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LOVELY PROFESSIONAL UNIVERSITY

Notification

The 30th June, 2009

No. LPU/Rules/Notification/001/2009 - In pursuance of the provisions of sub-clause 12.2.1 read with sub-clause 12.2.3 of Clause 12.2.0 of The Statutes made under sub-section (1) of section 24 of The Lovely Professional University Act, 2005 (Punjab Act No. 25 of 2005), the following Academic and Examination Rules for Regular Programmes of the Lovely Professional University received the assent and approval of the Chancellor on the 30th June, 2009 and are hereby published for general information:-

ACADEMIC AND EXAMINATION RULES FOR REGULAR PROGRAMMES

OF

LOVELY PROFESSIONAL UNIVERSITY

(Under Clause 12.2.0 (12.2.1) of the Statutes of the Lovely Professional University)

CHAPTER-I

Short Title, Extent and Commencement

1.1.0 Short Title

These Rules shall be called the “Academic and Examination Rules for Regular Programmes of Lovely Professional University”.

1.2.0 Extent of Application and Commencement

1.2.1 These Rules shall be applicable for all the regular programmes offered by the Schools, Institutes, Colleges, Centres and Institutions of the Lovely Professional University and any matter relating and incidental thereto.

1.2.2 These Rules shall come into force with effect from 1st July, 2009 and shall apply to all new students admitted from session 2009 onwards and also apply to all the continuing students with transition rules contained in Chapter 19 herein.

CHAPTER-II

Definitions

2.1.0 Definitions

- 2.1.1 “Academic Counsellor” means a faculty member assigned the task of providing the course- specific and programme-specific information to a group of students and to advise them on registration related matters.
- 2.1.2 “Class” means specific group of students meeting for specific instructional purposes; and it may mean the whole series of scheduled meetings or just one session; and a Class may be a lecture, a tutorial or a practical.
- 2.1.3 “Continuing Student” means a student, who has registered for at least one term prior to the current term.
- 2.1.4 “Course” means a prescribed a set of instructions in a subject offered as a unit of studies within an academic programme.
- 2.1.5 “Course Detail” means detailed syllabus of a course.
- 2.1.6 “Disciplinary Probation” refers to the status assigned to a student on committing some act of indiscipline, academic or otherwise and once assigned the student remains on disciplinary probation for the rest of the duration of his programme.
- Explanation:
- (a) Once any indiscipline has been committed by a student individually or in a group, he will automatically be on disciplinary probation. It is also irrespective of fact whether action was taken against the student or not.
- (b) Indiscipline will include indiscipline in academic or other matters of the University, hostel, transport, tours and acts outside the University premises which are likely to bring bad name to the University and/or are not legally correct even though the student was not under the direct control of the University at that moment.
- 2.1.7 “Freshman” means a student who is registering for the first time at the University in that session.
- 2.1.8 “ETE” means End-Term Examination.
- 2.1.9 “Expulsion” by the University means the permanent removal from the University rolls with prohibition on future enrolment.
- 2.1.10 “Instructor” means the teacher who is assigned the responsibility of teaching Lecture and/or Practical classes.
- 2.1.11 “LTP” means hours of Lecture, Tutorial and Practical of a course per week in a regular term.
- 2.1.12 “MTE” means Mid-Term Examination.

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- 2.1.13 “Practical” means classes that require students (generally in smaller groups compared to lecture) to perform certain functions in controlled situations that help them to test and understand what is being taught in the lecture or otherwise.
- 2.1.14 “Prerequisites” means conditions that must be met before a student can register for a course. Prerequisites can include a specific skill level (e.g., a minimum of C grade in a specified course), or Pass in a specific course.
- 2.1.15 “Program” means the area of study leading to the conferment or award of a degree, diploma, certificate or any other academic distinction or title of the University.
- 2.1.16 “Program Detail” means scheme and curriculum of a Programme.
- 2.1.17 “Registration Number” means a unique number allotted to a student on his/her admission in a particular programme. Registration number of a student remains invariant through the duration of his programme at the University.
- 2.1.18 *“Re-Appear” means allowing a student to appear in the examination of a course in subsequent regular term(s) or during summer breaks or otherwise subject to fulfilment of the specific conditions. This re-appear exam will have a weightage equal to weightage of ETE and MTE together for the concerned course.*
- 2.1.19 “Right of access to all the premises or facilities of the University” means and include registration for courses/examinations, appearing in examination(s), receiving tutorials, attending classes or otherwise receiving academic instruction under the aegis of the Universities or any of its School/Department/Institute/Centre, making use of any University facilities, including the library (whether sitting or by borrowing books/periodicals), computer/internet facilities, the sports facilities, the halls and café, etc, enter and remain on University premises, attend any function in the University or participate in any student activity, be members of student organizations, occupy University accommodation, e.g., student hostels, use of transportation/parking facility or such other facilities as provided by the University.
- 2.1.20 “Roll Number” means a unique number that may be allotted to the student in every term.
- 2.1.21 “Rustication” by the University means the withdrawal of the right of access to all premises and facilities of the University for a specified period and/or till the fulfilment of certain conditions.
- 2.1.22 “Scheme and Curriculum” means and includes description of nature, duration, pedagogy, syllabus, eligibility and such related details for a programme.
- 2.1.23 “Suspension” by the University means a withdrawal of the right of access to all or some of the premises or facilities of the University where action is taken as an interim measure pending further investigation.
- 2.1.24 “Tutor” means the teacher who is assigned the responsibility of tutoring the students in tutorial classes.
- 2.1.25 “Tutorial” means a class that offers students (generally in smaller groups compared to lectures) the opportunity to talk about material being taught, ask questions, and discuss material with their classmates and a designated tutor.

CHAPTER-III

Academic Registration

3.1.0 Every Student will register every term for courses that he wishes to pursue in that term.

3.2.0 The registration procedure will involve:

3.2.1 **Registration for Compulsory Courses**

A student will be automatically registered for compulsory courses to be studied in the next term.

3.2.2 **Registration for optional / Specialization / Elective Courses**

Registration for optional /specialization/elective courses will be completed in two phases:

(i) Pre-Term Registration

- Head of Division (Academic Affairs) will issue the list of optional / specialization / elective courses to be offered in the next term before the last day of teaching of the current term.
- A student will undergo the process of selection of Optional / Specialization / Elective Courses from the circulated list and will give his option for these elective courses.
- A student may interact with the Academic Counsellor for selection of these optional / specialization / elective courses.
- The exact schedule for pre-term registration shall be as per the Academic Calendar issued by the Division of Academic Affairs.

(ii) Confirmation of Pre-Term Registration

- The registration of Optional / Specialization / Elective Courses will be confirmed within one week after the start of classes as per the schedule circulated by Division of Academic Affairs.
- An optional / Specialization / Elective course may be run only if there are a minimum of ten students registering for it.

3.2.3 **Registration of Backlog Courses**

- (a) After the display of the time table for the current term, if a student finds the slot in the time table, he may be allowed to register for backlog courses which are currently being offered as compulsory / optional / elective courses to other batches.
- (b) The registration of these backlog courses will be confirmed within one week after the start of classes as per the schedule circulated by division of Academic Affairs subject to the following conditions:

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- i. In addition to the courses for the current term, a student can register for maximum of two backlog courses in a term provided she/he has a CGPA or TGPA of at least 3.5 (or a cumulative percentage of 35 in marks-based programmes) in the previous term.
 - ii. A student who is registering only for backlog courses because of the non-promotion to the next year, can register for maximum of eight courses subject availability of clash-free schedule.
 - (c) The University will not be responsible for a clash-free scheduling of backlog course(s). A student shall verify himself that timetable of backlog course(s) do not have clash with their regular courses.
 - (d) A student shall register for backlog courses and deposit the fee within three days after the start of classes.
 - (e) Fee for registration in each backlog course shall be one tenth of the regular term fee as applicable at that time.
 - 3.3.0 Each Head of Department with the approval from HOS shall nominate Academic Counsellors from amongst the faculty of the Department to provide necessary information on the courses and advise students on registration.
 - 3.4.0 A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student concerned.
 - 3.5.0 A student will not be allowed to undergo academic registration if the '*Maximum Duration for Completion of the Degree/Diploma/Certificate*' does not permit so.
 - 3.6.0 A student will not get credit for any course for which he/she is not registered.
 - 3.7.0 In case a student fails a compulsory course of a programme, he can avail more chances to register for the same course in subsequent terms, whenever offered by the University, provided the '*Maximum Duration for the completion of Degree/Diploma/Certificate*' permits so.
 - 3.8.0 In case a student fails an optional course of a programme, he can opt to re-register for the same course or may opt for some other course as prescribed under the programme requirements provided the '*Maximum Duration for the completion of Degree/Diploma/Certificate*' permits so.
 - 3.9.0 In case the CGPA of a student is less than the '*Minimum CGPA requirement for the award of Degree/Diploma/Certificate*', he may be allowed to re-register for marginal course(s) (i.e., course(s) in which the student has obtained marginal, i.e., 'D' grade) to improve his CGPA. Similarly, in case of marks-based courses, a student may be allowed to register for course(s) in which he has scored less than 50% marks to improve his score.
 - 3.10.0 In case a student has registered for a course for improvement of result, the grades obtained in the latest term will be applicable for calculation of CGPA, but all grades will be shown in the grade card.
 - 3.11.0 **Late Registration**
 - 3.11.1 The maximum time stipulated for late registration on payment of prescribed late fee shall be three weeks from the actual beginning of the term.

- 3.11.2 The late registration may be allowed only for valid reasons after the approval of the same from the Head of Department or any other authorized official subject to certain condition(s), if deemed necessary.
- 3.11.3 Late Registration may not be allowed for a student who is on disciplinary probation.
- 3.11.4 The late registration of a freshman who is admitted after the start of the term may be done at the time of admission by the authorized official.
- 3.11.5 Irrespective of whether a student has registered late or on time, the calculation of attendance for determining the eligibility to appear in ETE shall be based on the day of actual start of the academic term.
- 3.11.6 For a student registering late, no compensation for the loss of any component of continuous assessment will be allowed, i.e. if the assignment or any other component has been missed due to late registration, a student will not get credit for that component.
- 3.12.0 The sections of the students of a programme may be reframed every term based on student's performance or as decided by the University from time to time.
- 3.13.0 **Adding and Dropping of Courses**
- 3.13.1 A student may add or drop course(s) within three weeks of the beginning of the term or the last date(s) as specified in the Academic Calendar with the permission of the HD (Academics Affairs) through Head of School on recommendation of HOD.
- 3.13.2 For this, he/she must fill up the prescribed form, get the endorsement of the Academic Counsellor and the Head of Department, and submit the form to the HOS for approval.
- 3.13.3 A student who is on disciplinary probation may not be allowed to change a course.
- 3.13.4 A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason.
- 3.13.5 In case a student has been allowed to change the programme during the current term by the University, the classes attended in the previous courses may also be considered in calculation of attendance to determine the eligibility for appearing in ETE in the corresponding manner.

CHAPTER – IV

Transfer of Programme

4.1.0 Transfer of Programme for Freshman

- 4.1.1 A student once admitted and registered in a programme will normally not be allowed to change the programme.
- 4.1.2 However under exceptional circumstances, a freshman may be allowed to change his programme within three weeks from the actual start of the session by the Academic Advisory Committee on the recommendations of HOS through HOD.

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- 4.1.3 A student admitted in the current session, will be eligible to apply for transfer of Programme, only if the student fulfils all the requirements of admission including the marks requirement prescribed by the University relating to the Programme to which he is seeking a transfer.
- 4.1.4 In case a student is allowed to transfer to a programme having lesser fees, the student will continue to pay the fee of the programme in which he was initially admitted till the completion of the programme.
- 4.1.5 In case a student has been allowed to change the programme during the current term by the University, the classes attended in previous programme may also be considered in calculation of attendance to determine the eligibility for appearing in ETE.
- 4.2.0 **Transfer of Programme for Continuing Students**
- 4.2.1 A student currently studying in a programme will normally not be allowed to change his programme. However, under exceptional circumstances, the Vice Chancellor on the recommendations of Academic Advisory Committee may allow a student to change his programme.
- 4.2.2 In case a student is allowed to transfer to a new programme, the credits of only those courses passed in the previous programme (programme from which the student is seeking the transfer) will be transferred to the new programme that will be considered relevant to the new programme by the Academic Advisory Committee. An undertaking regarding the same may be obtained from the student at the time of application for change of programme.
- 4.2.3 Number of terms/years spent in the previous programme will be considered for the calculation of maximum duration for the completion of new programme.
- 4.2.4 All the rules of new programme such as rules mentioned under head '*Promotion to Next Year*', '*Minimum CGPA/Marks requirement for the award of degree*', '*Promotion Criteria in Integrated / Integrated Dual degree programme*' shall be applicable to the transferred student also. No relaxation in the same shall be made.
- 4.2.5 An applicant will be eligible to apply for transfer of programme, only if:
- (a) there are seats available in the programme to which transfer is sought,
 - (b) the student fulfils all the requirements of admission including the marks requirement prescribed by the University relating to the programme to which he wishes to transfer,
 - (c) the student is not under disciplinary probation.
- 4.2.6 Students may be allowed to transfer the programme after paying the prescribed fee.
- 4.2.7 Unless otherwise specified, transfer from a programme may be allowed only if transfer does not result in change of mode of education e.g transfer from regular to distance or vice versa is not allowed.
- 4.2.8 Unless otherwise specified, transfer from International Programme to Regular or Honours Programmes will not be allowed.

CHAPTER – V

Components of Evaluation

- 5.1.0 Unless otherwise provided in the Course Detail and/or Programme detail, the components of Evaluation for each course will be:
- 5.1.1 Attendance
 - 5.1.2 Continuous Assessment (CA),
 - 5.1.3 Mid-Term Exams (MTE),
 - 5.1.4 End-Term Exams (ETE), and
 - 5.1.5 Any other, as decided by the University.
- 5.2.0 The weightage for Attendance shall be 10% for all courses irrespective of programme.
- 5.3.0 The weightage for Continuous Assessment, Mid-Term and End-Term Examinations for the various courses shall be finalized by the division of Academic Affairs and will be specified along with the syllabus of the course.
- 5.4.0 The components of CA for a course shall also be finalized by the division of Academic Affairs.
- 5.5.0 Unless otherwise specified, there will be one Mid-Term and one End-Term examination, and both will be conducted by the Examination Division.
- 5.6.0 The Instructor-in-charge shall make available syllabus of his course along with the lecture-wise details, various components of evaluation, their weightages, dates of various tests/quizzes etc. reasonably phased over the term to the students in the beginning of the term. The last test or quiz shall not be within 7 days of the End-term examination.

CHAPTER – VI

Attendance Requirements

- 6.1.0 A student must satisfy the following attendance requirement:
- A student has attended 75% or more in aggregate of delivered classes, in all registered courses of theory (lectures plus tutorial) and practical (including workshops training, seminar, projects, industrial training etc.) of the concerned term including optional / specialization /elective and backlog courses.
- 6.2.0 Relaxation of 5% in lieu of medical leaves is being given to the students i.e., the operational attendance requirement will be 70%. This relaxation of 5% is only for appearing in ETE. However a student will not get attendance marks for attendance below 75%.
- 6.3.0 A student will be allowed to appear in ETE as per the following conditions:
- 6.3.1 If a student's aggregate attendance is more than or equal to 70%, he will be allowed to appear in ETE of all the courses registered in the term.

- 6.3.2 If a student's aggregate attendance is less than 70%, but more than or equal to 60%, he will be allowed to appear in ETE of only those courses in which his attendance is more than 70%. In all other courses, he will be detained and awarded 'F' grades.
- 6.3.3 If a student's aggregate attendance is less than 60%, he will not be allowed to appear in the ETE of any course registered in the term. He will be detained and awarded 'F' grades in all the courses of that term.
- 6.4.0 However, if any authority has imposed stricter conditions on attendance for a particular programme, the same shall prevail.¹
- 6.5.0 In case a student has been allowed to change the course or programme during the current term by the University, the classes attended in previous course/programme will also be considered in the calculation of attendance to determine the eligibility for appearing in ETE.
- 6.6.0 As mentioned under the head '*Late Registration*', irrespective of whether a student has registered late or on time, calculation of attendance for determining the eligibility to appear in ETE will be on the basis of all classes held.

6.7.0 **Bonus Attendance**

- 6.7.1 A student may be allowed to avail the following allowance as bonus for good attendance in the previous term, on medical grounds or in case of a natural calamity or due to immobilization for any other valid reason,

Attendance %age in aggregate in the previous term	Bonus Percentage available
95% or more	10
90% or more but less than 95%	8
85% or more but less than 90%	6
80% or more but less than 85%	4
75% or more but less than 80%	2

- 6.7.2 Attendance requirement for appearing in ETE of current term will be calculated after adding the available bonus percentage earned in the previous term as per the following:

The bonus earned from the immediate previous term will be added in the aggregate attendance of current term and if after adding the bonus, a student satisfies the attendance criteria then the student will be allowed to appear in ETE otherwise the bonus is not added in the aggregate attendance but it is added in attendance of individual courses and the student will be allowed to appear in the ETE of only those courses in which the student satisfies the attendance criteria after adding the bonus attendance.

Illustration – I: A student who falls sick in the second term of 2009-10, had an aggregate attendance of 87% in the first term of 2009-10 session. He was thus eligible for 6 bonus percentage points. If his

¹ For B.Pharmacy programme, the attendance in practical and theory will be computed separately, so that a student must maintain 75% or more in aggregate in theory and practical separately. Also, for LL.B. programme, a student with an aggregate attendance of less than 66% in a term will not be allowed to appear in ETE as mandated by BCI.

attendance in 2009-10 II term is greater than 64%, then 6% attendance on the basis of bonus earned from the previous term's attendance will be added in the aggregate attendance of current term to bring it to above 70%, and the student may be allowed to appear in ETE of all the courses.

Illustration – II: A student who falls sick in the second term of 2009-10, had an aggregate attendance of 87% in the first term of 2009-10 session. He was thus eligible for 6 bonus percentage points. If his attendance in 2009-10 II term is 58% (53% in course C1, 55% in Course C2 and 66% in Course 3), then when 6% attendance on the basis of bonus earned from the previous term's attendance is added in the aggregate attendance of current term, the aggregate attendance will still be less than 70%, and the student may not be allowed to appear in ETE of all the courses. However, since the attendance with bonus points is above 60% he will be allowed to appear in those papers where the attendance with bonus points is above 70%, and the student will be eligible to appear in the ETE of Course 3 only.

- 6.7.3 A student in the very first term in the University will be allowed the above bonus (for the purposes of that term only) in case he maintains good attendance in either half of the term, i.e. the part of the term before MTE or the part of the term after MTE.
- 6.7.4 Bonus attendance earned from the previous term will be added to compute the attendance requirement of the current term only if a student's aggregate attendance in current term is more than or equal to 60%.
- 6.7.5 Advantage of Bonus attendance points will not be given for marks. The benefit of bonus attendance will only be for calculating the eligibility condition for appearing in ETE.
- 6.7.6 The advantage of bonus attendance will be given in the immediate next term only. In case a student has skipped the previous term he will not be entitled for any benefit of bonus attendance in current term.

CHAPTER-VII

System of Evaluation

The University shall follow one of the following systems for various programmes as specified in the respective Programme detail:

7.1.0 Based on Marks

- 7.1.1 Each course shall have maximum marks and minimum passing marks assigned to it and the same shall be mentioned in the course details.
- 7.1.2 The marks for the dissertation/ projects/ field study shall be assigned depending upon the quantum of work expected and the details of the same will be prescribed in the programme and course details.
- 7.1.3 The result card will show the total marks obtained in the course, the maximum marks, and the minimum marks required to pass the course.

7.2.0 Based on Broad-band Grades

- 7.2.1 Each course shall have a number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned to a course will be prescribed in the course details.

Illustration:

A student registered for five regular courses in Jan 09 – June 09 session and got re-appear in one of the course say CSE101 having weightage as Attendance – 10, CA – 30, MTE - 20, ETE - 40. Then to clear CSE101 the student may either re-register as a backlog course in successive term(s) or he may decide to appear for Re-appear Exam. Let's say the student decided to appear for Re-appear Exam. In such case there will be a single re-appear exam and the weightage of such exam will be 60 marks (after adding weightage of ETE i.e 40 marks and weightage of MTE i.e 20 marks). For calculating the result of such a course, the marks obtained by the student in Attendance and Continuous Assessment of the course (when registered as a regular subject) will be carried forward and the same will be clubbed with the weighted marks obtained in re-appear exam.

- 8.6.4 In case a course in which a student obtains re-appear has a lab/practical component, he will have an option to retain the marks of the examination of that component or reappear in the examination of that component as well. If he chooses to reappear, the old marks of that component will be wiped out and only the new marks considered.
- 8.6.5 For clearing a re-appear a student may apply for re-appear within next two years after the term in which the student has registered the course in which he has obtained re-appear in the specified course subject to three chances offered by the University.
- 8.6.6 If a student is not able to clear the course by appearing in re-appear exam within two years after obtaining the re-appear, he will be awarded fail in the course and no further chance will be provided for appearing in re-appear examination. In such a case, the student will register again as per the provisions mentioned under the head 'Registration of Backlog Courses.'

8.7.0 Failing in a Course

- 8.7.1 A student is awarded fail in a course in case
- (a) he does not satisfy the attendance requirement for being eligible to appear in the End Term examination,
 - (b) he is awarded a Fail as a punishment for academic dishonesty by the relevant authority, or
 - (c) he is not able to clear the course by appearing in re-appear exam within two years after obtaining the re-appear.
- 8.7.2 A student failing a course will be considered as having a backlog in the concerned course and has to register again for the course. In such a course, he needs to attend all lectures, tutorials and practicals, and participate in all evaluations again. He may register for the course in any subsequent term(s as per the provisions mentioned under the head '*Registration of backlog courses*').
- 8.8.0 The minimum marks required for the pass is 35% in aggregate. In addition, 20% marks in ETE or 20% in MTE and ETE taken together are required. However, in exceptional circumstances, the Moderation Committee may decrease this. The circumstances necessitating this change must be recorded and written approval of the Vice-Chancellor shall be obtained for the same.

CHAPTER – IX
System of evaluation based on broad band grades

9.1.0 A student will be awarded a letter grade in each of the courses in which he is registered depending upon the weighted total marks he obtains in the various components of evaluation as defined in the Course detail.

9.2.0 The following broadband letter grades are used to report a student's performance. Each letter grade indicates the level of performance in a course and has an associated grade point value for purposes of computing the cumulative performance.

Table - I

Letter	Grade Performance	Grade Points
A+	Outstanding	10
A	Very Good	9
B	Good	8
C	Satisfactory	6
D	Marginal	4
E	Reappear	0
F	Failing	0
I	Incomplete	-
S	Satisfactory (for zero credit courses only)	-
X	Unsatisfactory (for zero credit courses only)	-

9.3.0 **Passing a Course**

9.3.1 A student will be eligible for grade 'D' or above (Pass grades) in a course provided the *student has obtained minimum weighted total of 35% marks in the course as a whole including all the specified components of evaluation subject to scoring minimum 20% marks in ETE or in ETE and MTE taken together.*

9.3.2 If separate pass in theory and practical is required for a specific course, the same shall be mentioned in the Programme and Course details. A student failing to pass any one component (Practical or Theory) will re-appear for the respective component in the subsequent term(s) subject to whatever other conditions are prescribed.

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- 9.5.4 In case a course in which a student obtains 'E' grade has a lab/practical component, he will have an option to retain the marks of the examination of that component or reappear in the examination of that component as well. If he chooses to reappear, the old marks of that component will be wiped out and only the new marks considered.
- 9.5.5 For clearing 'E' grade a student may apply for re-appear within the next two years after the term in which the student has registered the course in which he has obtained the 'E' grade in the specified course subject to getting three chances..
- 9.5.6 If a student is not able to clear the 'E' grade within two years after obtaining it, he will be awarded the 'F' grade in the course and no further chance will be provided for appearing in re-appear examination. In such a case, the student will register again as per the provisions mentioned under the head 'Registration of Backlog Courses.'
- 9.6.0 **Fail Grade**
- 9.6.1 **'F' Grade** is a Fail Grade. It is awarded in case a student
- he does not satisfy the attendance requirement for being eligible to appear in the End Term examination, or
 - he is not able to clear the course by appearing in re-appear exam within two years after obtaining the re-appear, or
 - fails to pass a course where the grade is based totally on attendance and continuous assessment, or
 - is found guilty of academic misconduct or disciplinary grounds.
- 9.6.2 An 'F' grade carries zero grade points.
- 9.6.3 He may register for the course in a subsequent term(s) as per the provisions mentioned under the head '*Registration of Backlog Courses*' A student needs to attend all lectures, tutorials and practicals, and participate in all evaluations again for every course in which he obtains an F grade.
- 9.7.0 **Incomplete Grade ('I' Grade)** is neither a pass grade nor a fail grade and may be awarded in case of courses with evaluation based on dissertation, projects, presentations, etc. No grade point is awarded in case of an 'I' grade. It is a temporary grade and has to be replaced by a regular grade following the completion of the specified work within the specified time-limit.
- 9.8.0 **'S' and 'X' grades:** S and X grades are awarded only in case of courses with zero credit: S for passing and X for failing such a course. A student who is awarded an 'X' grade in a non-credit course will be required to repeat the course.
- 9.9.0 **Award of Letter Grades:** The total weighted marks of students in a course will be converted to broadband letter grades using the graph of the distribution of marks obtained by students. A moderation Committee will decide on the cut-offs for the various grades. While the guiding principle for allocation of grades will be the relative performance of the students, due consideration will be given to absolute performance as well. If the moderation

committee feels that the performance of all students is below the acceptable level, it may decide not to award any student an A+, an A, or a B. The decision of the Moderation Committee will be final.

9.10.0 Moderation Committee for various courses of a department will be constituted and the committee will be provided assistance through a computerized decision support system that shall provide a plot and the range of marks for a given course for deciding the cut off marks for each cluster of students to be given the same grade.

9.11.0 The minimum marks required for the award of the marginal passing grade D will be 35. However, in exceptional circumstances, the Moderation Committee may decrease this. The circumstances necessitating this change must be recorded and written approval of the Vice-Chancellor obtained for the same.

9.12.0 The grades of the students appearing in the re-appear examination for courses in which they obtain E grades, will be awarded with the same cut-offs as those of the earlier regular examination.

9.13.0 **Calculation of Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA)**

9.13.1 A student's overall academic performance within a given term or in all the courses completed is measured by indicators:

(a) **Term Grade Point Average (TGPA)**

The performance of a student in a particular term is measured by Term Grade Point Average (TGPA), which is a weighted average of the grades secured in all the courses taken in a semester and scaled to a maximum 10. It is given by:

$TGPA = \frac{\sum C_i G_i}{\sum C_i}$, where C_i is the number of credits associated with the i^{th} course of a term for which TGPA is to be calculated,

G_i is the grade points earned in the i^{th} course, and the summation extends over all the courses in which grades (other than I) are obtained

For instance, if a student is registered for one 5-credit course, three 4-credit courses, and one 3-credit course during a term, i.e., for a total of 20 credits, and he secures A, B, B, C, and D grades, respectively, in these courses, his TGPA will be as follows:

$$TGPA = (5 \times 9 + 4 \times 8 + 4 \times 8 + 4 \times 6 + 3 \times 4) / 20 = 145 / 20 = 7.25$$

(b) **Cumulative Grade Point Average (CGPA)**

The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed term. It is computed in the same manner as the TGPA but the summation extends over all courses in which a student was registered up to and including the term for which CGPA is to be calculated.

9.13.2 The calculation of TGPA/CGPA will include the credits for courses in which the student has been awarded 'E' or 'F' grades.

9.13.3 However, once a student repeats a course or takes the reappear examination in that course, only the latest grade and not the earlier grade(s) will enter in to the computation of CGPA.

9.14.0 Indicative Equivalent Percentage of Marks

If an indicative percentage of marks is required, the following formula may be used to calculate the same:

$$\text{Indicative Equivalent Percentage of Marks} = \text{CGPA} * 9.0$$

CHAPTER – X**Examination**

10.1.0 The period of Examination(s), (Mid Term or End Term) shall be as specified in the Academic Calendar.

10.2.0 The Mid-Term and End-Term examination will be conducted by the Examination Division of the University as per the procedure and provisions specified in the Examination Code.

10.3.0 Re-appear Examination

10.3.1 A student may apply for the re-appear examination of a course within next two years after the term in which the student has registered the course in which he has obtained 'E' grade.

10.3.2 The Re-appear exam may be scheduled separately or along with the regular exam.

10.3.3 A student may have to sit for two re-appear exams on the same day.

10.3.4 The University will prescribe fee for the Re-appear examinations.

CHAPTER – XI**Dispute Resolution Mechanism**

11.1.0 The complete transparency will be maintained in the evaluation system. The marks awarded to all components of continuous assessment will be disclosed to the students.

11.2.0 The evaluated answer-scripts of the ETEs will be shown to the students on a specified date before the finalization of awards.

11.3.0 A student may point out by writing on the cover sheet of the answer-script the errors or omissions, if any, in marking. The examiner will consider these before the submission of awards as per the procedure prescribed in the Examination Code.

11.4.0 Any student not availing of this opportunity according to the specified schedule cannot claim checking at a later date.

11.5.0 Rectification of errors, such 'any question (or part) not evaluated', 'marks not transferred correctly', 'totalling mistake' shall be rectified by the Chief Examiner and the corresponding changes shall be made in the award list, and a comment shall be made on the answer sheet under the signature of the examiner.

11.6.0 In case a student is not satisfied with the evaluation, he may request for re-evaluation.

11.7.0 A student can apply for re-evaluation after payment of the prescribed fee. The procedure for re-checking and re-evaluation is given in the *Examination Code*.

CHAPTER – XII

Promotion to Next Year

12.1.0 A student will be promoted to the next year of a programme, if he satisfies the following conditions:

12.1.1 **After the completion of 1st year**

The student has passed a minimum of forty percent (40%) courses prescribed for the first year of the programme (all the terms of first year taken together).

12.1.2 **After the completion of 2nd year**

The student has passed a minimum of fifty percent (50%) courses prescribed in the first two years of the programme (all the terms of First and Second year taken together).

12.1.3 **After the completion of 3rd Year**

The student has passed a minimum of sixty percent (60%) courses prescribed in the first three years of the programme (all the terms of first, second and third year taken together).

12.2.0 Only those courses will be considered as passed in which the student has earned A+, A, B, C or D grade. Re-appear ('E' grade) or Fail ('F' grade) in a course will not be considered as passed courses.

12.3.0 Calculation of promotion criteria shall be done after considering the result of re-appear exams conducted in the summer breaks before the start of next academic session.

12.4.0 For the purpose of Promotion to Next Year, if the minimum number of courses to be passed contains a fraction, the fraction shall be ignored to the advantage of a student.

Illustration: Forty percent (40%) of 12 courses work to be 4.8, the fraction 0.8 will be ignored and the student passing 4 courses will be promoted.

12.5.0 A student failed to fulfill the above requirement will not be promoted to next year and will be detained for one or more years until unless he fulfills the above mentioned conditions of Promotion to the Next year either by

12.5.1 Re-registering for Courses with 'F' grade and / or 'E' grade as per the provisions mentioned under the head 'Registration of Backlog Courses' and /or

12.5.2 Re-appearing for courses with 'E' grade. Such re-appear exam will be a combined exam for both ETE and MTE.

12.6.0 The period for which a student is not being promoted to the next year will count towards the 'Maximum Duration for the Completion of the Degree / Diploma / Certificate'.

CHAPTER – XIII

Promotion Criteria in Dual Degree / Integrated Programmes

13.1.0 For Dual Degree / Integrated Programmes, a student shall be asked, to give in writing whether he wants to exit the programme after the completion of lower qualification (degree/diploma/certificate) or wants promotion to the higher qualification (degree/diploma/certificate) programme.

13.2.0 This option will be taken from the student either in the even term of penultimate year (one less than final year) or in the last term of normal duration of lower qualification (degree/diploma/certificate) depending on the scheme of the programme as follow:

13.2.1 For all the programmes in which last year of lower qualification is different for exiting and continuing students, then the option will be taken in the even term of penultimate year of normal duration of lower qualification.

13.2.2 For all the Programmes, in which the last year of lower qualification is same for exiting and continuing students, then the option will be taken in the last term of normal duration of the lower qualification.

13.3.0 Explanation

13.3.1 For a five year B.Tech.–M.Tech, dual degree programme, the last year of B.Tech (lower qualification) is different for continuing and exiting students so the student will be given an option in the even term of 3rd year (as the normal duration of lower qualification, i.e., B.Tech. is 4 years) to choose whether he wants to exit after B.Tech. degree only, or wants to continue for the M.Tech. qualification.

13.3.2 For a five year BCA – MCA, dual degree programme, the last year of BCA (lower qualification) is identical for continuing and exiting students so the student will be given an option in the second term of 3rd year (as the normal duration of lower qualification, i.e., BCA is 4 years) to choose whether he wants to exit after BCA degree only, or wants to continue for the MCA degree.

13.4.0 The promotion of a student to higher qualification (degree/diploma/certificate) is subject to satisfying the following condition:

CGPA scored by the student till date is at the most 0.5 less than the eligibility criteria prescribed for admission directly to the higher qualification (degree/ diploma/certificate).

13.5.0 For calculation of CGPA, for promotion to the higher qualification of dual / Integrated programmes, , result of current term will not be considered.

Explanation:

(a) For a five year B.Tech.–M.Tech. Integrated programme, the results of the student till the 5th term, i.e., results available in the second semester of 3rd year will be considered.

(b) If the eligibility criteria for admission of Freshman directly to the higher qualification M.Tech is 5.5 CGPA, then all the students scoring more than or equal to 5.0 CGPA till the 5th term may continue.

13.6.0 Once given, the option of a student will be irrevocable.

13.7.0 The Vice-Chancellor may, however, on the recommendations of Academic Advisory Committee allow the calculation of CGPA for promotion to higher qualification to be delayed by one more term so that a student can get one more term to improve his score. Such privilege may not be offered to students on disciplinary probation.

CHAPTER – XIV

Maximum Duration for the Completion of the Degree/Diploma/Certificate

14.1.0 The maximum duration for completion of the degree/diploma/certificate, for the completion of the course, subject to other conditions, shall be as follows:

Normal Duration	Maximum Duration Allowed
1 Year	3 Years
2 Years	4 Years
3 Years	6 Years
4 Years	7 Years
5 Years	8 Years
6 Years	10 Years

14.2.0 The enrolment of the student, who fails to fulfil the requirements for the completion of the degree in the prescribed duration, shall stand cancelled and no degree/diploma/certificate will be awarded.

14.3.0 The Vice-chancellor on the recommendations of Academic Affairs Committee may increase the maximum possible duration by one year, if a student has suffered some serious eventuality that did not allow him to complete his degree in the permissible duration. Such privilege may not be available to students on disciplinary probation.

CHAPTER – XV

Minimum Marks/CGPA Requirements for award of Degree/Diploma/Certificate

15.1.0 Unless otherwise provided, the minimum marks/CGPA requirement for award of Degree /Diploma/Certificate will be as follow:

15.1.1 Marks-Based Programmes

The minimum aggregate marks required for the award of a degree/diploma/certificate (other than B.Pharmacy) will be **45%**, subject to passing in each of the courses individually, and satisfying all other conditions as specified in the examination ordinances, rules and Programme detail.

15.1.2 Grade-Based Programmes:

The minimum CGPA required for the award of a Post Graduate degree/diploma/certificate will be **5.0** subject to getting 'D' or above grade in each of the courses individually, and satisfying other conditions as specified in the examination ordinances/rules and Programme Detail.

15.1.3 Special Cases

If the regulatory body for a particular programme has imposed some conditions different from those given above, the same shall prevail. For example, the minimum marks requirement for award of a

B.Pharmacy degree will be **50%**, subject to a minimum of 40% marks in each of the courses individually, and satisfying other conditions as specified in the examination ordinances/rules and Programme Detail.

15.2.0 In case a student does not satisfy the above condition, he/she will have to improve his marks/CGPA either by appearing in Re-appear exam or re-registering for already passed courses.

15.3.0 Re-appear exam for Improvement is allowed only within next two years after the term in which a student has registered for the course. However Re-registration for Improvement is allowed even after two years.

15.4.0 Whenever a student is re-registering or re-appearing in an already passed course, the result of latest examination will be applicable.

15.4.1 Illustration – I :

A student already had 'A' grade and he decided to appear for re-appear exam to improve his score. In case the student scores lesser grade i.e 'B' grade after the re-appear exam, his old result of the concerned course will be modified and he will be awarded 'B' grade now.

15.4.2 Illustration – II :

A student already had 'D' grade and he decided to appear for re-appear exam to improve his score. In case the student scores better grade i.e 'C' grade after the re-appear exam, his old result of the concerned course will be modified and he will be awarded 'C' grade now.

15.4.3 Explanation

A student is advised to re-appear or re-register for improvement for only those courses in which he has scored a lower grade.

15.5.0 The time taken to improve the score/grade/CGPA will be counted towards the '*Maximum Duration for Completion of the Degree/Diploma/Certificate*'.

CHAPTER – XVI

Result

16.1.0 **Declaration of Result**

16.1.1 The result for each term shall be declared within the specified period as per the provisions of the Examination Ordinances/Rules/Code.

16.1.2 Term Grade/Marks Card

(a) A student will be issued a cumulative Grade/Marks Card at the end of each term indicating the grades/marks secured for all the registered courses up to and including the last term.

(b) The grade/marks card of issued in a term will be valid till the next card is issued in the subsequent term. The moment the next card is issued, the previous card stands automatically cancelled.

- (c) The 'E' and/or 'F' grade secured by a student in any course stays on the performance record for that term. If a student re-registers such a course, or appears in the reappear examination, a fresh grade will be shown and an indicator will be put against the previous grade denoting that it has subsequently been replaced.
- (d) When a student is awarded an incomplete result ('I' grade) in any course, the same shall be shown in his result card but its weightage shall not be included in calculation of total percentage marks obtained or TGPA and CGPA. This is a temporary grade and will be replaced by the permanent grade in due course.
- (e) The term card will be available for downloading from the University's website. A copy of the Term Card may be mailed to parents/guardian of a student. An authenticated copy, if needed, can be obtained on payment of the prescribed fee.

16.1.3 For the purpose of results, marks/TGPA/CGPA will be rounded off as follow:

- (a) in case of marks: the mathematical principle of rounding off will be followed to round off the marks to the whole number.
- (b) in case of Grades: the mathematical principle of rounding off will be followed to round off the grades up to one places after decimal.

16.1.4 The result of a student may be withheld if,

- (a) he has not paid the dues, or
- (b) if there is a case of indiscipline or use of unfair means or of academic misconduct pending against him, or for
- (c) any other reason as deemed fit by the University.

16.2.0 Award of Degree/Diploma/Certificate

16.2.1 A student is deemed to have completed the requirements for the course and is eligible for award of Degree/Diploma/Certificate, if he fulfils all the requirements as mentioned in Examination Ordinances/Rules/Scheme and Curriculum.

16.2.2 Only two divisions as defined below shall be awarded:

- (a) For Programmes following Grade-Based Evaluation, the basis of division obtained by a student shall be as follows

Division	C.G.P.A.
First with Distinction	9.0 or more subject to the conditions
First	7.0 or more but less than 9.0

- (b) For Programmes following Marks-Based Evaluation, the basis of division obtained by a student shall be as follow:

Division	Marks
First with Distinction	80% or more subject to the conditions prescribed in Section 16.2.4 below
First	60% or more but less than 80%

16.2.3 No division shall be mentioned on the Degree/Diploma/Certificate in case the student has not achieved First division or First division with Distinction.

16.2.4 For securing degree/diploma/certificate in First Division with Distinction a student shall have to satisfy the following additional condition:

A student shall have passed all the courses (theory and practical) of the programme in the first attempt, i.e., without ever being awarded a Re-appear or a Fail.

CHAPTER – XVII

Mass Cuts

17.1.0 Mass-Cut from Classes

17.1.1 A mass-cut means the absence of more than a specified percentage (as decided by the competent authority) of students from a scheduled class, with some collective motive on the part of the students, as per the sole judgement of the teacher concerned.

17.1.2 A mass-cut is an act of indiscipline. Students indulging in mass cut will be penalized by imposing a deduction in the total marks secured by them in the course in which the mass cut is resorted to. Further disciplinary action may also be taken as decided by the University.

17.1.3 The deduction of marks shall be as per the follow:

- (a) For one mass cut, there will be deduction of 2 marks per student.
- (b) For more than one mass cut in a course, the deduction of marks will be as per following formula: $D = n^2$, where D is the deduction due to mass-cut in a course, and n is number of mass cuts in a course.

17.1.4 Marks of the absent students only will be deducted.

17.1.5 For courses with grade-based evaluation, the final grades for a course shall be computed as follows:

- (a) Computing of the grade cut-offs on the basis of the total marks secured by students in a course before the mass cut.
- (b) Awarding grades as per the grade ranges calculated at (a) above, but on basis of the adjusted marks.

Illustration: If a student has indulged in two mass cuts and has scored 80 marks in the concerned course. For the calculation of grade cut-offs the actual marks scored by all the students will be considered. However, while assigning the actual grade the marks of this student will be the adjusted marks $80 (A) - 4 (D) = 76$.

17.1.6 For courses with marks-based evaluation, the adjusted marks will be reported on the grade card.

17.2.0 Mass Cut from an MTE or ETE

17.2.1 The students involved in mass cut will be awarded zero marks in the concerned exam.

17.2.2 In addition to the deduction of marks, further disciplinary action as decided by the University may be taken.

17.3.0 Students involved in mass cuts will be put on Disciplinary Probation for the entire duration of their programme at the University, and will not be entitled for any special privilege.

CHAPTER – XVIII

Academic Misconduct and Use of Unfair Means

18.1.0 Academic misconduct and use of unfair means may be classified in relation to Continuous Assessment and in relation to Examination (MTE and ETE).

18.2.0 In relation to Continuous Assessment

18.2.1 Plagiarism, collusion and cheating are all forms of academic misconduct and use of unfair means as defined in the Examination Ordinances.

18.2.2 In or in relation to continuous assessment, Academic misconduct and use of Unfair Means is classified as Major Misconduct or Minor Misconduct as below:

- (a) Major Misconduct: Where plagiarism, collusion or cheating is detected in Thesis, Dissertation or Major Project of a programme.
- (b) Minor Misconduct: All other academic misconduct excluding those defined in major misconduct will be regarded as a minor misconduct and will be dealt accordingly.

18.2.3 In case of a minor misconduct, the instructor/examiner shall communicate the infringement to the student and report the same to the Head of Department. The instructor/examiner in consultation with the Head of Department may take any of the following actions:

- (a) Award zero or negative marks in the concerned component of assessment or in total assessment.
- (b) In addition, may impose a condition that the defaulter will not be entitled for a grade better than 'D' (or 50% marks in case of marks-based courses) in the concerned course.

18.2.4 In case of major misconduct,

- (a) The instructor/examiner may communicate the infringement to the student and report the same to the Head of Department with his remarks, all related evidence and documents.

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- (b) The Head of Department may discuss with the instructor or any other person making the allegation and the student concerned. After the preliminary investigations, the HOD will forward the case to the HOS with all related evidence, documents, findings of his investigation and his remarks.
- (c) HOS on the basis of the report submitted by HOD or after further investigation or as he deems fit, will forward the case to the HD (Examination) with clear recommendations.
- (d) Based on the recommendation of the HOS, Head of Division (Examination) will decide if the case is to be put up to the UMC Board or dealt with, in some other manner.
- 18.2.5 If the case is to put before UMC Board, the Head of Division (Examination) shall convene a meeting of the UMC Board and call upon the student to appear before the Board to represent his case personally at his own expense if he so desires.
- 18.2.6 If in spite of the notice sent to the student personally or by registered post at the last known address, the candidate fails to appear before the UMC board, he will be proceeded against ex parte.
- 18.2.7 If the UMC Board found the student guilty, one of the following actions may be taken:
- (a) The student may be disqualified for one or more terms, or
- (b) The student may be rusticated for one or more terms, or
- (c) The academic programme of the student may be terminated.
- (d) Any other action as deemed fit by the UMC Board.
- 18.2.8 The decision of the UMC Board will be final and binding to the student.
- 18.2.9 While calculating the maximum duration of programme permissible under the rules, the period of exclusion as a penalty for academic misconduct and use of unfair means may be counted towards the length of time taken by the student to complete the course.
- 18.3.0 **In relation to Examinations**
- 18.3.1 **Process to be followed during the Examination Session**
- (a) The Examination supervisory staff is authorised to search the persons/pockets, of a student for any paper, books, notes, mobile phones, etc. Officials on duty are also authorized to search the religious headgears and belongings of the candidate.
- (b) When an invigilator or any authorized person suspects a student to have resorted to academic misconduct and use of unfair means, his answer book will be seized.
- (c) The papers/ material etc. found in possession of the student duly signed by the student, invigilator and superintendent should be stitched with the student's answer book in student's presence.

- (d) In case the student has written something objectionable on his hands or other parts of body or any other place, then:
 - i. immediate arrangement shall be made for getting the photograph of that part of body; or
 - ii. Candidate or someone from the supervisory staff shall be asked to copy all written things on paper; and
 - iii. The person who has copied the written material onto paper shall verify and attest the same in the presence of any other supervisory staff.
- (e) In case the student has come to examination under the influence of any intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials, the arrangement shall be made to get the student medically checked up immediately, and required certificate shall be received from the doctor/hospital.
- (f) In case the student misbehaves with one or more members of the supervisory staff or threatens or intimidates them, or interferes with their work in any manner, the same shall be reported to the Superintendent and the behaviour of the student shall be recorded on the prescribed UMC performa and the same shall be attested by one more supervisory staff on duty.
- (g) In any of the above cases, the Superintendent shall ask the candidate to make a statement in writing, explaining his conduct on the prescribed form.
- (h) In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, in the presence of at least one other invigilator/official on duty.
- (i) After completing all above formalities, a fresh answer-book shall be offered to the student for completing the examination. In case the student refuses to accept the fresh answer book, the same should be recorded by the Superintendent in the presence of at least one other invigilator/official on duty.
- (j) After a particular test/examination session is over, these answer-books, (duly marked I, II) along with the report on a prescribed form, shall be sent/ delivered to the HD (Examination) without delay. *In case of non-availability of Form the case may be reported on plain paper.*
- (k) No extra time for the completion of paper shall be given to the student.

18.3.2 Process to be followed after the Examination Session

- (a) Depending on the nature of offence, the case of unfair means and academic misconduct may be classified into 'Minor' or Major category as prescribed under the head 'Types of Unfair Means and Academic Misconduct related to Examination'.
- (b) All cases of use of unfair means and academic misconduct in examination of 'Minor' category may be put before Academic Advisory Committee by Head of Division (Examination). The Academic Advisory Committee, depending on the nature of offence, will take the final decision.
- (c) All cases of Unfair Means and Academic Misconduct in Examination of 'Major' category will be put before the UMC Board by the Head of Division (Examination).

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- (d) For the cases of Unfair Means and Academic Misconduct to be put up before the UMC Board, the Head of Division (Examination) shall convene a meeting of the UMC Board and call upon the student to appear before the Board to represent his case personally at his own expense, if he so desires.
 - (e) If in spite of the notice sent to the student personally or by registered post at the last known address, the candidate fails to appear before the UMC board, he will be proceeded against ex parte.
 - (f) The UMC Board shall identify clearly the nature of the offence and make decisions as per the clauses mentioned under various categories.
 - (g) While calculating the maximum duration of programme permissible under the rules, the period of exclusion as a penalty for academic misconduct and use of unfair means may be counted towards the length of time taken by the student to complete the course.
 - (h) If a person, not being a student, is found guilty of impersonating or misrepresenting a candidate in the examination, he shall be declared not a fit and proper person to be admitted to university in future. Such a case may be reported to the police for further investigation or for registering of a criminal case or both. In case the guilty person is a present or ex-student of the University, his degree/diploma/certificate may be cancelled and the information about his act may be notified to the other universities.
 - (i) For cases of unfair means and academic misconduct not covered by these rules, the UMC Board or Academic Advisory Committee may impose such punishment as the nature of the offence demands.
 - (j) The candidate may go in for appeal within *fifteen days* from the receipt of information about the decision to the appellate authority as prescribed in the Ordinances.

18.3.3 Types of Unfair Means and Academic Misconduct in relation to Examination

- (a) **Minor Unfair Means and Academic Misconduct Cases:** If a student -
 - i. is found talking to another student/some other person, within or outside the examination hall during the examination period.
 - ii. changes the seat without the permission of the supervisory staff or occupies the seat not allotted to him.
 - iii. is copying or attempting to copy or has copied from another candidate.
 - iv. is receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the examination hall. is found to be writing either the questions set in the paper or solution thereof on any piece of paper other than answer sheet.
 - v. does not comply with the instructions of the superintendent/member of examination committee or any of the invigilators in the examination hall.

- vi. is communicating or attempting to communicate, directly or through other person, with an examiner with the object of influencing him/her in the award of marks.
 - vii. makes any kind of request or proposition for financial deal to the examiner on the answer sheet.
 - viii. uses abusive or obscene language in the answer book.
 - ix. is suspected by the examiner evaluating the answer sheet to have received help from any source and in any manner, or of giving help to another candidate in any manner.
 - x. being in possession of a mobile phone, even in switched off condition.
 - xi. Any other case of Unfair means and Academic misconduct as decided from time to time.
- (b) **Punishment for minor unfair means and academic misconduct cases:** One or more of the following actions:
- i. awarded Fail ('F' grade) in the course in which a student has been found guilty.
 - ii. awarded Fail ('F' grade) in all the courses registered in the current term.
 - iii. Any other action as deemed fit.
- (c) **Major Unfair Means and Academic Misconduct cases:** A student -
- i. being in possession in the examination hall, of papers, books, notes or writing (if not allowed in the concerned paper) on any part of the candidate's clothes or any writing on his/her body or table or desk or chair or on any instruments like set squares, protractors, or any other material with notes or hints written thereon, or any such material accessible to him/her which may be, or intended to be of possible help to the candidate in the examination.
 - ii. being in possession of unauthorized instruments like electronic diary or any other electronic gadget that directly or indirectly helps towards the solution of examination, or any other material that are not allowed to be carried in the examination hall.
 - iii. using mobile phone for any purpose.
 - iv. assisting or getting assistance from another candidate to copy from the objectionable material in his/her possession or from his/her answer book.
 - v. consulting notes or books during the examination session while outside the examination hall (i.e. in library, urinals etc.).
 - vi. passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or part thereof, or a solution to a question set in the question paper.
 - vii. possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the supervisory staff.

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- viii. to be guilty of swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
 - ix. leaving the examination hall without delivering to the supervisor concerned the answer-book or any part thereof or taking away the same or tearing it or otherwise disposing it, or tearing the answer-book of another candidate or otherwise disposes it off.
 - x. coming to the examination hall under the influence of alcoholic drink or drugs.
 - xi. smuggling or attempting to smuggle an answer-book, or a continuation sheet, or any part thereof in or outside the place of examination.
 - xii. replacing or getting a replaced answer books or any of its leaves or a continuation sheet during or after the examination.
 - xiii. writing deliberately another student's roll number in his/her answer book or on a continuation sheet.
 - xiv. being found in possession of an answer book not his/her own.
 - xv. getting oneself impersonated by someone in the examination or impersonating another candidate.
 - xvi. misbehaving or threatening the superintendent or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another candidate inside the examination hall or outside, before, during or after the examination.
 - xvii. organising a walk out or instigating others to walk out.
 - xviii. committing serious misconduct outside the examination hall during the period of examination or creating disturbance in the examination hall or in its vicinity or disrupting the examination in any manner.
 - xix. carrying into examination hall licensed or unlicensed weapon.
 - xx. writing an answer book outside the examination hall for another candidate.
 - xxi. any other case of Unfair means and Academic misconduct as decided from time to time.
- (d) **Punishment for Major Unfair Means and Academic Misconduct cases:** One or more of the following actions:
- i. Disqualification for one or more terms.
 - ii. Rustication for one or more terms.
 - iii. Termination of the student's Programme.
 - iv. Expulsion from the University.
 - v. Handing over the case to the Police if the commission of a criminal offence is involved.
 - vi. Any other action as deemed fit.

CHAPTER-XIX

Transition Rules

19.1.0 These Transition Rules shall be applicable to all the students admitted in session 2006, 2007 and 2008.

19.2.0 The result of all the students admitted in session 2006, 2007 and 2008, for all the terms as already declared, shall be valid and only the following changes will be made in the grades for future purposes:

All the 'F' grades scored earlier will be converted to Re-appear 'E' grade except in the cases where the 'F' grade has been awarded due to shortage of attendance or because of use of Unfair Means or Academic misconduct.

19.3.0 These 'F' grades (due to attendance shortage or UMC cases) and 'E' grades will be handled as per the provisions mentioned in these new rules.

19.3.1 Explanation – I

- (a) For clearing all these 'E' grades student will have the option to appear for the Re-appear Exam or re- register for the courses as a backlog courses as defined under the head 'Re-appear grade and Re-appear Exams'.
- (b) In case a student opts for 'Re-appear exam' , the first chance of re-appear examination for these students will be given in July and August 2009.

19.3.2 Explanation – II

- (a) For all the remaining 'F' grade courses (because of shortage of attendance or due to Unfair Means Cases), a student needs to register for the course in a subsequent term(s) as per the provisions mentioned under the head 'Registration of Backlog Courses' He will then need to attend all lectures, tutorials and practicals, and participate in all evaluations again.
- (b) For a student admitted in session 2006, 2007 and 2008 one final summer term may be offered in July 09 – August 09 to help the students to clear their 'F' grades.
- (c) After this, there will be no Summer – term offered by the University and the students have to re-register for backlog ('F' grade) courses as per the provisions mentioned under the head 'Registration of Backlog Courses'.

19.4.0 For I grades there will be no separate make – up exams rather it will be conducted along with the re-appear examination to be conducted in the summer breaks of July 2009.

19.5.0 These re-appear exams will be having weightage equal to weightage of ETE and MTE together for the concerned course. However for 'E' grade and 'I' grade awarded in examination of May – June 2009, marks of the student scored in MTE may be retained or replaced to the advantage of the student.

19.5.1 Illustration- I :

A student of 2008 batch got an 'E' grade in one of the course say CSE101 having weightage as Attendance – 10, CA – 30, MTE - 20, ETE - 40. Student's score in MTE was 5 out of 20. This student scored 70% marks in the re-appear exam (having weightage of 60 i.e equal to weightage of ETE and

MTE together) This 70% marks may be considered as 14 in MTE and 28 in ETE. For such a case the student's MTE score will be replaced with new score as old score in MTE was 5 only.

19.5.2 Illustration - II

A student of 2008 batch got an 'E' grade in one of the course say CSE101 having weightage as Attendance – 10, CA – 30, MTE - 20, ETE - 40. The student's score in MTE was 18 out of 20. This student scored 70% marks in the re-appear exam (having weightage of 60 i.e equal to weightage of ETE and MTE together) This 70% marks may be considered as 14 in MTE and 28 in ETE. For such a case the student's MTE score will not be replaced with new score as old score in MTE was 18, better than marks scored in the re-appear exam.

19.6.0 All other clauses mentioned in this document will be applicable to all students w.e.f. July 2009.

CHAPTER-XX

Interpretation, Repeal and Savings

20.1.0 Interpretation

20.1.1 Any question relating to the clerical error, clarification, spelling mistake, interpretation or likewise related to any provision of the rules framed herein and the subsequent rules shall be decided by the Chancellor.

20.1.2 Notwithstanding anything stated in the rules framed herein and the subsequent rules, for any unforeseen issuers arising that is not covered by these Rules, or in the event of dispute/differences of opinion in interpretation of any provision of these Rules and in respect of all the matters, whether expressly provided herein or not, the Vice-Chancellor with the approval of Chancellor may take such measures as may be necessary for removal of difficulties.

20.2.0 Power to make Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies etc.

The Chancellor shall, if he of the opinion that Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes etc. are required to be made subsequently, in respect of any matter(s), whether expressly provided herein or not, be empowered in this regard to make/approve such documents, as deemed necessary from to time, for the smooth functioning of the University.

20.3.0 Delegation of Powers

The Chancellor may, by a general or special order, authorize such officer or authority to exercise any of the powers, exercisable by him, under these Rules or otherwise, as may be specified in the order. And, the decision of the Chancellor shall be final and binding on all the concerned.

20.4.0 Amendment, Repeal and Savings

20.4.1 The Rules framed herein and the subsequent Rules may be added to, amended, repealed or deleted and every new Rule or addition to the Rules or any amendment shall require the approval of the Chancellor, who may sanction, disallow or remit it for further consideration and it shall be effective from such a date as prescribed in the notification.

- 20.4.2 Notwithstanding such amendment, addition etc., anything done or any action taken under the said Rules shall be deemed to have been done or taken under the corresponding provisions of the Rules.
- 20.4.3 The Academic and Examination Rules for Regular Programmes of Lovely Professional University notified vide Notification No. LPU/Rules/Notification/006/2008, dated the 19th February, 2008 and as amended from time to time are hereby repealed.
- 20.4.4 Any other rules, circulars, instructions, notices or orders laying the procedure in relation to the academics and examinations, now contained in these Rules, shall be deemed to have been repealed.
- 20.4.5 Notwithstanding such repeal, any action taken or anything done under the Rules so repealed shall be deemed to have been validly taken or done under these Rules.
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PHAGWARA, PUNJAB
The 30th June, 2009

Dr. Monica Gulati
Registrar