



ACADEMIC ORDINANCES-2013 UNDER GRADUATE & POST GRADUATE PROGRAMMES

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act, the Statutes and the Rules of the University, the Academic Council hereby frames the Academic Ordinances 2013 as detailed below.

PRELIMINARY

Short Title and Commencement

- a) These Ordinances may be called The Academic Ordinances - 2013 of DIT University. These Ordinances are applicable to the Full-Time students (including Working Professionals) of Under Graduate, Post Graduate, Integrated Dual Degree and Lateral Entry Programmes.
- b) The programmes covered by these Ordinances are correlated programmes of study, the successful completion of which would enable the participants of the programmes to qualify for the award of a 4-Year, 3-Year (Lateral Entry) and 3-Year (Lateral Entry for Working Professionals) B Tech Degree/a 4-Year and 3-Year (Lateral Entry) B Pharm Degree and a 5-Year B Arch Degree for Under Graduate programmes, a 3-Year MCA Degree and a 2-Year MCA (Lateral Entry) / M Tech / M Pharm / MBA Degree for Post Graduate programmes and a 5-Year B Tech + M Tech/B Tech + MBA Degree for Integrated Dual Degree programmes.

- c) A participant of the Programme is a student who is duly admitted to the University and who has registered himself/herself for a Programme of study and attends the same.
- d) These Ordinances shall come into force with effect from the commencement of the Academic Session 2013-14.

DEFINITIONS

Definitions of various terms used in the Ordinances, unless the context otherwise requires, are given below:

- a) **Academic Section** The Academic Section of the University
- b) **Academic Council** The Academic Council of the University
- c) **Academic Session** The period of academic activities (normally July/August to June of the subsequent year)
- d) **Board of Examinations** The Board of Examinations of the University
- e) **Chairman** The Chairman of the Board of Examinations and the Academic Council of the University
- f) **Class Coordinator** The Coordinator of specific section of a Programme of the University
- g) **Class Representative** A student representative of a specific section of a Programme of the University
- h) **“COE”** The Controller of Examinations of the University
- i) **“Dean Academics”** The Dean (Academics) of the University
- j) **“Dean”** The Dean of Faculty Division/Functional Deans concerned

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| k) | “Director” | The Director of the concerned faculty/Functional Director of the University |
| l) | “DSW” | The Dean of Students’ Welfare of the University |
| m) | “Examination Cell” | The Examination Section of the University |
| n) | “HOD” | The Head of the Concerned Department |
| o) | “Moderation Board” | The Moderation Board of the concerned program |
| p) | “MO” | The authorized Medical Officer of the University |
| q) | “Pro VC” | The Pro Vice Chancellor of the University |
| r) | “Registrar” | The Registrar of the University |
| s) | “Statutes” | The Statutes of the DIT University |
| t) | “Student” | A student pursuing an Academic Programme at DIT University |
| u) | “UGC” | University Grants Commission |
| v) | “University” | DIT University, Dehradun |
| w) | “VC” | The Vice Chancellor of the University |

1. GENERAL

1.1 These Ordinances are applicable to the Full-Time students including working professionals of Under Graduate, Post Graduate, Integrated Dual Degree and Lateral Entry Programmes of the University.

1.2 Medium of instruction as well as examinations shall be English.

1.3 Duration of the Programmes

1.3.1 The duration of various programmes shall be as follows:

S. No.	Programme	Duration
1.	B Arch / Integrated Dual Degree	5 Years
2.	B Tech / B Pharm	4 Years
3.	B Tech (Lateral Entry)/B Tech (Lateral Entry for Working Professionals)/B Pharm (Lateral Entry)/MCA	3 Years
4.	MCA (Lateral Entry) / M Tech / MBA / M Pharm	2 Years

1.3.2 Each academic session shall be divided into Two Semesters in an academic year (Monsoon Semester - July to December and Spring Semester - January to June), each of approximately 16-20 weeks duration with a minimum of 90 working days. There exists a provision for switching to the trimester system consisting of three terms in each session with a minimum of 60 working days. The Academic Calendar for a session as approved by the Academic Council, includes dates of Commencement and End of the semester, Mid-Term Tests, End-Term (Final) Examination, Back Paper Examinations (if any), Training Period, Term Paper submission, Portfolio Practical/Comprehensive/Composite Viva-Voce, last date for submission of marks, date of publication of results, etc.

1.3.3 For the B Arch Programme, the entire curriculum of five years is divided into 10 semesters which shall include lectures, drawings,

tutorials, seminars, case studies, educational tours, practical training and Final Dissertation as per schedule of teaching & examination.

- 1.3.4 The programmes of studies leading to Degrees consist of prescribed courses sequentially distributed over the required number of semesters. No instructions are arranged during the vacation months of summer except for ‘**Summer Term**’ where in the normal instructions have to spill into the summers for students appearing in Back Paper/Improvement Examinations.

1.4 **Offering of Programmes of Study**

The University programmes of study offered during a semester are mainly based on normal expectations of enrollment and are subject to availability of required facilities. The University shall have the right to cancel any of the programmes of study if the above conditions are not satisfied.

1.5 **Admissions**

- 1.5.1 Admissions to various programmes of study shall be made as per the Rules prescribed by the Academic Council.
- 1.5.2 All admissions shall be made purely on merit basis.
- 1.5.3 The University on year-to-year basis shall formulate its admission policy duly approved by Academic Council as per the Rules and UGC Guidelines, stating the eligibility criteria, the procedure and criteria of admission to various programmes of study. The University shall widely publicize the above policy through advertisements by various modes of communication well before the admissions.
- 1.5.4 For the candidates to be eligible, the maximum gap normally permitted after completion of the qualifying examination shall be two academic sessions. In all such cases, the decision of the

competent authority based on reasons cited for the gap and submission of an affidavit to that effect shall be final and binding.

1.6 Enrollment

1.6.1 Each student admitted in undergraduate, post-graduate, research Programme will be enrolled as a bonafide student of DIT University. For getting enrolled in DIT University the student must submit all the mandatory documents and clear all the dues within the prescribed deadline. Failing the same the University will not enroll the student and reserves the right to cancel the Provisional Admission. A unique enrollment number having eight characters will be provided to each student. Details of the enrollment number are given below:

Year of Admission (Last Two Digits)	Programme Numeric Code (Two Digits)	Serial No. in continuity
a	b	c

where

- a** = Last two digits of the year of admission
- b** = Two digit Numeric Code of UG / PG Programme identification (refer Ordinance No. 1.8.1)
- c** = Four digit serial number of the student in a program, eg. from 0001 to 9999.

1.7 Issue of Roll Number

University Roll Number issued to every student will signify the following:

Year of Admission (Last Two Digit)	Programme Numeric Code (Two Digit)	Branch Numeric Code (Two Digit)	Shift Numeric Code (One Digit)	Serial No. in Continuity
a	b	c	d	e

where

a = Last two digits of the year of admission

b = UG / PG Programme identification

c = Course identification

d = Shift identification

e = Three digit serial number of the student in a course, eg, 001 to 899 for regular students and 900 to 999 for Lateral Entry Students

For various codes for programmes, courses and shifts, please refer Ordinance No. 1.8.

1.8 Table Showing Codes for Programmes, Courses & Shifts

1.8.1 Table for Programme Codes

S.No.	Programme	Code
1	Bachelor of Technology (B Tech)	01
2	Bachelor of Technology (Collaborative Program)	02
3	Integrated Dual Degree Programme - B Tech + M Tech	03
4	Integrated Dual Degree Programme - B Tech + MBA	04
5	Bachelor of Technology (Lateral Entry)	05
6	B Tech for Working Professionals	06
7	B Tech for Working Professionals (Lateral Entry)	07
8	Bachelor of Architecture (B Arch)	08
9	Bachelor of Pharmacy (B Pharm)	09
10	Bachelor of Pharmacy B Pharm (Lateral Entry)	10
11	Master of Technology (M Tech)	51
12	Master of Business Administration (MBA)	52
13	Master of Computer Applications (MCA)	53
14	Master of Computer Applications (MCA) Lateral Entry	54
15	Master of Architecture (M Arch)	56
16	Master of Pharmacy (M Pharm)	57
17	Doctoral Program (Ph.D)	81

1.8.2 Table for Branch Code

S.No.	Course	Code
1	Branch "Not Applicable"	00
2	Civil Engineering	01
3	Computer Science & Engineering	02
4	Electronics & Communication Engineering	03
5	Electrical Engineering	04
6	Information Technology	05
7	Mechanical Engineering	06
8	Petroleum Engineering	07
9	CSE with Specialization in Cloud Based Applications	08
10	CAD/CAM Engineering	09
11	Mobile Application & Design	10
12	Digital Communication	11
13	Environmental Engineering and Sustainability	12
14	English	13
15	Energy Engineering	14
16	Information Security and Management	15
17	Mathematics	16
18	Power Electronics and Drives	17
19	Pharmaceutics	18
20	Physics	19
21	Wireless and Mobile Communication	20
22	Pharmacy	21
23	Management	22
24	Architecture	23
25	Thermal & Energy Engineering	25
26	Structural Engineering	26

1.8.3 Table for Shift Codes

S.No.	Shift	Code
1	First	1
2	Second	2
3	Evening	3

1.9 Examination Fees

The examination fee as approved by the Competent Authority shall be applicable. In addition the students shall be required to pay fee for back paper examinations, fee for reevaluation of answer books etc. as may be decided by the competent authority from time to time.

1.10 Nominal Roll

1.10.1 Within one week after the last date for filling examination forms of DIT University, separate nominal rolls of students registered for regular/back paper examination will be released by the Registrar Office for the information of all the students.

1.10.2 The students must check the correctness of their own particulars and discrepancies, if any, should be reported to Registrar Office within three days after the date of release of the nominal rolls.

1.10.3 The final and verified copies of the nominal rolls must be sent to the Controller of Examination at least 15 days before the commencement of the University Examination.

1.10.4 The admit cards are prepared based on the nominal roll only. Once the admit cards have been issued, any representation for alteration will not be entertained.

1.11 Admit Card

- 1.11.1 Every student eligible to appear for DIT University examinations will be issued an admit card. No student will be permitted to enter the examination hall without a valid admit card as well as the Identity Card issued by the University.
- 1.11.2 Admit cards are subject to scrutiny by the officials of the Examination Cell or the examination hall invigilators at any time during the examination.
- 1.11.3 The instructions given on the reverse of the admit cards are to be strictly followed.
- 1.11.4 In case the student forgets to bring the admit card or misplaces it or loses it, the student must report to the COE thirty minutes before the commencement of examination with a passport size photograph and obtain a duplicate admit card at a nominal charge.

1.12 Inter University Transfer

- 1.12.1 There exists provision for lateral transfer of students from other Academic Institutions/Universities in second year or at higher level.
- 1.12.2 For the candidates for lateral transfer, the following conditions must be satisfied:
 - 1.12.2.1 The basic structure and syllabi of the completed semesters must be equivalent/compatible with those of DIT University.
 - 1.12.2.2 The candidates must meet the eligibility criteria of DIT University for admission to the relevant programme.

1.12.2.3 The application for lateral admission must be accompanied by No Objection/Migration Certificate from the 'Parent' Institute/ University.

1.12.2.4 The candidates desiring for lateral transfer to DIT University shall be required to submit an application giving details including performance at class ten, plus two, bachelor's level (if applicable) and the already completed semesters of the relevant programme. The applications must be received well before the commencement of the new academic session in which the transfer is sought. The applications would be considered by a committee constituted by the Vice Chancellor. The recommendations of the committee based on the basic eligibility criteria and overall merit of the candidates shall be forwarded to the Vice Chancellor for final approval.

1.13 **Student Exchange Programme**

There exists provision for transfer of students under student exchange Programme with collaborating Universities/Institutions.

1.14 **One Semester Industrial Training**

1.14.1 **B Tech, B Tech (Lateral Entry) and MBA (applicable only with trimester system in place)**

The Programme shall also include provision of **Industrial Training (Internship) of one semester duration in the final semester of the B Tech Programme** under faculty supervision as an alternative to the regular courses along with project work. Normally this shall apply to the students already placed with a company which requires them to undergo training of at least four

months' duration. Others who wish to choose this option shall be required to have their training arranged on their own to full satisfaction and with prior approval of competent authority of the University as regards its value and adequacy.

The students going for the training option shall be required to be in constant touch with their supervisor at DIT University for their guidance and reporting of progress. They shall also be required to submit to their supervisor by e-mail their interim progress reports followed by telephonic/video conferencing session at intervals of approximately 40 days for award of marks in lieu of mid-term test I and II, each with a weightage of 25%. At the end of the semester they shall be required to report to their respective supervisors in person at DIT University, submit their comprehensive training reports and make a seminar presentation of their work to a three member committee duly constituted by the concerned HOD with their respective supervisors as Chairpersons. The weightage for the committee assessment at this final examination shall be 50%.

In the assessments for the mid-term tests and the end-term examination, the confidential report of company executive supervising the training shall also be sought and considered. The final grade shall be assigned on the basis of combined performance of the two mid-term tests and the end-semester examination. The total credit units to be assigned for the training semester would be the same as those for the final semester as per its approved syllabi.

1.14.2 **B Arch**

The seventh semester of B Arch programme shall be devoted to practical training in established and recognized professional organizations as approved by the Director, Faculty of Architecture,

in accordance with the Ordinances prescribed by the Council of Architecture.

The marks for Practical training will be awarded to each student based on the evaluation of the report submitted, entries in the log book & evaluation report of trainer firm; submitted by the student on completion of 16-18 weeks training. The internal evaluation, based on (i) Logbook (ii) Training Certificate and (iii) Training Report, shall be done by the committee of three faculty members constituted by the Director. The external evaluation of students shall be subject to their clearance by the internal evaluation committee. The external evaluation mainly based on the presentation of the training report shall be done by a three member committee, including one external Examiner, recommended by the Director and approved by the Vice Chancellor.

1.14.3 MCA

The Programme includes compulsory **Industrial Training (Internship) of one semester duration in the final semester** under the supervision of a faculty member. At the end of the semester they shall be required to report to their respective supervisors in person at DIT University, submit their comprehensive training reports and make a seminar presentation of their work to a three member committee duly constituted by the HoD with their respective supervisors as Chairpersons. The final grade shall be assigned on the basis of Project/Training Reports, its presentation, followed by a viva-voce, together with the confidential report of the company executive supervising the training.

1.14.4 MBA

The Programme includes provision of **Industrial Training (Internship) of one semester duration in the final semester.** Under this provision the students shall be permitted to proceed on training (for the duration of final semester) as a part of their employment condition. However, they are required to be in touch with the concerned faculty members for various semester courses for on-line guidance and submissions. Besides they have to report to the department for all their academic requirements including those for appearing in regular mid-term & end-term examinations.

2. REGISTRATION

- 2.1 All students are required to register in each semester/trimester/summer term for the courses to be pursued by them, as per the programme, on the dates specified in the Academic Calendar. This shall also be applicable to the students proceeding for training in a semester.
- 2.2 Registration is mandatory for attending lectures, tutorials, laboratories, participating in seminars, project work and any other curricular, co-curricular and extracurricular activities.
- 2.3 The sole responsibility for registration to be on time in a semester/trimester/Summer Term as specified in the academic calendar shall be of the student concerned only.
- 2.4 Students taking semester break after due permission from the competent authority on health grounds will be awarded 'NC' Report for that semester. A student who has been permitted a semester break in the odd semester will be allowed to register in the even semester as a regular student. The rules applicable for such students are elaborated in **Ordinance No. 5.8.2.4.**

2.5 **Registration Procedure**

2.5.1 The competent authority assisted by the concerned Heads of the Departments shall co-ordinate the registration process.

2.5.2 The registration procedure involves:

- a. payment of fee and clearance of outstanding dues (if any)
- b. filling of the registration information (online or otherwise) including the courses to be credited in the semester/trimester /summer term.

2.6 The students undergoing suspension for reasons of misconduct, etc. shall be permitted to register only after their term of suspension is over.

2.7 The student should satisfy the promotion criteria as laid down in Ordinance No. 11.0 before registration in the next Academic Year. However, if the student does not meet the promotion criteria, the student will have to register for repeating the last Academic Year.

2.8 Students whose results have not been declared and are seeking registration in the following semester shall be admitted only provisionally and they shall have to fulfil all the requirements of the registration within one week after the results are declared.

2.9 Registration process also aims at up-gradation of students' personal records. They must, however, satisfy certain prescribed conditions as stated above before they can be registered, and if these conditions are not satisfied, the registration shall not be valid.

2.10 **Late Registration**

2.10.1 For any compelling reasons such as illness, if a student is unable to register on the day of registration, he/she can have late registration

on any of the days specified in academic calendar on payment of late registration fee after the approval of the concerned HOD.

2.10.2 No relaxation shall be given on attendance requirement for late registration on any account.

2.11 **Cancellation of Registration**

Absence for a period of two or more weeks at a stretch during a semester may result in the cancellation of registration of a student from all the courses in that semester unless prior permission has been obtained for the same from the concerned HoD.

3. **COURSE HANDOUTS**

The course handouts in standard proforma prepared by concerned faculty members for their respective courses shall be distributed amongst the students in their sections in the beginning of the semesters. The contents of the course handout include:

- (i) Course Title
- (ii) Course Code
- (iii) Name of the Faculty Member
- (iv) LTP Plan with credits
- (v) Scope and objectives of the course
- (vi) Prescribed Text Books
- (vii) Reference Books
- (viii) Detailed Lecture Plan
- (ix) Evaluation Scheme
- (x) Faculty chamber consultation Hour.

4. CONTINUOUS SYSTEM OF EVALUATION

- 4.1 For evaluation of students' performance, DIT University has opted for Letter Grade System.
- 4.2 In each semester, the continuous appraisal of the students will be carried out through the assignments, quizzes, class tests, two Mid-Term Tests and one End-Term Examination. The weightage for the various components shall be as follows:

Marks Distribution

Mode of Appraisal (Duration)	Theory Course Weightage %	(Theory +Lab) Course Weightage %	Laboratory (Course Only) %
End Term Examination (3 hours)	50	36	40
I Mid Term Test (1 hour)*	15	12	Day to Day 60
II Mid Term Test (1 hour)*	15	12	
Laboratory	-----	20	
Attendance	5	5	
Quizzes and Class Tests#	10	10	
Home Work Assignments#	5	5	
Total %	100	100	100

For B Arch, in lieu of Quizzes, Class Tests and Home Work Assignment a combined weightage of 15% shall be given to Class Assignments.

* For trimester system, there shall be only one Mid-Term test of duration of one and a half hour (1.5 Hrs.) with a weightage of 30% marks.

Note: Total, 100 % of the above marks will determine the overall grade for the course. It is mandatory for students to appear in End-Term Examinations.

5. EXAMINATION ORDINANCES

5.1 The Examination Ordinances shall govern the various examinations including Mid-Term Tests - I & II, End-Term and Summer Term, Industrial Training, Seminars, Projects, Practicals, Viva-voce, etc.

5.2 The examination in each semester will be conducted according to the syllabi approved by the Academic Council. Each course will carry credits as per the approved scheme of courses.

5.3 Examination Section

Examination Section shall have adequate number of faculty members headed by Controller of Examination (COE) and assisted by Deputy COE(s) who shall be responsible for the smooth conduct of the examinations.

5.4 Examination Schedule

As per the dates indicated in the Academic Calendar, COE will notify the comprehensive Examination Schedule of Theory Papers for all the courses at least 30 days before the commencement of End-Term Examination.

5.5 Only the students who meet all the technical and procedural requirements to appear in the examination shall be allowed to obtain the Admit Card from the Registrar / Deputy Registrar Office's and to appear in the End-Term Examination.

5.6 For final portfolio practical / viva-voce examination, a committee of two or three examiners including one External Examiner (or an examiner from another related department), if necessary, will conduct practical examination and viva-voce. The continual appraisal of the students will also be carried

out for all the practical courses. There will be an End-Term practical examination to test the comprehensive knowledge of the students. The weightage of the continual evaluation throughout the semester will be 60% whereas the weightage of the End-Term practical examination will be 40 %.

5.7 Attendance Requirement for Permission to Appear in Examinations

5.7.1 Students are required to attend all lectures, tutorials, practicals and participate in other prescribed curricular and co-curricular activities. The attendance is mandatory and students are expected to have 100% attendance. However, the same can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of the students.

5.7.2 Students will not be allowed to appear in the Mid-Term and End-Term Examination if they do not satisfy the minimum attendance requirement of 75% overall/in respective courses.

5.7.3 The attendance shall be counted from the date of commencement of the academic semester.

5.7.3.1 The weightage of attendance shall form an integral part of internal assessment of each practical and theory course.

5.7.3.2 The credit for the attendance in the respective course will be calculated as follows:

$$\% \text{ Attendance} = \frac{\text{Number of Classes attended in a course}}{\text{Total no.of classes taken in that course}} \times 100$$

And the weightage of attendance would be as:

Attendance%	Marks %
75%	01
≥76&<80%	02
≥81&<89%	03
≥90	05

5.7.3.3 To be eligible to appear in the final practical examination for a lab course, the students must have completed at least 50% of the total number of experiments in the course failing which they will not be allowed to appear in the End-Term Practical Examinations and will be awarded an ‘F’ Grade.

5.8 Back Paper/Improvement Examination

5.8.1 For courses (Theory/Practical) missed out or those in which the students do not secure pass grades, there exists a provision of clearing these through Back Paper Examinations during the **Summer Term** for which compulsory special classes shall be arranged in summer vacations followed by Back Paper Examinations after paying the requisite fee.

5.8.2 Students with all pass grades and who are unable to acquire the required SGPA / CGPA have to appear in the Back Paper Examination for some theory courses with grade '**D**' in order to meet the minimum requirement of SGPA / CGPA as specified in the Ordinance No. 12.

5.8.2.1 Besides, there exists a limited provision for students to take the Back Paper Examination for improving their grades in maximum of two Theory Courses in an Academic Year in which they have secured the pass grade **D/D⁺**.

5.8.2.2 The students awarded **E, F** and **I** Grades will have to attend the Summer Term and appear in the Back Paper Examinations. Such students will need to maintain a minimum of 75% attendance in each of the courses during the Summer Term.

5.8.2.3 Students having Back Papers in practicals need to complete their remaining required practicals during extra practical classes conducted in Summer Term after which they need to appear in the Back Paper practical Examinations conducted during the Summer Term.

5.8.2.4 Students who may have been permitted to take a break in odd semester (as per the Ordinance No. 2.4) and likewise the students permitted to take semester break in even semester, will have to appear in the Summer Term classes and Back Paper Examinations to qualify for promotion to next year by satisfying the required CGPA conditions. For such cases promotion and other qualifying norms applicable shall be same as those for a regular student.

5.8.2.5 Governing guidelines for Back Paper Examinations are summarized below:

- i. Back Paper Examinations will be conducted in the Summer Term as per the schedule declared in the Academic Calendar.
- ii. Students are not permitted to appear in more than three Back Papers (Theory and Practical) and two 'Improvement' Papers (in one Academic Year consisting of two semesters/three trimesters) in the Summer Term Back Paper Examinations.
- iii. The students have to register for the Back Paper and submit the same before the deadline. The prescribed fee for Summer Term classes and Back Paper Examination for each paper must be deposited in the Accounts Section as applicable.
- iv. Whenever a student is permitted to repeat or substitute a course in the case of Back Paper Examination and/or permitted for improving their pass grade, the new letter grade obtained shall replace the old letter grade only if the same is 'better' than the earlier grade.

5.9 Project Work for B Tech and B Pharm

5.9.1 The project report shall be a comprehensive document with full details of the work carried out along with its background. Students are required to submit the project report within the deadline as prescribed in the Academic Calendar.

- 5.9.2 Student shall submit three printed copies of his/her project report as per the approved format given in **Appendix**.
- 5.9.3 If a student fails to submit the project report by the prescribed date, he/she shall be assigned Grade ‘I’ and shall be required to complete and submit the project report within the next assigned deadline, failing which he/she will be awarded Grade ‘F’.
- 5.9.4 An assessment committee comprising of an HOD or a senior member of the faculty as Chairman and at least two-three faculty members of the department along with an External Examiner (or an examiner from another related department) shall conduct the seminar and viva-voce on the project work.
- 5.9.5 The assessment committee shall meet according to the notified schedule for conducting the seminar and viva-voce of the students. If the student’s performance is satisfactory, he/she will be assigned a suitable pass grade. In case of unsatisfactory performance, he/she will be given additional time to make up for the deficiencies and has to reappear for the assessment before the appointed committee. Based on the performance the candidate will be awarded a suitable grade.
- 5.9.6 The students getting an ‘F’ Grade shall be required to repeat the same in the Summer Term/next semester provided other provisions permit continuance of studies in the University.
- 5.9.7 The final grades of the project work shall be assigned by the assessment committee and forwarded to the Examination Section of the University.

5.10 Thesis Work for B Arch Program

- 5.10.1 The thesis shall be a comprehensive document with full details of the work carried out along with its background. Students are required to submit the thesis report within the deadline as prescribed in the Academic Calender.
- 5.10.2 Student shall submit three printed copies of his/her thesis along with complete drawings as per the approved format given in the **Appendix**.
- 5.10.3 If a student fails to submit the thesis by the prescribed date, he/she shall be assigned Grade 'I' and shall be required to complete and submit the thesis within the next assigned deadline, failing which he/she will be awarded Grade 'F'.
- 5.10.4 An Assessment Committee, appointed by the Director, comprising of a Faculty Coordinator, a senior member of the faculty as Chairman and at least two-three faculty members of the department shall conduct the internal jury for the thesis work at three stages in the semester.
- 5.10.5 An Assessment Committee comprising a Coordinator, a senior member of the faculty as Chairman, Guide/Supervisor and two external examiners shall conduct the final jury for the thesis work at the end of the semester.
- 5.10.6 The Assessment Committee shall meet according to the notified schedule for conducting thesis jury for the students.

5.10.7 If the student's performance is satisfactory, he/she will be assigned a suitable pass grade. In case of unsatisfactory performance he/she will be given additional time to make up for the deficiencies, with the approval of the Director, and has to reappear for the assessment before the appointed committee. Based on the performance the candidate will be awarded a suitable grade.

5.10.8 The students getting an 'F' Grade shall be required to repeat the same in the Summer Term/next semester provided other provisions permit continuance of studies in the University.

5.10.9 The final grades of the thesis work shall be assigned by the assessment committee and forwarded to the Examination Section of the University.

5.11 Dissertation/Training Report for Post Graduate Programmes (M Tech/MBA/M Pharm / MCA)

5.11.1 A dissertation is essentially the student's Post Graduate Research work on any selected topic, carried out under the guidance of a faculty member of the University. In case the dissertation work is being carried out at any organization approved by the University, there shall be an internal guide from the University and an external guide from the organization where the dissertation work is carried out. The student must be in constant touch with the guide(s). The dissertation may involve analytical study/computational work/experimental findings/fabrication /testing of hardware and their combination or any other form of investigation as directed by the guide(s). Before the final submission, the draft must be checked by the guide(s) for possible corrections/improvements.

- 5.11.2 The dissertation shall be a comprehensive document with full details of the work carried out along with its background.
- 5.11.3 Students are required to submit, within the deadline prescribed in the Academic Calender, five printed copies of dissertation as per the approved format given in **Appendix**.
- 5.11.4 If a student fails to submit the dissertation by the prescribed date, he/she shall be assigned Grade ‘**I**’ and shall be required to complete and submit the dissertation within the next assigned deadline, failing which he/she will be awarded Grade ‘**F**’.
- 5.11.5 An assessment committee, constituted by the Dean Post Graduate Programmes, comprising HOD or a senior member of the faculty as Chairman and at least 2-3 faculty members of the department along with an external examiner (or an examiner from another related department) shall conduct the evaluation of dissertation and viva-voce on the dissertation work.
- 5.11.6 The assessment committee shall meet according to the notified schedule for conducting seminar and viva-voce of the students.
- 5.11.7 If the student’s performance is satisfactory, he/she will be assigned a suitable pass grade. In case of unsatisfactory performance he/she will be given additional time to make up for the deficiencies and has to reappear for the assessment before the appointed committee. Based on the performance the candidate will be awarded a suitable grade.

5.11.8 The students getting an ‘F’ Grade shall be required to repeat the same in the Summer Term/next semester provided other provisions permit continuance of studies in the University.

5.11.9 The final grades of the dissertation work shall be assigned by the assessment committee and forwarded to the Examination Section of the University.

6. MODERATION OF QUESTION PAPERS

6.1 The Chairman of the Academic Council shall appoint ‘Moderation Board’ for the purpose of moderation of question papers of both Mid-Term Examinations and End-Term (Final) Examinations.

6.2 Moderation Board will have the following structure:

- i. Concerned HOD - Chairman
- ii. Three Senior Faculty members with strong background for courses of the program.
- iii. Two External Experts from other related departments.

6.3 Procedure for Moderation of Question Papers

6.3.1 The moderation of question papers shall be carried out by moderation board at least fifteen days in advance.

- 6.3.2 In case of non-receipt of question paper (s) or for the paper sets received very close to the date of examination, COE / Deputy COE will request concerned HoD to go through the paper immediately for moderation before the examination, finalize it and intimate the same to the Chairman, Academic Council in writing.
- 6.3.3 Following particulars should be checked for moderation:
- i. Course name, course code, course ID, time allotted, maximum marks and instructions given to the students appearing on the top of question paper.
 - ii. The format of the paper, marks allotted to each question, internal choice given in paper and if the sum of marks assigned to questions is equal to maximum marks.
 - iii. Readability of the numeric figures, missing data, clarity of figures and whether the content of paper cover the entire syllabus of the course and the requirement of special material and references where needed.
 - iv. Moderation Board will not have any communication with the paper setter.
 - v. In case, the moderation done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairman, Academic Council, who shall have the power to change the paper, if necessary.

7. RULES FOR AWARD OF GRADES FOR ALL PROGRAMMES EXCEPTING B Arch

- 7.1 Students shall be awarded “letter” grades based upon their performance in examinations and their participation in the course during the semester/trimester/ Summer Term in the form of quizzes, assignments, training reports, presentations, viva voce, etc.

7.2 The “Letter” grades, based upon the overall marks obtained in a course shall be awarded following the system of relative grading with provisions as detailed below:

Grades	Grade Points	Performance Level
A ⁺	10	OUTSTANDING
A	9	EXCELLENT
B	8	VERY GOOD
C	6	GOOD
D	4	PASS
E	2	EXPOSED
F	0	FAIL

7.3 **A minimum of 30% marks obtained in a course is essential to award a passing grade in that course. 85% and above shall be awarded A+ Grade.**

7.4 The letter grades in a course shall be assigned on the basis of relative performance among all the students of the batch taking the course. For this purpose, in general, the marks obtained by the students would be assumed to have normal distribution and the cut-off boundaries for the grades may be decided on the basis of parameters such as mean, median and standard deviation.

- 7.5 The grades A⁺, A, B, C, and D are all pass grades. The grade ‘F’ is a Fail Grade. Exposed Grade ‘E’ is also treated as a Fail grade. Therefore ‘E’ and ‘F’ are unacceptable grades and the student has to re-appear in the Back Paper examination in courses in which he/she may have obtained the ‘E’ and ‘F’ Grades.
- 7.6 There exists provision for award of temporary incomplete Grade ‘I’ and correspondingly ‘NC’ Report which denotes ‘Semester Not Complete’. ‘I’ Grade and ‘NC’ Report are both unacceptable and must be replaced as explained in **Ordinance No. 9.3.2.**

8. RULES FOR AWARD OF GRADES FOR B Arch PROGRAMME

- 8.1 Students shall be awarded “letter” grades based upon their performance in examinations and their participation in the course during the semester/trimester/summer term in the form of quizzes, assignments, training reports, presentations, viva voce, etc.
- 8.2 The “Letter” grades, based upon the overall marks obtained in a course shall be awarded following the system of relative grading with provisions as detailed below:

Grades	Grade Points	Performance Level
A ⁺	10	OUTSTANDING
A	9	EXCELLENT
B	8	VERY GOOD
C	6	GOOD
D ⁺	5	PASS
E	2	EXPOSED
F	0	FAIL

- 8.3 Even though the overall assessment of the students performance would be through assignment of letter grades as elaborated above, for passing a course, the specified criteria as per Council of Architecture must be satisfied as mentioned below:

A student should obtain at least 50% marks in continuous assessment in each course for permission to appear in the corresponding End-Term Examination. Besides, to have a passing grade, a minimum of 45% marks are required in each course in the End-Term Examinations and 50% marks overall in that course.

- 8.4 The letter grades in a course shall be assigned on the basis of relative performance among all the students of the batch taking the course. For this purpose, in general, the marks obtained by the students would be assumed to have normal distribution and the cut-off boundaries for the grades may be decided on the basis of parameters such as mean, median and standard deviation.
- 8.5 The grades A⁺, A, B, C, and D⁺ are all pass grades. The grade ‘**F**’ is a Fail Grade. Exposed Grade ‘**E**’ is also treated as a Fail Grade. Therefore ‘**E**’ and ‘**F**’ are unacceptable grades and the student has to re-appear in the Back Paper examination in courses in which they may have obtained ‘**E**’ and ‘**F**’ Grades.
- 8.6 There exists provision for award of temporary incomplete Grade ‘**I**’ and correspondingly ‘**NC**’ Report which denotes ‘**Semester Not Complete**’. ‘**I**’ Grade and ‘**NC**’ Report are both unacceptable and must be replaced as explained in Ordinance No. 9.3.2.

9. SEMESTER/TRIMESTER AND CUMULATIVE GRADE POINT AVERAGE (SGPA / CGPA)

9.1 The Semester/Trimester Grade Point Average (SGPA / TGPA) shall be a weighted average of the grade points earned by a student in all the courses he/she registered in a semester/trimester and shall describe his/her overall performance in that semester/trimester. If the points associated with the letter grades awarded to a student are $G_1, G_2, G_3, \dots, G_k$ and the corresponding credits are $C_1, C_2, C_3, \dots, C_k$, the SGPA/ TGPA shall be given by:

$$\text{SGPA or TGPA} = \frac{\sum_{i=1}^k [C_i G_i]}{\sum_{i=1}^k C_i}$$

where

k=the number of courses for which the candidate has registered during the semester/ trimester.

9.2 The Cumulative Grade Point Average (CGPA) shall indicate the overall academic performance of a student in all the courses registered upto and including the latest completed semester/ trimester/ Summer Term. It shall be computed in the same manner as the SGPA/ TGPA, considering all the courses (say, n), and shall be given by:

$$\text{CGPA} = \frac{\sum_{i=1}^n [C_i G_i]}{\sum_{i=1}^n C_i}$$

where

n = no. of all courses completed.

9.3 **Correction/Change of Grade(s) Already Awarded**

9.3.1 A letter grade once awarded shall not be changed unless a representation is made by the student to the HOD in writing. All such cases shall be considered by the Head of the department and Director of the concerned faculty who shall recommend the correction of grade(s), if any, specifying the reasons for the same to the Vice Chancellor. The Vice Chancellor shall consider their recommendations on their merit and take a decision.

9.3.2 There also exists provision for award of temporary incomplete grade 'I' for courses such as project work, thesis and dissertation that are not completed. The grade cards in all such cases shall show 'NC' report implying incomplete in SGPA / CGPA columns. This shall however require prior approval of the competent authority for replacement of the temporary grades by the final grades earned in the course. This process of awarding the proper letter grade must be completed normally before the commencement of the next semester failing which 'I' shall stand automatically converted into 'F'. The SGPA and CGPA now calculated shall replace the incomplete report 'NC' in all such cases.

9.4 **Marks percentage equivalent of CGPA, if required, can be obtained by multiplying the CGPA by 10.**

10. TABULATION OF RESULTS

- 10.1 The marks list in each course shall be prepared in duplicate by the examiner concerned and shall be forwarded to COE in a sealed confidential cover indicating on the top of the cover the name of the course, course code, semester and the Programme to which it relates to.
- 10.2 The tabulators appointed by the competent authority shall be provided with the detailed instructions for computing the grades and the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA).
- 10.3 The appropriate Grade Cards shall be prepared for communicating the results of the examination to the students. A photocopy of the Grade Cards may also be sent to the parents/guardians.
- 10.4 If required, a duplicate copy of the Grade Card shall be issued on payment of the prescribed fee.
- 10.5 The students shall not be eligible for any University award/rank/merit in case they pass even a single course through Back Paper Examination.

11. WITHHOLDING OF THE GRADE CARD

The Grade Card of a student may be withheld if he/she has not paid his/her dues or if there is any case of indiscipline pending against him/her or for any other valid reasons.

12. PROMOTION TO NEXT YEAR OF STUDY

- 12.1 The Terms and Conditions for promotion to next year of study for various academic programmes [B Tech / B Pharm / B Arch / MCA (3 Year Programme) / MCA (Lateral Entry) / 5-Year Integrated Dual Degree] are as follows:

- 12.1.1 Students should have obtained a minimum CGPA of 4.5 after first year to move into the second year of study for all the above mentioned programmes excepting for B Arch and MCA (Lateral Entry) Programmes. However, for **B Arch** programme, students should have obtained a minimum CGPA of 5.0 after first year to move into the second year of study.
- 12.1.2 The student should have cleared all papers of the first year and obtained a minimum CGPA of 4.75 after the second year to move into the third year of study for all academic programmes excepting B Arch. However, for **B Arch**, the students should have obtained a minimum CGPA of 5.0 after second year to move into the third year of study. Besides, in any of the programmes, the student shall **Not be Promoted to the Third Year (NPTY)** if he/she has not cleared all papers of 1st year with pass grades.
- 12.1.3 The student should have cleared all papers of the second year and obtained a minimum CGPA of 5.0 after third year to move into fourth year of study for all academic programmes. The student shall **Not be Promoted to the Final Year (NPFY)** if he/she has not cleared all papers of second year with pass grades. This clause does not apply to MCA (3 Year)/MCA (Lateral Entry) Programmes.
- 12.1.4 For B Arch and 5 Year Integrated Dual Degree Programmes, the student should have cleared all papers of the third year and obtained a minimum CGPA of 5.0 after the fourth year to move into the fifth year of study. The student shall **Not be Promoted to the Final Year (NPFY)** if he/she has not cleared all papers of the third year respectively with pass grades.

12.2 M Tech/MBA/M Pharm Programmes

12.2.1 The student should obtain a minimum CGPA of 5.0 after first year to move into the second year of study.

13. NOT FIT FOR PROGRAMME (NFP)

13.1 In the first year of admission of all Under Graduate Programmes, if the students secure a CGPA of 3.0 or lower, then they shall be declared **Not Fit for Programme (NFP)**. This shall apply after the students have been given at least one opportunity to appear in the Back Papers and clear them. At the end of first year, the students obtaining a CGPA of 3.0 or lower shall be terminated from the Programme and shall have their names struck off from the University Rolls.

13.2 Students who fail twice in the first year of their programme due to any reason (including his/her non-appearance or he/she having not been permitted to appear in the End Term Examinations) shall be declared **Not Fit for Programme (NFP)**, shall be terminated from the programme and shall have their names struck off from the University Rolls.

13.3 Maximum Duration for Completion of Programme

Students who are unable to complete the programme in maximum duration, as indicated in the table given below, shall be declared **Not Fit for Programme (NFP)**, shall be terminated from the Programme and shall have their names struck off from the University Rolls:

Programme	Integrated Dual Degree	B Pharm /B Tech	B Pharm (Lateral Entry)/ B Tech (Lateral Entry)/ MCA	MCA (Lateral Entry)/ M Pharm/ M Tech/ MBA
Duration	5 Years	4 Years	3 Years	2 Years

Maximum Duration for Completion	8 Years	7 Years	5 Years	4 Years
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14. UNFAIR MEANS

No student shall use unfair means and indulge in disorderly conduct in connection with examinations. Students found indulging in use of unfair means or disorderly conducts shall be subject to disciplinary action as elaborated below.

14.1 Students found guilty of any of the following malpractices / disorderly conduct shall be liable to punishment:

- Copying or having attempted to copy or using or attempting to use other unfair means at the examination.

OR

- Misconduct including misbehavior, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations etc.

14.2 In cases of students found copying or attempting to copy, the Controller of Examination (COE) shall seize the answer books and all incriminating material/evidence from the candidate, and then obtain a written confession, duly signed by him/her. In case student refuses to sign the confession, as an alternative the statements that the student has refused to sign the confession and that he/she was in possession of the incriminating material must be signed by room invigilator(s) and if possible another faculty present on the occasion. COE will then issue a new answer book and allow the student to

continue to write his/her answers for the remaining period of that examination. The matter shall be reported to the Vice-Chancellor for suitable action on the same day.

- 14.3 In case of misconduct other than use of 'unfair means' the COE may be informed who in turn may call for intervention by Chief Proctor and other members of proctorial board for on the spot inquiry and follow up action. Detailed report be submitted to the Vice Chancellor for disciplinary action as deemed fit.
- 14.4 The students charged with use of unfair means or misconduct as detailed in Ordinances No. 16.2 & 16.3 will be allowed to appear in subsequent examination. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, steps elaborated above would be followed with additional remark from COE that it is for the second time or more he has been booked for unfair means and more serious view needs to be taken by unfair means committee.
- 14.5 The cases of impersonation, violence or intimidation shall immediately be reported to the COE who in turn would report the matter to Vice Chancellor for necessary disciplinary action that may include filing of complaint to the police authorities.
- 14.6 Examiners, who detect or suspect cases of copying or use of unfair means in Examination, shall immediately report such cases to the Center Superintendent.

14.7 The CoE will make a full report about each case to the unfair means committee.

14.8 The prevention of unfair means committee to be appointed by the **Vice Chancellor** will determine its own procedure of inquiry in each case and after necessary investigation and inquiry will submit a detailed report to the Vice Chancellor along with recommended punishment. Depending upon gravity and circumstances of the offense following punishment may be recommended:

- Issuing of written warning in case of minor offense.
- Cancellation of paper in which use of unfair means has been reported.
- Cancellation of series of papers for the whole examination.
- In cases of gross misconduct, students may be rusticated for a semester and part thereof.
- Rustication for an year.
- Expulsion from the Institute.

14.9 However, typical cases not covered under the guidelines given here shall be dealt with judiciously to preserve the sanctity and integrity of the examination system.

15. APPEALS AND GRIEVANCES COMMITTEE

15.1 The students can make representations in respect of grievances related to examination including continuous assessment and end semester examinations through the HOD/Dean concerned. The HOD/Dean will forward the representation to the Registrar with specific remarks, if any. If they are not satisfied with the outcome of their representations, the

students can make representations to the Appeals and Grievances Committee.

- 15.2 An Appeals and Grievances Committee will be constituted by the Vice Chancellor with Pro Vice Chancellor as the Chairman, Deans and Senior Faculty Members (not associated with Malpractices Committee) as members to look into the appeals submitted by the students.
- 15.3 The Appeals and Grievances Committee shall consider the appeals and grievances petitions and pass suitable orders as it may deem fit and communicate the same to the persons concerned. The decision of the Appeals & Grievances Committee shall be final.
- 15.4 In deciding the appeals and grievances petitions, the Appeals and Grievances Committee shall follow the principles of natural justice and be guided by the rules and Ordinances of the University and other applicable Ordinances.
- 15.5 The Appeals and Grievances Committee is at liberty to seek the assistance of others as deemed fit.

16. SPECIAL CLAUSE

- 16.1 In extra-ordinary circumstances, a student whose name does not find a place in the nominal roll and whose candidature is doubtful on certain grounds will be permitted to appear for the examination for the specific number under the specific approval of the Vice Chancellor. This however, shall require the student to submit an application to the Vice Chancellor through the Registrar for permission to appear in the examination.
- 16.2 The answer books of such students will be packed separately and kept in sealed covers. The evaluation will be done only after the genuineness on the candidature is established.
- 16.3 If the decision goes against the student, the answer books shall not be evaluated and the examination fee paid by the student shall be forfeited.
- 16.4 In case, the genuineness of the student gets established, the COE shall ensure necessary action for evaluation of his/her answer books along with those of others.

17. AWARD OF DEGREES

- 17.1 Students of Bachelor's as well as Master's Programmes shall be awarded the Degree as applicable, if they have:
- i. Successfully completed all the courses.
 - ii. Completed all the credit requirements for the Degree with Grade 'D' (for all programmes excepting B Arch)/Grade D⁺ (for B Arch only) or higher grades in the courses, Seminar, Tour, Project Work, Viva-voce, etc.
 - iii. Satisfactorily completed all other requirements of the Degree, eg. Industrial Training, Summer Training, etc.

- iv. Obtained minimum CGPA of 5.00 in the Programme at the end of final semester.

17.2 Students of Integrated Dual Degree Programme shall be awarded the Degree for their Bachelor's as well as Master's Programmes if they satisfy the conditions as laid down in the **Ordinance No. 19.1** above.

17.3 The criteria for award of division shall be as follows:

- i. The student obtaining CGPA greater than or equal to (\geq) 5.00 but less than ($<$) 6.5, shall be placed in **Second Division**.
- ii. If the CGPA is greater than or equal to 6.5 but is less than 8.00, the candidate shall be placed in **First Division**.
- iii. If the CGPA is greater than or equal to 8.00, and if the student has cleared all his/her papers in **first attempt**, he/she shall be awarded the degree in **First Division with Distinction**.
- iv. The degrees shall be given to eligible students only after obtaining their No Dues Certificate.
- v. The students should have no disciplinary action pending against them for award of Degrees.

17.4 Notwithstanding anything contained in the above Ordinances, the following shall apply:

- i. In case of a dispute, the decision of the Board of Examinations shall be final and binding.
- ii. In case of difficulty in application of any of the clauses of the Ordinances specified above, the Vice Chancellor shall have all powers to interpret/amend/modify and suitably address the difficulty and resolve the problems.

18. RE-ADMISSION

A student who fails to graduate or get promotion to next year of study, regardless of the reasons for the same, but is otherwise eligible to continue in the Programme shall be required to seek readmission and repeat the year. However, the students shall be required to register semester/trimester wise only for those courses in which they have secured grades 'E' or 'F' after paying the prescribed fees course-wise. With a view to ensure meeting of the minimum CGPA requirements for promotion to next year, the students shall have discretion to also register for courses in which they may have secured grade 'D'/'D+' after paying the prescribed fee. For the students repeating courses with grade 'D' and 'E', the new grades secured shall prevail.

19. CANCELLATION OF ADMISSION

19.1 The admission of a student at any stage of study shall be cancelled if:
He/she is later found to be ineligible for admission as per the eligibility criteria prescribed by the University or found to have submitted any false document.

OR

He/she is found unable to complete the Programme within the prescribed duration.

OR

He/she is found guilty of indiscipline and gross violation of code of conduct.

OR

He/she fails to make full payment of the prescribed annual fee within the specified deadline.

20. CHANGE OF BRANCH

20.1 There is a provision of allowing the Change of Branch at the commencement of the second year of the four year B Tech programme, only against the seats falling vacant after declaration of the first year results. The vacant seats refer to available vacancies against the approved intake in each of the programmes. The Branch change shall be strictly based on merit with no regard to category/subcategory of admission.

20.2 Similar provision for the change of branch is also available to Five Year Integrated Dual Degree Programme against the seats falling vacant after declaration of first year results within these Dual Degree Programmes only.

20.3 The procedure of Change of Branch is as follows:

20.3.1 A Board for the Change of Branch is constituted by the Vice Chancellor. The Constitution of the Board is as follows:

- i. Director (AA)/Dean, Academics - Chairman
- ii. Three Senior Professors - Members
- iii. Registrar - Member

20.3.2 A notification is issued by the Chairman declaring the last date of submitting the form duly filled for Branch change to the students. The Branch Change Form would be available to the students from the Registrar Office of the University.

20.3.3 Students interested in Branch change shall submit the prescribed form in Registrar Office before the due date as mentioned in the notice.

- 20.3.4 The Registrar Office shall prepare a Merit list of interested students which shall be displayed to the students for transparency. If no discrepancy is found in the list, the Registrar shall pass on this list to the Chairman.
- 20.3.5 On the date of Branch change, the Board and the students shall meet at a scheduled decided venue and the Chairman of the Board shall call the students according to the Merit list and shall ask for the choice of Branch from the student.
- 20.3.6 If the vacant seats are available in the new Branch the board will allot the new Branch to the student.
- 20.3.7 Change of Branch shall not be applicable, if:
- a. The student has got an 'E' or an 'F' Grade at any time even in a single course.
 - b. There is no vacancy in the desired Programme (Branch) of choice.
 - c. Total strength of the Programme from where the students want to change gets reduced to less than 80% of the approved intake.
 - d. Students have been admitted under Kashmiri Migrant (KM) category.

- e. In case of more than one student having the same CGPA considered up to 2 decimal points, the Merit list shall be prepared giving preference to students securing higher grades in the subjects in order indicated below:
 - i. Marks in Mathematics - I paper
 - ii. Marks in Mathematics - II paper
 - iii. Marks in Physics Paper
 - iv. Marks in English Paper.

Thus in case of the students having the CGPA tie, the one having better grade in Maths-I would be placed higher in the Merit List. In situation, where the students also have a tie in grade points secured in Maths-I, the higher Merit would be decided on the basis of better grades in the next course i.e. Maths-II paper. This approach shall be adopted by moving down the list until the tie is broken.

In situation of a perfect tie in all above courses, the alphabetical order of the names shall decide the order of merit for change of Branch.

21. OPTION OF UP-GRADATION TO FIVE YEAR INTEGRATED DUAL DEGREE PROGRAMME

21.1 In some of the B Tech programmes, the option of up-gradation to corresponding five year Integrated Dual Degree Programme is available with details as follows:

- i. To be eligible for up-gradation, the students should have no carry Back Papers and have passed all their courses in the first attempt.

- ii. Single B Tech Degree course students can apply for up-gradation to their corresponding Integrated Dual Degree Programme (with B Tech in originally allotted discipline) before the commencement of their fifth semester Examination. The applications for up-gradation would be considered by a committee duly constituted by the Vice Chancellor for this purpose, depending upon the number of vacancies available in the Dual Degree Programmes requested and based on CGPA secured at the end of fourth semester of the B Tech program.
- iii. For a student choosing for up-gradation of his/her programme from B Tech to a corresponding Integrated Dual Degree Programme, the Ordinances governing this Integrated Programme shall be applicable.

22. EXIT OPTION FOR TRANSFER FROM 5-YEAR INTEGRATED DUAL DEGREE PROGRAMME TO FOUR YEAR B TECH PROGRAMME

22.1 In the Five Year B Tech + M Tech & B Tech + MBA Programmes, an exit policy shall be applicable with details as follows:

- i. The students who wish to exit from their respective Five Year Integrated Programmes in favor of their corresponding Four Year B Tech Degree (in the course originally allotted as part of Dual Degree Program) may do so by formally sending an application to competent authority requesting for the same before the commencement of fifth Semester Examination.
- ii. In case, the student chooses to exit from the Integrated Programme in favor of B Tech Degree, the Ordinances governing corresponding Four Year B Tech Programme shall be applicable.

23. The University reserves the right to suspend/debar/expel a student temporarily or permanently on violation of the prescribed Rules and Ordinances.
24. In matters not covered in the Ordinances, the Chairman, Academic Council may take decision as deemed fit.
25. All disputes shall be subject to the jurisdiction of the District Courts of Dehradun and the Hon'ble High Court of Uttarakhand.