



MIT-ADT
UNIVERSITY
PUNE, INDIA
A leap towards World Class Education

MIT Art, Design & Technology University, Pune



ACADEMIC ORDINANCES - 2021



**MIT ART, DESIGN AND TECHNOLOGY
UNIVERSITY, PUNE**

Rajbaug, Loni Kalbhor, Pune 412201, India

(Established by Government of Maharashtra vide MIT Art,
Design and Technology University Act, 2015 (Maharashtra Act
No. XXXIX of 2015))

Academic Ordinances - 2021

(August 2021)
(with effect from 2021-22)

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Academic Ordinances, 2021

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and Statutes of the University, the Academic Council hereby makes the following amendments in the Ordinances, namely;

CHAPTER I PRELIMINARY

O.101. Short Title and Commencement

- (1) These Ordinances shall be called the Academic Ordinances (Amended), 2016
- (2) These Academic Ordinances shall apply to all the programmes run by the university school / college / institution / department and stakeholders associated with academic activities including teachers, students, academic officers, and collaborating organisations
- (3) In these Ordinances, unless the context otherwise requires –
 - a) They shall come into force from the Academic Session 2021-22.
- (4) The Academic Ordinances that are common to all Degree and Post Graduate Diploma Programmes of the University are presented here.
- (5) *Additional specific Ordinances, if any, pertaining to criteria prescribed by Regulatory Bodies for a particular Degree or Post Graduate Diploma Program that are presented in the concerned Program Curriculum shall be adhered to.*

O.102. Definitions

- (1) “AAB” means, the Academic Appeals Board;
- (2) “Academic Calendar” means the schedule of the university for the academic year, giving details of all academic and administrative events as approved by the Academic Council;
- (3) “Academic Council” means the Academic Council of the University;
- (4) “Academic Office” means the Academic Office of the University;
- (5) “BOS” means the Board of Studies of a particular Department/Programme of the University;
- (6) “Choice Based Credit System (CBCS)” means a mode of learning in higher education which facilitates a student to have some freedom in selecting his/her own choices, across various disciplines for completing a UG / PG programme;
- (7) “COE” means the Controller of Examinations of the University;
- (8) “Clause” means duly numbered Clauses of these Ordinances; “Course” is a unit of specified credits in a formal programme. It further means, a specific subject usually identified by its course-number and course-title, and syllabus/course-description, a set of references, taught by teacher(s)/course-instructor(s) to a specific class (group

- of students) during a specific academic-session/semester
- (9) “Course Instructor” means, the teacher/faculty member or the course instructor of a course;
- (10) “Credits” means a credit system which is a systematic way of describing an educational programme by attaching credits to its components;
- (11) “DUGC” means, the Departmental Under Graduate Committee;
- (12) “DPGC” means, the Departmental Post Graduate Committee;
- (13) “DRPC” means, Doctoral Research Programme Committee;
- (14) “Degree Programme” means all UG and PG Programmes;
- (15) “Department” means the Department / School / Institute offering the concerned Degree / Diploma programmes;
- (16) “Extension Activities” means the aspect of education, which emphasizes neighbourhood services. These are often integrated with curricula as extended opportunities intended to help, serve and learn;
- (17) “HOD” means the Head of the Department concerned;
- (18) “HoI” means Head of the Institute
- (19) “Institute”/ “Schools” means a constituent unit of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;

- (20)** “IQAC” means formal ‘Internal Quality Assurance Cell’ established in the university as a quality sustenance measure;
- (21)** “MOU” means the Memorandum of Understanding;
- (22)** “Parent Department” means, the department that offers the degree programme that a student undergoes;
- (23)** “Programme” means a range of learning experiences offered to students in a formal manner over a period of stipulated time leading to certificates/ diplomas/ degrees. Examples: B.Tech. Computer Science and Engineering, B.Tech. in Civil Engineering, B.Des. Graphic Design, B.Ed. Bachelor of Education, B.P.A. Music, etc.
- (24)** “Programme Options” means a range of courses offered to students to choose at various levels leading to degrees/ diplomas/ certificates;
- (25)** “University” means MIT Art, Design and Technology University, Pune.

CHAPTER II ACADEMIC CALENDAR

O.103.

- (1) The academic activities of the University are regulated by the Academic Calendar approved by the Academic Council, and released at the beginning of each academic year. The Academic Calendar shall be prepared by the Dean of faculty, approved by the Academic Council, and announced at least one month before the commencement of each academic year. It is mandatory for students and faculty to strictly adhere to the academic calendar for completion of academic activities. The Academic Calendar covering all the ‘academic activities’ shall be displayed on the university website www.mituniversity.edu.in

CHAPTER III SEMESTER PATTERN

O.104.

- (1) The university follows a Semester/Annual pattern based on Choice Based Credit System.
- (2) There are two regular semesters in a year, each of approximately 18-20 weeks duration, including examinations, evaluation and grade finalization. The Semester that typically begins in Mid- July/Early-August to Mid-November/Early-December is called the *ODD SEMESTER*, and the one that begins in Late-December/Early-January to End-May is called the *EVEN SEMESTER*.

- (3) During the summer break, i.e., (End-May to Early-July), there may be an additional academic term for summer courses, known as the *SUMMER TERM*.

CHAPTER IV PROGRAMMES

O.105.

- (1) MITADT University shall offer various '*programme options*' leading to degrees/ diplomas/ certificates in the 'Art', 'Design', 'Technology' and allied areas of Higher Education.
- (2) The university shall include 'Choice based credit-courses; the details of 'Choice Based Credit System' are given in the clause No.O.112 below. List of programmes, offered by the University shall be provided in the Prospectus / Brochure of the university / school / institute / college / department and shall be displayed on the University website.

O.106.

- (1) **VARIOUS PROGRAMMES:** University shall offer wide range of 'programme options' and 'courses' that are in tune with the evolving 'global', 'national' and 'regional trend' relevant to the 'local needs', in 'Art', 'Design', 'Technology' and allied areas of Higher Education. It shall also cater to the need of holistic development of students. The multi-disciplinary combination shall create opportunities for individual employment.

- (a) The University shall offer various programmes like ‘Certificate’, ‘Diploma’, ‘UG’, ‘UG by Research’, ‘PG’, ‘PG by Research’, ‘Integrated Programmes’, ‘Doctoral Research Programmes’
- (b) The University shall offer its programmes through Constituents units like ‘Schools’ / ‘Institutes’ / ‘Colleges’ / ‘Departments’ located on its campus.
- (c) The University shall also offer ‘online programmes’ depending on the demand and need of the stakeholders.

O.107.

- (1) MEDIUM OF INSTRUCTION: English or any other language as per the requirement of the course shall be the medium of instruction and examinations, which would be proposed by Board of Studies and approved by Vice Chancellor, Academic Council and Governing Body of the University.

O.108.

- (1) CREDITS REQUIRED FOR THE PROGRAMME AS PER THE GUIDELINES OF REGULATORY AUTHORITIES

- (a) The university shall follow the attributes devised by the UGC for its various programmes.
- (b) The standards of ‘minimum requirement’ for a ‘Degree’ within the limitations of ‘Choice Based Credit System’ norms (CBCS norms), stipulated by the UGC, AICTE, NCTE, DG Shipping, CoA, etc, shall be

followed by the university.

- (c) 'Total number of credits required' for the programme as per the guidelines of the regulatory authority shall be as given below.

O.109.

- (1) **MINIMUM CREDITS REQUIRED FOR COMPLETION OF THE PROGRAMME:** Depending on the programme, the minimum credits required for award of a Degree shall be as approved by Academic Council and regulatory bodies wherever applicable.

O.110.

- (1) **ADDITIONAL CREDITS (MINOR/MAJOR/HONORS, etc.):** Each programme prescribes 'minimum credits' that qualify a student for the award of the 'Degree' in a particular faculty. Students who are identified as 'Advanced Learner' shall be provided the opportunity of earning additional credits than prescribed for the programme.
- (2) The programme may also prescribe a Major / Minor / Honors. This will be an additional credential a student may earn if he/she opts for the credits extra up to maximum 20.
- (3) **MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAMME:** The maximum duration for completing the programme means passing all the prescribed examinations of the programme to become eligible for the degree.

(4) The Maximum duration for the completion of a programme, shall be as detailed below:

Normal Duration (yrs)	Maximum Duration (yrs)
1	2
2	4
3	5
4	7
5	8
6	9

- (a)** The enrolment of the student, who fails to complete the requirements θ for the award of a degree/diploma/certificate in the prescribed duration, shall stand cancelled and no degree/ diploma shall be awarded.
- (b)** The time taken to improve the Grades/CGPA shall be counted in ‘Maximum Duration’ allowed for completion of a programme.
- (c)** In respect of student(s) who discontinued the programme for a valid reason (with the prior-permission of HoI of the school concerned) and is re-admitted to the programme by the School, the period for which such student had discontinued shall not be counted while calculating the maximum period prescribed in clause O110(5).

CHAPTER V

CHOICE BASED CREDIT SYSTEM (CBCS)

O.111.

- (1) **CBCS:** The University shall offer CBCS in all its programmes, gradually.
- (2) The choice based credit system shall offer opportunities and avenues to learn core courses. It will also explore additional avenues of learning beyond the core courses.

O.112.

- (1) **COURSE CREDIT STRUCTURE:** Course credit structure shall be recommended by the Board of Studies.
- (2) This Credit Structure is used to define various types of courses to provide for the appropriate pedagogy and methods of evaluation. The flexibility required to accomplish the course learning objectives and outcomes is provided for, while retaining a common framework for Credit allocation. More importantly, it is necessary to have a transparent, credible and robust system for planning, delivery and evaluation of each course of the diverse study programmes of the University.
- (3) **Course Components (L-T-P):** A course of study may have only lecture (L) component or only practical/practice (P) component or combination of any two or all the three components. The third component shall be Tutorial (T) component.

- (4) For certain programmes, one more component of projects shall be added in L-T-P model making it L-T-P-N where 'N' is the total number of credits assigned for a project course.
- (5) Tutorial Session shall consist of participatory discussion/desk work/ problem solving/ brief seminar on a topic or any such other novel method that makes learners absorb and assimilate more effectively the contents delivered in a lecture session.
- (6) Credit-Workload: Credits will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work to complete the course in a single semester.
 - (a) For the purpose of computation of work-load the following mechanism shall be adopted:
 - (i) One Clock hour of direct teaching per week = 1 credit
 - (ii) Tutorial period of one clock hour duration per week = 1 Credit
 - (iii) Two hours of lab work/field work/project/practice session work per week = 1 credit
- (7) The entire CBCS structure shall be displayed on the university website with specific mention of options within the subject, outside the subject available to students.
- (8) The DUGC/DPGC/ shall approve and announce the Course/Session Plan for all Courses on offer in the particular academic semester with the details of the Evaluation Scheme, including the distribution of the

Weightage for each of the components of evaluation.

O.113.

- (1) Courses: All the Under Graduate degree, Post-Graduate and Research programmes offered by the University shall be under CBCS pattern and their academic requirements shall be spelt out by the various 'Courses' with number of course credits.
- (2) The above Weightage for core credits, discipline specific credits and optional credits, is indicative and will have flexibility. Individual BoS may vary this proportion and will finalize it according to the need of the programme.
- (3) The programme-wise list of 'Core Courses/Credits', 'Discipline Specific Electives/Courses', 'Optional Electives' and 'Non-Credit Courses' or 'Audit Courses', University Compulsory Courses (UCC) and University Common Electives (UCE) shall be made available in the school and displayed on the university website.

O.114.

- (1) TRANSFER OF CREDITS/CREDIT EXCHANGE: The courses credited elsewhere, in Indian or foreign Universities/Institutions/Colleges by students during their study period at the University may count towards the credit requirements for the award of degree. The credits transferred will reduce the number of courses to be registered by the student at the University. The guidelines for such transfer of credits are as follows:

- (a)** Students can earn external credits from Institutions of National Importance ./ Organizations / Laboratories / Industries and other Indian or foreign Universities/Institutes/Colleges with which the University has an MOU (and that MOU must have a specific clause for provision of credit transfer by students).
- (b)** Credits transferred will not be used for SGPA/CGPA computations. However, equivalent credits transferred will be considered for overall credits requirements of the programme.
- (c)** Credits transfer can be considered only for the course at same level, i.e., UG, PG, Ph.D. etc.
- (d)** A student must provide all details (original or attested authentic copies) such as course contents, number of contact hours, course instructor /project guide and evaluation system for the course for which he/she is requesting a credits transfer. He/she shall also provide the approval or acceptance letter from the other side. These details will be evaluated by the departmental academic bodies (DUGC or DPGC or DRPC) concerned before giving approval. These academic bodies will then decide the number of equivalent credits the student will get for such course(s) in the University. The complete details will then be forwarded to the Dean concerned for approval.

- (e) The maximum number of credits that can be transferred by a student shall be limited to-
- (i) 25% of the total number of credits for that programme in case of semester exchange / study abroad students
 - (ii) 25% of the total number of credits for that programme in case of lateral entry students
 - (iii) 50% of the total number of credits for that programme in case of twinning programmes or progression agreements
- (f) Credit Transfer shall be allowed for Online Courses as approved by the BoS concerned.

O.115.

- (1) **DROPPING OF A SEMESTER:** The student shall be provided with an option of 'Dropping a Semester'. Student(s) interested to drop out one semester shall have to seek prior permission of DUGC or DPGC. The student may opt for semester drop, on genuine grounds.

O.116.

- (1) **CHANGE OF PROGRAMME:** Student shall be permitted to change the programme as per his or her interest. The change of programme shall be permitted in the first year of the academic tenure only (i.e. up to completing two semesters and before the start of the third semester). All requests for change of programme shall be effected only at the end of the first semester and second semester. This

facility shall be available only for intra-university transfer.

- (2) The number of credits earned may be transferred and shall be considered for the award of the degree, on approval by the parent department where student is taking admission. The candidate will be allowed to join the second year directly only when 80% of the courses in the first year match with each other or else the candidate will have to start from the first year with an exemption for the courses that he / she has already completed.
- (3) **REJOINING A PROGRAMME:** A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the Ordinances, courses of study, syllabi and the University fee structure in force at the time of his/her re-joining the programme.

O.117.

- (1) **EXTENSION ACTIVITIES:** Extension activities shall be integrated with curricula as extended opportunities, intended to help, serve, reflect and learn. This curriculum-extension interface will have an educational value and students can earn points by participating in these extension activities.
- (2) The University will make all efforts to develop sensitivities towards community issues, gender disparities, social inequity etc. and in inculcating values and commitment to society.

O.118.

- (1) SEMESTER REGISTRATION:** The University follows a specialized credit based semester system, therefore registration at the beginning of each semester on the prescribed dates announced in the Academic Calendar, is mandatory for every student till she/he completes her/his programme.
- (2)** Semester Registration is the sole responsibility of the student. Without registration, any academic activity (course / seminar / practical / term project /etc.) undergone by a student will not be counted towards the requirements of her/his degree.
- (3)** On joining the University, each student is assigned to a Faculty Mentor to counsel the student on matters related to the registration process.
- (4)** Every student after consulting her/his Faculty Mentor is required to register for the approved courses of the Parent Department at the commencement of each semester on the days fixed for such registration as notified in the Academic Calendar.
- (5)** Semester Registration thereafter may be done with late fee as decided/notified from time to time. Further, no relaxation will be given on attendance requirement for late registration on any account.
- (6)** If a student does not register in a particular semester without prior permission of the respective

DUGC/DPGC/DRPC, her/his studentship is liable to be cancelled.

- (7) Students are not permitted to re-register for course(s), which they have already passed, except under the provision of **Clause 'O.124 (1)**.
- (8) A student will be permitted to register in the next semester only if all the following conditions are fulfilled:
 - (a) Satisfies all the academic requirements to continue with the Programme of Studies without termination;
 - (b) Paid all specified fees of the University as per the University Fee Policy and payment schedule;
 - (c) Cleared all the University, dues (if any);
 - (d) Has not been debarred from registering on any specific ground by the University.
- (9) Lower and Upper Limits for Course Credits Registered in a Semester: A regular student of a particular degree programme shall register for the appropriate number of course credits in each semester/session, which is within the minimum and maximum limits specific to that degree programme.
- (10) Mandatory Pre-Registration for higher semesters:
 - (a) In order to facilitate proper planning of the academic activities of a semester, it is essential for the students to declare their intent to register for an elective course well in advance, before the actual start of the academic session, through the process of Pre-Registration,

which is mandatory for all students of second or higher semesters.

- (b) All students (other than the freshly admitted students) intending to register for the next higher semester are required to have completed the Mandatory Pre-Registration of elective courses, at least TWO weeks before the last day of classes in the current semester. To facilitate this Pre-Registration all teaching departments shall announce the list of courses to be offered for the next higher semester, at least FOUR weeks before the last day of classes in the current semester.

O.119.

- (1) **FACULTY MENTOR:** The Faculty Mentor(s) will be appointed by the Head of the parent Department/School, who will be assigned a specific group (batch of new admissions) of students of the parent department concerned, and will be valid throughout their duration of study.
- (2) **Functions:**
 - (a) To help the students in planning their courses and related activities during their study period.
 - (b) To monitor, guide, advice and counsel the students on all academic matters.
 - (c) To coordinate the activities regarding mandatory learning course.

CHAPTER VI ATTENDANCE REQUIREMENTS

O.120.

- (1) In order to maintain high standards and academic excellence, all students must attend every lecture, tutorial, studio, field work, laboratory, practical classes and all other such curricular sessions as prescribed by the Programme requirements.
- (2) To account for approved leave of absence (for instance, representing the University in State/National/International Competitions/Events/Conferences, etc.) and/or other contingencies like medical emergencies, the attendance requirement shall be a minimum of 75% of the classes actually conducted.
- (3) However, where higher (than 75%) attendance requirements are prescribed by Regulatory Bodies (like DG Shipping, COA, etc.) for specific Programmes, the same will be mandatorily adhered to without exception.
- (4) A student with less than 75% attendance, or falls short of the mandatory requirement as referred to in **Clause ‘O.120 (3)’ above**, in a course during a semester, in all curricular sessions as described in **Clause ‘O.120 (1)’** taken together as applicable, and irrespective of nature of absence, will not be permitted to appear in the End Semester Final Examinations of the course in which the shortfall exists. The student shall be awarded ‘FR’ grade in that course.
- (5) The attendance records will be announced/displayed periodically to sufficiently warn the students who are falling short of attendance.
- (6) The final attendance records for the entire semester will be displayed by the respective faculty/course instructor handling a course, with the approval of the HOD, at least

two calendar days before the last day of classes in the current semester, or on the date as mentioned in the Academic Calendar.

O.121.

- (1) **ACADEMIC PERFORMANCE EVALUATION AND GRADING SYSTEM:** The University follows a Letter Grading System. Semester-wise academic performance evaluation of every registered student is done through various modes of assessments. Based on the combined performance in all assessments, the student is awarded a letter grade in every course taken by him/her in a particular semester as per the curriculum. These letter grades not only indicate a qualitative assessment of the student's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point are given in

Table 1.

<i>Table 1. Letter Grades with Grade Points and Brief Description</i>		
Letter Grade	Grade Point	Brief Description
A ⁺	10	Outstanding Performance
A	9	Excellent
B ⁺	8	Very Good
B	7	Good
C ⁺	6	Above Average
C	5	Average Performance
D	4	Minimum for Pass
F	0	Fail, due to Poor Performance or unfair means

FR	0	Fail, due to shortage of Attendance
S	–	Satisfactory
U	–	Not-satisfactory
I	–	Incomplete

- (a) The Academic Performance Evaluation of a student in a course shall be according to a Letter Grading System based on the class performance distribution.
- (b) The Letter Grade (A⁺, A, B⁺, B, C⁺, C, D, F, and FR) indicates the level of academic performance, assessed on a decimal (0-10) scale.
- (c) Earned Credits: This refers to the credits assigned to the course in which a student has obtained either ‘S’ grade, or any one of the letter grades ‘A⁺’, ‘A’, ‘B⁺’, ‘B’, ‘C⁺’, ‘C’, ‘D’ (but not ‘F’, ‘FR’, and ‘U’).

O.122.

(1) DESCRIPTION OF GRADES

- (a) An ‘A⁺’ grade stands for outstanding achievement, relative to the class. The Course Instructor shall take utmost care in awarding of this highest letter grade.
- (b) A ‘D’ grade stands for marginal performance and is the minimum passing letter grade.
- (c) ‘F’ and ‘FR’ Grades: The ‘F’ grade denotes failure in

a course due to very poor performance or unfair means. The Course Instructor shall take utmost care in declaring a student as failed in the course. 'FR' grade denotes failure in a course due to shortage of attendance, as per the minimum attendance requirement criteria prescribed in **Clause 'O.120'**.

- (d) The students who have been awarded 'F' grade in a course in any semester may be allowed to appear for a Make-Up / Backlog Examination (refer to Clause 14.0). All the 'F' (other than the courses for which an improved grade is obtained by the student in the make-up examinations) and 'FR' grades secured in any course stay permanently on the grade card.

- (e) A student who obtains 'FR' grade in any course has to necessarily re-register for the course in the subsequent semesters/sessions whenever the course is offered until a passing grade is obtained. However, for an elective course in which 'F' or 'FR' grade has been obtained, the student may either repeat the same course, or register for any other elective course as specified in the Programme Curriculum.

- (f) The student does not earn credits for the Audited course.

- (g) S and U Grades: These grades are awarded for the University Mandatory Learning Courses (excluding UCC and UCE). The 'S' grade denotes satisfactory performance and completion of a course. The

requirements for receiving 'S' grade for the University Learning Courses, will be clearly stated in the course/session plan.

- (h) The 'U' grade is awarded for non-completion of course requirements and the student will have to re-register for the course until he/she obtains the 'S' grade. The 'U' grade secured in a course stays permanently on the Grade Card.
- (i) I (Incomplete): An 'I' is not a grade but a placeholder which denotes incomplete performance in any course due to absence at the end semester examination due to medical grounds and gets converted to an appropriate regular letter grade after the semester end make-up examination / backlog.

O.123.

- (1) **EVALUATION OF PERFORMANCE:** The overall performance of a student will be measured by two indices: SGPA which is the Semester Grade Point Average and CGPA which is the Cumulative Grade Point Average.
- (2) The performance of a student in a semester is indicated by a number Semester Grade Point Average. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.
- (3) SGPA for a semester is computed as follows:

[\sum (Course credits) x (Grade Point)] for all courses with letter grades (with grade points), including 'F' and 'FR' (in that semester).

SGPA =
[\sum (Course credits)] for all courses with letter grades (with grade points), including 'F' and 'FR' (in that semester).

- (4) The Cumulative Grade Point Average indicates overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as SGPA, considering all the courses. CGPA is computed as follows:

[\sum (Course credits) x (Grade Point)] for all courses with letter grades (with grade points), including all 'F' and 'FR' grades.

CGPA =
[\sum (Course credits)*] for all courses with letter grades (with grade points), including all 'F' and 'FR' grades.

- * Whenever a student reappears for a course in which he / she has been awarded 'F' or 'FR' grade, the CGPA computations will not once again include the course credits for the failed courses in the denominator.

- (a) The SGPA and CGPA are calculated to TWO DECIMAL PLACES

O.124.

- (1) **SUMMER TERM:** The Summer Term is a special provision to enable students who have failed in courses, or have secured low grades, in the previous semesters to repeat the course(s), on offer, at an accelerated pace, but with same rigor and completeness of the Course Plan and Evaluation Scheme for the Course as prescribed in the concerned Programme Ordinances Curriculum. The total number of contact hours for the courses remains the same as that

during the regular semesters, and therefore the courses run at accelerated pace. Extra classes will be conducted during the Summer Term to provide for the time required to complete the coursework. The evaluation and grading patterns also remain the same as during the regular semesters.

- (2) Registrations for a Summer Term, may be made open to students of some Departments/Institutes and scheduled as per the Academic Calendar.
- (3) The Departments/Institutes will announce the Courses on offer for Registration on the prescribed dates. The student cannot request for a specific course to be offered.
- (4) Students have to register for the course(s), subject to conditions mentioned in following clauses, and on payment of prescribed fee per course.
- (5) A student can register for Courses up to maximum of 12 credits.
- (6) The students, who are registering for Summer Term must submit a completed Summer Term Registration Card, checked and verified by the office of COE and HOD / HOI concerned, to the Academic Office of the University. The Registration Card will contain the list of failed and/or lower graded course(s) for which the student is registering.
- (7) Only those students who fulfil the following conditions will be permitted to register for the Summer Term:
 - (a) Have paid all required fees and other charges including hostel charges, where applicable, for the

Summer Term,

- (b) Have cleared all the University fees and Hostel dues of previous semester(s) /year(s), and
 - (c) Have not been debarred from getting registered for a specified period on disciplinary or other grounds.
- (8) Attendance requirements as prescribed in **Clause ‘O.120’** and its sub-clauses, are applicable to the students registering for course(s) in the Summer Term.

CHAPTER VII DEPARTMENTAL UNDERGRADUATE COMMITTEE (DUGC)

O.125.

- (1) “Department” refers to the School/Institute/Department offering UG Programmes (BA, B.Sc., B.Arch., B.Des, B.Tech, BFA, BPA ...)

(2) Constitution:

Members	Designation	Remarks
Chairman	Head of School/Institute	Ex Officio
Members (Four) from within the School/Institute	Two Faculty Members representation from Senior Profs/Senior Faculty and Two Assistant Professors	Appointed by Chairman
Member (One)	Senior Faculty member from another School/ Institute of the University	Nominated by Dean(Academic)
Member Secretary	Faculty member from the School/Institute	Appointed by the Chairman
All Members to have a tenure on Three Years		

- (3) There shall be one DUGC for every School/Department/Institute that is involved in teaching

UG Degree Programmes.

- (4)** The Chairman may co-opt and/or invite more members, if necessary.
- (5)** The quorum for each meeting shall be five.
- (6)** Functions:
 - (a)** To monitor the conduct of all UG Programmes of the Department/School/Institute.
 - (b)** To ensure academic standard and excellence of the UG Programmes offered by the Department.
 - (c)** To consolidate the Registration List of the students and communicate to Course Instructors, and also to the Academic Section and Examination Office.
 - (d)** To review and approve the Course Plan (Session Plan) submitted by the Faculty/ Course Instructor for each Course and forward the collated Course Plans of each Programme to the Dean (Academic).
 - (e)** In cases where a course is taught by more than one faculty member, or by different faculty members for different sections of students, DUGC shall co-ordinate (only in case of need) among all such faculty members regarding the Course Plan and evaluation of such courses.
 - (f)** To develop/revise the curriculum for undergraduate courses offered by the Department, and recommend the same to the BOS.
 - (g)** Moderation (only if and when found necessary) in consultation with the Course Instructor, and approval of the finalized grades, before submission of the same to the Academic Section and Examination Office.
 - (h)** To arrange to obtain the Student Feedback for every

Courses at the end of each Semester, and to submit the consolidated report of such feedback to the Head of Department/School and a copy of the same to the Dean (Academic).

- (i) To conduct at least two meetings each semester and send the Resolutions of the Meeting to the Dean (Academic), and also to maintain a record of the same in the Department.
- (j) Any other responsibility or function assigned by the Chairman of BoS and/or Dean (Academic).

CHAPTER VIII
DEPARTMENTAL POST GRADUATE
COMMITTEE (DPGC)

O.126.

(1) “Department” refers to the School/Institute/Department offering PG Programmes (MA, M.Sc., MBA, M.Tech, M.Des, M.Arch, MFA, MPA, etc. and, all PG Diploma Programmes)

(2) Constitution:

Members	Designation	Remarks
Chairman	Head of School/Institute	Ex Officio
Members (Four) from Within the School/Institute	Two Faculty Members representation from Senior Profs/Senior Faculty and Two Assistant Professors	Appointed by Chairman
Member (One)	Senior Faculty member from another School/Institute of the	Nominated by Dean

	University	(Academic)
Member Secretary	Faculty member form the School/Institute	Appointed by the Chairman
All Members to have a tenure on Three Years		

- (3) There shall be one DPGC for every School/Department/Institute that is involved in teaching PG Degree Programmes and PG Diploma Programmes.
- (4) The Chairman may co-opt and/or invite more members, if necessary.
- (5) The quorum for each meeting shall be five.
- (6) Functions:
- (a) To monitor the conduct of all PG Programmes of the Department.
 - (b) To ensure academic standard and excellence of the PG Programmes offered by the Department.
 - (c) To review and approve the Course Plan (Session Plan) submitted by the Faculty/ Course Instructor for each Course and forward the collated Course Plans of each Programme to the Dean (Academic).
 - (d) In cases where a course is taught by more than one faculty member, or by different faculty members for different sections of students, DPGC shall co-ordinate (only in case of need) among all such faculty members regarding the Course Plan and evaluation of such courses.
 - (e) To assign/approve Project Guide(s) for each student for the Major Project Work/Dissertation

Work/Internship Programmes and to constitute the committee(s) and processes to evaluate the Major Project Work/Dissertation Work/Internship Programmes

- (f) To develop/revise the curriculum for postgraduate courses offered by the Department, and recommend the same to the BOS.
- (g) Moderation (only if and when found necessary) in consultation with the Course Instructor, and approval of the finalized grades, before submission of the same to the Academic Section and Examination Office.
- (h) To consolidate the Registration List of the students and communicate to Course Instructors, and also to the Academic Section and Examination Office.
- (i) To arrange to obtain the Student Feedback for every Courses at the end of each Semester, and to submit the consolidated report of such feedback to the Head of Department/School and a copy of the same to the Dean (Academic).
- (j) To conduct at least two meetings each semester and send the Resolutions of the Meeting to the Dean (Academic), and also to maintain a record of the same in the Department.
- (k) Any other responsibility or function assigned by the Chairman of BoS and/or Dean (Academic).

CHAPTER IX

ACADEMIC APPEALS BOARD (AAB)

O.127.

(1) There shall be one *AAB* for every School/Institute.

(2) Constitution:

Members	Designation	Remarks
Chairman	Controller of Examinations	Ex Officio
Members (Three) from within the School/Institute	Three Faculty members, preferably, One Professor, One Associate Professor and One Assistant Professor	Nominated by the Head of the School/Institute
Member (One)	On Professor/ Senior Faculty member from another School/Institute of the University	Nominated by Dean (Academic)
Member Secretary	Faculty Advisor of the Class from where the Appeal originates	Appointed by Chairman
All Members to have a tenure on One Year		

Note:

- (a) The Chairman may co-opt and/or invite more members.
- (b) If the concerned faculty/course instructor is a member of *AAB*, then she/he shall keep herself/himself out of the *AAB* during deliberations.
- (c) The quorum for each meeting shall be four.

- (3) Functions:
- (a) To receive grievance/complaints in writing from the students regarding anomaly in award of grades due to erroneous tabulation, evaluation, etc. and redress the complaints.
 - (b) To interact with the concerned course instructor and the student separately before taking the decision.
 - (c) The decision and recommendations of the *AAB* shall be communicated to the Dean (Academic) for further appropriate action as required.

CHAPTER X

INTERNAL QUALITY ASSURANCE CELL (IQAC)

O.128.

- (1) The Quality Assurance Department shall develop and improve the academic and administrative performance of the university and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- (2) The functions of the IQAC will be as defined by the NAAC, any change in it shall be followed by IQAC
- (3) The composition of the IQAC shall be changed from time to time as per the guidelines of NAAC. The membership of such nominated members on IQAC shall be for a period of two years.
- (4) IQAC coordinator shall be changed after two or three years to bring new ideas and activities in the university.

(5) The IQAC shall meet at least once in every quarter. The quorum for the meeting shall be two- third of the total number of members.

(6) IQAC shall prepare Annual Quality Assurance Report.

O.129.

REQUIREMENTS FOR THE AWARD OF DEGREE / DIPLOMA

- (1)** A student shall be declared to be eligible for the award of the concerned degree/diploma if she/he has:
 - (a)** fulfilled the Minimum Credit Requirements for the award of the Degree/Diploma
 - (b)** secured of minimum CGPA of 4.5 in the concerned Program at the end of the Semester in which she/he completes all the requirements for the Degree/Diploma
 - (c)** no dues to the University, Departments, Hostels, Library, and any other such centers/departments of the University
 - (d)** no disciplinary action pending against her/him.

- (2)** The award of the degree must be recommended by the concerned Departmental/Program Academic Committee (DUGC/DPGC/DRPC) to the Academic Council, for approval and for further recommendation to the Governing Body.

(3) Award of Class:

The award of Class in all programs would be based on the CGPA in the concerned Program at the end of the Semester in which she/he completes all the requirements for the Degree/Diploma.

Classes will be awarded as per the following scale:

- (a) CGPA of 8.00 and above shall be declared as First Class with Distinction**
- (b) CGPA from 6.50 to 7.99 shall be declared as First Class**
- (c) CGPA of 5.00 to 6.49 shall be declared as Second Class**
- (d) CGPA of 4.50 to 4.99 shall be declared as Pass Class**

(4) Percentage Equivalence:

Though, under Letter Grading System, there is no absolute conversion of SGPA/CGPA into percentage of marks, the University shall, for purposes of comparison with other degree awarding Institutions / Universities, or, if required by any Regulatory Body, issue an 'Equivalence Scale for Conversion of SGPA/CGPA'. However, the equivalence certificate will be issued to a student only on specific request for the same.

CHAPTER XI

KNOWLEDGE RESOURCE CENTRE

O.130. Knowledge Resource Centre (KRC)

- (1) Director, Knowledge Resource Centre shall be a full-time salaried officer of the university and shall be in-charge of the Knowledge Resource Centre in the university. He shall work directly under the superintendence, direction and**

control of the Vice-Chancellor.

- (2) The qualifications, experience, emoluments and terms and conditions of service of the Director, Knowledge Resource Centre shall be as recommended by the University Grants Commission, in the case of university librarian and adopted by the State Government.
- (3) The appointment of the Director Knowledge Resource Centre shall be made by the Vice- Chancellor on the recommendation of the selection committee constituted for the purpose.
- (4) The Director Knowledge Resource Centre shall,

 - (a) Be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;
 - (b) Be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Centre;
 - (c) Evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Centre;
 - (d) Cause periodical verification of stock, prepare appropriate report that includes losses, and place it

- before the Knowledge Resource Centre Committee;
- (e) Be responsible for the development, modernization, up keeping and management of university Knowledge Resource Centre;
 - (f) Render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;
 - (g) Render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions; Director, Knowledge Resource Centre.
 - (h) Conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;
 - (i) Create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
 - (j) Undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
 - (k) Exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to

him by the Vice-Chancellor and Pro-vice-chancellor,
from time to time

POWER TO REVISE, MODIFY, AMEND

Notwithstanding anything contained in the above Ordinances:

- (i) The Academic Council has the right to revise, amend or modify any of the above Ordinances from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and the University Authorities.

- (ii) In case of a dispute, the decision of the Academic Council will be final and binding.

- (iii) In case of difficulty in application of any of the clauses of the Ordinances specified above, the Vice Chancellor shall have all powers to amend/modify/remove the difficulty in the relevant Ordinance.

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