS**

- 5.1. Each course shall be assigned credit hours. The credit hours are denoted by two digits within brackets with a **hyphen (-) or plus (+) in between (use the same in a document)**. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0) means three credit hours of theory

only, while 4(3+1) means a total of four credit hours, of which three are reserved for theory and one credit hour is for laboratory/studio work/field work/practical work as per requirement of discipline.

- 5.2. For the undergraduate/graduate degree program involving internship/practical/field work there will be a minimum of 15-18 credit hours for internship/practical/field work/**capstone project** whereas remaining credit hours, if required, shall be reserved for course work. In all other cases a minimum of three credit hours capstone project will be offered in last two semesters of the program.
- 5.3. Each Board of Studies shall assign and prescribe the course codes, titles and credit hours.
- 5.4. Course codes shall be divided into two parts i. e., letters and digits.

**Letters:** Four characters representing the course of the subject concerned, e.g.

Chemistry	CHEM	=	04 letters
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**Digits:**

- 5.4.1. There shall be four digits, among which 1<sup>st</sup> digit shall represent level of the program, for example;

a. Level 5 represents 13<sup>th</sup> and 14<sup>th</sup> year of education of ADP/BS program.

b. Level 6 represents 15<sup>th</sup>, 16<sup>th</sup> or 17<sup>th</sup> year of education of BS program.

c. Level 7 represents 17<sup>th</sup> and 18<sup>th</sup> year of education of Masters (MPhil/MS etc.).

d. Level 8 represents 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> year of education of Doctoral (PhD).

- 5.4.2. Second Digit of coding will represent the number of degrees of same level i.e., BS and MA/MSc are all 16-year degrees, hence will be numbered as 1, 2 and 3 onward. All the departments offering more than one degree of same level and of similar nature will number their programs as "1" and "2" as second digit of their coding scheme.

- 5.4.3. Third and fourth digit will represent the number of course i.e., all the courses offered in a particular program will be numbered as '01' '02' '03' ..... '99'.

#### 5.5. Undergraduate (BS/BBA etc.)

Example

<b>Course</b>	<b>Degree Level (BS)</b>	<b>No. of Degree</b>	<b>No. of Course</b>	<b>Course Code</b>	<b>Credit Hours</b>
ENGL	5	1	01	ENGL-5101	3(3+0)
PHYS	5	1	02	PHYS-5102	4(3+1)
ENGL	5	1	03	ENGL-5103	2(2+0)
ISLS	5	1	04	ISLS-5104	3(3+0)

#### 5.6. Graduate (MBA etc.)

<b>Course</b>	<b>Degree Level (BS)</b>	<b>No. of Degree</b>	<b>No. of Course</b>	<b>Course Code</b>	<b>Credit Hours</b>
MATH	6	1	01	MATH-6101	3(3+0)
CHEM	6	1	02	CHEM-6102	4(3+1)
BOTN	6	1	03	BOTN-6103	4(3+1)
STAT	6	1	04	STAT-6104	3(3+0)

## 6. ATTENDANCE

- 6.1. A student having less than 75% attendance in lectures and practical shall not be allowed to take the final examination of the course. The Department/ Constituent College/Institute/School/Center/Affiliated College shall notify the list of such students at least one day before the examination week.
- 6.2. The Chairperson/Principal/Director of the Department/ Constituent College/ Institute/ School/ Center/ Affiliated College may condone, for valid reasons, deficiency up to five percent of the total number of lectures. The Dean of the Faculty on the recommendations of the Chairperson/ Principal/ Director of the Department/ Constituent College/ Institute/ School/ Center/ Affiliated College, may on special grounds, condone up to another five percent of the total number of lectures.
- 6.3. If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course teacher may be given to the student.
- 6.4. If a student who is found habitual of missing lectures in a course, he/she shall not be allowed to sit in the class without the approval of the Chairperson/Principal/ Director.

- 6.5. If a student makes him/herself absent from the Department/ College/ Institute/ Center for ten consecutive working days, his/her name shall be struck off from the rolls of the Department/ Constituent College/ Institute/ School/ Center/ Affiliated College. Such student shall not be re-admitted without the approval of the Dean concerned. The student shall have to pay the prescribed re-admission fee/dues under intimation to the Treasurer and the Director Academics.
- 6.6. At the end of each semester, the teacher concerned shall submit the **attendance sheet** showing the total number of lectures delivered and practical (if applicable) conducted, by him/her together to the Chairperson/Principal/Director of the Department/ Constituent College/ Institute/ School/ Center/ Affiliated College with the total number of lectures and practical (if applicable) attended by each student.
- 6.7. The absence as a result of late admission or change of course(s) shall also be counted for dropping from the course(s).
- 6.8. For a student participating and representing the University in sports/co-curricular activities of national or international level events, as verified by the **Director of sports/co-curricular/DSA/Chairperson**, the days actually spent by the student in such events shall be counted as present towards the attendance requirement.
- 6.9. If a student is required to participate in sports/co-curricular activities representing the University, on the date/dates of examination, arrangement will be made by the Department/ Constituent College/ Institute/ School/ Center/ Affiliated College for holding Special Examination for him/her as soon as his/her sports/co-curricular activities are ended.
- 6.10. If a student is not allowed to take the examination of any course due to shortage of attendance or on failing a course, he/she shall be required to register himself / herself in that course whenever offered again, attend the classes regularly and reappear in examination.

## **7. WITHDRAWAL OF COURSE(S)**

- 7.1. A student may withdraw a maximum of 50% of the courses offered i.e. two out of five or three out of six courses **with the approval of Chairperson/Principal/Director concerned.**
- 7.2. Students may be allowed to withdraw from a course within 4 weeks of the

semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.

7.3.A student withdrawing after the 4<sup>th</sup> week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.

## **8. SEMESTER FREEZE**

8.1.A student may discontinue his/her studies by seeking semester freeze during the semester before the mid examination on medical grounds or circumstances beyond his/her control with written permission of Chairperson/ Principal/ Director of the Department/ Constituent College/ Institute/ School/ Center/ Affiliated College concerned subject to the condition that semester fee shall not be transferred/refunded.

8.2. Freezing of the first semester and after the mid examination in any semester is not allowed. However, in exceptional hardship cases (e.g., iddat, maternity, death in the immediate family, or other justified reasons), it may be considered with prior approval from the Vice Chancellor. The maximum duration of the degree program will remain unchanged.

8.3. The students on probation are not eligible for freezing of semester.

8.4. If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze).

8.5.A student may discontinue his/her studies by seeking semester freeze prior to enrollment in the second/subsequent semester on medical grounds or circumstances beyond his/her control with written permission of Chairperson/ Principal/ Director of the Department/ Constituent College/ Institute/ School/ Center/ Affiliated College concerned subject to fulfillment of condition that the student has passed the final examination of the previous semester with minimum prescribed GPA/CGPA required for academic standard of the University to remain on roll. The student shall not have to pay the semester fee; if deposited, the fee will be transferred to the next semester if frozen in first two weeks of commencement of the classes or before the commencement of a semester.

8.6.A student who sought discontinuation of a semester shall have to get approval

from the Chairperson/ Principal/ Director to rejoin the program before the commencement of the semester to be rejoined.

8.7. The Chairperson/ Principal/ Director of the Department/ College/ Institute/ School concerned will notify in both the cases; the semester freeze and rejoining the program under intimation to the Treasurer, Director Academics, Registrar and Controller of Examination.

8.8. During the semester freeze, bonafide status of the student shall remain suspended provided that discontinuation shall not be allowed for more than one year in any case.

8.9. If a student fails to re-join the University at the end of the frozen period, he/she will lose studentship and considered dropped from the University.

## 9. EVALUATION

The course teacher will be responsible for students' evaluation and grading as per the following weightage:

i. Courses with Theory only OR ii. Courses with Practical only		Courses with Theory and Practical Combined	
Assessment	Percentage	Assessment	Percentage
Mid	30	Mid	15
Sessional	20	Sessional	15
Final	50	Final	45
-	-	Practical	25

9.1. Sessional Marks: surprise quiz(s) / assignment(s) / presentation(s) / student aptitude towards study / short projects/ class participation/ attendance etc. The course teacher will decide the marks distribution according to the nature of the course.

9.2. Faculty members will develop separate question papers for regular and replica programs and vet by respective Chairpersons/ Principal / Director before final printing to ensure the quality and standard of the question paper. However, following criteria shall be opted to develop the questions paper.

- a. Objective Part: 40%  
(may include MCQs, Fill in the Blanks, Short Questions etc.)
- b. Subjective Part (long questions): 60%

9.3. Mid Examination from the syllabus prescribed for the mid will normally be conducted after first eight weeks of teaching during a semester.

9.4. Final Examination covering the full syllabus with at least 25% marks from the mid

syllabus shall be held at the end of each semester.

**Note:** Courses involving project/practical/ field work may deviate from the above given marks distribution to accommodate the marks of the project/ practical/field work. However, prior approval from the Chairperson/ Principal/ Director is required under intimation to the office of the Controller of Examinations.

9.5. The schedule of each examination shall be notified/displayed on the Notice Board well in time.

9.6. The duration of examinations shall be as under:

Mid Examination: One to Two Hours

Final Examination: Two to Three Hours

9.7. Examination should be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.

9.8. The passing marks in each course shall be 50%.

9.9. The scripts of each examination shall be shown to the students by the teacher to review their grades awarded. The Department/ College/ Institute/ School concerned shall forward such record to controller of examination with complete award sheets and scripts.

9.10. Sessional marks awarded on the basis of assignment, quiz etc. shall be displayed/shown to the students **one week before the final examination.**

9.11. In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, he/she may submit written application to the Chairperson/ Principal/ Director of the Department/ Constituent College/Institute/School/Center/Affiliated College for decision by the Departmental Examination Committee **for his/her grievance.**

9.12. After holding the final examination, each teacher shall prepare **three (03) copies** of the **complete results** (award lists) duly signed by the teacher concerned, countersigned by Chairperson/ Principal/ Director concerned for submission to offices of the Controller of Examinations, Dean, Chairperson/ Principal/ Director.

9.13. Teacher shall submit a copy of the award list duly approved by the Chairperson/ Principal/ Director along with the scripts before the **time given by controller of examination** to the In-charge Examinations of the Department/ Constituent College/Institute/School/Center/Affiliated College concerned.

9.14. The In-charge Examinations shall prepare the final consolidated result and submit it before the Departmental Examination Committee for consideration. After deciding the appeals/written complaints/incomplete results, if any, the Departmental Examination Committee shall forward the result for notification by the office of the Controller of Examinations within **seven (07) days** of closing of final term examination. The result should show student Roll Number, name, father's name, marks obtained, grade points, letter grade and GPA/CGPA. A copy of the result by the office of the Controller of Examinations shall be submitted to the Dean and Chairperson/Principal/Director concerned.

9.15. In case a student did not appear in the mid and final examinations due to discontinuation of the semester, his/her GPA/CGPA should not be calculated.

9.16. Semester and final transcripts shall be issued by the office of the Controller of Examinations to the students on request by depositing the prescribed fee for this purpose.

9.17. Each student shall have to pay the prescribed degree notification fee.

9.18. For the degree programs where research is offered, the students are required to submit the Thesis/Project report within two months from the end of final examination of the last semester. However, this time duration may be extended with the permission of the Chairperson/ Principal/ Director of the Department/ Constituent College/Institute/School/Center/Affiliated College. The evaluation of the project shall be made by the panel of three examiners comprising the Chairperson/Principal/Director, external examiner (to be recommended by the Board of Studies and appointed by the Dean or in case of absence of Dean any Chairperson nominated by the Vice Chancellor) and the supervisor. The plagiarism check must be conducted on the dissertation/theses offered to undergraduate and graduate students by ORIC office before its submission to the department.

## 10. PROMOTION, DROPOUT AND RE-ADMISSION

Semester No.	Promotion	Probation	Drop
1 <sup>st</sup>	GPA $\geq$ 2.00	1.80 $\leq$ GPA $<$ 2.00	GPA $<$ 1.80
2 <sup>nd</sup>	CGPA $\geq$ 2.15	2.00 $\leq$ CGPA $<$ 2.15	CGPA $<$ 2.00
3 <sup>rd</sup>	CGPA $\geq$ 2.30	2.15 $\leq$ CGPA $<$ 2.30	CGPA $<$ 2.15
4 <sup>th</sup> and onwards	CGPA $\geq$ 2.50	2.30 $\leq$ CGPA $<$ 2.50	CGPA $<$ 2.30

10.1. If a student fails to obtain 1.80 GPA at the end of 1<sup>st</sup> semester, he/she shall be dropped from the program. Furthermore, if a student fails to obtain prescribed CGPA at end of each semester, he/she shall be detained in the same semester and shall not be promoted to the next semester. A student who has been declared to be detained in any semester due to less than prescribed CGPA, he/she may be readmitted only once to the relevant\* semester with the following conditions:

10.1.1. The student has to pay the prescribed re-admission fee in addition to regular semester fee under intimation to the Treasurer and the Controller of Examinations.

10.1.2. Permission to re-admission shall be obtained from the Chairperson/ Principal/ Director.

10.1.3. In case of Readmission to 1<sup>st</sup> semester the student will be awarded a new roll number and he/she will study as per regulations applicable to the session along with which he/she has sought readmission. In case of readmission to a semester other than 1<sup>st</sup> semester the roll number will remain the same and the regulations of the previous session will be applicable

*\*Relevant semester is any semester that satisfies the following conditions:*

- a) After readmission maximum time limit shall not be affected.
- b) The semester from which he/she can continue and improve CGPA.
- c) The semester is being offered at the time of request for readmission.

10.2. The student who has already been readmitted once will be "Dropped" from university rolls/program if he/she is again detained in any semester.

10.3. At the end of 8<sup>th</sup> semester for BS 4-year program, if a student obtains CGPA < 2.50, he/she must pass the failed courses or/and improve already pass courses as and when offered in order to obtain minimum required 2.50 CGPA to complete degree within stipulated time period (maximum six years).

10.4. At the end of 10<sup>th</sup> semester for 5-years program, if a student obtains CGPA < 2.50, he/she must pass fail courses or/and improve already pass courses as and when offered in order to obtain minimum required 2.50 CGPA to complete degree within stipulated time period (maximum seven years).

10.5. The student who has already been readmitted as per regulation No 11.1 and again fails to maintain required CGPA in any semester will be "Dropped" from the program and

ceased from university rolls and will not be readmitted in any circumstances.

10.6. There will be maximum two academic probations in four-year and five-year degree programs. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2<sup>nd</sup> time even after attending summer semester in first four semesters shall be removed from rolls of university. However, he/she can take re-admission only once during BS degree program. For a five-year degree program, the first probation can be availed within the first two academic years, while the second probation can be availed during the remaining three years.

## **11. AWARD OF DEGREE**

11.1. A minimum of 120 credit hours are required for 4 years BS degree program.

11.2. Degree shall be awarded to the students only who have completed all the degree requirements by passing all courses specified in scheme of studies by securing at least 2.50 CGPA.

## **12. AWARDS: SCHOLARSHIP/POSITION**

12.1. Scholarships/ positions shall be awarded to the students as per BGNU policy.

## **13. GRADE IMPROVEMENT**

13.1. A student is allowed to repeat a course in which s/he has obtained grade below "C". A student is allowed to repeat maximum 5 courses in BS Program. Only the better grade shall be used in the calculation of CGPA. In this case student shall enroll the course(s) with the permission of the Chairperson/Principal/ Director of the Department/College/ Institute/School in the semester in which the course(s) is being offered, by paying the prescribed enrollment fee. Such course(s) shall be marked under asterisk (\*) in the semester/official transcript.

13.2. A student who has obtained the final transcript issued by the Controller of Examinations can also improve his/her grades by enrolling the course(s) within the prescribed time limit of the program.

13.3. In case of improvement, the better grades shall be reflected on the semester/official transcript. However, such students shall not be considered eligible for a position/scholarship in the relevant examination.

## 14. GRADING SYSTEM

14.1. The grading shall be done on a scale of 4.

14.2. Equivalence between **grade points and letter grades** shall be as follows:

**GRADING TABLE**

Marks %	Grade Point	Letter Grade	Marks %	Grade Point	Letter Grade
85-100	4.00	A+	64	2.80	C
84	3.94	A	63	2.74	C
83	3.88	A	62	2.68	C
82	3.82	A	61	2.63	C
81	3.77	A	60	2.57	C
80	3.71	A	59	2.51	C
79	3.65	B	58	2.46	C
78	3.60	B	57	2.40	C
77	3.54	B	56	2.34	C
76	3.48	B	55	2.29	C
75	3.43	B	54	2.23	D
74	3.37	B	53	2.17	D
73	3.31	B	52	2.11	D
72	3.25	B	51	2.06	D
71	3.20	B	50	2.00	D
70	3.14	B	Below 50 Marks	Fail	F
69	3.08	B	<b>Result Late</b>	----	RL
68	3.03	B	<b>Withdrawal</b>		W
67	2.97	B	<b>Repeat</b>		R
66	2.91	B	<b>Incomplete</b>	0.00	I
65	2.86	B	<b>Exempted</b>		<b>EX</b>

Passing marks for a course = 50% (D grade)

14.3. Fraction of marks obtained in a course shall be counted as one mark, e. g. 60.1 and 60.9 shall be considered as 61.

Example:

Examination	Weight	Marks Obtained
Mid Term	30	19.0
Sessional	20	10.3
Final Term	50	40.1
<b>TOTAL</b>	<b>100</b>	<b>69.4</b>

\*The score shall be rounded to 70

14.4. In order to calculate the GPA, multiply GP with the Credit Hours of each Course to obtain total grade points of the course, add up to Cumulative Grade Points and divide by the total number of Credit Hours to get the GPA **for that particular semester**.

#### 14.5. **GPA and CGPA Calculation:**

In order to calculate the GPA, multiply GP with the Credit Hours of each Course to obtain total grade points of the course, add up to Cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for the semester.

$$\text{GPA/CGPA} = \frac{\text{Total (GP} \times \text{Credit Hours)of all courses}}{\text{Total credit hours of all course}}$$

#### **15. SPECIAL EXAMINATION:**

- 15.1. If a student is unable to appear in one or more courses in the mid and final examinations of semester due to performing of Hajj/ Umrah / Medical exigencies / Maternity/ Death of parents, spouse, children, mother-in-law and real uncle in law, he/she may be allowed to appear in the special examinations within ten days of the examinations to be arranged by the department provided that:
- 15.2. He/she fulfils the condition of minimum attendance requirement to appear in examinations as laid down in the regulations.
- 15.3. He/ She is laid down as an indoor patient of a recognized hospital, or if he/she is not hospitalized as defined above, the candidate shall be examined by the medical superintendent of DHQ who may certify the inability of the student to appear in the examinations or otherwise.
- 15.4. Approval for special examinations shall be granted by the Departmental Examination Committee (DEC), however, by keeping in view the severity of the case, the DEC may forward the case to University Hardship Committee constituted by the competent authority.

#### **16. SUMMER SEMESTER**

- 16.1. A course in the summer semester will be offered only if a minimum of 05 students is willing to take the course. However, in exceptional cases a course will be offered to less than 5 students as a special case on the recommendation of the Chairperson / Principal / Director and the Dean of the Faculty duly approved by the Vice Chancellor.
- 16.2. The students are allowed to take only 9 credit hours during summer semester.
- 16.3. Students opting internships are not allowed to take course(s) in summer semester.
- 16.4. The fee as prescribed by the University from time to time will be charged per course per student.
- 16.5. A student may repeat fail courses and/or improve the grade/s of the already pass

course(s) in summer semester or relevant semester or where the course/s is/are being offered within prescribed maximum time limit of the program. In this case, a student shall enroll the course(s) in the summer semester in which the course(s) is/are being offered, by paying the prescribed fee. Such course(s) shall be marked under asterisk (\*) in the provisional and official transcript.

16.6. In case of improvement, the better grades shall be reflected on the provisional/official transcript. However, such students shall not be considered eligible for a position/scholarship.

## **17. UNFAIR MEANS CASES (UMC)**

17.1. Invigilator / course instructor shall report any unfair means case in writing along with substantial evidences / relevant material to the concerned Chairperson/HOD/Teacher In-charge soon after the conduct of concerned paper. Chairperson/ HOD/Teacher In-charge shall report the unfair means cases to the Departmental Unfair Means Committee.

17.2. In case a candidate, who has been allowed to an examination or is appearing or appeared in an examination, commits or attempts to commit any of the following acts:

17.2.1. Removes a leaf from his / her answer book, the answer book shall be cancelled.

17.2.2. Submits forged or fake documents in connection with the examination.

17.2.3. Commits impersonation in the examination.

17.2.4. Copies from any paper book or notes.

17.2.5. Mutilates the Answer Book.

17.2.6. Possesses any kind of material, which may be helpful to his/her in the examination.

17.2.7. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.

17.2.8. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.

17.2.9. Misbehaves or creates any kind of disturbance in or around the examination center.

17.2.10. Uses abusive or obscene language on the answer script.

17.2.11. Possesses any kind of weapon in or around examination center.

17.2.12. Possesses any kind of electronic device which may be helpful in the

examination.

17.3. His / Her case shall result in following one or more penalties keeping in view the nature and intensity of offence.

17.3.1. A written warning may be issued to the student(s) concerned and a copy of the same may be displayed on the Notice Board under intimation to his/her parents/guardians;

17.3.2. A student may be fined (upto Rs. 10000/- per paper) as recommended by the Departmental Unfair Means Committee/ Examination Committee. The fine imposed shall have to be deposited under intimation to the Treasurer.

17.3.3. The paper may be cancelled.

17.3.4. A student may be placed on probation for a fixed period of a semester. If during the period of probation (s) he fails to improve his/her conduct, the case shall be forwarded to the University Discipline Committee.

17.3.5. Suspension from program for one semester/ one year / more.

17.3.6. Expulsion from the University forever.

#### **17.4. UMC grievance redressal committee:**

UMC grievance redressal committee to be constituted by the Vice Chancellor, if a student is not satisfied by the decision of Departmental Unfair Means Committee/ Examination Committee, he/she can submit his/her appeal within a week after the decision of the committee to the following UMC grievance redressal committee, who shall take the final decision:

a) Controller of Examinations	Convener
b) Director Academics	Member
c) Senior Most Faculty Member (Nominated by Vice Chancellor)	Member
d) Director Student Affairs	Member
e) Concerned chairperson/HoD	Co-opted Member
f) Assistant Controller of Examinations	Secretary

The quorum of committee shall be one half of total membership.

#### **18. RE-CHECKING OF EXAMINATION SCRIPT**

18.1. The answer book of a candidate shall not be re-assessed under any circumstances.

18.2. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. **The Office of the Controller of Examination** can arrange for re-checking of

examination script by any faculty member from the relevant discipline on the complaint/request of students on payment of prescribed fee. The Controller of Examination or any officer appointed shall see that:

18.2.1. There is no computational mistake in the grand total on the title page of the answer book.

18.2.2. The total of various parts of a question has been correctly made at the end of each question.

18.2.3. All totals have been correctly brought forward on the title page of the answer book.

18.2.4. No portion of any answer has been left un-marked.

18.2.5. Total marks in the answer book tally with the marks sheet.

18.2.6. The hand-writing of the candidate tally in the questions/answer book.

18.3. The marks of a candidate could increase or decrease in light of (a) (iii) above. In the event of changing marks the record shall be corrected accordingly and revised transcript will be issued.

## **19. DAMAGED / LOST ANSWER SCRIPT**

19.1. In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

19.1.1. Average marks shall be awarded to the student in that subject/course.

19.1.2. In case of Final Examination, if the candidate so desires, he/ she shall be given another chance as a special case to retake the Examination in that subject/course and no examination fee shall be charged from the student.

## **20. DISCARD OF ANSWERSHEETS**

The Office of the Controller of Examinations shall retain students' answer sheets record for one year from the passing out of that batch or until the convocation of the batch (whichever is earlier), after which the answer sheets/scripts may be discarded or disposed of in accordance with university policy.

## **21. PERMISSION OF WRITER FOR SPECIAL STUDENTS**

A physically handicapped / visually impaired or any student who unable to write due to any reason may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests / Examinations of the University one (01) week before the start of Tests / Examinations. He/she will be allowed 45 minutes (maximum) extra time to solve the question paper. The qualification of the person who

will be engaged as a writer must be at least one step lower than that of the student. (E.g. for level 6 student, the writer should be at the most of level 5).

## **22. AWARD OF GOLD MEDAL / DISTICTION CERTIFICATES**

22.1. Graduating students fulfilling the following criteria in their respective degree program will be eligible to earn the Medals / Distinction Certificate as under:

1<sup>st</sup> position: Gold Medal (with Distinction Certificate)

2<sup>nd</sup> position: Silver Medal (with Distinction Certificate)

3<sup>rd</sup> position: Bronze Medal (with Distinction Certificate)

22.2. Students admitted to a particular degree program in a particular year / session will compete as one group irrespective of the sections or morning / evening program.

22.3. In the disciplines where the number of students is less than 20 at the start and less than 15 at the completion of the degree, no medals or positions will be awarded under the semester system.

22.4. No medal or roll of honor or distinction certificate will be granted to candidates who passed examination in 2<sup>nd</sup> attempt.

22.5. The recipient must not have failed or repeated or improved any course during the program and should have completed the degree within the minimum prescribed time period.

22.6. In case of the same cumulative grade point average (up to two decimal places), the matter will be decided on the basis of highest percentage of marks scored by a candidate.

22.7. Students appearing for improvement will not be eligible for the award of Medal /Distinction.

22.8. A student will not be eligible for the award of Medal / Distinction, if he/she has been penalized in the past for violation of the regulations of the University, during his/her stay at the University.

## **23. DEGREES CONFERMENT**

University should conduct Convocation as and when required as per prescribed / approved criteria. Urgent degree can be issued as per University policy upon the request of student. Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost / damaged or in case of change in the name of candidate. The candidate

has to apply to the office of the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per university regulations.

#### **24. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES**

Notwithstanding anything contrary to these regulations, the Vice Chancellor shall have the powers conferred by the statutory bodies to issues order, directions or instructions for the smooth working of the Academics affairs of this University and on the issue(s) which are not covered under these "Semester Regulations", where any regulation(s) are silent or in cases of ambiguity or discrepancy as regards into the interpretation of these Regulations, the decision of the Vice Chancellor shall be final.