



“ACADEMIC ORDINANCES”

DIT UNIVERSITY, DEHRADUN

[Applicable from the Academic Session 2017-18]

**Certificate, Diploma, Undergraduate, Postgraduate & Doctoral Programmes
(Except Pharmacy Programmes)**

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ACADEMIC ORDINANCES-2013

Certificate, Diploma, Undergraduate and Postgraduate Programmes (Except Pharmacy Programmes)

FOURTH & FIFTH AMENDMENT TO THE ACADEMIC ORDINANCES 2013 APPLICABLE FROM THE ACADEMIC YEAR 2017-18 & 2018-19 RESPECTIVELY

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 and Fourth & Fifth Amendment to the Academic Ordinances 2013 (applicable from Academic year 2017-18 & 2018-19 respectively) as detailed below.

PRELIMINARY

Short Title and Commencement

- a) These Ordinances may be called The Academic Ordinances - 2013 of DIT University and the Fourth & Fifth Amendment to the Academic Ordinances 2013 (applicable from the Academic year 2017-18 & 2018-19 respectively). These Ordinances are applicable to the Full-Time students (including Working Professionals) of Diploma, 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 1-year PG Diploma, 1-year Certificate Program, 3-Year Diploma, 3-Year BSc (Honours) Degree, 3-Year BA (Honours) Degree, 3-Year BCA Degree, 4-Year BDes Degree, 4-Year and 3-Year (Lateral Entry) BTech Degree and a 5-Year BArch Degree for Under Graduate programmes, 2-Year MCA (Lateral Entry) / MTech / MBA / MSc Degree for Post Graduate 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) The Academic Ordinances 2013 shall come into force with effect from the commencement of the Academic Session 2013-14, the Fourth & Fifth Amendment to the Academic Ordinances 2013 shall come into force with effect from the commencement of the Academic Session 2017-18 & 2018-19 respectively.

DEFINITIONS

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

a) AC	The Academic Council of the University
b) Academic and Examination Section	The Academic and Examination Section of the University .
c) Academic Session	The period of Academic Activities (Normally July/August to June of the subsequent year).
d) Act	The DIT University Act, 2012.
e) AICTE	The All India Council for the Technical Education.
f) BOE	The Board of Examinations of the University.
g) BOG	The Board of Governors of the University.
h) BOM	The Board of Management of the University.
i) BOR	The Board of Research of the University.
j) BOS	The Board of Studies of the various Departments of the University.
k) Chairman/Chairperson	The Chairman/Chairperson of the various Statutory Bodies of the University.
l) Class Coordinator	The coordinator of the specific section of the programme of the University.
m) Class Representative	The Students representative of a specific section of the programme of the University.
n) COA	The Council of Architecture.
o) COE	The Controller of Examinations of the University.
p) Dean	The Dean of the concerned Department / Functional Dean of the University.
q) Dean AA	The Dean Academic Affairs of the University.
r) Director	The Director of the concerned Department of the University.
s) DSW	The Dean of Students Welfare of the University
t) FoAD	Faculty of Architecture & Design
u) HOD	The Head of the respective Department / Centre / Unit of the University.
v) Moderation Board	The Moderation Board of the concerned program.
w) PCI	The Pharmacy Council of India.
x) PMB	Planning and Monitoring Board of the University.
y) PRO-VC	The Pro-Vice Chancellor of the University.

z)	Registrar	The Registrar of the University.
aa)	Statutes	The Statutes of the DIT University.
bb)	Student	A student pursuing an academic programme at DIT University.
cc)	UG / PG Academic Committee	The Under Graduate / Post Graduate Academic Committee of the University.
dd)	UGC	The University Grants Commission.
ee)	University	DIT University, Dehradun.
ff)	VC	The Vice Chancellor of the University.

1. GENERAL

1.1 These Ordinances are applicable to the Full-Time students of Certificate, Diploma, Undergraduate Degree, Postgraduate Degree & Diploma 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.	Level	Programme	Normal Duration	Maximum Duration
1.	UG	BArch	5 Years	7 Years
2.		BTech / BDes	4 Years	6 Years
3.		BTech (Lateral Entry) / BSc (Hons.) / BA (Hons.) / BCA	3 Years	5 Years
4.	PG	MCA (Lateral Entry) / M Tech / MBA / MSc	2 Years	4 Years
5.		MCA	3 Years	5 Years
6.	Diploma	Diploma	3 Years	5 Years
7.	PG Diploma	PG Diploma	1 Year	-
8.	Certificate	Certificate Programme & PG Diploma	1 Year	-

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/Diploma/Certificate consist of prescribed subjects sequentially distributed over the required number of semesters/trimesters respectively.

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 Guidelines of UGC/COA, 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 Certificate, Diploma, PG Diploma, Undergraduate, Post-graduate and Research Programme will be enrolled as a bonafide student of DIT University. For getting enrolled in this University, the student must submit all the mandatory documents and clear all the dues within the prescribed deadline, failing which the University will not enroll the student. It reserves the right to cancel the Provisional Admission. A unique SAP ID will be provided to each student.

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)	Serial No. in Continuity
a	b	c	d

where

a = Last two digits of the year of admission

b = UG / PG Programme identification

c = Course identification

d = 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 and branches refer Ordinance No. 1.8.

1.8 Table Showing Codes for Programmes, Courses & Branches

1.8.1 Table for Programme Codes

Programme Code	Description
UG11	Bachelor of Arts (Honors)
UG08	Bachelor of Architecture
UG12	Bachelor of Computer Applications
UG13	Bachelor of Design
UG10	Bachelor of Science (Honors)
UG01	Bachelor of Technology
UG06	Bachelor of Technology (Working Professionals)
CE16	Certificate
DIP1	Diploma 1 year Program
DIP2	Diploma 2 year Program
DI15	Diploma 3 year Program
DC81	Doctoral
PG56	MArch
PG52	MBA
PG60	MBA-SCM with Safexpress
PG53	MCA (Lateral Entry)
PGL1	MCA
PG11	MSc
PG51	MTech
PG63	PG Diploma

1.8.2 Table for Branch Codes

Level	Code	Name of Branch/Specialization
Certificate	57	French
Certificate	55	German
Certificate	56	Japanese
Certificate	54	Spanish
Level	Code	Name of Branch/Specialization
Diploma	46	Civil Engineering
Diploma	44	Electrical Engineering
Diploma	45	Electronics & Communication Engineering
Diploma	43	Mechanical Engineering
Level	Code	Name of Branch/Specialization
Doctoral	71	Chemistry
Doctoral	70	Civil Engineering
Doctoral	80	Computer Science
Doctoral	60	Computer Science & Engineering
Doctoral	62	Electrical Engineering
Doctoral	61	Electronics & Communication Engineering
Doctoral	65	English
Doctoral	69	Management
Doctoral	66	Mathematics
Doctoral	63	Mechanical Engineering
Doctoral	64	Petroleum Engineering
Doctoral	68	Pharmacy
Doctoral	67	Physics
Level	Code	Name of Branch/Specialization
PG	36	CAD/CAM
PG	34	Civil Engineering with specialization in Structural Engineering
PG	39	Computer Applications
PG	25	Computer Science & Engineering
PG	35	Construction Engineering & Management
PG	29	Digital Communications
PG	27	Electrical Engineering
PG	52	Electrical Engineering with specialization in Power Systems
PG	26	Electronics & Communication Engineering
PG	51	Electronics & Communication Engineering With specialization in Digital Communications
PG	53	Energy & Environment
PG	30	Information Security & Management
PG	22	Management
PG	24	Management-Logistics & Supply Chain Management
PG	38	Mathematics & Computing

PG	28	Mechanical Engineering
PG	40	Pharmacy
PG	37	Physics
PG	31	Power Electronics & Drives
PG	33	Thermal & Fluid Engineering
PG	32	Wireless Mobile & Communication
Level	Code	Name Of Branch/Specialization
PG Diploma	50	Health, Safety & Environment
Level	Code	Name Of Branch/Specialization
UG	23	Architecture
UG	75	Chemistry
UG	01	Civil Engineering
UG	41	Civil Engineering-Geo Informatics & Disaster Management
UG	79	Computer Applications
UG	59	Computer Applications with specialization in Application Development-Oracle
UG	02	Computer Science & Engineering
UG	20	Computer Science & Engineering (Int. M.Tech)
UG	09	Computer Science & Engineering with specialization in Big Data Analytics-IBM
UG	10	Computer Science & Engineering with Specialization in Cloud Computing & Virtualization-IBM
UG	11	Computer Science & Engineering with specialization in Cyber Security & Forensics-IBM
UG	12	Computer Science & Engineering with specialization in Internet of Things-IBM
UG	08	Computer Science & Engineering with Cloud Based Applications-IBM
UG	42	Computer Science & Engineering with specialization in Database Administration & Business Intelligence-Oracle
UG	78	Computer Science & Engineering with specialization in Machine Learning
UG	76	Design (Interior Design)
UG	58	Design (User Experience)
UG	72	Economics
UG	04	Electrical Engineering
UG	03	Electronics & Communication Engineering
UG	49	English
UG	05	Information Technology
UG	73	Mathematics
UG	06	Mechanical Engineering
UG	13	Mechanical Engineering with specialization in Automobile Engineering
UG	07	Petroleum Engineering
UG	21	Pharmacy

UG	47	Pharmacy (Practice)
UG	74	Physics
UG	48	Psychology

1.8.3 As per the requirements from time to time, University can run more than one shift.

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 re-evaluation 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.

1.11 Admit Card

1.11.1 Every student eligible to appear for DIT University examinations may be issued an admit card. No student will be permitted to enter the examination hall without a valid Admit Card/Hall Ticket/Identity Card issued by the University.

1.11.2 Admit cards/Hall Tickets/Identity 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 In case the student forgets to bring the admit card / identity card or misplaces it or loses it, the student must report to the Registrar Office before the commencement of examination with a passport size photograph and obtain a duplicate admit card / identity card at a nominal charge.

1.12 Inter University Transfer

1.12.1 There exists provision for lateral transfer / migration of students from other Academic Institutions/Universities in second year or at higher level.

1.12.2 For the candidates for lateral transfer / migration, 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 / migration 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 Industrial Training / Project {BTech, BTech (Lateral Entry), MCA and MBA (applicable only with trimester system in place)}

1.14.1 Summer Internship

Students shall have to undergo Summer Internship of at least 06 weeks to 08 weeks duration at the end of second / third year. in a recognized / reputed Industry / R&D organization.

1.14.2 BTech

The Programme shall also include provision of **Industrial Project (Internship) of one semester duration in the 8th semester of the BTech Programme** under faculty supervision as an alternative to the regular subjects along with project work. Normally this shall apply to the students already placed with a company which requires them to undergo continuous training of at least four months' duration. Others who wish to choose this option shall be required to have their training arranged prior to the start of semester to full satisfaction and with prior approval of competent authority of the University as regards its value and adequacy.

The students proceeding for the industrial training must register and inform the details of industrial training and project (Place of training, Name of Organization, Name, Email of Training and Project Coordinator) as these details will be ascertained and given due weightage. Evaluation of training and project will be done by the Board of Faculty members preferably in presence of industry expert. The students should maintain log book of daily activities (work and learning output).

Students having any back paper or on academic probation upto 7th semester shall not be eligible for 8th semester Industrial Project.

1.14.3 **BArch/BDes**

For B.Arch, the seventh semester shall be devoted to practical training in established and recognized professional organizations as approved by the Director / Dean / HoD, Faculty of Architecture & Design, in accordance with the Ordinances prescribed by the Council of Architecture / University.

The marks for Practical training shall be awarded to each student based on the evaluation of the report submitted, entries in the log book and evaluation report of trainer firm; submitted by the student on completion of 16-24 weeks training. The internal evaluation, based on (i) Logbook / Training Certificate and (ii) Training Report, shall be done by the committee of three faculty members constituted by the Director / Dean / HoD. 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 / Dean / HoD and approved by the Vice Chancellor.

For BDes programme, the 6th semester (for interior Design) and 8th semester (for UX) shall be devoted to practical training in established and recognized professional organizations as approved by the Director / Dean / HoD, Faculty of Architecture & Design, in accordance with the Ordinances prescribed by the University.

1.14.4 **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.

1.14.5 MBA

The Programme includes provision of **Industrial Project (Internship) of one trimester duration in the final trimester**. Under this provision the students shall be permitted to proceed on training (for the duration of final trimester) as a part of their employment condition.

Students will have to undergo Summer Internship of at least 06 weeks duration at the end of first year.

2. REGISTRATION

2.1 All students are required to register in each semester/trimester/summer term for the subjects 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/trimester.

2.2 Subject-wise registration is mandatory for attending lectures, tutorials, laboratories, 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/trimester break** after due permission from the Competent Authority on genuine grounds will be awarded 'X' grade for all subjects in that particular semester without any additional back papers which will not be considered for CGPA calculations for promotion criteria.. A student who has been permitted a semester/trimester break will be allowed to register in the next semester/trimester as a regular student within a span of maximum duration as mentioned in Clause No. 1.3 of the Ordinance.

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. filling of the registration information (online or otherwise) including the subjects to be credited in the semester/trimester /summer term.

b. payment of fee and clearance of all outstanding dues (if any)

- 2.6 The students undergoing suspension for reasons of indiscipline, 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 Clause 10 of the Ordinance before registration in the next Academic Year.
- 2.8 Students whose results have not been declared and are seeking registration in the following semester/trimester 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 in Clause 10 of the Ordinance 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 recommendation of the concerned Head of the Department and approval by the Competent Authority.

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 subjects in that semester/trimester unless prior permission has been obtained for the same from the Competent Authority.

2.12 Temporary Withdrawal Procedure

A student may be permitted to withdraw from the University for a temporary period on medical ground or other genuine reasons for a maximum period of 2 semesters / 3 trimesters subject to the following conditions:

a) The student has to submit the appeal addressed to the Vice Chancellor through the Head of the Department enclosing the medical proof of ailments / other genuine reasons with substantial proof.

b) For 1 semester, 1 trimester or 2 trimesters:

The student will have to register at the time of semester registration by depositing the fee of appearing semester/trimester alongwith additional 10% of the applicable fee for the semester/ trimester in which he/she is appearing. He/She will have to clear the papers of semester/trimester, for which he/she has availed temporary withdrawal, in the Summer Term or corresponding semester/trimester by paying the requisite fee. If the

student has already paid the requisite fee for the period of temporary withdrawal, the same will be adjusted in the applicable appearing semester/trimester.

c) For 2 semesters or 3 trimesters (same academic year):

The student will have to deposit 10% of the applicable fee for the appearing academic year.

He/She will have to register in the next academic year as a regular student. Fee structure for that academic year will be applicable. If the student has already paid the requisite fee for the period of temporary withdrawal, the same will be adjusted applicable appearing academic year.

3. COURSE STRUCTURE AND COURSE HANDOUTS

As per the guidelines laid down by the Board of Studies from time to time.

4. CONTINUOUS SYSTEM OF EVALUATION

4.1 For evaluation of students' performance, DIT University adopts Letter Grade System for evaluation of students performance.

4.2 In each semester/trimester, the continuous appraisal of the students will be carried out through the assignments, quizzes, class tests, Mid-Term Tests and End-Term Examination. The weightage for the various components is **given in Appendix A.**

5. EXAMINATION ORDINANCES

5.1 The Examination Ordinances shall govern the various examinations including Mid-Term Tests, 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 subject will carry credits as per the approved scheme of subjects.

5.3 Examination Schedule

COE will notify the comprehensive Examination Schedule for all the subjects to be examined well before the commencement of examinations.

5.4 Only the students who meet all the technical and procedural requirements to appear in the examination shall be allowed to obtain the Admit Card/Hall Ticket /Identity Card from the Registrar / Deputy Registrar's Office to appear in the Examination.

5.5 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 subjects. 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 as per para 4.2.

5.6 **Class Participation Requirement for Permission to Appear in Examinations**

5.6.1 Students are required to attend all lectures, tutorials, practicals and participate in other prescribed curricular and co-curricular activities. The class participation is mandatory and students are expected to have 100% attendance. However, the same can be condoned up to 25% on genuine medical grounds / participation in sports & other outdoor activities or for other genuine reasons beyond the control of the students after due prior permission of Dean Academic Affairs/Dean Student Welfare.

5.6.2 75% class participation is the requirement for appearing in the mid-term and End-Term Examinations.

5.6.3 The class participation shall be counted from the date of registration as per the Academic Calendar.

5.6.3.1 To be eligible to appear in the final practical examination for a lab subject, the students must have completed at least 50% of the total number of experiments in the subject failing which they will not be allowed to appear in the End-Term Practical Examinations.

5.7 **Back Paper and Grade Improvement Examination**

5.7.1 For subjects 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 **subsequent Semester/Trimester/Summer Term as & when offered** and payment of the requisite fee.

If a student wants to improve the grade (**highest C for B.Arch and highest D for other programs**) obtained in a subject, he/she may register for those subjects with maximum credit limit as per the clause 5.7.2 of the Ordinance in an academic year during Semester/Trimester. It may be noted that a student is allowed to apply for the improvement of subjects of previous academic year only.

For the students taking their back paper examination for improving their pass grade, the old grade shall be replaced by new grade only if the grade obtained after improvement test is better.

5.7.2 **Conditions for opting back/improvement subjects:**

For Semester Pattern

Semester	Total Credit/Subjects for Regular + Back Paper/Improvement	Condition to opt Back Paper/Improvement
ODD	Total Subjects for regular & back should not be > Offered in current semester as regular + 3 Back Subjects	Subjects of preceding ODD Semester only
EVEN [#]	Total Subjects for regular & back should not be > Offered in current semester as regular + 3 Back Subjects	Subjects of preceding EVEN Semester only
Summer	Total credits of Subjects booked should not be >15 credits	Limited Subjects of preceding ODD and Even semester

For B.Tech First Year the common subjects of ODD and EVEN semester shall be offered in both the semester.

For Trimester Pattern-MBA Programme only

Trimester	Total Credit/ Subjects for Regular + Back Paper/Improvement	Condition to opt Back Paper/Improvement
Trimester 4	Total Subjects for regular & back should not be > Offered in current trimester as regular + 3 Back Subjects	Subjects of Trimester 1 only
Trimester 5	Total Subjects for regular & back should not be > Offered in current trimester as regular + 3 Back Subjects	Subjects of Trimester 2 only
Trimester 6	Total Subjects for regular & back should not be > Offered in current trimester as regular + 3 Back Subjects	Subjects of Trimester 3 only
Summer	Total credits of Subjects booked should not be >15 credits	Limited Subjects across trimesters

5.7.2.1 Eligible students for summer term

1	Graduating students in that particular academic year and session
2	Students falling under n+2 years of the program
3	Students availed Semester/Year Break with prior permission
4	Students with Academic Probation as their academic status

5.7.2.2 Mandatory conditions for Back Paper/Improvement – “With Class Option” during ODD/EVEN/Trimester Semester (Also termed as re-booking/re-registration in the subject)

This option is applicable to the following Categories of students:

1	If the student is debarred in a subject (not meeting the mandatory 75% Attendance criteria)
2	If the student is carrying any unregistered Subjects due to Academic Probation OR availed Semester Break with prior permission.
3	If the student appeared in the examination but secured E & F Grade (D, E & F grade for B.Arch)

5.7.3 Provision for Auxiliary Examination (Shall be conducted in without class mode only)
for Semester Pattern

1	Auxiliary examination will be conducted twice in one academic session i.e. ODD vs ODD / Even vs Even.
2	Auxiliary examination will be conducted within a month of result declaration of ODD/EVEN semester.
3	Auxiliary examination will be conducted for all preceding ODD vs ODD / Even vs Even Semester Subjects.
4	Auxiliary examination will be conducted for end term examination only, however the internal marks (CE) secured by the student (highest among all attempt) will be accounted for preparation of grade.

for Trimester Pattern

1	Auxiliary examination will be conducted once in a year after third trimester.
2	Auxiliary examination will be conducted for end term examination only, however the internal marks (CE) secured by the student (highest among all attempt) will be accounted for preparation of grade.

5.7.3.1 Eligibility for Auxiliary Examination

1	Students who have appeared in the examination but have secured a. For B. Arch – C, D, E and F b. For Other UG and PG program other than B.Arch - D, E and F
2	Students who were allowed to appear in the end term examination but had Absent due to genuine reasons i.e. UFM/Medical emergency etc.
3	Auxiliary examination shall not be allowed for the students who are debarred due to the criteria of shortage of attendance or due to any other valid reason.
4	Auxiliary examination shall not be allowed for the students who are carrying any unregistered/un-attempted Subjects because of their status as academic probation or have availed semester break

5.7.3.2 If a student on Academic Probation achieves the promotion criteria after Auxiliary Examination, the status of the student shall remain unchanged during ongoing semester. However, the status may be changed in succeeding semester/year.

5.7.4 The following credit/non-credit Subjects shall be offered during ODD / EVEN / Trimester / Summer Term. These Subjects will be over and above of total limit of Subjects/Credit as mentioned in clause 5.7.2 (No fee to be charged for such subjects)

1	Seminar/Symposia Presentation
2	Project (all phases) – shall not be offered during Summer

3	Aptitude Building
4	Soft Skill Training
5	Value Added Training
7	Comprehensive Viva Voce
8	Summer Training Report Presentation
9	Dissertation - shall not be offered during Summer

5.8 Project Work for Diploma and Undergraduate Programmes

- 5.8.1 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.
- 5.8.2 Student shall submit three printed copies of his/her project report as per the approved format given in **Appendix B**.
- 5.8.3 If a student fails to submit the project report by the prescribed date, the same shall be required to complete and submit the project report within the next assigned deadline, failing which he/she will be awarded Grade ‘F’.
- 5.8.4 An assessment committee, as may be constituted, will be evaluating the Seminar and viva voce on the project work. Students getting ‘F’ Grade in the project shall be required to repeat the same provided other provisions permit continuance of the studies in the University.

(Form part of the Academic Instructions Manual)

5.9 Dissertation/Training Report for Post Graduate Programmes

- 5.9.1 Students are required to submit three printed copies of dissertation as per the approved format given in **Appendix B** within the deadline.
- 5.9.2 If a student fails to submit the dissertation by the prescribed date, he/she shall be required to complete and submit the dissertation within the next assigned deadline, failing which he/she will be awarded Grade ‘F’.
- 5.9.3 An Assessment Committee, as may be constituted, will be evaluating the Seminar and viva voce on the project work.
- 5.9.4 The students getting an ‘F’ Grade shall be required to repeat the same, provided other provisions permit continuance of studies in 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 for Examinations.

7 RULES FOR AWARD OF GRADES FOR ALL PROGRAMMES EXCEPT PHARMACY & CERTIFICATE PROGRAMS

- 7.1 Students shall be awarded “letter” grades based upon their performance in examinations and participation in the subject during the semester/trimester/ Summer Term in the form of quizzes, assignments, training reports, presentations, viva voce, etc.
- 7.2 The relative “Letter” grades, based upon the overall marks obtained in a subject shall be awarded as detailed below:

Grades	Performance Level	Grade Points
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Fair	6
C	Average	5
D	Marginal	4
E	Exposed	2
F	Fail	0
DB	Debar	-
I	Incomplete	-
X	Semester Break	-

A-D Grade are all pass grades, However, for B.Arch, D is considered to be fail grade.

E Grade - Exposed (will be awarded when student with 75% attendance in subjects respectively allowed to appear in the end-term examination but fails in evaluation process)

F Grade - Fail (will be awarded when student with 75% attendance allowed to appear in the end-term examination but earns very low marks or gets absent in the examination)

DB Grade – Debar (grade for debar students who have not achieved 75% attendance)

I Grade - Incomplete grade shall be awarded for unregistered subjects due to academic probation. This grade will not be considered for CGPA calculations.

X Grade - Semester/trimester break ('X' grade is awarded for all dropped subjects due to semester/trimester break. 'X' grade will not be considered for CGPA calculations)

- 7.3.1** A separate minimum of 30% of the end semester weightage secured in each theory subject in the End-Term Examination is essential to award a passing grade in that theory subject. **(effective for regular students admitted in academic session 2017-18 and onwards).**
- 7.3.2** **For B.Arch Programme**, it is mandatory to have at least 50% marks in Continual Evaluation in a subject to be eligible to appear in End Term Examination of that subject and a minimum of 50% marks (including continual and end term examination) to be obtained in a subject, is essential to award passing grade in that subject.

8 SEMESTER/TRIMESTER AND CUMULATIVE GRADE POINT AVERAGE (TGPA/SGPA / CGPA)

- 8.1** The Semester/Trimester Grade Point Average (SGPA / TGPA) shall be a weighted average of the grade points earned by a student in all the subjects 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

C_i =Number of credits assigned to the i^{th} subject & G_i is grade point equivalent to the letter grade obtained by the student in i^{th} subject.

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

- 8.2** The Cumulative Grade Point Average (CGPA) shall indicate the overall academic performance of a student in all the subjects 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 subjects (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

C_i = Number of credits assigned to the i^{th} subject & G_i is graded point equivalent to the letter grade obtained by the student in i^{th} subject.

n = no. of all subjects completed.

When a student repeats a subject, the new grade will replace the earlier one with the calculation of CGPA. 'X' grade shall not be taken into account while calculating the CGPA.

8.3 Correction/Change of Grade(s) Already Awarded

8.3.1 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 Dean Academic Affairs 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.

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

9 WITHHOLDING OF THE GRADE CARD

A student who has not paid his/her dues or if there is any case of indiscipline pending against him / her or for any valid reasons may not be issued Grade Card unless cleared by the Competent Authority of the University.

10 PROMOTION TO NEXT YEAR OF STUDY

10.1 The Terms and Conditions for promotion to next year of study for various academic programmes [BTech / Diploma / BArch / BDes / BSc (Hons.) / BA (Hons.) / BCA / MCA (Lateral Entry) are as follows:

10.1.1 The student shall **Not be Promoted to the Second Year (NP2Y)** if he/she has not obtained a minimum CGPA of 3.75 after first year to move into the second year of study for all the above mentioned 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.

10.1.2 The student shall **Not be Promoted to the Third Year (NP3Y)** if he/she has not obtained a minimum CGPA of 4.5 after the second year to move into the third year of study for all the above mentioned programmes. 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.

10.1.3 The student shall **Not be Promoted to the Final Year (NP4Y)** if he/she has not obtained a minimum CGPA of 5.0 after third year to move into

final year of study for all the above mentioned programmes. However, for **B.Arch** programme, the student shall **Not be Promoted to the Fourth Year** if he/she has not cleared all papers of first, second and third year with pass grades and obtained a minimum CGPA of 5.0 after third year to move into fourth year of study.

10.1.4 For **B.Arch** Programme, 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 (NP5Y)** if he/she has not cleared all papers of the third year respectively with pass grades.

10.1.5 For PG Diploma Programme, a student needs to obtain a minimum CGPA of 4.5 at the completion of the programme to fulfill the requirements for the award of PG Diploma.

10.1.6 For Certificate Programme, a student needs to obtain at least “Satisfactory” grade at the end of Level A2 to fulfill the requirements for the award of Certificate.

10.2 M Tech/MBA/MSc Programmes

10.2.1 The student should obtain a minimum CGPA of 3.75 after first year to move into the second year of study.

Table-Promotion Criteria

Year	Diploma	UG & MCA(LE)	Other PG Programs	B.Arch
I to II Year	3.75	3.75	3.75	5.0
II to III Year	4.5	4.5	-	5.0
III to IV Year	-	5.0	-	5.0
IV to V Year	-	-	-	5.0

10.3 Academic Probation

The student who could not obtain CGPA as given in Ordinance No. 10.1 may be put on Academic Probation.

1. **Conditions for Provisional Promotion on Academic Probation** Students who fail to obtain the required CGPA for promotion to the next year of their programme may be considered for provisional promotion on academic probation with the following criteria:

A. B.Tech & B.Des

SNo.	Promotion from – to	Criteria for Provisional Promotion
01.	1 st to 2 nd year	CGPA $\geq$ 2 but $<$ 3.75; Students with CGPA $<$ 2 will fall under NP2Y category.
02.	2 nd to 3 rd year	CGPA $\geq$ 2.5 but $<$ 4.5; Students with CGPA $<$ 2.5 will fall under NP3Y category.
03.	3 rd to 4 th year	CGPA $\geq$ 3 but $<$ 5; Students with CGPA $<$ 3 will fall under NP4Y category.

B. B.A. (Hons.), B.Sc. (Hons.) & B.C.A.

SNo.	Promotion from – to	Criteria for Provisional Promotion
01.	1 st to 2 nd year	CGPA $\geq$ 2 but $<$ 3.75; Students with CGPA $<$ 2 will fall under NP2Y category.
02.	2 nd to 3 rd year	CGPA $\geq$ 2.5 but $<$ 4.5; Students with CGPA $<$ 2.5 will fall under NP3Y category.

C. B.Arch - As per norms laid down by the Council of Architecture

D. Master Programmes – Not applicable

E. Certificate Programmes – Not applicable

For promotion, he/she shall need to fulfill criteria as under:

- He /she will be permitted to register upto 7 subjects during ODD/EVEN semester including back/ improvement papers of the previous odd / even semesters as the case may be. He/she will also be permitted to register for other non-credit subjects as per clause number 5.7.4 of the Ordinance over & above 7 subjects.
- Unregistered subjects due to academic probation shall be offered during successive ODD / EVEN / Summer Term. However, no fee shall be charged in case the subject (unregistered) is booked for the first time. (Refer to clause 5.7.2 of the Ordinance)
- He / she will be required to register for the back papers of the previous odd / even semesters on priority.
- He / she will be permitted to register for a minimum 1 subject of the current semester to which he / she has been provisionally promoted on academic probation. Remaining subjects will be booked with 'I' grade at the time of registration itself.
- If a student on Academic Probation, subsequently achieves the required minimum CGPA for regular promotion to the next year, he/she may be promoted as regular student.
- If a student, after being placed on Academic probation, subsequently fails to achieve the minimum CGPA needed for Academic Probation in the next academic year of study, he/she may not be promoted to the next year of study. Such a student may be allowed to utilize the following two (Odd and Even) semesters to clear ALL back papers that he/she may have. All registration for back papers will be as per rules of the University. At the end of the year, student will be promoted to the next year of study if the minimum required CGPA for promotion is achieved.
- The CGPA of a student on Academic Probation in any semester will be calculated on the basis of the actual number of subjects for which he/she is permitted to register.
- A student cannot be permitted on academic probation for more than 2 years during the maximum duration of the program.
- Students being promoted on Academic Probation may not be able to complete their Programme within the minimum stipulated time for the same as mentioned in the clause no. 1.3 of the Ordinance. They may be able to complete their programme within the maximum permissible time of n+2 years.

11 NOT FIT FOR PROGRAMME (NFP)

11.1 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.

11.2 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.

12 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.

12.1 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.

12.2 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.

- 12.3** 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.
- 12.4** The students charged with use of unfair means or misconduct as detailed in Ordinances No. 14.2 & 14.3 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.
- 12.5** 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.
- 12.6** Examiners, who detect or suspect cases of copying or use of unfair means in Examination, shall immediately report such cases to the Center Superintendent.
- 12.7** The CoE will make a full report about each case to the Unfair Means Committee.
- 12.8** The Unfair Means Committee constituted 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 as under depending upon gravity and circumstances of the offense:
- 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.
- 12.9** The detailed Guidelines for prevention of Unfair Means is given in **Appendix C**.

13 APPEALS AND GRIEVANCES COMMITTEE

- 13.1** 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.
- 13.2** 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.
- 13.3** The Appeals and Grievances Committee shall consider the appeals and grievance 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.
- 13.4** In deciding the appeals and grievance 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.
- 13.5** The Appeals and Grievances Committee is at liberty to seek the assistance of others as deemed fit.

14 SPECIAL CLAUSE

- 14.1** 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.
- 14.2** 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.
- 14.3** 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.
- 14.4** 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.

15 AWARD OF DEGREES/ DIPLOMA / CERTIFICATE

- 15.1** Students of Certificate / Diploma / Bachelor's as well as Master's Programmes shall be awarded the Certificate / Diploma / Degree as applicable, if they have:
- 15.1.1** Successfully completed all the subjects.

- 15.1.2 Completed all the credit requirements for the Diploma/Degree with **Grade ‘D’ (C Grade for B Arch)** or higher grades in the subjects, Seminar, Tour, Project Work, Viva-voce, etc. as applicable.
- 15.1.3 Satisfactorily completed all other requirements of the Certificate / Diploma / Degree, eg. Industrial Training, Summer Training, etc. as applicable.
- 15.1.4 Obtained minimum CGPA of 5.00 in the Programme at the end of final semester. However, for Certificate Program, the student should obtain minimum Satisfactory Grade.
- 15.1.5 The students should have no disciplinary action pending against them for award of Certificate / Diploma / Degrees.
- 15.1.6 Notwithstanding anything contained in the above Ordinances, the Vice Chancellor shall have all powers to interpret and implement the clauses of the Ordinance for smooth functioning of the University.

16 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 re-admission and repeat the year. However, he/she may retain the subject in which he/she has passed and opt to repeat the subject in which he/she failed on the payment of full fees for the academic year.

17 CANCELLATION OF ADMISSION

17.1 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.

18 CHANGE OF BRANCH

18.1 There is a provision of allowing the Change of Branch at the commencement of the second year of the three year Diploma and four year

BTech 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.

18.2 The procedure of Change of Branch is as follows:

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

- i. Dean Academic Affairs – Chairperson
- ii. Three Professors - Members
- iii. Registrar - Member

18.2.2 A notification is issued by the Registrar declaring the last date of submitting the Application form duly filled for Branch change to the students. The Branch Change Application Form would be available to the students online or at Registrar Office before the due date as mentioned in the notice.

18.2.3 Students interested in Branch change shall submit the prescribed Application form online or at Registrar Office before the due date as mentioned in the notice.

18.2.4 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 Chairperson.

18.2.5 The Board shall allot branches to the students on the basis of merit and branch preference given by the students as per the availability of vacant seats.

18.2.6 Prerequisites for change of branch:

- a) At the time of applying for branch change in the end of first year, the student should not have any active / outstanding back paper.
- b) Desired Programme (Branch) of choice should have required vacancies.
- c) Total strength of the Programme from where the students want to change should not get reduced from less than 60% of the approved intake.
- d) In case of more than one student having the same CGPA considered up to 2 decimal points, to break the tie, the Merit list shall be prepared giving preference to students securing higher grades in the subjects in order indicated below:
 - I. Grade in Mathematics - I
 - II. Grade in Mathematics - II
 - III. Grade in Physics
 - IV. Grade in Professional Communication

Thus in case of the students having the CGPA tie, the one having better grade in Mathematics - I would be placed higher in the Merit List. In situation, where the students also have a tie in grade points secured in Mathematics - I, the higher Merit would be decided on

the basis of better grades in the next subject i.e. Mathematics-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 subjects, the alphabetical order of the names shall decide the order of merit for change of Branch.

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

A) Marks Distribution Scheme for Diploma, PG Diploma, B.Tech, B.Sc (Honors), B.A (Honors), BCA, MBA, MCA, MSc and M.Tech

	Category	Theory + Lab Course	Only Theory	Only Lab	Theory (1 credit) + Lab	Project Phase I/ II/ III/ Industrial Training and Presentation/ Industrial Tour/ Aptitude Building I/ II/Value Addition Training (Continual Assessment)
Continuous Evaluation (CE)	Mid Term	20	30	-	10	-
	Class Test / Assignment	10	10	-	15	-
	Quizzes	10	10	10	10	-
Lab Evaluation	Continuous Lab Assessment	5	-	10	5	-
	Lab Report	5	-	10	10	-
	Lab performance + Viva	10	-	70	20	-
Theory	End Term	40	50		30	-
	Total	100	100	100	100	100

B) Marks Distribution Scheme for B.Des and B.Arch

	Category	Theory + Studio Course	Only Theory	Only Studio	Industrial Training/ Value Added Programme/ Educational Tour/ Aptitude Building
Continuous Evaluation (CE)	Mid Term	20	30	-	
	Class Test/ Assignment	10	10	10	
	Quizzes	10	10	-	
Studio Evaluation	Continuous Studio Assessment	5	-	20	
	Studio Report (Portfolio)	5	-	20	
	Studio Performance + Viva/External Jury	20	-	50	
	Theory End Term	30	50	-	
	TOTAL	100	100	100	100

C) Marks Distribution Scheme for Certificate Programs & non-credit courses

Students will be evaluated in the 4 areas: Writing, Reading, Listening and Speaking. Total marks distribution will be as under:

Category	Maximum Marks
Continuous Evaluation	50 Marks
End Term Evaluation	50 Marks

Final Grading is as under:

Letter Grade	Description
G	Good
S	Satisfactory
P	Poor

GUIDELINES FOR WRITING PROJECT REPORT /THESIS/DISSERTATION

1. FORMAT

Size	:	A4
Normal Text Size	:	Times New Roman, font size 12.
Heading Text Size	:	Times New Roman, font size 14 (Bold face)
Sub-Heading Text Size	:	Times New Roman, font size 12 (Bold face)
Margins	:	1.5 inch on the left and top, 1 inch at the bottom and 1 inch on the right
Paragraph	:	At Double Spacing
Line Spacing	:	1.5 spacing to be provided throughout the Thesis.
Page number	:	Bottom centre of each page.
Binding	:	Hard bound with specified color coding.

2. ARRANGEMENT OF INITIAL PAGES

- a. Front Cover Page (with golden Embossing)
- b. Inner Cover Page (identical to Cover Page)
- c. Declaration by the Candidate
- d. Certificate of the Supervisor(s)/Guide(s)
- e. Certificate by the external organization (if applicable)
- f. List of Abbreviations/ Symbols/Glossary
- g. Acknowledgement
- h. Abstract
- i. List of tables, figures and photographs
- j. Contents.

Note: The numbering of initial pages shall be in roman numbers.

3. ARRANGEMENT OF CHAPTERS

- a. Starting with chapter on Introduction and to be concluded with chapter on Conclusion, & Recommendations for future work.

- b. References
- c. Bibliography
- d. List of Publications (if any)
- e. Appendices.

Note: The numbering of main chapter pages will be in numeric numbers.

4. Colour Coding For Cover Pages

- B.Tech/ B.Arch/BSc(H)/BA(H)/BDes/BCA/Diploma :Black
- MBA / MCA / M.Tech/M.Sc :Royal Blue

A Project Report/Thesis/Dissertation

on

TOPIC

Submitted for the partial fulfillment of the requirement

for the award of the Diploma / Degree of

Name of Diploma / Degree

In

Name of the Discipline

by

Name of the Candidate

Under the Supervision/Guidance of

Name of the Supervisor(s)/Guide(s)

Designation and affiliating University/Organization



DIT UNIVERSITY, DEHRADUN, INDIA

Month & Year



DECLARATION

This is to certify that the Project / Thesis / Dissertation entitled “.....” in partial fulfillment of the requirement for the award of the *Diploma* / **Degree of**in, submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide work carried out by me, under the supervision /guidance of

The matter embodied in this Project/Thesis/Dissertation has not been submitted for the award of any other degree or diploma to any University/Institution.

Signature

Name of Candidate

Roll No:

Date:

Place: Dehradun



CERTIFICATE

This is to certify that the Project / Thesis / Dissertation entitled “.....” in partial fulfillment of the requirement for the award of the *Diploma / Degree*in, submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work carried out by Mr./Ms.....Roll No..... under my supervision/ guidance.

Signature and Name of

Supervisor(s)/Guide

Date:

Place: Dehradun

References/ Bibliography:

(i) Standard journal article:

Vournas C.D., “Second order hydraulic turbine models for multi machine stability studies”, IEEE Transactions on Energy Conversion, Vol 5, No. 3, pp.239–44, 1990.

(ii) Books (in case of reference):

Kundur P., “Power system stability and control”, New York: Mc Graw-Hill; pp.239–44, 1994.

(iii) Conference proceedings:

Singh S.P, Nand Kishor, R.P. Saini, “Nonlinear decentralized robust governor control for hydro turbine- generator sets of multi-machine system”, 3rd World Congress on Intelligent Control and Automation, Jaipur, vol. 1, pp. 45–52, 2000.

(iv) Books (in case of Bibliography):

Kundur P., “Power system stability and control”, New York: Mc Graw-Hill; 1994.

Note

The references/bibliography shall appear in the sequence in which the same are referred in the Dissertation/Project.



GUIDELINES FOR PREVENTION OF UNFAIR MEANS

Vice Chancellor shall appoint committee for prevention of unfair means (CPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the DIT University. CPUM shall invariably may have one student member.

CPUM will take all necessary steps, as deemed fit, for the prevention of unfair means. Chairperson, CPUM shall issue appropriate instructions (such as e-mails/notices to students, faculty and staff) before the examinations.

As soon as a student is identified by the invigilator or by any authorized person, of having resorted to unfair means his answer book shall be seized. The papers etc. duly signed by the invigilator and Centre superintendent, found in possession of the student shall be tagged with her/his answer book in candidate's presence. The superintendent shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one invigilator on duty. In case of practical tests/performance tests on PCs the act of using unfair means should be recorded by the invigilator attested by at least one invigilator/witness in the UFM form and will be signed by invigilator/witness giving their name, designation, department and contact number. Evidence in form of softcopy/Photostat/photograph etc. should be submitted along with the statement of the student.

After completing all above formalities, a fresh answer-book shall be given to the student for completing the examination. After a particular test/examination session is over, these answer-books, (duly marked I and II) shall be sent or delivered separately to COE along with the report. CPUM shall enquire into the cases of attempt of unfair means in the examinations. It shall submit its recommendations after identifying clearly the category of nature of the offence as listed in Regulations to the COE for consideration and necessary order.

Categories of Unfair Means and Action To be Taken

Category-I

- i. A student found talking to another student during the examination hours in the examination hall/Area.
- ii. If during the examination hours, i.e., after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person/student outside the examination hall while going to the urinals etc.
- iii. Writing on any piece of paper except the answer-book during the examination.
- iv. Changing seat in the examination hall without permission.

The invigilator/authorized person will issue a warning once. If the action is repeated, the answer-book to be cancelled and a fresh answer book to be issued.

Action to be taken: Second answer book to be evaluated.

Category-II

Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing of instruments such as electronic diary, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board, mobile phone or any other communication or storage device (that can be used for help), during the examination but not used in the answer sheet. This is applicable even if the student submits the material voluntarily, on announcement of otherwise, after commencement of examination. However, Material surrendered before commencement of examination shall not attract any penalty. Further, scientific non-programmable calculator can be used in the examinations.

Found attempting to copy, caught copying or having found copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instruments like set squared or mobile phone or any other communication or storage device etc.

Found consulting notes or books while outside the examination hall (i.e., in urinals etc.) during examination hours.

Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.

Action to be taken: The student will be awarded zero marks for the test in which he/she was found to have committed Unfair Means.

Category-III

If a student:

- i. Leaves the examination hall/room without delivering answer-book/evaluated answer book or tears it or disposes off.
- ii. Communication with anyone by mobile phone or any other communicable device in the examination centre.
- iii. Student found guilty of smuggling in an answer-book, or a continuation sheet, taking out or arranging to send out an answer-book or a continuation sheet. Writing deliberately another student's roll number in her/his answer book or a continuation sheet, found in possession of an answer-book not her/his own in any examination. Attaching graph or continuation sheet or relevant materials written on any extra sheet, to the answer book or evaluated answer book.
- iv. Writing an answer book outside the examination hall for another candidate.
- v. Use of force/threat/serious misconduct against the supervisory staff/student in the examination centre.
- vi. Guilty of swallowing or destroying the material such as notes or paper found from her/him.
- vii. Guilty of misconduct in the examination hall/centre or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.
- viii. If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found tampering with the answer-book.
- ix. If a student is found tampering awarded marks on an evaluated answer book/found tampering with the evaluated answer-book.

Action to be taken: The student will be awarded 'F' grade in that course and will be debarred to register in the next semester. Further the course in which the candidate has been awarded grade 'F', or has been debarred, will be offered in the corresponding semester only.

Category-IV

- i. Student found to have indulged in the case of academic plagiarism.

Action to be taken: CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include.

- a) suitable fine and/or repletion of thesis/dissertation/Research paper.
- b) expulsion from the University.

- ii. *Student found guilty of impersonation another candidate in any examination.*

Action to be taken: *CPUM shall recommend action after detailed assessment of the case. The punishment in such cases will be expulsion from the University.*

ACADEMIC ORDINANCE-2013
DOCTOR OF PHILOSOPHY (PhD) PROGRAMMES
THIRD & FOURTH AMENDMENT TO THE ACADEMIC
ORDINANCES 2013 APPLICABLE FROM THE ACADEMIC YEAR
2017-18 & 2018-19 RESPECTIVELY

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

PRELIMINARY

Short Title and Commencement

- a) These Ordinances may be called PhD Ordinances 2013 of DIT University (applicable from the commencement of Academic Session 2013-14) and Third & Fourth Amendment to the Academic Ordinances 2013 for Doctor Of Philosophy (PhD) Programmes (applicable from Academic year 2017-18 & 2018-19 respectively)

1. GENERAL

DIT University (DITU), Dehradun offers academic programmes leading to the award of PhD degree through its Departments/Faculty. The award of PhD degree is in recognition of high academic achievements, independent research contributions and application of knowledge to solve problems in Sciences, Social Sciences, Pharmacy, Engineering, Management, etc.

The academic programme leading to the PhD degree is broad-based and involves a minimum course credit requirement and a research thesis. The University also encourages interdisciplinary areas through a system of co-supervision and provides excellent opportunities for such programmes. The University undertakes sponsored research and development projects from industrial and other organizations in the public as well as private sector.

The degree of Doctor of Philosophy (PhD) of the DIT University, Dehradun shall be conferred on a candidate, who fulfils all the requirements specified in these Ordinances, on approval of the Board of Governors on the recommendations of the Academic Council through Board of Management.

- 1.1. These Ordinances are applicable to the Full Time Research Scholar of PhD program.
- 1.1(a) These Ordinances are also applicable to the Part Time Research Scholars of (Ph.D. Programs).
- 1.2. Medium of instruction as well as examinations shall be English.

1.3. Admission

1.3.1. Eligibility

Students who have passed MTech / MBA / MPharm / MCA / MSc /MPhil/MA or equivalent course with 55% from a University recognized by UGC in relevant disciplines are eligible for admission to PhD programme offered by DIT University. The admissions shall be also subject to any additional academic criteria that may be notified from time to time.

1.3.1 (a) Eligibility for Part-Time Ph.D.

DIT Faculty and Staff who have passed MTech / MBA / MPharm / MCA / MSc /MPhil / MA or equivalent course with 55% from a University recognized by UGC in relevant disciplines are eligible for admission to PhD programme offered by DIT University. The admissions shall be also subject to any additional academic criteria that may be notified from time to time.

1.3.2. Admission Process

The admissions to the full time PhD programmes shall be through counselling based on the merit of qualifying examination, GATE/NET/GPAT/SLET/CSIR or equivalent national examination and/or DIT University Entrance Test (DUET) followed by personal interview.

Candidates are required to present their research interests at the time of interview.

2. REGISTRATION

2.1. All Research Scholars are required to register for course work and research.

2.2. The sole responsibility for registration to is be on time as specified in the academic calendar in a semester shall be of the Full Time and Part Time Research Scholar concerned only.

2.3. Registration Procedure

The Competent Authority assisted by the concerned Head of the Department shall co-ordinate the registration process.

The registration procedure shall involve:

- i. Payment of fee.
- ii. Filling of the registration form detailing the courses and/or research work to be credited in the course work term.
- iii. Signing of the Registration Roll in the office of the concerned Department.

2.4. Temporary Withdrawal Procedure

A Research Scholar may be permitted to withdraw for a maximum period of one semester/ 2 semesters on medical ground and other genuine reasons subject to the following conditions:

- a) The Ph.D. scholar has already completed the prescribed Course Work.
- b) He/She has to submit an application addressed to the Vice Chancellor through the Head of the Department and Dean RNC enclosing the medical proof of ailments and other genuine reasons with substantial proof.
- c) The Ph.D. scholar will have to register at the time of semester registration by depositing the fee of appearing semester alongwith additional 10% of the applicable fee for the semester/year in which he/she is appearing.
- d) The Teaching Assistantship (if applicable) will be withdrawn during the period of temporary withdrawal.

3. UNIVERSITY FELLOWSHIP

- 3.1. Those candidates who are admitted on full-time basis may be considered for the award of University Fellowship of the amount as may be decided from time to time under specified terms and conditions.
- 3.2. The Research Scholars getting University Fellowship would be treated as Teaching Associates and are required to take up assigned workload including teaching, laboratory development and research work as per University norms.
- 3.3. The maximum duration for which the Fellowship can be awarded to PhD Research Scholars is **3 years and 6 months** or till the end of the semester in which the Thesis is to be submitted, whichever is earlier. The continuation of the Fellowship is contingent on satisfactory academic and research performance as well as discharge of responsibilities assigned under the Fellowship scheme.
- 3.4. In case the attendance of a Research Scholars falls below 75% during a month, he/she will not be paid his Fellowship for that month. However, he/she is expected to take the prescribed workload as assigned.

4. LEAVE RULES

A Research Scholars will be entitled to leave as recommended by the concerned Head of the Department and admissible under HR Ordinances of the University.

5. COURSE WORK

- 5.1 The course work shall be upto one academic year duration with a minimum of 90 working days. The Academic Calendar for a session shall include dates of Commencement till End of the semester, Mid Term Tests, End Term (Final) Examination, Back Paper Examinations (if any), Term Paper submission, Comprehensive/Composite Viva-voce, last date for submission of marks, date of publication of results, etc.

- 5.1 (a) The course work of the Part time Research Scholar shall be completed in one / two semesters depending upon the Academic / Work Load of the Faculty and staff of one academic year duration with a minimum of 90 working days. The Academic Calendar for a session shall include dates of Commencement till End of the semester, Mid Term Tests, End Term (Final) Examination, Back Paper Examinations (if any), Term Paper submission, Comprehensive/Composite Viva-voce, last date for submission of marks, date of publication of results, etc.
- 5.2 Initially, the concerned HOD shall act as Course Advisor for guiding the scholars for their course work.
- 5.3 There should be a list of elective course for Ph.D. Programs. The DRC may recommend three or more number of Departmental PG courses. The Full Time Research Scholar, who takes admission after obtaining M.Tech / M.Pharm should complete 13 credits for PG level courses that include 03 courses with 04 credits each and a seminar course of 01 credit. If a Research Scholar takes admission after obtaining regular MBA/ MCA / MSc / MPhil / MA, he/she is required to complete minimum of 17 credits with 04 courses of 04 credits each and a seminar course of 01 credit. Out of these courses, the one of Research Methodology subject is compulsory for all except those who have M.Phil. Degree.
- 5.3.1 (a) The Part Time Ph.D. Scholar should complete minimum of 13 credits with 03 courses of 04 credits each and a seminar course of 01 credit. Out of these courses, the one on **Research Methodology** subject is compulsory for all.
- 5.3.2 Non M.Tech part-time candidates (only DIT University serving staff) may be allowed to take admission in DIT University's Ph.D. Programme, subject to the condition that they will have to undergo and pass a bridge course of one year duration, as designed by the respective departments, before initiating course work. Other conditions for such Part-time students will remain same.

5.4 Continuous System of Evaluation

5.4.1 For evaluation of student's performance, DIT University has opted for Letter Grade System.

5.4.2 In each course work semester, the continual appraisal of the Full Time Research Scholar will be carried out through the conduct of one end-semester exam, one mid-term test of 2 hours, class tests, quizzes and assignments. The weightage for the various components shall be as follows:

Mode of Appraisal (Duration)	Weightage
End – semester Exam (3 hours)	50%
Mid-term test (2 hours)	30%
Quizzes	10%
Class Tests and Assignments	10%

Note: 100% of the above marks will determine the overall grade for the course. It is mandatory for Full Time Research Scholar to appear in End-Term Examinations. If they absent themselves from the End-Term Examinations they will be awarded Fail grade ‘F’ for that particular course.

- 5.4.2 (a) In each course work semester, the continual appraisal of the Part Time Research Scholar will be carried out through the conduct of one end-semester exam, one mid-term test, class tests, quizzes and assignments. The weightage for the various components shall be as follows:

Mode of Appraisal (Duration)	Weightage
End – semester Exam (3 hours)	50%
Mid-term test (2 hours)	30%
Quizzes	10%
Class Tests and Assignments	10%

Note: 100% of the above marks will determine the overall grade for the course. It is mandatory for Part Time Ph.D. Scholar to appear in End-Term Examinations. If they absent themselves from the End-Term Examinations they will be awarded Fail grade ‘F’ for that particular course.

6 EXAMINATION SYSTEM

- 6.1 The Examination Ordinances shall govern the various examinations including Mid-Term Test, End-Term and Practicals.

- 6.2 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.

6.3 Attendance Criteria

- 6.3.1 The attendance is mandatory and the research scholars are expected to have 100% attendance, however, the same can be condoned upto 10% on medical grounds or for other genuine reasons beyond the control of the students.

- 6.3.1(a) 75% of the attendance is mandatory to appear in the mid-term and end-term examination. However, a relaxation of additional 10% may be granted by the Vice Chancellor for genuine reason such as prolonged periods of hospitalization due to illness.

- 6.3.2 To be eligible to appear in final practical examination for a lab course, the students must have completed at least 50% of the total number of experiments in the course.

- 6.3.3 A Full Time and Part Time Research Scholar with attendance falling short of the minimum required (i.e. 75% in normal case and 65% with the permission of the Vice Chancellor) in a course during the

semester shall be detained and will be awarded an ‘F’ Grade in that course regardless of his/her earlier academic performance.

6.4 Back Paper Examination

For courses missed out or those in which the students do not secure pass grades, there exists provision of clearing these through back paper examinations during the odd / even / summer term as may be announced after registration in the course and payment of the requisite fee.

The Full Time and Part Time Research Scholars with all pass grades and unable to acquire the required CGPA have to appear in the improvement for some courses with grade ‘C/C+’ and ‘D’ which may be needed to meet the minimum requirement of CGPA as per the Ordinance No. 10.1 in the odd/even semester (improvement not allowed in Summer Term).

Besides, in order to enable the Full Time and Part Time Research Scholars to meet the CGPA criteria, there exists provision for them to improve their CGPA by taking additional courses as may be recommended by the Course Advisor.

The governing guidelines for back paper / improvement examinations are summarized below.

- 6.4.1 The back paper examinations will be conducted as per the schedule declared in the Academic Calendar.
- 6.4.2 Whenever a Full Time and Part Time Research Scholar is permitted to repeat a course, the new letter grade obtained shall replace the old letter grade only if the same is ‘better’ than the earlier grade.
In all such cases, the improved grade shall carry ‘imp’ (which stands for **improved** grade) as superscript to distinguish it from the grades secured through other back paper examinations.

7 RULES FOR AWARD OF GRADES

- 7.1 Full Time and Part Time Research Scholars 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, presentations, viva-voce, etc.
- 7.2 The relative “Letter” grades, based upon the overall marks obtained in a course shall be awarded as detailed below:

Grades	Grade Points
A+	10
A	9
B+	8
B	7
C+	6
C	5

D	4
E	2
F	0

- 7.3 A separate minimum of 30% if the highest marks secured in each theory course in the End-Term Examination is essential to award a passing grade in that theory course.
- 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.
- 7.5 The grades A⁺, A, B+, B, C+, 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 'E' and 'F' grades.

8 SEMESTER AND CUMULATIVE GRADE POINT AVERAGE (SGPA/CGPA)

The Semester Grade Point Average (SGPA) shall be a weighted average of the grade points earned by a student in all the courses he/she registered in a semester and shall describe his/her overall performance in that semester. The Cumulative Grade Point Average (CGPA) shall indicate the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term. If the points associated with the letter grades awarded to a student are g₁, g₂, g₃,.....g_k and the corresponding credits are c₁, c₂, c₃,.....c_k, the SGPA/ TGPA and CGPA shall be given by:

$$SGPA/TGPA = \frac{\sum_{i=1}^k (c_i g_i)}{\sum_{i=1}^k c_i} ; \quad CGPA = \frac{\sum_{i=1}^n (c_i g_i)}{\sum_{i=1}^n c_i}$$

where

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

n = No. of all courses completed.

9 WITHHOLDING OF THE GRADE REPORT CARD

The grade report card of a Full Time and Part Time Research Scholars 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.

10 RESEARCH REGISTRATION

- 10.1 The Full Time and Part Time Research Scholars should obtain a minimum CGPA of 6.5 after course work for research registration.

10.2 Maximum of **two** semester duration shall be permitted to complete the course work and meet the CGPA criteria.

10.3 A research scholar can be permitted to continue his/her research candidature only after successful completion of his/her course work and formal appointment of his/her Supervisor(s). The date of his/her research candidature will be counted w.e.f. his/her date of admission in the DIT University.

11 UNFAIR MEANS

The cases of unfair means shall be dealt with as per the Examination Ordinances of DIT University.

12 SUPERVISOR/CO-SUPERVISOR

12.1 A Senior DIT Faculty shall be eligible to act as Supervisor/Co-Supervisor provided he/she holds a PhD degree in the relevant field, has good publications in reputed scientific/technical journals and who normally meets any of the following criteria:

(i) Director / Dean / HOD / Professors / Associate Professors / Assistant Professors of University are eligible to be Supervisor.

(ii) Professors / Associate Professors / Senior Scientific Officers of reputed institutions like IITs, IISc, NIPER, NITs, IISER, DST, CSIR, DRDO Labs etc. and Scientific Officers of renowned universities and national laboratories are eligible to be Co-Supervisor.

12.2 A Full Time and Part Time Research Scholar may be permitted to have one Co-Supervisor for his/her PhD guidance if necessary.

12.3 For appointment of Supervisor(s), the Full Time and Part Time Research Scholar shall submit two copies of their bio-data, along with the application for approval of the concerned RDC.

12.4 The maximum number of Full Time and Part Time Research Scholar who can be registered under a Supervisor at any particular time shall be **eight** for Professor, **Six** for Associate Professor and **Four** for Assistant Professor with eligibility as mentioned in **Ordinance No. 13.1**.

12.5 In case an approved Supervisor/Co-Supervisor later on ceases to act as the Supervisor due to some reasons, the Full Time and Part Time Research Scholar may be permitted to choose another Supervisor provided the above mentioned criteria in **Ordinance No. 13.1** are satisfied. The Full Time and Part Time Research Scholar may continue his/her registration on the same topic after the recommendation of the concerned RDC.

12.6 A Supervisor who retires or leaves the University/Institution may be permitted to continue to guide Full Time and Part Time Research Scholar(s) already registered with him/her, if approved by the RDC, however, he can nominate a permanent faculty member of the University to act as supervisor of the candidate.

13 CONSTITUTION OF THE RESEARCH DEGREE COMMITTEE (RDC)

1	Dean R&C	Chairman
2	Director / Dean / HOD	Ex- Officio Member
3	One Professor from the concerned department	Member
4	One Professor/Associate professor from a related department	Member
5	Supervisor	Member
6	Co-Supervisor (if any)	Member
7	External Expert	Subject expert (Applicable for 1 st RDC only)

13.1 Change of Supervisor(S)/Change of Topic/Change of Title

If a Full Time and Part Time Research Scholar needs to change the topic, title or Supervisor(s) it should be done with the approval of the Chairman-RDC. The Full Time and Part Time Research Scholar should apply for the same in the prescribed format (**Annexure 1/Annexure 2**) to Dean R & C. The application from the Full Time and Part Time Research Scholar for change of title/topic/Supervisor(s) shall be endorsed by the Supervisor(s)/Co-Supervisor. The same is to be submitted to RDC for final approval.

13.2 Review of Progress by RDC

Research Scholars shall submit and present his/her synopsis of the proposed research work in a prescribed format after successfully completing the course work as mentioned in Ordinance No. 10.1. Once RDC gives its approval, his/her research registration for PhD shall be presumed confirmed w.e.f. the date of admission at the DIT University.

13.3 All the registered Full Time and Part Time Research Scholars are required to present their research progress to RDC once every semester and should earn satisfactory ‘S’ grade. If the Full Time and Part Time Research Scholar does not attend two consecutive meetings or if he/she earns unsatisfactory ‘U’ grade in **two** consequent RDC meetings, the admission may be cancelled.

14 DURATION OF THE RESEARCH PROGRAMME

Research Scholars registered for PhD can submit the Thesis after completion of a minimum of **three (03)** years including course work and a maximum of **six (06)** years including breaks from the date of admission. However, an extension of one year can be granted in extraordinary circumstances only with recommendation of RDC and after permission of the Vice-Chancellor.

14.1 Thesis Submission

For Thesis submission, Full Time and Part Time Research Scholar should have:

- (i) Completed his/ her course work with a CGPA of **6.5** or higher.
- (ii) Published/accepted normally three research papers including **one** international reputed journal paper or **one** published patent in lieu thereof.
- (iii) Permission from RDC for Thesis submission.

15 OPEN SEMINAR PRESENTATION

- 15.1 After certification by the Supervisor(s) that the Research Scholar has completed his/her research work, he/she shall be required to make presentation of the research work before RDC for approval for Thesis submission.
- 15.2 A Research Scholar has to submit **six (6)** copies of extended abstract of his/her Thesis duly certified by the Supervisor(s) to the COE at least **two** months before the actual submission of the PhD Thesis.
- 15.3 The Research Scholar must present 'open' seminar on his/her research work. Here, the Faculty and Research Scholar are permitted to attend the seminar along with members of the RDC. The seminar should be presented at least **one** month prior to submission of Thesis to the COE.

16 GUIDELINES FOR WRITING THESIS

16.1 Size:

The Thesis should be printed on **A4** size paper.

16.2 Paper, Typing and Format:

- 16.3 Bond paper should be used for the preparation of the Thesis. Typing should be done using font type Times New Roman in size **12**.

16.4 Cover Page and Binding:

The Thesis shall be properly bound, using hard cover in **blue colour**. Template for layout of the bound front cover and inside cover page shall be shown in **Annexure-3**.

16.5 The matter covered under various heads before the main body of the Thesis:

The cover page in black and white shall be the first page of the Thesis. The contents would be preceded by the various certificates as indicated on next page.

- **Undertaking by Research Scholars (Annexure-4)**
- **Certificate signed by the Supervisor(s) (Annexure-5)**
- **Certificate signed by the Co-Supervisor (if any) (Annexure-6)**
- **Acknowledgements**
- **Abstract**
- **List of Tables, Figures and Photographs**

(The page numbering before starting of the main body shall be in roman numerals)

16.6 Contents

As usual, it is meant to provide index for various chapter sections and subsections for reference.

16.7 Arrangement of Chapters

Normally, starting with chapter on Introduction, it is to be concluded with chapter on Conclusion and Recommendations for Future Work followed by References.

16.7.1 The references shall normally appear in the sequence in which the same are referred in the Thesis. The references shall be incorporated in the format shown below:

(i) **Standard journal article**

Vournas C. D., “Second order hydraulic turbine models for multi machine stability studies”, IEEE Transactions on Energy Conversion, **Vol 5, pp.239-44, 1990.**

(ii) **Books**

Kundur P., “Power system stability and control”, New York: McGraw-Hill; **1994.**

(iii) **Conference proceedings**

Singh S. P, Nand Kishor, R. P. Saini, “Nonlinear decentralized robust governor control for hydro turbine-generator sets of multi-machine system”, Proceedings of 3rd World Congress on Intelligent Control and Automation, **vol. 1, Feb 15-17, 2014, pp. 45–52, 2000.**

16.8 List of Publications of Research Scholar

16.9 Brief Resume of Research Scholar

17 SUBMISSION OF THESIS

17.1 Initially **Five (5)** copies of Thesis in spiral bound form and one copy in bound form are to be submitted to Dean R&C after approval by the RDC along with an **application for submission and no dues clearance from the University.**

17.2 The Supervisor(s) of the Research Scholar shall submit the list of **Ten (10)** examiners for exam panel to Dean R&C, for the purpose of adjudication of the Thesis. The Panel of Examiners shall include preferably Five renowned experts (of the field of Thesis work) from India and Five renowned experts from foreign universities (related to students work). The Dean R&C will forward the list of the examiners for finalization of Thesis examiners to the Vice Chancellor.

NOTE: In case the Research Scholar does not submit the Thesis within three months from the date of submission of the extended abstract, the panel may be reconstituted at the discretion of the Vice Chancellor.

17.3 Thesis Processing



- (i) The Research Scholar shall be required to submit anti-plagiarism undertaking on a Rs.10 non-judicial stamp paper.
- (ii) The candidate shall submit a certificate of plagiarism (countersigned by his/her supervisor(s)) for ensuring originality of the submitted Thesis contents.
- (iii) If any text strings/figures/tables are found to be copied or dubious without proper acknowledgement of the source, the Thesis has to be returned for appropriate revision before submitting the hard copies to COE.

18 ADJUDICATION OF THE THESIS

- 18.1 The Thesis shall be evaluated independently by **three** external examiners (**two** from India preferably from IIM's/IIT's/IISc/Central Universities/other renowned institutions and **one** from abroad) as well as Supervisor(s).
- 18.2 The external examiners for PhD Thesis defence shall be selected by the Vice Chancellor normally all from the panel duly recommended by DRC. They must have expertise in the subject area.
- 18.3 The examiners are required to submit their reports covering the following details:
- (a) Main features of research work.
 - (b) Detailed report with critical evaluation.
 - (c) Their definite recommendations for selecting one of the following options:
 - i. The Thesis attains the standard required for the award of the PhD degree.
 - ii. The Thesis requires minor revision which may be incorporated as suggested by the examiner but requires no further review.
 - iii. The Thesis requires major revision and re-submission for re-evaluation by the concerned examiner.
 - iv. The Thesis is rejected.
- 18.4 If any examiner reports major revision with adverse recommendations/suggestions for modification, the report shall be forwarded to Research Scholar and his/her Supervisors. The Research Scholar would be expected to submit his/her response, which in turn would be forwarded to the concerned external examiner. The final reports now received from the reviewing examiners would be again considered along with earlier recommendations of other examiners for final decision regarding holding of Viva-Voce examination.

19 REVISION AND RESUBMISSION OF THESIS

- 19.1 If only **one** examiner rejects the Thesis, the negative observations made by the examiner shall be forwarded to the Supervisor(s) and also to the Research Scholar for their justification/clarification. After receiving their

justification/clarification, the Viva-Voce examination may be conducted as per the discretion of the Vice Chancellor.

19.2 If **two or more** examiners reject the Thesis, the Research Scholar shall be required to revise and re-submit his/her Thesis normally after **one** year, which then will be sent for evaluation again preferably to the same examiners. The Vice Chancellor may use his discretion to change the external examiner as may be deemed fit. If the Thesis is now accepted by the examiners with no more than one descent, it will be accepted for holding the Viva-Voce examination.

19.3 The Thesis shall be summarily rejected if two or more examiners reject the Thesis again.

19.4 Research work that has been rejected may be resubmitted after revision within **12 to 18** months.

20 VIVA-VOCE EXAMINATION

Panel for Thesis Viva-Voce Examination

Separate panel shall be constituted for each faculty/ department.

1	Dean R&C	Chairman
2	Director/ Dean/ HOD/ Professor/Associate Professor of concerned Faculty/ Department	Member
3	One external examiner from within India who has evaluated the Thesis	Member
4	Supervisor (Internal Examiner)	Member
5	Co- Supervisor (if any)	Member
6	One faculty member, preferably Professor/Associate Professor in relevant/ related area)	Member

20.1 The Controller of Examination will schedule the Viva-Voce examination in consultation with the above panel of examiners.

20.2 The Viva-Voce examination shall be open to faculty and students as observers and for possible queries at discretion of the Chairman.

20.3 The report of Viva-Voce examination duly signed by all panel members should be forwarded to the COE with recommendation for the Research Scholar's work as "**SATISFACTORY OR UNSATISFACTORY**".

20.4 If the Viva-Voce examination panel reports "**UNSATISFACTORY**", the Research Scholar shall reappear for the Viva-Voce Examination after three months. The Research Scholar shall be recommended for award of PhD only after his/her work is found to be satisfactory.

21 AWARD OF DEGREE

The Research Scholars shall be declared eligible for the award of degree of Doctor of Philosophy in their respective disciplines only after completion of

the course work with minimum CGPA of **6.5** and earning of satisfactory grade ‘S’ in their Thesis Viva-Voce examination.

22 DEPOSITORY WITH UGC

On successful completion of the evaluation process and announcement of the award of PhD, the COE shall submit a soft copy of the PhD Thesis to UGC within a period of 30 days, for hosting in INFLIBNET, an open source data base accessible to all Institutions/universities.

23 The University reserves the right to alter the Ordinances from time to time as and when necessary.

24 In case of any doubt or ambiguity in the interpretation of the above or the aspects not covered here, the decision of the Vice Chancellor shall be final.

ANNEXURES

Annexure I Application for the change of Supervisor(s)

Annexure II Application for change of Title/Topic

Annexure III Cover Page Template

Annexure IV Undertaking by Research Scholars

Annexure V Supervisor’s Certificate

Annexure VI Co- Supervisor’s Certificate.

DIT UNIVERSITY, DEHRADUN

APPLICATION FOR CHANGE OF SUPERVISOR/CO-SUPERVISOR

1. Name of the Research Scholar _____
2. Address _____
3. Date of the Programme _____
4. Date of admission _____
5. Name of existing Supervisor with designation and address* _____
7. Name of the new Supervisor or Co-Supervisor with designation and address _____

(Bio-data of New Supervisor (s) with relevant documents to be enclosed)

I hereby accept to work under the new Supervisor / Co-Supervisor and I understand that any further request for change of Supervisor / Co-Supervisor will not be permitted by the University.

Signature:

Name:

(Research Scholar)

I have No Objection for change of Supervisor

Signature of existing Supervisor

I accept to act as Supervisor

Signature of New Supervisor

I have No Objection for change of Co-Supervisor

Signature with existing Co-Supervisor

I accept to act as Co-Supervisor

Signature of existing Co-Supervisor

Remarks by RDC:

Signature of Chairman RDC

DIT UNIVERSITY, DEHRADUN

APPLICATION FOR CHANGE OF TITLE/ TOPIC

1. Name of the Research Scholar _____
2. Address _____
Admission/ Registration No. _____
3. Name of the Program _____
4. Date of admission _____
5. Date of research registration _____
6. Name of Supervisor with _____
designation and Address _____
7. Name of the Co-Supervisor with _____
designation and Address (if any) _____
8. Title of the approved research _____
Topic _____
9. Progress of Research work completed _____
10. Title of new research topic _____

I hereby understand that any further change of research Title/ Topic will not be permitted by the University.

Signature:

Name:

(Research Scholar)

Signature*:

Signature*:

Name:

(Co- Supervisor)

Name:

(Supervisor)

Remarks by RDC:

A Thesis

on

TOPIC

Submitted for the award of Degree of

DOCTOR OF PHILOSOPHY

in

Name of the Discipline

Submitted By

Name of Research Scholar

Under the Supervision of

Name of the Supervisor(s)

(with Designation and affiliation)



DIT UNIVERSITY, DEHRADUN, INDIA

Month & Year

(of Thesis submission)

DIT UNIVERSITY, DEHRADUN

UNDERTAKING

This is to certify that the Thesis entitled “.....” in partial fulfillment of the requirement for the award of the **Degree of Doctor of Philosophy (Ph.D.)** in....., submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work I have carried out. The matter embodied in this Thesis has not been submitted for the award of any other degree/diploma elsewhere.

The assistance and help received during the course of this investigation have been acknowledged.

Signature:

**Name:
(Research Scholar)**

Roll No:

Date:

Place: Dehradun

DIT UNIVERSITY, DEHRADUN

CERTIFICATE

This is to certify that the Thesis entitled “.....” in partial fulfillment of the requirement for the award of the **Degree of Doctor of Philosophy (Ph.D.)** in....., submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work carried out by Mr./Ms.....Roll No.....under my supervision and guidance. The matter embodied in this Thesis has not been submitted for the award of any other degree/diploma elsewhere.

The assistance and help received during the course of this investigation have been acknowledged.

Signature:

Name:
(Supervisor)

Date:

Place: Dehradun

DIT UNIVERSITY, DEHRADUN

CERTIFICATE

This is to certify that the Thesis entitled “.....”
in partial fulfillment of the requirement for the award of the **Degree of Doctor of
Philosophy(Ph.D.)** in....., submitted to **DIT University,
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work carried out by Mr./Ms.....Roll
No.....under my supervision and guidance. The matter embodied
in this Thesis has not been submitted for the award of any other degree/diploma
elsewhere.

*The assistance and help received during the course of this investigation have
been acknowledged.*

Signature:

**Name:
(Co-Supervisor)**

Date:

Place: Dehradun