

Baddi University of Emerging Sciences & Technology

(Established under state Act No.21 of 2009 of Himachal Pradesh & Approved by UGC under section 22 of UGC Act 1956)

Baddi, Solan, Himachal Pradesh-173205 (India)



ACADEMIC REGULATIONS

CHAPTER-1

General

- 1.1.0** The educational programmes of Baddi University of Emerging Sciences and Technology (BUEST) will be primarily conducted in its campus near Village Makhnumajra, Baddi, District Solan. Internships for various programmes, as may be applicable, will be carried out at different locations depending upon the availability of opportunities with the Industry. Similarly, there may be some programmes that involve work on dissertations, thesis etc. at different locations. These programmes will be classified as “on-campus” programmes. The “off-campus” programmes include distance learning, collaborative or similar such programmes. These regulations govern “on-campus” programmes of the university. The term Program Guide referred under this regulation basically refers to the set of schemes and syllabus and guidelines for admission to a particular program under the University. The set of schemes and syllabus approved by board of studies and academic council time to time will be applicable.
- 1.2.0** Every academic year shall be divided into two **regular semesters** known as the first and second terms. The programme of studies leading to a degree consists of prescribed courses sequentially distributed over the required number of semesters.
- 1.3.0** While each programme has a normal duration indicated either in the Programme Guide, the eligibility for a degree is always determined on the basis of number of courses completed or credits earned. However, the maximum duration permissible for completion of any programme will be as given below in table 1.3.1.

Table 1.3.1: Maximum duration permissible for completion of any programme

Normal duration of the degree programme	Maximum time up to which the degree programme may be extended
2 years	2 + 1 years
3 years	3 + 2 years
4 years	4 + 3 years

- ❖ However under special circumstances one additional year may be granted with the permission of Vice Chancellor
- 1.4.0** The number of credits to be earned for various programmes will be given in the respective Programme Guide. The minimum CGPA required for the award of Degree of an Under Graduate Course is 4.5 and for the Post Graduation course it is 5.
- 1.5.0** A credit is a convenient device to anticipate the number of hours per week of total effort including the class work of a student, as the system recognizes only the formal contact hours in the class room and laboratory apart from self-study. While the structuring of the courses in terms of classroom hours, laboratory-work-hours etc., is done through the timetable prescribed for each semester. The total hours of theory work for one credit is approximately one hour per week in a semester. Similarly, the total hours of practical work for one credit is an outcome of an effort of two hours per week in a semester. Tutorial course effort of one hour is considered as half credit which is added up with theory course. The semester-wise program consists of a prescribed set of courses described in the Program Guide, adding to a certain total number of credits in each semester.
- 1.6.0** The academic objectives of a program require a proper sequencing of not only individual courses but also of a cluster of courses. For each program, the semester-wise pattern presented in the Programme Guide conveys a sense of what comes first and what comes later. The prescribed program is the semester-wise pattern as described in the Program Guide.

- 1.7.0** Whenever these regulations and the Program Guide provided for operational or academic details of program to be worked out, the Dean Academics will work out the same within the board guidelines given and get it approved from the Academic Council. Generally the details to be worked out would be related to eligibility criteria for admission, transfer operations, program-schemes where the courses have to be decided amongst various available options, etc.
- 1.8.0** The sequence of courses for various semesters of a program should be followed in the order presented in the Guide. The progress of the students will be closely monitored in terms of CGPA worked at the end of each academic year. Whenever it is detected that a particular student's CGPA has fallen below the level specified in the Program Guide during his/her degree program the student would be provided all necessary counseling.
- 1.8.1. A system has been incorporated to ensure supervision and monitoring at some key points. One such key point is at the beginning of every semester, when the student has to go through the requirement known as the **registration procedure** to work out his program for the semester. No student is permitted to attend classes, without completing the appropriate registration procedure.
- 1.8.2. Another key point is the end of the semester, when the student's performance in each course is pronounced in terms of letter **grades**. The letter grades have points associated with them in a quantified hierarchy. All such grades and other pertinent information for a semester are given in a grade sheet. Chronologically organized information from the grade sheets of a student with the necessary explanation constitutes his **transcript** which is issued when the student leaves the University or at an intermediate point on request.
- 1.8.3. The grade sheet also contains the Cumulative Grade Point Average (CGPA). It is an overall performance as calculated by the method described in the **Annexure-1** attached to these Regulations.
- 1.9.0** While registration with the approval of the appropriate authority consistent with these regulations is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original registration.
- 1.10.0** A tally is made on a course by course basis at the conclusion of the semester to determine which of the courses have been cleared. A course is deemed to have been **cleared** if the student obtains a grade (with weight more than 2) in the course. However, mere clearing of the prescribed courses is not tantamount to fulfilling the requirements of graduation, for which separate clauses in these regulations exist.
- 1.11.0** Every registration in a semester in a course must terminate in an outcome which is a grade earned or report given. The completion of this linkage is defined as performance in the course for the semester. In future performance in a course which has been already cleared, the status of clearing of the course would be determined by the latest performance. The consequence of obtaining a grade which is **Incomplete** to fulfill the prerequisite conditions of a later course should be seen in clause 4.13.0. The consequences of the various reports are described in clauses 4.13.0 to 4.20.0 with well-defined subsequent courses of action.
- 1.12.0** These regulations clearly expect every student to be responsible for regularity of his/her attendance in classrooms and laboratories. Refer clause 4.22.0.
- 1.13.0** BUEST may enter into collaboration with other universities whereby students of those Universities take courses offered by BUEST within the framework of these regulations according to mutually agreed guidelines. Such students will be known as External Students. Reciprocally, students of BUEST may be permitted to take courses in collaborating universities on a transfer of credit basis. This provision may also require migration to or from other universities.

CHAPTER 2

Structural Features

- 2.1.0** The education at BUEST is in three levels, the first level being graduate level degrees, the second being the Post graduates degrees and the third being the doctoral level degrees. The academic structure in each of these levels is unfolded by various components in a semester-wise pattern.
- 2.2.0 Graduate level Degrees:** A reference to different Programme Guides will show that various programmes are bunched in different **Groups**. Without going into the details it is necessary to touch upon the subject to obtain a better understanding of the regulatory process controlled by these regulations in respect of operation within such Groups and across them.
- 2.3.0** Various courses prescribed for a programme of studies may be **categorized** in terms of their academic affinity or their functional objectives. Depending on overall educational goals of programmes, it is possible to have fixed core courses in a particular category, to have fixed number of electives; to have a range of core courses in a particular category, to have a number of electives within a range, etc.
- 2.4.0** The category called **Electives** is conceptually different and operationally wider. For an each programme there may be a specified number of electives which a student is required to take up but can choose from across the offerings in the first level, subject to the restrictive conditions described in the Programme Guide.
- 2.5.0** The package of electives is designed to simultaneously serve varied but distinctive ambitions of a student depending on whether he/she wants to orient himself/herself towards higher studies, teaching and research or to prepare himself/herself for a multidisciplinary professional challenge or he/she wants to fulfill prerequisites for the special type of higher degrees or he/she wants to acquire some particular expertise.
- 2.6.0** In a programme all courses outside the elective category are defined as Department Core (DC). Elective category includes Departmental Elective (DE), Open Elective (OE) selected by the student himself from the list of elective courses specified for the programme. For each programme the number of electives required to be taken by a student will be prescribed through the Programme Guide.
- 2.7.0** Once a student is declared to have fulfilled the requirements of graduation except Industrial training or Thesis-Seminar, he/she cannot stay back to take any additional electives.
- 2.8.0** The structure contains a category of courses such as Project, Industrial Training Courses, or a Thesis-Seminar (TS), which attempts a synthesis of earlier courses and gives a glimpse of the application of these courses. They carry larger number of credits and are to be exclusively pursued full time throughout the allotted period.
- 2.9.0 Higher Degree Level:** At higher degree level, structure of the programme is classified into courses, like, Professional Practice, Technical Communication, Core/Elective/General/Special course, Dissertation, etc. In the case of Dissertation, while normal registration can be done only after completion of all other courses, However, the Dean Academics in consultation with the concerned Head of Department may allow registration in Dissertation, spread over various semesters, along with other courses.
- 2.9.1. PG Degree Level:** For Master level programmes of the same category the semester-wise programme is drawn up by the concerned department ensuring distribution of prescribed credits into Dissertation/Professional Practice/Technical Communication as applicable, and other courses including Core/Elective/General/Special courses earmarked for any particular degree.

- 2.9.2. **Doctoral Level:** The Ph.D. programme pre-supposes that the student has achieved a broad competence in the concerned discipline before research begins. Separate regulations have been framed for doctoral level studies, from time to time with references to UGC guidelines.
- 2.10.0** The regulation for the courses which are under the directions of different Council, (PCI, DCI, ICAR etc.) shall be followed as provided by the respective Councils time to time.

CHAPTER 3

Registration

- 3.1.0** It has been described in Section 1 how every student once admitted to the University must pursue the prescribed programme which consists of a set of courses in successive semesters. Because of the structural flexibilities in the Programme Guide and the flexibilities inherent in these regulations, the semester courses are not always predetermined. One of the objectives of the registration process is to name these courses at the beginning of each semester after allowing for the student's options and working out the permissible details within the limits prescribed by the rules and the announced Timetable. The University will always be in its right to refuse to initiate the registration process if a student, without valid reasons or without prior approval of the concerned Dean, has dues outstanding against him or has not paid his semester fees in advance.
- 3.2.0** Registration process has to be carried out by every student before start of every semester. List of courses, prescribed text books and associated number of credits for every course required to be earned for all degree programmes will be made available by office of Dean Academics. Allocation of courses to be pursued by students will be normally on the basis of the course scheme approved by Academic Council for a particular degree programme. Any changes or exceptions to that may occur under special circumstances like some latest technological changes or upgrades etc at the discretion of Academic Council. Three chances may be granted for late registration in case a student fails to register on the stipulated date. Students failing to register on the specified day of registration will be allowed to register only after permission from Dean Academics and after paying the stipulated late fee. Any Student who has not registered will not be allowed to attend classes.
- 3.3.0** The registration process is controlled by and is completed with the prior approval of Dean Academics for on-campus programmes.
- 3.4.0** The registration of student for each semester is mandatory failing which student will not be allowed to attend any class(es), and/or his/her case will be dealt according to the provision given below:
- 3.4.1. If a student **absents** from the University **with due permission** of the Dean Academics in writing through the Head of the Department (No other mode of communication shall be considered) due to illness, she/ he will be **permitted to rejoin provided the period of absence does not exceed one semester.**
- 3.4.1.1. In this condition, to get the benefit of joining in the ongoing semester, **the student shall be charged the prescribed fee for the dropped semester and** should have attain a minimum 25% attendance in the dropped semester.
- 3.4.1.2. If the student fails to obtain minimum 25% attendance, he/she shall not be allowed to go to the ongoing semester and has to complete the courses with the parallel semester(s) of the succeeding batches. However, the student has to pay the full fees for a period of one year and the degree may exceed by minimum a year.
- 3.4.1.3. If the period of absence is more than one semester or the absence is for reasons other than illness, the case will be referred to the Vice Chancellor by the Dean Academics with his/her recommendations.
- 3.4.1.4. In case a student **absents** from the University **without prior permission**, she/ he may be permitted to join back with the permission of the Vice Chancellor on **payment of the penalty, in addition to the prescribed fee for the period of absence.** He/she shall not be allowed to go to the ongoing semester and has to complete

the courses with the parallel semester(s) of the succeeding batches. However, the student has to pay the full fees for a period of one year and the duration of the degree may exceed by minimum a year.

- 3.4.2. In no case, the period of unauthorized absence will exceed one semester. If the period of **unauthorized absence exceeds one semester, the student's name will be struck off** from the rolls of University.
- 3.4.3. In no case, the total period of absence will exceed two semesters during student's stay in the University. In that case eventuality, the student's name will be struck off from the rolls of University.
- 3.4.4. The total absence/ dropping of semester (gap period) will be counted towards the total duration of the programme permissible under the regulations.
- 3.4.5. In no case, he/s he will be eligible for award of degree in less than prescribed normal duration of study excluding the gap period.

Appeal: Notwithstanding the above the Vice Chancellor may, on appeal, relax any of the above conditions in the case of extreme hardship, at his discretion. His decision shall be final and binding.

- 3.5.0 When a student who has been permitted to stay away from the University for a semester or more comes back, his subsequent programme would be governed by the current academic structure and regulations. He cannot, *ipso facto*, claim to be governed by his earlier academic structure and regulations if in the meantime these have changed.
- 3.6.0 When a student fails to register in a semester without any prior permission to stay away, his name would be **struck off the rolls** of the University and he would no longer be a student of the University. His case will be automatically processed and the file will be closed. If, however, such a student, after his name has been struck off the rolls of the University, is permitted to come back, his case can be considered at the sole discretion of the competent authority of the University as in clause 3.4.13 above with the provision that all his previous records as a former student are revived under the current structure, regulations and schedule of fees.
- 3.7.0 **Denial of Registration:** A student is not permitted to register in a semester if
 - 3.7.1. He has dues outstanding to the University, hostel, or any recognized organ of the University, or
 - 3.7.2. His grade sheet in his immediately preceding semester is withheld, or
 - 3.7.3. He has been specifically debarred or asked to stay away from that semester

Appeal: Where a 'Grade Awaited' (Result Awaited) report appears in the grade sheet of a student in his immediately preceding semester, Dean Academics will permit registration on case to case basis on appeal.
- 3.8.0 In many of the cases the closing of the previous semester and the registration for a new course has a very thin time gap. In such situations, when the Dean Academics has reasonable evidence of good faith on the credentials of the student that nothing under clause 3.4.0 and/or 3.7.0 will prevent registration, the Dean may permit registration in such a course, which will be subject to cancellation without notice if the student is discovered later on to be included in any of the categories of clause 3.4.0 and/or 3.7.0.
- 3.9.0 The present scheme of studies in the University does not permit a student to depart from the semester pattern as applicable in his case. The semester pattern of various programmes and combination of programmes are presented in the Programme Guide.
- 3.10.0 Before a student can register for a course, he should have fulfilled the prerequisite conditions attached to that course. Often a chain of courses are linked in such a way that every succeeding course of the chain requires a specific minimum grade to be obtained in the preceding course before registration is permissible in that

succeeding course. Thus, this prerequisite condition is always stated in terms of a pair of courses. For the purpose of determining whether a student has fulfilled the prerequisite condition of a particular course before he/she is permitted to register in the same course, one has to ensure that the student has attended the preceding course. If he/she has attended the preceding course, it should be able to meet the requirement before registration is permitted.

3.11.0 The semester programme drawn up finally should be free from any Timetable conflict.

3.12.0 If these regulations mandatorily require a registration for a specific course and in the meantime the course has ceased to be offered, Dean Academics will name, for this limited purpose, another academically similar course from the current offerings and assign to it the same credits as that of the specific course.

3.13.0 Departure from Normal pattern

3.13.1. A student departs from his normal pattern whenever

3.13.1.1. he re-appears in an examination for improvement of his grade in a course he has already cleared and participates in Amended Registration

3.13.1.2. appears for a make-up examination to clear his/her backlog through Re-registration

3.13.1.3. Appears for clearance of backlog due to UMC.

3.13.2. The departures from the normal pattern to be pinpointed and qualified by making a tally of course in what is known as eligibility sheet. The eligibility sheet of the student is updated at the conclusion of every semester by entering against each course his performance in that course in that semester. This process when carried out every semester gives also the multiple performances, if any, in a course when carried out every semester.

3.13.3. The courses a student has repeated or has been required to register again by appropriate authority would thus be easily identified from the eligibility sheet. Before doing a semester registration a student is first located in the proper point of reckoning (which is invariably the beginning of a semester in the semester - wise pattern of his prescribed programme). On the other hand, for students in single degree, integrated/dual degree, student admitted in the second year and student who have gone through one or more transfer, this is done with references to the student's date of entry into the University. Now, this semester of operation is designed as current semester for the student.

3.14.0 Amendment to Original Registration

3.14.1. Amendments to original registration are invariably initiated by the student himself to appear in the Improvement Examination and are covered by the conditions listed in Table 3.14.1.

Table 3.14.1: Conditions to Apply for Improvement

Regular Students having E Grades in any of the courses	Student can register for 3 courses in total in Examination Mode. (Odd term courses can be applied in odd term and Even term courses can be applied in even term only)
Regular Students having 'F' Grade in any courses	Student can register for 6 courses in total including 3 maximum courses in Study Mode during Summer term
Student having Backlog in Lab/practical based Courses	Register for Lab Courses under study mode in summer term as it does not have end term examination.

The Fees: The fee will be charged as per the direction issued by Dean Academics/Registrar time to time.

Note: Students registered under study mode has to attend classes and have to go through all the components of assessment.

- 3.14.2. A students applying for the grade improvement is allowed to improve the grade upto a limit as given in Table 3.14.2.

Table 3.14.2: Grade Improvements

Grade Awarded	Mode of Registration	Improvement Upto
F	Study Mode	A+
E	Study Mode	A+
E	Exam Mode	A+
D*	Exam Mode	B+

*For all regular students one time chance for grade improvement from D to B+ for a maximum of 3 courses under Examination mode in

- Summer Term after 6th Semester for a Programme of 4 years duration
- Summer Term after 4th Semester for a Programme of 3 years duration
- Summer Term after 2nd Semester for a Programme of 2 years duration

3.15.0 Cancellation of Original Registration: The cancellation of original registration can be caused by concerned authority any time during the semester as per details listed as under:

- 3.15.1. If the registration of a student in a course is not found to be in accordance with these regulations, his registration in that course will be cancelled and the grade obtained, if any, will be rejected.
- 3.15.2. The registration of a student in a course or complete set of courses in a semester can be cancelled by the concerned authority when he/she is found guilty in cases of unfair means, breach of discipline, etc., or when he/she persistently and deliberately does not paid his dues.
- 3.15.3. Dean Academics may cause a cancellation of registration already done, when a student ceases to be on the rolls of the University by his own action or by the action of the University, by cancelling registration in all courses.

Chapter 4

Teaching and Evaluation

- 4.1.0** The objective of classroom education is to awaken the curiosity of the student, generate habits of rational thinking in him/her, gear his/her mind to face the unfamiliar and train him/her to be able to stand on his/her own. While class room instruction helps the student in the organization and correlation of facts, in comprehension of ideas and the creative use of knowledge, the teacher has the added responsibility to make the student search for knowledge on his/her own and induce him/her to use the facilities like the library, laboratory and the environment to optimize his/her learning process. Self-study by the student would therefore, be an important factor in the planning of teaching and evaluation. The student is required to cooperate and respond to this challenge. Teaching and evaluation form a unity of function and operate in a climate of mutual understanding and trust. To ensure a shared responsibility, the regulations indicate some formal guidance.
- 4.2.0** Every course, whether single section or multi-section, is conducted by a member of the faculty called, course coordinator, with the assistance, where necessary, of the required number of teachers, who will be partners with him in meeting the full academic perceptions and organizational needs of teaching the course and evaluating the students. Wherever the course coordinator is mentioned in these regulations it connotes the team of teachers, acting as one entity under his stewardship.
- 4.3.0** The teacher or the team of teachers will make a comprehensive plan for conducting the course even before the semester begins and in a multi-section course remain in continuous interaction in order to ensure a smooth operation of the course. While recognizing variations due to personal attitudes and styles, it is important that these are smoothed out so that the operation and grading in the different sections in a course, indeed between courses across the University are free from any seeming arbitrariness.
- 4.4.0** On the first day of the class for a particular course the course coordinator or the course teacher will announce to his/her class/section through a course plan, the necessary information pertaining to:
- 4.4.1. The operations of the course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.);
 - 4.4.2. various components of evaluation, such as tutorials, laboratory exercises, group exercises, home assignments, quiz tests/examinations (announced or unannounced) regularity of attendance, class participation etc.,
 - 4.4.3. the frequency, duration, tentative schedule, relative weightage etc. of various components;
 - 4.4.4. the broad policy which governs decisions about make-up;
 - 4.4.5. Other matters found desirable and relevant.
- 4.5.0** The different components of evaluation will be evenly spread out in the semester and will aim to draw out response from the student in regard to various attributes like spontaneous recall, ability to apply known concepts, capacity to work on his/her own, competence in conceptualized arguments, ability to face unknown situations, etc. At least one of the components (examination) must be comprehensive enough to include the whole course and will be held at the end of the semester. However, there may be programmes wherein the study is structured in such a manner that continuous evaluation over a period of time is considered more appropriate (**Annexure-2**). End term comprehensive examination may be dispensed with in such cases.

- 4.6.0** The components and the instruments of evaluation in certain courses like Industrial training, Project, Thesis, Seminar and Dissertation follow a different regimen and methodology. Details in respect of most of them are presented in chapter 6.
- 4.7.0** It shall be the responsibility of the individual student to attend all classes and to take prescribed quiz tests, examinations and to submit properly and promptly all homework assignments. Normally no re-examination would be held, if, on a rare occasion, a student anticipates a genuine difficulty of meeting the date of the component of evaluation, he would do well to take his course coordinator into confidence prior to the event. The later will give his recommendation to the Head of Department whose decision would be final. This does not apply to the end-term /comprehensive examination for which separate regulation have been framed and given in this document. Who shall further recommend the case to Dean Academics for necessary decision; this does not apply to the end-term comprehensive examination.
- 4.8.0** Just as evaluation is done in a continuous manner, feedback will also be available in a continuous manner. Thus, the answer scripts will be promptly evaluated, shown to the students for them to obtain any clarification on their own performance and returned to the students whenever practicable. The performance of the students in the examination will be discussed in the class giving as much detail as possible like the highest, lowest and average performances. This will not apply to the end-term examination.
- 4.9.0** At the conclusion of the semester a student is awarded a grade in each of the courses he/she has taken during this period. **(Refer Annexure-1)** The grade awarded to a student in a course will depend on his total performance in all the components of evaluation as designed by the course coordinator. A Grade Card will be issued to a student after every two semesters i.e.at the end of every academic year. Issue of a Grade Card will be withheld if any of the conditions mentioned in Clause 3.4.0 and/or 3.7.0 are applicable.
- 4.10.0** The course coordinator is responsible for all pre-comprehensive components of evaluation, collating the results of these and forwarding these to the Controller of Examinations through the concerned HOD and the respective Dean.
- 4.11.0** The list of letter grades, their applicability and connotation are given Table 4.11.1.

Table 4.11.1: Letter Grades

Letter Grade	Percentage Marks	Grade Point	Performance
A+	≥ 85%	10	Excellent
A	≥ 80% & < 85%	9	Very Good
B+	≥ 70% & < 80%	8	Good
B	≥ 55% & < 70%	7	Fair
C	≥ 45% & < 55%	6	Average
D	≥ 35% & < 45%	4	Marginal
E	< 35%	0	Exposed
F	Short Attendance	0	Poor
I	Non completion of a course	0	Incomplete
W	Withdrawn of a Course		Withdrawn

4.12.0 Letter Grades and their interpretation

- 4.12.1. The grades awarded to the student(s) for a course depending on his/her performance as listed below are elaborated in the subsequent clauses.
- 4.12.1.1.**E:** This grade is awarded when a student has attended at least 75 % required percentage of classes inclusion of the Lectures, Tutorials & Practical (as per the teaching load of the course) and fails in the evaluation process. This grade shall be treated as the Fail Grade.
- 4.12.1.2.**F:** This grade is also a fail grade. **F** grade is awarded as a result of detention(s) on the basis of shortage of attendance or penalty for unfair means. A student, who earns “F” grade in a course, will register for that course again when it is offered next.
- 4.12.1.3. Incomplete 'I' described in clauses 4.12.3;
- 4.12.1.4. Registration Cancelled (RC), Required to Register Again (RRA) and Discontinued from the Programme (DP). All described in clause 4.12.4;
- 4.12.1.5. Allowed to Continue (AC) or Grade Awaited (GA) or Thesis Grade Awaited (TGA) described in Clause 4.12.5;
- 4.12.1.6. Withdrawn (W) described in clause 4.13.
- 4.12.2. The course(s) in which a student has earned “E” or “F” grade will be termed as ‘Backlog’ course(s). Dean Academics will approve registration of students who have backlog course(s) in each semester.
- 4.12.2.1. A student gets a chance to improve her/his CGPA for courses in which she/he have obtained F grades in the Summer Term and/or in same semester along-with students of lower batch(es) and E Grade in Summer Term as well as Odd term courses can be applied in odd term and Even term courses can be applied in even term with a maximum limit of three courses.
- 4.12.2.2. There will be two modes of improvement of CGPA in summer term i.e Study Mode and the Exam Mode. At most a student may register for six courses out of which at max three courses may be taken in Study Mode.
- 4.12.2.2.1. **In Examination Mode**, the student may register and appear for a single examination, on a date notified by the Controller of Examination. The student will not have to attend any classes. A course instructor will, however, be designated to conduct the examination and guide the students.
- 4.12.2.2.2. **In the Study Mode** the student will have to go through all the components of evaluation; i.e. attend the classes, take the Mid Semester and End Semester exams during the summer term as per the policies.
- 4.12.2.3. A student’s registration in a course of her/his choice does not mean that the course will be offered, the right stands with the Academic Department to run/scrap the course on the basis of the number of registrations. The policies in this context would be issued by the Academic office from time to time.
- 4.12.3. There are many situations where operational and practical difficulties may cause a delay in the communication of a grade and it may be denoted by letter I (Incomplete). Certain situations which are visualized in this connection are:
- 4.12.3.1. where a case of unfair means is pending a Grade I is awarded till the case is finalised;
- 4.12.3.2. where a case of indiscipline is pending a Grade I is awarded till the case is finalised; and
- 4.12.3.3. in case(s) of unfair means and indiscipline where the results for a particular examination is declared null and void a Grade I is awarded till the student reappears as per the rules.

- 4.12.3.4. where a student may not be able to appear in the comprehensive examination for a course due to genuine reasons and permission has been granted by the Dean Academics to allow that student to appear for Make Up examination later (Refer clause 4.16.0) Grade I will be awarded till the student appears for the Make Up examination.
- 4.12.4. Where a student's registration for a course has to be cancelled this fact will be reported in his grade sheet as RC (Registration Cancelled); however, since as RC by itself may have many meanings, the reporting is subject to the following; if it is clearly known that the student will be required to register again in the same course it will be reported as RRA (Required to Register Again). If the RC amounts to discontinuation from the programme it will be reported as DP (Discontinued from the Programme). If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning of the constraint has to be constructed from the context in which RC was reported.
- 4.12.5. For evaluation of Dissertation course, in case the Dissertation course offered in split form in more than one semester, with the prior approval of Dean Academics, student may be given, in semester other than the final one, an interim report 'AC' (allowed to continue) when the teacher feels that there is satisfactory progress and the student will be allowed to continue the dissertation for the remaining credits in the subsequent semester. For operational purpose the report AC will be same as I or GA. When the final grade in dissertation emerges, it will replace AC report in the previous semester. Similarly, where the report on a thesis submitted by a student is awaited the student will be awarded a Grade TGA (Thesis Grade Awaited) to be submitted with the final report as and when received.
- 4.13.0** Whenever a student is allowed to withdraw from a course, the same is recorded in his grade sheet as W (Withdrawn). All results pertaining to that semester up to that point would be discarded and the student would be Required to Register Again (RRA) for that semester. Withdrawal would be permitted by the Dean Academics in exceptional cases as follows:
- 4.13.1. for the duration of a semester or longer for reasons of ill health or other valid reasons
- 4.13.2. no fee refund would be permissible
- 4.13.3. a student would be allowed to discontinue for a maximum period of two semesters
- 4.13.4. at the time of rejoining the student would be required to start the programme during the next academic year or from the beginning of the semester in which he /she had withdrawn
- 4.13.5. Dean Academics would ensure that the student suffers a minimum loss and would be able to complete the programme within the maximum permissible limits.
- 4.14.0** Where a student's registration for course has to be cancelled, this fact will be reported in his/her Grade Sheet. Whenever the report (Result Awaited) or I appear in the grade sheet, permission for further registration of such a student will be decided by Dean Academics.
- 4.15.0** Where a student continues to remain registered in a course but gives the University inadequate opportunity to evaluate him by absenting himself from quiz tests/mid-term examinations/other components of evaluation without necessary permission, he/she will be awarded zero marks in that particular component of evaluation at the time of collation of results. He/she will not be provided an opportunity to appear in that component of evaluation again. However, if a student is unable to appear in any component of evaluation due to a valid reason and has sought prior permission, he/she may be given an opportunity to appear in that component of evaluation at the sole discretion of Dean Academics. This clause does not apply to the end-term comprehensive

examination.

- 4.16.0** In case a student is unable to complete dissertation/thesis/project in the stipulated time or the quality of the work produced by him/her is not of acceptable standards, he/she will be awarded with a grade with weight equivalent to 0 only. He/she would have to apply for extension of time limit. Dean Academics, in consultation with the concerned HOD, may grant the extension depending on the merit of the case. However, in no case the extension of time limit would be more than the time equivalent to the time originally allotted for the completion of dissertation/thesis/project. In case the student does not obtain a valid grade in dissertation/thesis/project even after the maximum permissible extension he/she will be declared ineligible for the award of the degree.
- 4.17.0** The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student in all courses in which he is awarded letter grades, since his entry into the University up to and including the latest semester as per the procedure given in this clause. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University. Since multiple performance (through Improvement Examination) in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.
- 4.18.0** The course coordinator is responsible for maintaining the full records of each student's attendance, performance in different components of evaluation, section/class average, copies of question papers and any record of evaluation which were not returned to the students. The course coordinator is also required to submit to Controller of Examination for permanent record in the University a requisite number of copies of all question papers and all hand-outs given to the students. If a scrutiny or statistical analysis becomes necessary the above records and any other pertinent information will be made available by the course coordinator during the semester and the Controller of Examination after completion of the semester.
- 4.19.0** In a system designed to give the responsibility to the student and which authorizes Dean Academics to monitor this system, it is not practical to write rules as to how the individual teacher should play his own role. The teacher's role must always remain active. It is only he/she who can detect incipient problems and identify great promise. Moreover there are several courses like Thesis, Seminar etc. where the structuring of the operation is open ended. Whenever found necessary, individual teachers may send their recommendations through their Head of Department to the Dean Academics suggesting changes as provided by these regulations in the registration of a student.
- 4.20.0** The content and contours of certain courses like Industrial training, Thesis-Seminar (TS), attempt a University-wide meaning. In order to achieve the unusual educational thrust as well as maintain Industry Oriented Hands on Experience interfacing with the world outside the campus, these regulations provide that HOD or a nominee of Dean (Academics) will be the course coordinator for all Industrial training of UG and PG programmes and other similar programmes/thesis/dissertation/seminars etc.
- 4.21.0** Dean Academics has the responsibility for the offering of appropriate courses in a semester, and for an overall monitoring to ensure the effective fulfillment of the contract envisaged in these regulations between the teacher and the taught in each course. Further, Dean Academics has the discretionary authority to devise acceptable procedures for obtaining a feedback from teachers as well as students about the status and progress of a course.
- 4.22.0** The university expects its students to be regular in attending the classes. Every student must ensure a minimum attendance of 75% in all the courses so as to make him/her eligible to appear in the end term examination. For students having an attendance of less than 75% and greater than or equal to 50% grade E shall be awarded. For

students having attendance less than 50% grade F shall be awarded.

4.23.0 Wherever applicable a student must appear for the end-semester comprehensive examination. Any student failing to do so, and a Student not registered in a particular semester within the time frame decided, the following circumstances may occur.

- 4.23.1. If a student absents from the University with due permission of the Dean Academics due to illness, she/he will be permitted to rejoin provided the period of absence does not exceed one semester. If the period of absence is more than one semester or the absence is for reasons other than illness, the case will be referred to the Vice Chancellor by the Dean Academics with his/her recommendation. The student will, however be charged the prescribed fee even for the period absence.
- 4.23.2. In case of student absent from the University without prior permission, he/she may be permitted to join back with the permission of the Vice Chancellor on payment of the penalty as approved by Academic Council, in addition to the prescribed fee for the period of absence.
- 4.23.3. In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the students' name will be struck off from the rolls of University.
- 4.23.4. in both Non registered cases (with prior information or unauthorized absence), student will be awarded 'F' grade in all the courses of that particular semester and the student has to put an equivalent number of additional semester for the gap period to clear the courses of the gap period shall be available to the student only in the parallel semester(s) of the subsequent semester.
- 4.23.5. If a student who registers for a semester but attains less than 25% of the total attendance in each registered course it will be considered as unauthorized absence and will be awarded 'F' grade in all courses.
- 4.23.6. In no case, the total period of absence will exceed two semesters during student stay in the University. In that eventually the student's name will be struck off from the rolls of the University.
- 4.23.7. The total absence/dropping of semester (gap year) will be counted towards the total duration of the programme permissible under the regulations.
- 4.23.8. In no case he/she will be eligible for award of degree in less than prescribed normal duration of study excluding the gap period.
- 4.23.9. Appearing in SSB interview, participation in inter university tournaments, cultural festivals and Appeal activities will be treated as on duty; Subjected to maximum of 3 lectures per subject.
- 4.23.10. Student participating in co-curricular activities conducted by prestigious institutions at National/international level and sponsored by the University for Participation in any such activity would be eligible for grant of special credits for attendance, in case any class work is missed during this period with prior approval of Vice Chancellor.
- 4.23.11. Also in extraordinary case(s) of long illness or other contingences the requirement of attendance can be further condoned up to 15% by the Vice-Chancellor on the recommendations of the Dean/HoD of the concerned. An application in the prescribed format for condoning limited shortage of attendance (upto 15% only) will be made by the student at least two week prior to the start of the end –semester examination.

Appeal: Notwithstanding the above the Vice Chancellor may, on appeal, relax any of the above conditions in the case of extreme hardship, at his discretion. His decision shall be final and binding.

CHAPTER 5

Some Special Courses and Programmes

- 5.1.0** To capture a special educational flavour and goals of the various programmes the structures provide for certain courses which must be pursued only after certain academic base has been achieved. To ensure these objectives, the registration and operation of these courses are to be specially regulated. While the features of these regulatory procedures are described in the following clauses, it is to be noted at this stage that these courses and programmes could be a hallmark of the University's innovative thrust and also diligently span the campus and the professional world. Therefore, apart from the routine operations, even though unusual, a theme and vision have to be continuously nurtured and expanded to meet this unusual challenge and responsibility. HOD or a nominee of Dean (Academics) is overall in-charge for Industrial training courses and will cause all that has to be done within the framework of these regulations to sustain and move further in these tasks. Similarly, HOD or nominee of Dean (Academics) who is in charge of Thesis-Seminar, Dissertation will make, all efforts to move into mission-oriented interdisciplinary research of national relevance conducted in the campus as well as outside the campus and take all necessary steps to give meaning and shape to the University's vision.
- 5.2.0 Industrial Training Courses:** Industrial Training Courses (ITC) are available in the degree programmes and dissertations are options in the higher level degree programmes. These form a controlled simulation of the real life whereby the circumstance of a link with environment is created. They require that students undergo the rigor of the professional world in form as well as substance, thus providing them an opportunity to apply their classroom knowledge to live situations.
- 5.3.0** Since the educational processes in the (ITC) courses seek out and focus attention on many latent attributes which do not surface in the normal class-room situation, the process of evaluation in these courses should be designed with care (**Annexure-3**) so that information on a continuous basis on the following attributes becomes available: intellectual ability; team work; leadership; initiative; personality; professional judgment; common sense; problem solving ability; sense of responsibility; decision making ability; art of 'guestimation'; punctuality; ability to meet deadlines; ability to communicate through oral and written presentations; etc.
- 5.4.0** HOD or nominee of Dean (Academics) has the authority to assign ITC courses for appropriate semesters at various locations. Even when he/she asks for options and choices from the students his decision in these matters shall be final.
- 5.5.0 Thesis-Seminar, Dissertation:** Before registration in Thesis a student must complete the prior preparation, which differs from level to level. In the first level a student should normally have cleared all other courses before he/she registers in Dissertation.
- 5.6.0** In the first levels, a student is assigned a topic of research as well as his supervisor by HOD giving due consideration to the student's preference, the research goals of the University and the equalization of the workload of the supervisors. The decision of HOD shall be final.
- 5.7.0** While the student has to be in the University throughout the duration of the programme, HOD may, however, require him to do part or whole of his thesis course at any off- campus centers. In such a case, a supervisor can also be drawn from the host organization.
- 5.8.0** For the purpose of these regulations the thesis/dissertation are defined as those coherent documents which

embody the investigations on the completion of the work and which have been prepared with the approval of the supervisor and which are ready for submission to the examiners. In all the levels the student must submit, to HOD, two typed copies of his/her thesis, which should also incorporate a certificate from his/her supervisor stating that the work has been completed to the satisfaction of the supervisor. All thesis must be written in English (**Annexure-4**)

- 5.9.0** The Thesis /Dissertation course in all the levels are visualized to be a time bound activity and must co-terminate with the successful completion of the assigned credits. The submission of thesis/dissertation must take place within the prescribed time failing which, the registration in the last course will be cancelled and the concerned student's grade sheet will show RRA (Required to register again) against the course. A student will be required to register for the same number of credits in the thesis course for which the registration was cancelled.
- 5.10.0** For the purpose of evaluating the thesis/dissertation in all the levels, HOD will frame Panel of three field experts who are cited in the References of the thesis and one expert to be called for final Viva Voce of thesis with the permission of Honorable Vice Chancellor.
- 5.11.0 Project:** For evaluation of Project work procedure mentioned in **Annexure-5** will be followed.

CHAPTER 6

Transfer

- 6.1.0** Transfer from one programme to another will be permitted only for programmes leading to the award of B.Tech. Student may be allowed change of discipline on the basis his/her academic performance at the end of the first academic year subject to the strength constraints of the departments as per the following guidelines: -
- 6.1.1. Such change will be considered only at the end of the first academic year.
 - 6.1.2. In making the change of discipline the strength of the existing class where transfer is being sought should not go above the authorized strength by more than 10%.
 - 6.1.3. All such transfers can be effected only once at the beginning of the second academic year.
- 6.2.0** Transfer from degree level programmes to other degree programmes may be permitted after the completion of first academic year.
- 6.3.0** Since admission to a programme is done on assigned and competitive basis, normally there may not be any scope of undoing the fact of an assigned admission through transfer. However, whenever a student is not able to cope up with the programme for which he is admitted, PCC in order to salvage the student may recommend transfer to a suitable programme.
- 6.4.0 Migration or Entry/Exit:**
- 6.4.1. Migration from other UGC recognized universities is allowed subject to the following conditions:
 - 6.4.1.1. Candidate seeking migration has to obtain No Objection Certificate from the university from where candidate wishes to migrate.
 - 6.4.1.2. An authenticated scheme & syllabus from the University/institute from where the migration is sought needs to be provided to the office of Dean, Academics.
 - 6.4.1.3. Migration is allowed only in the 2nd year of 3rd year programme and 2nd & 3rd year of a 4 years programme.
 - 6.4.1.4. The courses studied by the candidate in the preceding semesters must be equivalent to the courses offered in BUEST. Courses studied by the student in the Previous University (which does not appear in BUEST schemes) shall be made equivalence with the Schemes of the BUEST where ever possible.
 - 6.4.1.5. The candidate is required to pass the deficient subjects (subjects not equivalent to the subjects taught in this university) in BUEST within the maximum duration of the Programme.
 - 6.4.2. In Migration cases the calculation of CGPA shall be as follows.
 - 6.4.2.1. The courses completed in the previous University/institute mapped with BUEST Schemes shall carry the Grades and Credits of that particular University/institute and there after the Grades and Credits of BUEST shall be applicable.
 - 6.4.2.2. Courses which have been studied extra and does not appear into the scheme of BUEST shall not be considered for CGPA calculation.
 - 6.4.2.3. Any relaxation in migration rules will be at the discretion of Vice Chancellor.

CHAPTER 7

Graduation (Eligibility for all Degrees and University Medals)

- 7.1.0** A student is deemed to have fulfilled the requirement of graduation for a degree when he/she has:
- 7.1.1. cleared all courses prescribed for him/her in his/her programme
 - 7.1.2. cleared the total credit requirements
 - 7.1.3. Obtained the minimum CGPA as specified in the Programme Guide
 - 7.1.4. Satisfied all requirements of these regulations.
- 7.2.0** A student is deemed to have become eligible for the degree if, in addition to satisfying the requirements of clause 7.1.0 he/she has:
- 7.2.1. satisfied all rules of evaluation
 - 7.2.2. no case of indiscipline or unfair means is pending against him.
- Note:** in case of a student having outstanding dues against him to be paid to the University, Hostel or any other recognized organ of the University, his degree will be withheld until the said dues are cleared.
- 7.3.0** The following classification based on CGPA will be made for any degree programmes for classification of division of degree:
- 7.3.1. CGPA for 2nd Division : 5.00
 - 7.3.2. CGPA for 1st Division : 6.00
 - 7.3.3. CGPA for Honors : 8.00 (with no history of backlog.)
- 7.4.0** Under extreme exceptional circumstances where gross violation of graduation is detected at a later stage, the Academic Council may recommend to the Governing Body the recall of a degree already awarded.
- 7.5.0** For classification of University medals following criteria have to be considered for any degree program:
- 7.5.1. **Gold Medal**
Cumulative Grade Point Average (CGPA) of 8.0 or higher.
No history of backlogs or reappears throughout the entire program tenure.
 - 7.5.2. **Silver Medal**
Cumulative Grade Point Average (CGPA) of 7.5 or higher.
No history of backlogs or reappears throughout the entire program tenure.
 - 7.5.3. **Bronze Medal**
Cumulative Grade Point Average (CGPA) of 7.0 or higher.
No history of backlogs or reappears throughout the entire program tenure.
- Note:** - In the event that the Cumulative Grade Point Average (CGPA) of two or more students is the same, the total marks of the final (last) semester examination will be compared to break the tie in their ranking. Should a tie persist, preference will be given to the student with the older date of birth for higher ranking, and the other student will be ranked accordingly.

CHAPTER 8

Minimum Academic Requirements

- 8.1.0** The educational philosophy of the University interlinks and at the same time distinguishes between the performance of a student in a single course and his overall cumulative performance. Students up to degree level programmes who have not performed well would initially be counseled by their teacher-mentors designated by HoD/Dean. However, if the performance of a student still does not show any improvement he/she would be placed under the direct academic supervision, control and tutelage of the **Performance Counseling Committee (PCC)**, consisting of Mentor of the student, HoD/Dean (member Secretary) of respective Department/School, Student Welfare Officer and Dean Academics (Chairman). The PCC will take immediate charge of such a student and counsel him/her regularly so that he/she could be rehabilitated at the earliest. Failing the efforts that are described in the succeeding clauses of this section, the student would be required by PCC to discontinue the programme of study and leave the University.
- 8.2.0** At the end of every academic year the following minimum academic standards have to be achieved by the students in various programmes:
- 8.2.1. At any stage of reckoning the student should not have spent more than 50% extra time than what is prescribed for him up to that stage.
 - 8.2.2. The number of credits earned up to that stage should not be less than the minimum prescribed in the respective Programme Guide
- 8.3.0** The requirements (i) and (ii) clause 8.01 above are minimum requirements that every student should meet at the end of every academic year. Failure to meet even one of these requirements is called 'an affliction'. One or more of these afflictions will automatically bring him under the purview of PCC. During the pendency of this purview, the student will lose all his options with regard to the various features permitted during the process of registration, namely, holding office of any student body etc.
- 8.4.0** If however the student is not responsive to the efforts of PCC, the PCC is authorized to require the student to discontinue from the University.
- 8.5.0** To be effective, PCC will need the necessary time in order to establish proper coordinates with the student and his teachers. Therefore, the mere fact that PCC has not been able to take on the role of a counselor before the date of registration does not preclude it from intervening after registration.
- 8.6.0** Once a student has been placed under the purview of PCC, he/she would continue to be under its direct guidance until PCC, is being satisfied with his overall progress and performance, declares him/her to be outside its purview.
- 8.7.0** All decisions of PCC shall be final.

CHAPTER 9

Examination Ordinances and Regulations

All university examinations for all programs will be conducted by the Examination Branch under the supervision of the Controller of Examinations, in accordance with the Examination Ordinances and Regulations. These ordinances and regulations provide comprehensive guidelines and procedures related to the conduct of examinations, assessment methods, grading policies, and protocols for handling academic grievances and appeals and are presented here. These are designed to provide clarity and uniformity in the examination processes, thereby supporting our commitment to academic excellence and student success.

9.1.0 EXAMINATION ORDINANCES

9.1.1. DEFINITIONS

- a) “Conduct of exams” means the conduct of Mid-term Tests and End-semester exams of BUEST as per the stipulated Schedule and Scheme of Examination.
- b) “Evaluation” means evaluation of various components of assessment of students as per specified assessment model, which includes, but not limited to: Midterm and End- semester answer sheets, Quiz tests, Lab file, Viva-voce, Project and Thesis etc.
- c) “Secrecy” means confidentiality to be maintained in conduct of exams in terms of selection of Question Paper set, and its photocopying etc.
- d) “Regular Semester” means “Odd” or “Even” regular semester term in an Academic Session.
- e) “Summer-Term” means a short duration term as compared to regular semester, involving Study Mode and Exam Mode for clearing back-log courses (E/F Grade) or for Grade/ CGPA improvement. The “Study Mode” of Summer-Term comprises all components of assessment as in Regular semester term.
- f) “Examination Branch” means the central examination wing of BUEST directly under the control of Vice Chancellor of BUEST and administered by Controller of Examinations (COE).
- g) “Section” means a unit of Examination Branch looked after by respective Deputy Controller of Examinations (Dy. COE). Examination Branch to be sectionalized into four mutually coordinating units for smooth functioning:
 - i. Conduct Section
 - ii. Secrecy Section
 - iii. Evaluation Section
 - iv. Result Section
- h) “CPUM” means Committee for Prevention of Unfair Means in BUEST examinations, and is to be headed by Chairman - CPUM.
- i) “CGPA” means Cumulative Grade Point Average.
- j) “SGPA” means Semester Grade Point Average.

9.1.2. CONDUCT OF EXAMS

- a) All Mid-term and End-semester exams of regular semesters and Summer-term are to be conducted by Dy.COE (Conduct) under the overall supervision of COE.

- b) Only registered students with no pending dues in a particular semester term/ Summer term will be allowed to appear in the exam.
- c) Authorities may debar a student to appear in the exam if any case of indiscipline/ unfair means/ academic misconduct is pending against him. The decision of Vice Chancellor shall be final and binding in such cases.
- d) In a semester term, three Mid-term tests shall be conducted by Conduct Section, best two will be considered for all students.
- e) All BUEST exams shall be conducted as per the applicable Scheme of Examinations and Academic Schedule.
- f) For imparting transparency to the examination process, all Date-sheets shall be shared with various departments and schools of BUEST in time.
- g) CPUM constituted by Vice Chancellor shall function for preventing unfair means in exams and to decide the quantum of punishment to be handed to offender as per laid down rules.
- h) Appeal against punishment, if any, can be made to Vice Chancellor of BUEST, whose decision will be final and binding.

9.1.3. EVALUATION OF EXAMINEE ANSWER SHEETS

- a) Evaluation of examinee answer-sheets shall be carried out at the central place in Examination Block under the supervision of Dy.COE (Evaluation). No sheet shall be allowed to be taken out of the central Evaluation Room for the purpose of evaluation.
- b) A transparent process shall be adopted to show evaluated answer-sheets (MSTs as well as End Term Examinations) to students and resolving discrepancy, if any before the declaration of the draft result.

9.1.4. CONDUCT OF PRACTICALS AND DIVISION OF LAB MARKS

- a) Each lab session will consist of 30 marks, which would further be distributed into three components:
 - i. 10 marks for the conduct of experiment.
 - ii. 10 marks for report writing, and
 - iii. 10 marks for viva-voce.
- b) The lab marks of a course for the entire semester would be scaled down to 30 for calculating grade in that course.
- c) In case a student absents in a particular lab session, he/she will be awarded zero marks in all three evaluation components of that lab session.
- d) No separate end-semester practical exam or viva shall be held for the lab component.

9.1.5. RESULT PREPARATION

- a) Marks obtained by students in various components shall be provided by individual faculty members to Result Section for preparing grades through their Heads of Departments.
- b) In case of any discrepancy in awards, individual faculty member/ Course Coordinator/ Course Instructor shall be responsible.
- c) BUEST shall follow CGPA-based grading system in which marks out of 100 shall be converted into LETTER GRADES and GRADE POINTS as tabulated:

Table 9.1.1: LETTER GRADES and GRADE POINTS

Letter Grade	Percentage Marks	Grade Point	Performance
A+	≥ 85%	10	Excellent
A	≥ 80% & < 85%	09	Very Good
B+	≥ 70% & < 80%	08	Good
B	≥ 55% & < 70%	07	Fair
C	≥ 45% & < 55%	06	Average
D	≥ 35% & < 45%	04	Marginal
E	< 35%	00	Exposed
F	Short Attendance	00	Poor

a) Pass and Fail Grades

- i. A⁺, A, B⁺, B, C & D are pass grades. E and F are Fail Grades. The course(s) in which a student has earned “E” or “F” grade will be termed as ‘Backlog’ course(s).
- ii. “E” Grade shall be awarded when a student has attended at least 75% of the Lectures, Tutorials & Practicals (as per the teaching load of the course) and fails in the evaluation process.
- iii. “F” Grade shall be awarded as a result of detention(s) on the basis of shortage of attendance or penalty for unfair means. A student who earns “F” grade in a course, will register for that course again when it is offered next.

b) CGPA and SGPA

- i. CGPA is the weighted average of all the grades awarded to a student since his entry into the University programme, up to and including the latest semester and shall be computed as:

$$CGPA = (\sum C_i G_i) / (\sum C_i)$$

where C_i is the number of credits assigned to i^{th} course and G_i is the grade point equivalent to the letter grade obtained by the student in the i^{th} course. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.

- ii. SGPA shall be calculated by above formula for the courses of a particular semester.

Table 9.1.1: Sample Calculation for CGPA and SGPA

Semester-I

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Credit Points (Column 4x Column 5)
(1)	(2)	(3)	(4)	(5)	(6)
MAXXXN	5.0	A	5.0	09	45
CSXXXM	4.0	C	4.0	06	24
PHXXXP	4.0	A+	4.0	10	40
PHXXXP	1.5	B+	1.5	08	12
MEXXXN	4.0	E	00	00	08
AMXXXN	4.0	B	4.0	07	28

Credits registered in the Semester-I (total of column 2)	= 22.5
Earned Credits in the Semester-II (total of column 4)	= 18.5
Credit Points in the Semester-I (total of column 6)	= 157.0
SGPA (Semester-I) = (157.0/22.5)	= 6.98
CGPA (At the end of Semester-I)	= SGPA

Semester-II

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Credit Points (Column 4xColumn 5)
(1)	(2)	(3)	(4)	(5)	(6)
MAXXXN	5.0	D	5.0	4	20
EEXXXN	5.0	F	00	0	00
CYXXXN	4.0	B	4.0	7	28
CYXXXP	1.5	B+	1.5	8	12
MEXXXN	4.0	A	4.0	9	36

Credits registered in the Semester-II (total of column 2)	= 19.5
Earned Credits in the Semester-II (total of column 4)	= 14.5
Credit Points in the Semester-II (total of column 6)	= 96.0
SGPA (Semester-II) = (96.0/19.5)	= 4.92
CGPA (At the end of Year-I) = (157.0+96.0) / (22.5+19.5)	= 6.02

- a) A consolidated draft result will be prepared by Result Section as per the applicable Schemes of Examinations under the supervision of Dy COE (Result) and COE.
- b) Result Section shall strive to declare the results of every examination within 30 days from the last date of the examination for a particular programme, and shall in any case declare the results latest within 45-days from such date.
- c) Draft result shall be shared with the students through the involvement of their departments.
- d) Any discrepancy reported in draft result shall be resolved through the recommendation of HOD, and a proper record of such cases shall be maintained.
- e) Final results of all exams shall be declared through Registrar after obtaining approval from Vice Chancellor.
- f) Once final gazette is notified, any correction thereafter shall only be made with the approval of Vice Chancellor on recommendation of concerned authorities.
- g) The result of any student may be withheld if:
 - i. He/she has not paid the dues.
 - ii. He/she has not submitted requisite documents while taking admission in BUEST.

- iii. There is a case of indiscipline/ unfair means/ academic misconduct pending against him.
 - iv. For any other reason as deemed fit by the University.
- h) Working Guidelines for STUDY MODE and EXAM MODE courses with effect from Summer Term-2019

i. Study Mode courses(Ref/:BUEST/AC/2018/13/25)

Study Mode courses during Summer Term will be offered only to those students who have obtained minimum 25% attendance during regular semester (even/odd). For students having attendance less than 25% in a particular course, the permission of Study Mode registration during Summer Term will not be granted. Such students will be required to pursue backlog courses under Study Mode with junior batches during regular semester. Registration Advisors of respective departments will ensure the eligibility condition of 25% attendance prior to allowing Summer Term registration in Study Mode.

ii. Exam Mode courses(Ref/: BUEST/AC/2018/13/26)

Condition of maximum D grade under Exam Mode has been withdrawn for students admitted in Academic Session 2018-19 and onwards. For such students, marks of Continuous Assessment (Quiz, Midterm Tests, Attendance etc.) obtained during regular semester (even/odd) will be retained. Final grade of Exam Mode courses will be calculated by considering previous component of Continuous Assessment, along with the marks obtained in End-semester exam (under Exam Mode). Hence, all components of assessment will be considered for grade calculation of Exam Mode courses with effect from batch admitted in 2018-19 and onwards (previous CA marks retained + recent End-semester marks during Exam Mode). There will be no restriction on final grade obtained by the students under Exam Mode registration, and they can obtain the maximum possible A+ grade in such cases. After evaluation of Exam Mode answer sheets, Comprehensive Assessment Sheets will be submitted by respective Departments by considering previous internal assessment (continuous assessment retained), along with the latest End-semester marks. For all previously admitted batches, earlier regulations pertaining to Exam Mode grade calculation will remain applicable. After due discussions in various Board of Studies of respective Departments of all the Schools the following criteria for award of marks for attendance are proposed:

- ❖ 5 marks will be awarded to students having attendance more than or equal to 90%.
- ❖ Students having attendance less than 90% will be given marks on the basis of (Actual Attendance *5/90)
- ❖ The existing weightage for various components of evaluation may be modified as under:
- ❖ Weightage for end Semester 50%
- ❖ Weightage for MST 20%
- ❖ Weightage for Quiz based on assignments/case studies 25%
- ❖ Weightage for attendance 5%
- ❖ The above criteria may be made applicable from the Academic Session 2016-17 for all the batches.

9.1.6. REQUIREMENTS FOR THE AWARD OF DEGREE

A student shall be deemed to have completed the requirements for an academic programme and eligible for the award of degree if:

- i. He/she has earned all the credits prescribed for the programme of study.

- ii. He/she has earned a CGPA of greater than or equal to 4.50 for undergraduate programmes and CGPA of greater than or equal to 5.0 for post graduate programmes. However a student may apply for improvement of CGPA if it falls below the minimum prescribed CGPA in maximum two subjects with the approval of Honorable Vice Chancellor.
- iii. He/she has satisfied all the applicable rules and regulations.
- iv. He/she has deposited all fees due to him/ her.
- v. There is no case of indiscipline pending against him/her.

9.2.0 EXAMINATION REGULATIONS AND PROCEDURES

Detailed regulations and procedures, duly approved by Academic Council, are framed for the smooth functioning of BUEST examination system and presented in following sub-chapters.

CHAPTER 9.1

Short Title, Extent and Commencement

(9.1).1.0 Short Title

These Regulations shall be called the “Examination Regulations for Regular Programmes of BUEST”.

(9.1).2.0 Extent of Application and Commencement

- (9.1).2.1. These Regulations shall be applicable for all the regular Programmes offered by the Schools of BUEST and any matter relating and incidental thereto.
- (9.1).2.2. The provisions of these Regulations will prevail over all Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, framed thereunder.
- (9.1).2.3. Unless the context otherwise requires, any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act and the Statutes, Regulations, Ordinances, Regulations, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as the case may be, as may be framed from time to time.
- (9.1).2.4. Nothing in these Regulations shall be deemed to debar the University to amend or revise the Regulations subsequently, and the amendment or revision so made, if any, shall apply to all the students whether old or new, at the sole discretion of the University, and to all other concerned.

CHAPTER 9.2

Definitions

(9.2).1.0 Definitions

- (9.2).1.1. “Course” means a prescribed set of instructions in a subject offered as a unit of studies within an Academic Programme.
- (9.2).1.2. “Course Handout” means detailed syllabus of a course and the mode of its delivery.
- (9.2).1.3. “SESSIONAL TESTS” means Mid-Term Tests.
- (9.2).1.4. “Final Examination/ ETE” means End-Semester Examination. In a term that carries only Industrial Training, Thesis or Dissertation work, the final evaluation component thereof will be treated as ETE. In

case of term involving only Project work, the evaluation components in a term will be treated as Continuous Evaluation, and Viva Voce and presentation of project work will be treated as ETE.

- (9.2).1.5. “LTP” means hours of Lecture, Tutorial and Practical of a course per week in regular term.
- (9.2).1.6. “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.
- (9.2).1.7. “Programme” 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.
- (9.2).1.8. “Programme Detail” means scheme and curriculum of a Programme.
- (9.2).1.9. “Student ID” means a unique number that may be allotted to the student at the time of joining a Programme.
- (9.2).1.10. “Scheme and Curriculum” means and includes description of nature, duration, pedagogy, syllabus, eligibility and such related details for a Programme.
- (9.2).1.11. “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.
- (9.2).1.12. “Tutor” means the teacher who is assigned the responsibility of tutoring students in tutorial classes.
- (9.2).1.13. “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.
- (9.2).1.14. “Continuous Assessment” (CA) means examinations other than Final Examination/ETE, which includes, but not limited to, Practical, Quiz, Assignments & Lab Work etc.
- (9.2).1.15. “HOD” means Head of Department, a person deputed by Dean of respective School to look after the department of School.
- (9.2).1.16. “Examination Coordinator” (who is a senior faculty member of department) means a person deputed by HOD to coordinate examination related work at department level.
- (9.2).1.17. “Instructor-in-Charge” means a person deputed by HOD to look after the smooth conduct of assigned course.
- (9.2).1.18. “COE” means Controller of Examinations, or a person deputed by BUEST, to perform such duties.
- (9.2).1.19. “VC” means Vice Chancellor of BUEST.

CHAPTER 9.3

Examinations

(9.3).1.0 Organization Structure

Examination Branch of University is headed by Controller of Examination (COE), who is further assisted by four Deputy Controllers of Examination (Dy. COE) for different sections. The hierarchy is shown in the figure (9.3).1.1.

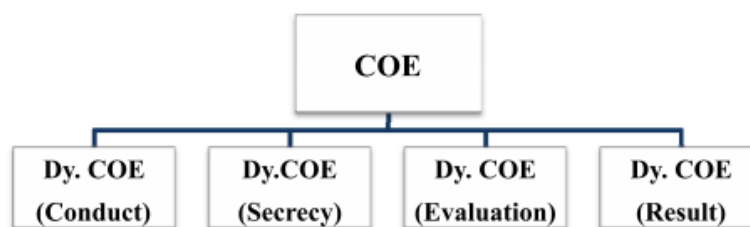


Figure (9.3).1.1: Examination hierarchy

Role and responsibilities of various designations are defined as per Annexure-6.

(9.3).2.0 Scheme of Examinations

The university examinations shall have two segments:

(9.3).2.1. **Continuous Assessment:** It may comprise Quiz tests, Assignments, Mid- Term Tests and any other component of evaluation as per the direction of Academic Council.

(9.3).2.2. **End-Semester Examination** at the end of each semester.

(9.3).3.0 Weightage of continuous Assessment & End Term Examination and Conduct of Examinations

(9.3).3.1. The continuous assessment except the Mid-Term Tests will be conducted by the respective departments of various Schools as per the applicable academic guidelines with due approval of concerned authorities.

(9.3).3.2. There would be three Mid-Term Tests: MT-1, MT-2 and MT-3, in which students are required to appear. Controller of Examination will be responsible for the conduct of Mid-term tests and the End-Semester Examination.

(9.3).3.3. Weightage for Continuous Assessment and End-semester examination in each course shall be based on the applicable Scheme of Examination, as issued by Academic Branch.

(9.3).3.4. The dates of examinations (Mid-Terms and End-Semester) shall be as specified in the Academic Calendar of BUEST.

(9.3).4.0 Students' Eligibility

(9.3).4.1. All students registered for the semester under various Programmes of BUEST, except those specifically declared ineligible under section 3.7.2 shall be eligible to appear for the End-Semester Examination.

(9.3).4.2. Students in the following cases shall specifically be declared ineligible to appear in the End-Semester Examination by the Office of the Controller of Examinations:

(9.3).4. 2.1. Where any payments due to the University are in arrears till 15 days prior to the commencement of End-Semester Examination.

(9.3).4. 2.2. Where, under disciplinary action proceedings, a student is barred from appearing in an End-Semester Examination.

(9.3).4. 2.3. Where a student is barred from appearing in an End-Semester Examination on account of an Unfair Means Case (UMC) decided or pending to be decided.

(9.3).4. 2.4. Where a student is found to suffer from a contagious disease at the time of examination.

(9.3).4. 2.5. Where a student is falling short of required attendance.

- (9.3).4.2.5.1. Students with attendance less than 50 % in a course (total of L+T+P) will be awarded F grade. They will not be eligible to appear in the End-semester examination of that course.
- (9.3).4.2.5.2. Students with attendance 50 % or more but less than 75% in a course (total of L+T+P) will be awarded E grade and will not be eligible to appear in the End-semester examination in that course.
- (9.3).4.2.5.3. All HODs shall submit the list of ineligible candidates to the Office of COE prior to the commencement of examinations in each semester. List of students falling short of attendance would be given to the Office of COE on the last day of the semester, in the specified format.
- (9.3).4.3. Office of Controller of Examinations will indicate the Roll No. of candidates not allowed to appear in the examination.
- (9.3).4.4. The identity of the students shall be verified from the ID cards issued to students by University.
- (9.3).5.0** The Mid-term Tests and End-Semester examinations will be conducted under the administration of COE as per the procedure and provisions specified in this code.
- (9.3).6.0 Make-up Examination**
- In general, Make-up exams, either in Mid-Term or End-semester exams, will not be permitted. However, Vice-Chancellor of BUEST, under extra-ordinary circumstances, may permit a student to appear for Make-up exam on the recommendations of concerned HOD and Dean of School of BUEST.

CHAPTER 9.4

Question Paper Setting and Printing

- (9.4).1.0.** The exams for various courses (Mid-term and End-semester) will be conducted as per the applicable Schemes of Examinations issued by Academic Branch. Each course will carry credits as per the approved scheme of courses. A student must take all the courses as specified in the applicable scheme.
- (9.4).2.0.** Office of the COE will prepare a proposed date sheet of the courses in which examination is to be held:
- (9.4).2.1. The proposed Date Sheet will be checked by the respective HoDs and Deans of Schools, and shared with students.
- (9.4).2.2. Necessary changes to be incorporated will be suggested to COE for issuing final Date-sheet.
- (9.4).3.0.** An Instructor-in-charge shall be designated by all HoDs for each course, who will set the Question paper for all examinations of theory course.
- (9.4).4.0.** Course Coverage and Paper Setting of Mid-Term Tests-I & II:
- (9.4).4.1. Mid-Term Test-I will be scheduled approx. 5-6 weeks from the start of semester, and similarly Mid-Term-II tests after another 5-6 weeks from the start of classes after Mid-Term-I tests.
- (9.4).4.2. Recommended course coverage for Mid-Term Tests-I and II will be 40 % of the final syllabus.
- (9.4).4.3. One set of Question Papers, duly sealed and in ready to photocopy format, will be prepared by Instructor-in-Charge of each course (with the help of Tutors) as per format specified and submitted to Dy. COE (Secrecy).

(9.4).4.4. Multiple photocopies of Question paper will be done on the day of examination after ensuring seal of question paper envelope.

(9.4).5.0. Course Coverage and Paper Setting for End-Semester Examination:

(9.4).5.1. Course coverage for End-semester exams will 100 % of course syllabus.

(9.4).5.2. End-semester examination will be held at the end of semester after completion of all other components of evaluation during the semester (Mid-term tests, Tutorial assignments, Quizzes etc.).

(9.4).5.3. Two different sets of Question Papers, sealed and in ready to photocopy format, will be prepared by Instructor-in-Charge of each course (with the help of Tutors) as per specified format, and submitted to Dy. COE (Secrecy).

(9.4).6.0. Important instructions for Paper Setting (Mid-term and End-semester exams)

(9.4).6.1. Paper setters will ensure that Question papers being set for End-semester (two sets) are entirely different. In this regard, paper setters are required to submit an UNDERTAKING along with the question paper sets that there is no overlapping in the two sets.

(9.4).6.2. In case a particular course is being taught by a number of faculty members, the question papers for Mid-term as well as End-semester exams will only be set by appointed Instructor-in-Charge of the course. In such cases, concerned Instructor-in-Charge will duly consult other faculty members teaching the same course prior to setting Question paper, so that contents of syllabus being covered in the question papers are agreeable to all concerned faculty members.

(9.4).6.3. In case of extraordinary circumstances, approval of concerned Dean of the School will have to be taken by respective HOD to appoint other faculty members as Paper Setters besides designated Instructor-in-Charge, for such courses which are being taught by a number of faculty members.

(9.4).6.4. Envelopes containing question papers will be duly sealed by Paper Setters, and slip with specified particulars must be pasted on each envelope prior to their submission to Dy. COE (Secrecy).

(9.4).6.5. Paper setters must maintain secrecy and confidentiality of the paper setting task.

(9.4).7.0. Dy. COE (Secrecy) will ensure safe keeping of the question papers.

(9.4).8.0. Multiple photocopies of Question papers will be done on the day of examination after ensuring seal of question paper envelope.

(9.4).9.0. External Paper Setting

(9.4).9.1. With an objective to create a robust examination system, question papers of some courses (up to 20 % of the total courses in a semester) may be called from external paper setters.

(9.4).9.2. Information of such courses will be kept secret and will not be shared with concerned HOD or faculty members.

CHAPER 9.5

Conduct of Examinations

(9.5).1.0 Dy. COE (Conduct), in consultation with COE, will appoint a Centre Superintendent, Deputy Superintendents (centre area-wise) and a Clerk (one per centre) for conduct of examination in different Examination Centres of the University.

- (9.5).2.0** The faculty/ staff for examination duties as requisitioned by the Controller of Examinations shall be relieved by the concerned departments to discharge their examination duties.
- (9.5).3.0** The Centre Superintendent, Deputy Superintendents, Clerks and the support staff shall not be paid any extra remuneration for the examination duties performed within the University Campus.
- (9.5).4.0** Eligibility for Centre Superintendent and Deputy Superintendents
- (9.5).4.1. Centre Superintendents, Deputy Superintendents and Clerks are to be appointed from the present, regular staff of the Schools of BUEST.
- (9.5).4.2. Centre Superintendents and Deputy Centre Superintendents should not be below the level of Assistant Professor.
- (9.5).5.0** Duties of Centre Superintendent
- (9.5).5.1. Centre Superintendent, in consultation with Dy. COE (Conduct)/ COE will, one day prior to examination, ensure that the entire infrastructure for furniture and stationery are in order and available in sufficient quantity for smooth conduct of the examination.
- (9.5).5.2. Centre Superintendent will hand over Question paper packets (after receiving them from Dy. COE-Conduct prior to start of the exam) to Dy. Suptdt./ Invigilators as per the seating plan, cross check details and maintain the records.
- (9.5).5.3. If the number of copies of the question paper falls short, the Centre Superintendent will inform the same to Dy. COE (Conduct), who will further inform Dy. COE (Secrecy) to provide requisite photocopies. The examination must be conducted as per schedule, but the shortage should be reported to the Controller of Examinations immediately.
- (9.5).5.4. Dy. COE (Conduct) will appoint two invigilators per room having more than 40 examinees. One additional invigilator per 40 students or part thereof would be appointed. Centre Superintendent will maintain a record of the invigilators assigned to each room and for each test session.
- (9.5).5.5. Invigilators are to be appointed from the present, regular staff of the school.
- (9.5).5.6. Centre Superintendent will ensure that adequate watermen / peons are deputed on duty through the Assistant Registrar-General/ Manager Admn.
- (9.5).5.7. Centre Superintendent will ensure that examination begins and ends at the scheduled times.
- (9.5).5.8. Centre Superintendent will ensure that attendance of a student is recorded on an attendance sheet for the examinations he / she has appeared in.
- (9.5).5.9. Centre Superintendent will ensure that Answer books are sealed within 30 minutes of the close of examination, along with the list of students who were present and absent.
- (9.5).5.10. It will be the responsibility of the Centre Superintendent to ensure that the examination is conducted and records are maintained as per the norms of the University.
- (9.5).5.11. No amendment of any kind would be permitted by the Centre Superintendent in the question paper during the conduct of the examination.
- (9.5).5.12. All necessary instructions including seating plan will be made available to the students in the form of notice prior to the commencement of the examinations.

(9.5).5.13. Centre Superintendent will ensure deposit of used and unused answer books and also submit dispatch details of answer books on specified memo within one hour of the end of the examinations.

(9.5).5.14. Centre Superintendent will report the following activities to the COE on the date of occurrence:

(9.5).5.14.1. Opening of wrong question paper, discrepancies in the question paper (if any).

(9.5).5.14.2. Any untoward happening.

(9.5).5.14.3. Unfair Means Cases.

(9.5).5.14.4. Infringement of regulations by any supervisory staff.

(9.5).6.0 Role of Examination Coordinators:

(9.5).6.1. Examination Coordinators of various departments will ensure that necessary instructions from Examination Branch regarding examination duties are shared with concerned faculty/ staff members of the department.

(9.5).6.2. Examination Coordinators will ensure that Date-sheet and other instructions concerning result declaration are timely shared with students.

(9.5).7.0 Invigilators will ensure that:

(9.5).7.1. Only those students who are in possession of valid Identity Cards are allowed to appear in the examinations.

(9.5).7.2. Cheating, copying in any form is not permitted.

(9.5).7.3. No candidate should be in the possession of mobiles, laptops, pen drives or any other data storage means.

(9.5).7.4. No bags/ purses should be allowed inside the examination hall, and these must

(9.5).7.5. be kept outside.

(9.5).7.6. Students are not allowed to keep their mobile phones with them in the examination hall, even in switched off mode.

(9.5).7.7. No student should be permitted to enter the examination hall 15 minutes after the start of exam.

(9.5).7.8. All attendance sheets should be filled and signed by the students within first forty-five minutes from the start of Mid-term test, and within first one and half hour of the start of the End-semester examination.

(9.5).7.9. Examinee answer books should be signed by the invigilators after verifying all the components of the answer book being filled in by each candidate.

(9.5).7.10. No mobile phone should be used by invigilators inside the examination hall.

(9.5).7.11. At no time the examination hall should be left unattended.

(9.5).7.12. No candidate should be permitted to go out of the examination hall for drinking water, or to washroom etc. during Mid-term tests. During End- semester exams, permission for such purposes can be granted only during a period of thirty minutes after half the time from the start of exam.

(9.5).7.13. No candidate should be allowed to leave examination hall after handing over his/ her answer-book before half time. If a student strongly insists to leave early citing extraordinary reasons, his question paper will also be retained by the concerned invigilator.

(9.5).7.14. Once a candidate leaves the examination hall after submitting his/ her answer book, he/ she should not be permitted to re-enter the examination hall again.

- (9.5).7.15. Attendance sheets and the answer books of the candidates to be tallied by invigilators and must be verified. Answer books to be arranged Student ID-wise before further submitting to the Dy. Suptdt/ Centre Superintendent.
- (9.5).7.16. All academic misconduct cases and use of unfair means are to be dealt with as per the guidelines given in Chapter 9.

CHAPTER 9.6

Evaluation

- (9.6).1.0.** For all three examination components, viz. Mid-Term Tests-I, II and End Semester Exams, the evaluation of examinee answer books will be carried out at a central place under the administration of COE and Dy. COE (Evaluation).
- (9.6).2.0.** Concerned faculty members, who are assigned evaluation duty by their respective HoDs will come to the Evaluation Centre, evaluate their answer books, and prepare Award Sheets (in duplicate).
- (9.6).3.0.** The evaluated answer books are further to be re-checked by another faculty member as assigned by respective Head of Department. Re-checking faculty member will ensure that all questions are checked and marked, along with the checking of total on front sheet of each Answer-sheet.
- (9.6).4.0.** After evaluation and re-checking of answer books, the concerned Instructor-in- Charge/ Faculty member will notify to students the time of showing evaluated answer sheets.
- (9.6).5.0.** Answer sheets will then be got issued from the Evaluation Centre as per the notified time and shown to students. Any changes required to be made after showing to students will be permitted only after the approval (with due signatures on specified form) of concerned HOD. Answer sheets (along with Award Sheet) will be returned back to Evaluation Section for record after showing to students.
- (9.6).6.0.** Points to be Taken Care of while evaluating the Answer Books:
- (9.6).6.1. No examiner will mark the answer books at non designated places, such as: faculty rooms, cabins, home, bus etc. All answer scripts would be marked at a place centrally designated by the COE.
- (9.6).6.2. All the entries like marks per question, total marks, marks in words, marks in figures, signature of examiners in each and every answer book will be filled, along with the signature of re-checker.
- (9.6).6.3. Marks will be entered on inside pages of the answer book for each question, including “0”, if the answer is wrong.
- (9.6).6.4. All left out blank spaces should be crossed out.
- (9.6).6.5. Award list will be filled by examiner with hand, indicating marks secured in words and figures, and signed clearly.
- (9.6).6.6. Marks obtained by the candidates in Assignments, Quiz tests, Mid-term Tests and Lab Work (wherever applicable), shall be declared by concerned faculty members to the students prior to the start of the End-semester exams in each Semester.
- (9.6).6.7. Continuous Assessment (CA) Sheets will be filled-up by concerned faculty members in hard (signed) as well as soft format, and submitted to Examination Branch within stipulated period for record.

CHAPTER 9.7

Results

(9.7).1.0. Preparation of Results

- (9.7).1.1. After completion of evaluation work of End-semester answer-books, concerned faculty members will provide marks obtained in all components of assessment (Assignments, Quizzes, Midterm tests, Lab Work, End-semester exams, and all others components as per applicable assessment model in a course), to the Examination Branch in the specified format and within stipulated time.
- (9.7).1.2. Grade Sheets of all courses will be prepared after converting percent marks into Letter Grades, as per applicable grading scheme issued by Academic Branch.
- (9.7).1.3. The grades shall then be converted into Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) for each student and final results shall be prepared by the Examinations Branch.
- (9.7).1.4. Term Grade Card
- (9.7).1.4.1. Students, who will pass all courses of a semester term will be issued Grade Card at the end of each semester, indicating the grades secured and SGPA for all the registered courses of that semester.
- (9.7).1.4.2. The Grade Card for the last semester of the programme will also indicate CGPA obtained by the student.
- (9.7).1.4.3. Grade Card will not be issued to a student who has obtained “E” or “F” grade (which are Fail grades) in any course of a semester, until he/she clears the failed courses.
- (9.7).1.4.4. Course credits for the courses where a student is awarded “E” or “F” grade shall not be included in total credits earned during a semester term.
- (9.7).1.5. For the purpose of results, the mathematical principle of rounding up will be followed to round off the SGPA/ CGPA up to two places after decimal.
- (9.7).1.6. Multiplying Factor for converting CGPA to Equivalent Percentage:
- (9.7).1.6.1. Multiplying Factor of the University for converting CGPA to equivalent Percentage will be taken as 10.0 for all batches of students with effect from Academic Session 2014-15.
- (9.7).1.6.2. However, if any student clears his backlog of previous semester in Session 2014-15 or afterwards, his Grade Card of that semester will carry Multiplying Factor of 9.0 only.
- (9.7).1.7. The result of a student may be withheld, if:
- (9.7).1.7.1. he has not paid the dues, or
- (9.7).1.7.2. if there is a case of indiscipline or use of unfair means or of academic misconduct pending against him, or for any other reason as deemed fit by the University.
- (9.7).1.8. A candidate is eligible for the grace marks provided that he has appeared in all the papers prescribed for the examination and the candidate has secured more than or equal to 15% of the maximum internal marks of the particular subject in which grace is required.

- (9.7).1.8.1. The Maximum of 5 marks grace shall be awarded in any subject (Theory /Practical), on Total Marks (Internal Marks +External Marks) for passing. During entire programme period maximum 10 marks as a grace can be availed.
- (9.7).1.8.2. No grace will be awarded on internal marks.
- (9.7).1.8.3. The benefit of such grace marks will not be applicable if the candidate does not pass the subject.
- (9.7).1.8.4. The grace marks will be awarded with the approval of Vice –Chancellor or the designated authority assigned by Vice-Chancellor.
- (9.7).1.8.5. The grace marks under this Ordinance will not be counted for the award of scholarship, prizes and medals or any other awards.
- (9.7).1.8.6. A candidate who passes in all the subjects in the examination without benefit of grace marks and whose total marks of final semester subject /s falls short for getting overall CGPA=4.50 (UG courses) and CGPA=5.00(PG Courses) for clearing the course or minimum grades require for clearing the course as per the individual ordinance of the particular course shall be given necessary grace marks as per Rule mentioned in clause2 and clause 3 above subjected to the condition that after awarding grace marks the student will acquire the minimum qualifying CGPA.
- (9.7).1.8.7. The student willing to remove his grace marks from his result can apply in writing, with in the 10 days of the declaration of the result through notarized affidavit. He can then appear in the paper as per the applicable examination ordinance rules related to the course. However, he will lose his claim to restore the revoked grace marks.
- (9.7).1.8.8. (0.01 grade point) will be awarded to the candidate who is missing distinction missing first division by 0.01 of cumulative grade point, on permission of the Hon’ble Vice Chancellor or the designated authority assigned by Vice-Chancellor in the FINAL DEGREE examination. This benefit will also available to supplementary candidate.

CHAPTER 9.8

Record Keeping

(9.8).1.0. Conduct Record: Semester term-wise record is to be maintained concerning conduct of examination.

Contents of the record should be, but not limited to:

- (9.8).1.1. List of registered students from Dean Academics/ Registrar Academics.
- (9.8).1.2. Proposed and final Date-sheet for Mid-term and End-semester exams.
- (9.8).1.3. Examination Duty Chart.
- (9.8).1.4. Attendance list of students.
- (9.8).1.5. Seating Plans

(9.8).2.0. Evaluation Record: Evaluation record per semester is to be maintained, having following contents:

- (9.8).2.1. Award Sheets for Mid-term tests.
- (9.8).2.2. Award Sheets for End-semester exams.

(9.8).3.0. Result Record: Result Record for all exams will be maintained, containing Result Gazette Notifications:

- (9.8).3.1. Result Gazette for Regular semester
- (9.8).3.2. Result Gazette for Lower semester
- (9.8).3.3. Result Gazette for Summer-term

(9.8).4.0. Answer books are to be maintained, per course per batch per examination. These will be packed neatly and retained for a year with slip on the packet having following details:

- (9.8).4.1. Course Title
- (9.8).4.2. Course Code
- (9.8).4.3. Batch with Programme
- (9.8).4.4. No of students
- (9.8).4.5. Date of examination.

CHAPTER 9.9

Academic Misconduct and Use of Unfair Means

(9.9).1.0. Academic misconduct and use of unfair means may be classified in relation to Continuous Assessment and in relation to Examination (Mid-term Tests and End- semester exams).

(9.9).2.0. Vice Chancellor shall appoint Committee for Prevention of Unfair Means (CPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all examinations conducted by the University.

(9.9).3.0. CPUM will take all the necessary steps, as deemed fit, for the prevention of unfair means. Chairperson, CPUM shall issue appropriate instructions (such as emails/ notices to students, faculty and staff) before the examinations.

(9.9).4.0. In relation to Continuous Assessment

(9.9).4.1. Plagiarism, collusion and cheating are all forms of academic misconduct and use of unfair means.

(9.9).4.2. In case of misconduct during Continuous Assessment

(9.9).4.2.1. The instructor/examiner will communicate the infringement to the student and report the same to the HoD/ Dean of the respective School with his remarks, all related evidence and documents.

(9.9).4.2.2. The Dean of the respective School may discuss with the instructor or any other person making the allegation and the student concerned. After the preliminary investigations, the Dean of the respective School will forward the case to the COE with all related evidence, documents, findings of his investigation and his remarks.

(9.9).4.2.3. Based on the recommendation of the Dean of the respective School, COE will decide if the case is to be put up to the UMC Committee or to be dealt with in some other manner.

(9.9).5.0. Unfair Means and Academic Misconduct in examinations

(9.9).5.1. As soon as a student is identified by the invigilator or by any authorized person of having resorted to unfair means, his answer book shall be seized.

- (9.9).5.2. The papers or other material found in the possession of the student shall be tagged with her/ his answer book, with signatures of invigilator and Centre Suptdt. in the presence of candidate.
- (9.9).5.3. The Superintendent shall ask the candidate to make a statement in writing explaining his conduct.
- (9.9).5.4. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be signed by the invigilator on duty.
- (9.9).5.5. In the case of practical test on PCs, the act of using unfair means should be recorded by the invigilator.
- (9.9).5.6. Evidence in form of soft copy/ photostat/ photograph etc. should be submitted along with the statement of the student.
- (9.9).5.7. A fresh answer book shall be given to the student for completing the examination.
- (9.9).5.8. CPUM shall enquire into the cases of attempt of unfair means in the examinations.
- (9.9).5.9. It shall submit its recommendations after identifying clearly the category of nature of offence as listed in regulations, to the COE for consideration and necessary order.

(9.9).6.0. Categories of Unfair Means

(9.9).6.1. Category-I

- (9.9).6.1.1. A student found talking to another student during the examination hours in the examination hall.
- (9.9).6.1.2. If during the examination hours i.e. after receipt of question paper and before handing over the answer-book, a student is found to be talking to a person/ student outside the examination hall while going to the urinals etc.
- (9.9).6.1.3. Writing on any piece of paper except the answer book during the examination.
- (9.9).6.1.4. Changing seat in the examination hall without permission.
- (9.9).6.1.5. The invigilator/ authorized person will issue a warning once. If the action is repeated, the answer book is to be cancelled and a fresh one to be issued

(9.9).6.2. Category-II

- (9.9).6.2.1. Found in possession of relevant written or any printed material or notes written on any part of her/ his body or clothing or instruments such as electronic diary, set-squares, calculators, scale etc., or having relevant notes written on chair, table, desk or drawing board or found possessing mobile phone or any other communication or storage device (that can be used for help) during the examination. However, scientific non programmable calculator can be used in the examinations.

(9.9).6.3. Category-III

- (9.9).6.3.1. If during the examination hours i.e. after receipt of question paper and before handing over the answer book, a student is found attempting to copy, caught copying or having copied from any paper, book or notes written on any part of her/ his clothing, body or table or desk or instruments like setsquares or mobile phone or any other communication or storage device etc.
- (9.9).6.3.2. Tampering with the written matter/ awarded marks on an evaluated answer book.

(9.9).6.4. Category-IV

- (9.9).6.4.1. If during the examination hours i.e. after receipt of question paper and before handing over the answer book, a student is found consulting notes or books while outside the examination hall (i.e. in urinals etc.) during examination hours.

(9.9).6.4.2. Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.

(9.9).6.4.3. Guilty of swallowing or destroying the material such as notes or paper found from her/ him.

(9.9).6.5. Category-V

(9.9).6.5.1. If a student leaves the examination hall/ room without delivering answer book/ evaluated answer book or tears it or disposes off.

(9.9).6.5.2. Communicates with anyone by mobile phone or any other communicable device.

(9.9).6.5.3. Found guilty of smuggling in an answer book, taking out or arranging to send out an answer book, writing deliberately another student's roll number in her/ his answer book, found in possession of an answer book not her/ his own or impersonating another candidate in any examination, attaching graph or continuation sheet or relevant material written on any extra sheet, to the answer book or evaluated answer book.

(9.9).6.5.4. Found guilty of serious misconduct in the examination hall or of non- compliance with the instructions of the Superintendent or any of the invigilators in the examination hall.

(9.9).6.5.5. Serious misconduct outside the examination hall during the period of examination, writing an answer book outside the examination hall for another candidate.

(9.9).6.5.6. Use of force/ threat against the supervisory staff/ student.

(9.9).6.6. Category-VI

(9.9).6.6.1. Student found to have indulged in the case of academic plagiarism.

(9.9).7.0. Action to be taken

(9.9).7.1. A student, whose guilt is established by CPUM, shall be dealt with under the provisions of the disciplinary regulations. The following action may be taken for different categories of offences under these regulations

(9.9).7.2. Category-I: Second answer book to be evaluated.

(9.9).7.3. Category-II: The examination of the concerned course to be cancelled and student will be awarded zero marks in that course.

(9.9).7.4. Category-III: The student will be awarded 'F' grade in that course.

(9.9).7.5. Category-IV: Three to six courses (other than those in which the student is already getting an E or F grade), as decided by CPUM, of the current semester are to be cancelled and to be awarded 'F' grade in those courses. In case the number of courses in which the student is getting E or F grade is more than two in the current semester, all the courses of the current semester are to be cancelled and to be awarded 'F' grade in all the courses.

(9.9).7.6. Category-V: All the courses of that semester to be cancelled and awarded 'F' grade in all the courses of that semester and may further be debarred from registration in a course(s) for a period up to two years.

(9.9).7.7. Category-VI: CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include (a) suitable fine and/or repetition of thesis/ dissertation or (b) expulsion from the University.

- (9.9).7.8. In addition to the actions mentioned above at categories-I to V, the CPUM may also decide to impose a suitable fine on a student. CPUM can also consider punishing a student who was outside the examination hall and was found guilty of helping the student for using unfair means. The period of the examination for the above regulations extends from the time of start of the examination till the final result marks publication, except for Category VI.
- (9.9).7.9. While calculating the maximum duration permissible under the regulations, the period of disqualification for use of unfair means may not be counted towards his/ her total stay in the University and the candidate is allowed the same period which was due to him before his disqualification as per the University regulations.
- (9.9).7.10. The recommendations of CPUM shall be submitted to COE and if COE finds that the recommendations need reconsideration, the case may be returned to CPUM for reconsideration. Thereafter, suitable punishment shall be recommended after reconsideration. The appeals against such punishment, if any, can be made to Vice Chancellor, whose decision shall be final and binding.

(9.9).8.0. Higher punishment for repeated offence

From academic year 2014-15, each existing category of UMC will be assigned a score equal to the category number viz., category 1 UMC will carry a score of “1”. The offenders will be penalized on the basis of the cumulative summation of the category scores at any time, including the UMCs under consideration at that time. The category score shall be added for repeated offenders and his/her new category score shall be the summation of the old category score plus the new category score offence. The added score shall decide the penalty for repeated offenders. e.g. A student ‘x’ having category 1 offence for the first time shall be awarded the penalty as per the category 1 score. In case he/she is found guilty for the second time in say category 3, his/her penalty will be that of category score 1 (his/her previous offence) plus his score of 3 (for the current offence) i.e. he/she shall be given the punishment of category 4 (1+3).

CHAPTER-9.10

Re-evaluation

(9.10).1.0. Re-evaluation of End-semester Answer-books

- (9.10).1.1. A student may apply for Re-evaluation of his/her end-semester answer script in the specified format, within stipulated time (within 10 days) of declaration of draft result and after paying prescribed fee.
- (9.10).1.2. Re-evaluation of Midterm answer-books will not be permitted.
- (9.10).1.3. Any student not applying for Re-evaluation of end-semester answer-book within specified time cannot claim re-evaluation at a later date.
- (9.10).1.4. After receiving Students’ applications, the required information regarding Re- evaluation of answer-books will be communicated by Exam Branch to concerned HODs, who will then appoint senior faculty members of the department (other than the original evaluator).

- (9.10).1.5. After Re-evaluation of answer-books, the marks will only be increased if there is a minimum enhancement of 5 %, otherwise the original marks will stand as such. In case the marks are getting reduced after Re-evaluation, then higher of the two evaluations (original by the first evaluator and second after Re- evaluation) would be considered for the purpose of Grade calculation.
- (9.10).1.6. In case the change in marks after re-evaluation of any end-semester answer-sheet happens to be more than 10% the same would be brought to the notice of concerned HOD and Dean of School by Dy. COE-Evaluation. Updated award list will be accepted along with the enquiry report and action taken report by the respective Dean/HOD against the teacher indicating the reasons that why difference has accelerated more than 10%.

CHAPTER-9.11

Document Issuance and Verification

(9.11).1.0. Documents that can be issued in Duplicate

Students can apply for a **duplicate degree certificate** and **semester grade card** under the following circumstances:

- (9.11).1.1. **Lost or Misplaced Documents:** If original degree certificate or semester grade card has been lost or misplaced.
- (9.11).1.2. **Damaged Documents:** If original documents have been damaged beyond use.
- (9.11).1.3. **Theft:** If documents were stolen, you can apply for duplicates after reporting the theft to the police and obtaining a copy of the FIR.
- (9.11).1.4. **Changes in Personal Information:** If there are changes in your personal information (e.g., name change) and you need updated certificates.

(9.11).2.0. Additional document that are required by student

When a student graduates, they can request the university to issue several additional documents that can be useful for further studies, employment, or personal records. Here are some of the common additional documents a student can request:

- (9.11).2.1. **Provisional Degree Certificate:** This serves as a temporary certificate until the official degree is conferred during the convocation ceremony.
- (9.11).2.2. **Transcript of Records (Academic Transcript):** A comprehensive record of all the courses taken, grades received, and credits earned throughout the academic program.
- (9.11).2.3. **Degree Certificate:** The official document certifying the completion of the degree program, usually awarded during the convocation ceremony.
- (9.11).2.4. **Rank Certificate:** If applicable, this certificate indicates the student's rank in their department or university.
- (9.11).2.5. **Medium of Instruction Certificate:** This certifies the language in which the student was instructed during their course of study.

- (9.11).2.6. **Verification for WES/IQAS/ICES/CES/ICAS/PEBC etc.:** When a student graduates and plans to pursue further studies or employment abroad, they may need their academic credentials verified by specific agencies like WES (World Education Services), IQAS (International Qualifications Assessment Service), ICES (International Credential Evaluation Service), CES (Comparative Education Service), ICAS (International Credential Assessment Service of Canada), PEBC (Pharmacy Examining Board of Canada), etc.
- (9.11).2.7. **Backlog Certificate:** A Backlog Certificate is provided by a university that lists the courses or subjects a student has failed or has yet to complete successfully. This certificate is often required when applying for further studies or employment, particularly abroad, to provide a complete academic record.
- (9.11).2.8. **Conversion Certificate (Grade to percentage):** A Conversion Certificate is an official document provided by a university that converts a student's grades or CGPA (Cumulative Grade Point Average) into a percentage. This certificate is often required when applying for further studies or employment, especially in countries or institutions that use the percentage system for academic evaluation.

(9.11).3.0. Procedure for issuance of Documents

- (9.11).3.1. **Obtain the Application Form:** Visit the university's administrative office or official website to obtain the application form for a Conversion Certificate.
- (9.11).3.2. **Fill Out the Application Form:** Complete the application form with accurate details, including your name, roll number, program, and the specific grades or CGPA that need to be converted.
- (9.11).3.3. **Attach Required Documents:** Attach any necessary documents, such as a copy of your academic transcript, mark sheets, and student ID.
- (9.11).3.4. **Fee Payment:** Check if there is a fee required for issuing the Conversion Certificate. Pay the applicable fee and attach the receipt to your application.
- (9.11).3.5. **Submission:** Submit the completed application form along with the required documents and fee receipt to the designated office at your university.
- (9.11).3.6. **Processing Time:** Allow for the specified processing time, which may vary depending on the university's policies.
- (9.11).3.7. **Collection:** Once processed, collect the Conversion Certificate from the university office or request it to be mailed to your address.

For detailed information please Refer Annexure-7.

CHAPTER-9.12

Interpretation, Repeal and Saving

(9.12).1.0. Interpretation

- (9.12).1.1. Any question relating to the clerical error, clarification, spelling mistake, interpretation or likewise related to any provision of the Regulations framed herein and the subsequent Regulations shall be decided by the Vice- Chancellor.

(9.12).1.2. Not with standing anything stated in the Regulations framed herein and the subsequent Regulations, for any unforeseen issuers arising that is not covered by these Regulations, or in the event of dispute/differences of opinion in interpretation of any provision of these Regulations and in respect of all the matters, whether expressly provided herein or not, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

(9.12).2.0. Power to make Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies etc.

The Vice-Chancellor shall, if in his 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.

(9.12).3.0. Delegation of Powers

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

(9.12).4.0. Amendment, Repeal and Savings

(9.12).4.1. The Regulations framed herein and the subsequent Regulations may be added to, amended, repealed or deleted and every new Rule or addition to the Regulations or any amendment shall require the approval of the Vice- 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.

(9.12).4.2. Not with standing such amendment, addition etc., anything done or any action taken under the said Regulations shall be deemed to have been done or taken under the corresponding provisions of the Regulations.

(9.12).4.3. Any other Regulations, circulars, instructions, notices or orders laying the procedure in relation to the academics and examinations, now contained in these Regulations, shall be deemed to have been repealed.

(9.12).4.4. Not with standing such repeal, any action taken or anything done under the Regulations so repealed shall be deemed to have been validly taken or done under these Regulations.

CHAPTER 10

Convocation

- 10.1.0** The Convocation of the University shall be held at a date fixed by the Academic Council. The Registrar shall report to the Academic Council the names of all students who fulfill the requirements prescribed for various Degrees of the University and have become qualified under these regulations for the award of the Degrees, one month prior to the Convocation.
- 10.2.0** If a student is unable to attend the Convocation in person to receive his/her degree, he/she may obtain his/her degree in absentia by submitting an application in prescribed format twenty days prior to the Convocation.
- 10.3.0** If the Convocation is not held due to some unforeseen reasons or unavoidable circumstance within nine months after the batch of the students has become eligible to receive the degree, the degree to be collected by the students from the office of Controller of Examinations.

CHAPTER 11

Ph.D. Program and Ordinances

The Ph.D. program at the university will be conducted in strict accordance with the Ph.D. Ordinances, which have been meticulously designed following the guidelines set forth by the University Grants Commission (UGC). The Ph.D. Ordinances cover all aspects of the doctoral program, including but not limited to, eligibility criteria, admission procedures, coursework requirements, research supervision, evaluation methods, and thesis submission protocols.

These ordinances are intended to provide a clear framework for both faculty and students, ensuring that all processes related to the Ph.D. This structured approach supports our commitment to fostering a robust research environment.

The candidate during the process of Ph.D. programme under goes through different stages as mentioned below:

Applicant - The day he/she applies for the entrance test/admission.

Enrolled - After approval by the Selection Committee on submission of a brief write up of research area/topic and consent of the prospective Supervisor (s).

Registered - Qualifying in the course work examination, successful presentation of Research Proposal and on subsequent recommendation of the RDC.

11.1.0 GENERAL

- 11.1.1. This Ordinance will come into force with immediate effect.
- 11.1.2. There shall be an Entrance Test for admission in the Ph.D. programme of the University by the End of June and December every year. The student who qualifies in this test shall be eligible for admission to the Ph.D. programme of the University.
- 11.1.3. The Entrance Test (*Annexure –8*) Committee, constituted by Vice- Chancellor, shall have one Chairperson and five members. Mandate of the Committee shall be as follows :
 - 11.1.3.1. To announce schedule for the Entrance Test.
 - 11.1.3.2. To conduct the Entrance Test.
 - 11.1.3.3. To evaluate and declare result for the same.
 - 11.1.3.4. The last date for enrollment for Ph.D. programme by the successful candidate in the respective department.
- 11.1.4. The number of seats available in each Department/School for Ph.D. will be made available to the Selection Committee by the Dean (R&D) and shall be notified in advance on the University website.
- 11.1.5. While admitting students for the Ph. D. programme the reservation policy of the State/Centre shall be followed at the respective department level.
- 11.1.6. The duration of Ph.D. programme shall be minimum of two years and maximum of five years. The maximum period can be extended further for not exceeding by two years; but only if the circumstances demand and with the approval of the RESEARCH ADVISORY COMMITTEE (RAC).
- 11.1.7. Fee structure will be decided by the University and any change in fee structure from time to time shall be applicable.

11.2.0 ELIGIBILITY

The following are eligible to seek admission to the Ph.D. programme:

- 11.2.1. Candidates for admission to the Ph.D. programme shall have successfully completed:

- 11.2.1.1. A 1-year/2-semester Master's degree programme (after 4 year undergraduate degree) with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 10- point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions.
- 11.2.1.2. A 2-year/4-semester Master's degree programme, with the same conditions as in sub-clause 2.1.1 above.
- 11.2.1.3. A candidate seeking admission after a 4-year/8-semester Bachelor's degree with Research should have a minimum CGPA of 7.5/10.
- 11.2.1.4. A relaxation of 0.5 score, i.e. CGPA of 7/10 or an equivalent relaxation of grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

11.3.0 ENROLLMENT, COURSE WORK AND REGISTRATION

- 11.3.1. A candidate who has qualified the Entrance Test for Ph.D. programme shall first deposit the requisite fee and then apply to the Department/School where he/she wants to enroll/register. Along with the fee the student will be required to submit:
- 11.3.1.1. Brief write up of his/her research interest as a research proposal in the prescribed format.
- 11.3.1.2. Consent letter from the prospective supervisor (s).
- 11.3.1.3. No Objection Certificate (NOC) from the employer, if applicable.
- 11.3.1.4. A certificate from the Head of Organization/Institution in which the candidate opts as the place of research work indicating that the necessary facilities for the proposed work exist in the organization/ institution and shall be made available to the candidate but only on the recommendations of the Supervisor (s) and allowed by the university.
- 11.3.1.5. One copy of bio-data of Supervisor(s)/Co-Supervisor (in a prescribed format).
- 11.3.2. If the candidate is not able to get the consent of a supervisor then Head of the concerned Department in consultation with Dean of the concerned School; would decide the allocation of the supervisor/s. It will be decided and allocated depending upon the permissible allocation of number of students with a supervisor, available specialization among faculty supervisors, and the research interest of the student as indicated by the student in his/her application.
- 11.3.3. Minimum number of the credit requirement for the Ph.D. programme should be at least 12 credits and a maximum of 16 credits.
- 11.3.4. On completion of the course work (**Annexure – 9**), the candidate will have to make a presentation before the **Selection Committee** in which his/her topic will be approved and the research proposal will be accepted.

The **Selection Committee** shall consist of the following members:

- | | |
|--|-------------|
| (i) Convener of RDC of concerned subject | Chairperson |
| (ii) Two experts of the concerned subject from concerned Faculty
/Institute (nominated by the VC) | Members |
| (iii) One expert of the concerned subject
but not from University(nominated by the VC) | Member |

- 11.3.4.1. If the Selection Committee is satisfied with the performance of the candidate, it will recommend for provisional registration of the candidate as a Ph.D. scholar to the concerned RDC.
- 11.3.4.2. Candidate exempted from course work shall have to go through the same process of provisional registration as for other candidates.
- 11.3.5. Presentation before the RDC has to be made within maximum period of six months from the date of completion of course work. The period of six months can be extended to one year if the circumstances demand and with due permission of the Research Advisory Committee (RAC).
 - 11.3.5.1. If RDC doesn't get satisfied with the candidate's performance, the candidate may be given another chance to present his/her proposal.
 - 11.3.5.2. The gap between the two presentations shall be at least six months or as decided by the RDC.
 - 11.3.5.3. If second presentation of the candidate is again found to be unsatisfactory then his/ her candidature will be rejected.
 - 11.3.5.4. Should the RDC advise the candidate to revise the proposed Ph.D. topic, the date of registration could be suitably altered to match the date when the revised topic was accepted.
- 11.3.6. Thereafter, the candidate may formally register for the Ph.D. and date of registration of the candidate shall begin from the date of successful defending of the research proposal before the RDC.

11.4.0 RESEARCH DEGREE COMMITTEE (RDC)

11.4.1. Constitution of RDC

11.4.1.1. The Research Degree Committee shall consist of the following members:

- | | | |
|-------|--|--------------------|
| (i) | <i>Dean (R&D)</i> | <i>Chairperson</i> |
| (ii) | <i>Dean of concerned School</i> | <i>Convener</i> |
| (iii) | <i>HOD of concerned department</i> | <i>Member</i> |
| (iv) | <i>Supervisor(s)</i> | <i>Members</i> |
| (v) | <i>One expert from the concerned subject/discipline nominated by the Vice-Chancellor on the recommendations of Dean (R&D) from the approved panel.</i> | <i>Member</i> |

- 11.4.1.2. All members shall possess Ph.D. degree or equivalent or have sufficient experience at the doctoral level.
- 11.4.1.3. Four members of the RDC present at a meeting shall form the quorum thereof.
- 11.4.1.4. If the Chairperson or Convener of the RDC is unable to attend the meeting, the senior most member present in that meeting shall act as the Chairperson or Convener.
- 11.4.1.5. The RDC will meet at least twice in each academic session and when called upon by the Chairperson.

11.4.2. The RDC will be duty bound and empowered to:

- 11.4.2.1. Recommend a student to be formally registered as a Ph.D. candidate if the required conditions have been met and after a successful presentation.
- 11.4.2.2. The minutes of the RDC meeting shall be put up at the next meeting of the RAC for approval.

- 11.4.2.3. RDC shall examine the synopsis of the proposed Ph. D. work for registration and shall give a clear report either as topic & synopsis approved or to be resubmitted or as rejected.
- 11.4.2.4. Evaluate and declare the outcome of each presentation and recommend the case to RAC for either a formal approval to proceed or for a representation.
- 11.4.2.5. Monitor the progress of the candidate as forwarded by the concerned department (**Annexure – 10**).
- 11.4.2.6. If for some reason change of Supervisor(s) is required or the supervisor is not able to continue with the student; then the RDC will look into facilitating the allocation of new Supervisor(s) to the candidate which would preferably be the co-supervisor and will recommend the change and seek approval from the RAC.

11.5.0 SUPERVISOR (S):

- 11.5.1. A person shall be eligible to act as supervisor, provided after one year of obtaining his/her Ph.D. degree, provided s/he has a good publication record and his/her work has been published in reputed scientific/technical journals. Such a person may either be Principal/Director/Dean, Professor, Associate/Assistant Professor of the University or of any reputed organization/institution.
- 11.5.2. The maximum number of candidates that can be registered under a supervisor at any particular time shall be as follows:

Professor	08
Associate Professor	07
Assistant Professor	05
- 11.5.3. If sufficient number of Supervisor(s) is/are not available in a department, faculty from two different departments may be clubbed and act as supervisors for the purpose of joint guidance.
- 11.5.4. In all cases main supervisor will be from the University only; however the co-supervisor if needed may be from other University/Institute.
- 11.5.5. If for some unavoidable reasons the Ph.D. Supervisor leaves the University, he/she will continue to supervise candidates registered with him/her as co-supervisor.
- 11.5.6. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 11.5.7. Controller of Examinations shall fix the date and declare results of course work, examinations, seminars, presentations and viva-voce exams.

11.6.0 COMPOSITION OF THE RESEARCH ADVISORY COMMITTEE (RAC):

- | | |
|--|--------------------------|
| (i) <i>Vice- Chancellor Dean</i> | <i>Chairperson</i> |
| (ii) <i>All Directors/Deans of Schools/Institutions</i> | <i>Member</i> |
| (iii) <i>Two experts nominated by the Vice- Chancellor</i> | <i>Member</i> |
| (iv) <i>Dean (R&D)</i> | <i>Members Secretary</i> |

Note: RAC will hold a meeting every six months just after the RDC meeting; to review/ approve/disapprove the minutes of the meeting placed before it.

11.7.0 DURATION, PROGRESS MONITORING OF THE CANDIDATE

- 11.7.1. A candidate shall have to submit six monthly progress reports in a prescribed format to the RDC through the Supervisor(s) and with a recommendation that he/she is satisfied with the progress of the candidate.
- 11.7.2. Candidate will have to present progress of his/her research work by giving at least one seminar a year which is to be assessed by the RDC.
- 11.7.3. It is incumbent upon the candidate to ensure that the Supervisor forwards the progress report well in time to the RDC. Only if the supervisor's recommendations are positive, the candidate will be allowed to continue his/her research work.
- 11.7.4. If no progress reports are received for two successive six monthly periods, the RDC may call for an explanation from the candidate as well as from the Supervisor(s). The candidate will be permitted to continue with the research work only if that explanation is found to be satisfactory.
- 11.7.5. To continue the registration of the programme, the candidate shall have to deposit the required fee at the beginning of each semester or as and when notified by the University.
- 11.7.6. Ph.D. programme shall be for a minimum duration of two years excluding course work, and a maximum of six years.
 - 11.7.6.1. In special circumstances and on the recommendations of the RDC extension upto two years in six monthly installments can be provided by the Vice- Chancellor.
 - 11.7.6.2. The candidate seeking extension must apply at least a month before the expiry of the dead line.
 - 11.7.6.3. A candidate may be allowed to modify the proposal of his/her research work with the approval of the concerned RDC, but in such a case, he/she shall not submit his/her Ph.D. thesis within six months from the date of approval for such a change.
 - 11.7.6.4. If no extension is granted and the candidate fails to submit the thesis, the registration of the candidate shall lapse. In such a case the candidate shall have to re-register and begin afresh.
 - 11.7.6.5. It shall be essential for a candidate to submit thesis within six years from the date of registration, otherwise, the registration shall automatically be cancelled after due date and no more extension shall be provided in any circumstances.

11.8.0 THESIS SUBMISSION

- 11.8.1. It is expected that a candidate would endeavor to present quality work in the thesis such that at least two research papers emanate from it and these are published in peer reviewed or refereed journals and presented in conferences/seminars also. The RDC will recommend submission of thesis only after these papers have been published/accepted. The quality assessment of Ph.D. degrees should be the responsibility of the Institutions. The institutions are free to evolve guidelines in this regard, if needed
- 11.8.2. Candidate must deliver a Pre-submission seminar before the RDC in the presence of his/her Supervisor(s).
- 11.8.3. Candidate will have to submit ten (10) copies containing a brief report (soft bound) of the work carried out by him/her.
- 11.8.4. On recommendation of the RDC, the candidate shall be allowed to submit his/her Ph. D. thesis within three months.
- 11.8.5. The language of the thesis shall be English only.

- 11.8.6. The thesis shall comply with the following conditions:
- 11.8.6.1. It must be a piece of original research work showing evidence of contribution to the corpus of knowledge.
 - 11.8.6.2. Candidate shall take care that literary cogency is maintained and specifications given in the manual for the preparation of the thesis are complied with.
 - 11.8.6.3. The thesis shall be typed on both sides of the page and hard-bound. The candidate shall submit four typed copies of his/her thesis along with a soft copy to the University.
- 11.8.7. The thesis shall be accompanied by:
- 11.8.7.1. Declaration by the candidate (**Annexure –11**) stating that the thesis embodies the original work of the candidate and it, as a whole or part of the same has not been submitted earlier for any Degree or Diploma.
 - 11.8.7.2. A certificate issued by the Supervisor(s) (**Annexure –12**) stating that candidate has worked under his/her/their supervision for the period prescribed by the RDC.
 - 11.8.7.3. That the various guidelines of UGC and those of the university have been followed.
 - 11.8.7.4. A certificate issued by the concerned department verifying that the plagiarism with respect to the contents of the thesis (other than the experimental work and observations reported by the candidate) are not exceeding by more than 20%.
- 11.8.8. The work reported by the candidate under experimental/analytical work result section and discussion shall have plagiarism by not more than 5 %.

11.9.0 THESIS EXAMINATION

- 11.9.1. The appointment of examiners shall be made in the following ways:
- 11.9.1.1. The supervisor shall submit list of **five** Experts to the RDC (out of the approved panel) to whom the thesis could be sent for examination/evaluation.
 - 11.9.1.2. However, no referee shall be from Baddi University of Emerging Sciences and Technology.
 - 11.9.1.3. The referees should be Ph.D. and recognized Research Supervisors /Guides of the concerned University/Institution. The referee should have some published work in the field that the candidate has reported in his/her work
 - 11.9.1.4. The Vice-Chancellor shall select two external referees from the panel submitted to him and to whom theses will be eventually sent for evaluation.
 - 11.9.1.5. The Vice- Chancellor shall also appoint the External Referee for the Viva-Voce Examination in the same case. In case of refusal by any External Referee, the Vice- Chancellor shall appoint another Referee.
 - 11.9.1.6. The synopsis will be first sent to these examiners and their formal approval within one month shall be sought before the final thesis is mailed for evaluation. If no communication is received within 15 days then a reminder request is sent for final consent. If no formal approval is received (within one month) then the Vice- Chancellor may appoint fresh examiners out of the approved panel.
 - 11.9.1.7. One of these examiners has to be present at the viva voce examination while the other may send his/her evaluation and comments in writing to the Dean (R&D).

- 11.9.1.8. If convener of RDC is the supervisor, the senior most member of the RDC shall act as the convener.
- 11.9.1.9. If the Vice- Chancellor is the supervisor, the appointment of examiners shall be made by the senior most member of RAC.
- 11.9.1.10. If both the Vice- Chancellor and the convener of RDC are the supervisors, the senior most member of RAC shall act as the convener and will appoint the examiners.
- 11.9.2. The evaluation reports of the external referees shall be opened by the RDC in the office of Dean ((R&D) and shall be further communicated to the concerned Supervisor(s) for further action desired in the matter.
- 11.9.2.1. The examiners shall specifically report in a prescribed Performa (**Annexure –13**) whether the thesis fulfils the requirements of the clause 7. They shall clearly recommend whether the thesis be:
- 11.9.2.1.1. Approved as it is.
- 11.9.2.1.2. Approved after minor revision.
- 11.9.2.1.3. Be resubmitted after major revision with:
- a) Major rewriting
 - b) Some extra work
 - c) Rejected
- 11.9.2.2. The candidate shall not be declared eligible for the degree unless all the examiners unanimously declare him/her eligible for the degree.
- 11.9.2.3. Following combinations of difference in opinion by the referees may be adopted for further decision on the thesis examination:
- (I) –Combination of (i) and (ii) – to be treated as (i)
 - (II) – Combination of (i) and (iii) – to be treated as (iii)
 - (III) – Combination of (ii) and (iii) – to be treated as (iii)
- 11.9.3. In the event of the difference of opinion (II, III), the Vice- Chancellor shall appoint a third External Referee (out of the approved list) for this purpose.
- 11.9.3.1. If, afterwards, majority of external referees’ reports are negative, then the candidate shall be rejected for the award of the Ph. D. Degree.
- 11.9.3.2. In case minor revisions are recommended by the referee/s then it is to be verified by the supervisors whether the candidate has appended those revisions and thesis be approved.
- 11.9.4. In case of major revision, the candidate shall resubmit his/her work after incorporating suggested revisions. External Referee shall examine the revision at the time of viva-voce examination.
- 11.9.4.1. If the candidate is required to revise the thesis, the RDC may permit the candidate to revise his/her thesis and resubmit to the University in a period not later than one year from the date of communication to the candidate.
- 11.9.4.2. The candidate shall have to pay an additional examination fee as prescribed by the University for Re-submission of his/her thesis.
- 11.9.5. On receipt of the satisfactory evaluation reports from external referees the Ph.D. student shall undergo a viva-voce examination.

- 11.9.5.1. The Board for viva-voce shall comprise of one examiner who has approved the thesis (If for any reason both the examiners who have earlier evaluated the thesis are not available the Vice-Chancellor may nominate another examiner from the panel).
- 11.9.5.2. The supervisor (Internal Examiner).
- 11.9.5.3. HOD of the concerned Department.
- 11.9.5.4. On expert nominated by Vice- Chancellor on the recommendations of Dean (R&D) (expert should be from within the University (Internal).
- 11.9.6. Board of Examiners at the Viva-Voce (open defence) shall award a clear verdict based on which the candidate may be:
 - 11.9.6.1. Awarded the Doctoral Degree
 - 11.9.6.2. Be asked to make amendments in the thesis and resubmit or
 - 11.9.6.3. Rework and resubmit the thesis.
- 11.9.7. In case a candidate is expected to appear for a second viva-voice examination, the fresh schedule shall be notified by the concerned committee to the candidate.
- 11.9.8. Clarity of verdict is required on whether the resubmitted thesis is required to be openly defended in another viva-voce or the supervisor is empowered to approve the amendments/corrections so recommended by the Board of Examiners.

11.10.0 AWARD OF Ph.D. DEGREE

- 11.10.1. A candidate, after successful Viva-Voce examination, shall submit four hard bound copies of the thesis duly typed on both sides of the A4 size paper in Times New Roman Script with line spacing of 1.5 and including all the corrections proposed by the examiners to the university prior to issue of the provisional degree certificate. Out of the four copies, the first copy will be retained in the Library of the University, the second copy will be sent to the concerned Department/School of the candidate.
- 11.10.2. Following the announcement of the award of degree, the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET accessible to all institutions/universities.
- 11.10.3. University shall also issue a Certificate stating the fact to the effect that the Ph.D. Degree has been awarded in accordance with the provisions of the UGC (Minimum standards and procedure for award of Ph.D. degree) Regulations.
- 11.10.4. Based on the verdict of the Board of Examiners at the Viva-Voce and on recommendation of the RDC, the RAC shall approve the conferment of the Doctoral Degree on candidate during the next Convocation.
- 11.10.5. Those who cannot attend the convocation may receive the degree by post on paying the required fee. Ph.D. degree by post shall be made only after the convocation has been held.
- 11.10.6. If there is a proven case of plagiarism within three years after the official convocation, the RDC reserves the right to recommend to the RAC to revoke the Doctoral Degree. Such a decision shall be taken only by the Vice- Chancellor on the specific recommendation of the RAC.
- 11.10.7. The RAC shall direct the Registrar to provide a provisional degree certificate to the successful candidates and such a certificate shall lapse on the date of the Convocation when the Doctoral Degree shall be awarded.

11.10.8. In case RAC is not likely to meet in near future or the result of the candidate is getting delayed, then VC can empower the Registrar for notification of the results of the student(s). The same has to be then ratified by the RAC as and when it meets afterwards.

Revision

These regulations would be subject to modification and revision by the Academic Council from time to time.

Annexure-1Calculation of CGPA

The CGPA (calculated on a 10 point scale) would be used to describe the overall performance of a student (from the semester of admission till the point of reckoning) in all courses for which LETTER GRADES will be awarded. GPA will indicate the performance of student for any particular semester. Formulas for calculation of GPA and CGPA has been provided as below:

$$GPA_i = \frac{\sum_{j=1}^n C_{ij} G_j}{\sum_{j=1}^n C_{ij}}$$

$$CGPA = \frac{\sum_{i=1}^N \left(GPA_i * \sum_{j=1}^n C_{ij} \right)}{\sum_{i=1}^N \left(\sum_{j=1}^n C_{ij} \right)}$$

Where n = number of subjects in the semester; N = number of semesters; GPA_i = GPA for the ith semester; C_{ij} = number of credits for the jth course in ith semester; and G_j = Grade point corresponding to the grade obtained in the jth course.

Table below shows the grade point for every valid grade

Letter Grade	Percentage Marks	Grade Point	Performance
A+	≥ 85%	10	Excellent
A	≥ 80% & < 85%	9	Very Good
B+	≥ 70% & < 80%	8	Good
B	≥ 55% & < 70%	7	Fair
C	≥ 45% & < 55%	6	Average
D	≥ 35% & < 45%	4	Marginal
E	< 35%	0	Exposed
F	Short Attendance	0	Poor
I	Non completion of course	0	Incomplete
W	Withdrawn of a Course	0	Withdrawn

'I' grade would be awarded to those students, who due to some reason or the other have not been able to appear in certain required number of evaluation components conducted for a course. Later 'I' grade would be changed to a relevant grade, once a student has fulfilled the requirement of appearing in certain number of evaluation components for a course.

Example to Understand the Calculation of GPA

Suppose a student is registered in four courses 'W', 'X', 'Y' and 'Z' in a particular semester as mentioned below in the Column - I of the table. Column - II in the table below depicts the number of credits, which those courses carried. At the end of the semester, student was awarded with the grades as mentioned in Column – III in the table given below. Column – IV indicates the corresponding grade weight. Column – V and Column – VI indicate essentially the Credit value and Grade Points for every course completed by a student in that particular semester.

Sample Calculation

I Semester

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Credit Points (Column 2x Column 5)
(1)	(2)	(3)	(4)	(5)	(6)
MAXXXN	5	A	5	9	45
CSXXXM	4	C	4	6	24
PHXXXP	4	A+	4	10	40
PHXXXP	1.5	B+	1.5	8	12
MEXXXN	4	E	0	0	0
AMXXN	4	B	4	7	28

Credits registered in the I semester (total of column 2)	=	22.50
Earned Credits in the I semester (total of column 4)	=	18.50
Credit Points in the I semester (total of column 6)	=	149.00
SGPA (I semester) = (149.00/22.50)	=	6.62
CGPA (At the end of I semester)	=	SGPA

II Semester

Course No.	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured (Column 2x Column 5)
(1)	(2)	(3)	(4)	(5)	(6)
MAXXXN	5	D	5	4	20
EEXXXN	5	F	0	0	00
CYXXN	4	B	4	7	28
CYXXXP	1.5	B+	1.5	8	12
MEXXXN	4	A	4	9	36

Credits registered in the II semester (total of column 2)	=	19.50
Earned Credits in the II semester (total of column 4)	=	14.50
Points secured in the II semester (total of column 6)	=	96.00
SGPA (II semester) = (96.00/19.50)	=	4.92
CGPA (At the end of I Year) = (149.00+96.00)/22.50+19.50 =		5.83

Note:

Some Exceptional cases of calculation of CGPA.

1. **In case of Lateral Entry students:** The CGPA calculation shall starts from 2nd year onwards. In this cases CGPA for three years to be calculated in a 4 years programme.
2. All the calculation must be rounded off two decimal places where the values are infractions.

Annexure-2**Evaluation Pattern of the Continuous Assessments (CA):****1. Only Theory Courses:**

Average of best four out of six quiz/assignment:	25 Marks
Average of best 2 out of 3 MSTs (50 marks each):	20 Marks
Internal Assessment (5 marks):	5 Marks
End Semester Exam (100 marks)	50 Marks
Total Assessment out of (100 marks)	100 Marks

2. Both Theory and Practical Courses

Average of best four, out of six quiz/assignments:	25 Marks
Average of best 2 out of 3 MSTs (50 marks each):	20 Marks
Internal Assessment (5 marks):	5 Marks
Lab Work	30 Marks
End Semester Exam (100 marks)	50 Marks
Total Assessment out of (130 Marks)	130 Marks

3. Engineering Drawing

Average of best 2 out of 3 MSTs (50 marks each)	20 Marks
Best 20 Drawing Sheet marks- (20 marks each)	50 Marks
Internal Assessment marks (05 Marks)	05 Marks
End-semester Exam (100 Marks)	25 Marks
Total Assessment Out of 100 Marks	100 Marks

Annexure-3**Evaluation Pattern for Industrial Training**

1. Each Industrial Training will be having evaluation of Project Report along with an internal viva presentation after the completion of their Industrial Training.
2. Students have to submit their project Report at the time of after the completion of their Industrial Training.
3. Students have to face questions, related to the topic in their viva.
4. The schedule for the viva will be published and the students have to strictly adhere to the schedule published.
*Changes will be allowed only for **relevant** cases under the combined recommendations of the respective guides and the HOD.*

REPORT: -

1. The students must submit *sufficient* copies of fair report, on the date notified by the HOD*. The fair reports should strictly adhere to the fonts and formats as prescribed by the HOD

DRESS CODE FOR THE STUDENTS

1. The students must be well dressed and *should be in proper dress code* while presenting the viva.
2. The students must have a clean appearance while presenting the Viva.
3. Students without proper dress code will not be allowed to present the topics or attend the viva.

EVALUATION PATTERN

Industrial Training will be having evaluation of Project Report along with a internal viva presentation. Late submission of report will attract reduction in marks. Total marks for the subject will be distributed as follows.

Sixty Percent weightage to be given to the evaluation of Training Report

Forty percent weightage to be given to Final Viva.

The panel of the Viva will consists of a minimum of 3 members and maximum 5 members including the Industrial training coordinator & Head of the Department. Other member(s) of the panel shall be nominated by the Head of the Department. The maximum duration for viva presentation per student should be kept as 20 minutes.

** A copy for student(s), one for the department library and one for the Industrial training coordinator*

Annexure-4**GENERAL GUIDELINES FOR DISSERTATION/THESIS WRITING****FORMAT OF DISSERTATION/THESIS****1) Preliminary pages (page i, ii, iii...):**

- Inner Title page
- Certificate
- Acknowledgement
- Abstract
- Table of contents
- List of tables
- List of figures
- List of abbreviations

2) The main body (pages 1, 2, 3...) is divided as follows:

- Introduction
- Literature Review
- Materials and Methods
- Results and Discussion
- References
- Appendices

DESCRIPTION OF THE DIFFERENT SECTIONS OF A DISSERTATION/THESIS***General guidelines***

- An established font of 12 Times New Roman and paragraph style must be followed consistently throughout the thesis.
- Type 1½ space throughout the text.
- Margins: 38 mm from the left edge of the paper, 25mm from the top, bottom and 25mm right edge for A₄ size paper.
- Units and symbols should conform to the international system of units.
- Avoid the use of jargon, nouns as adjectives, split infinitives, improper matching of subjects and verbs, changes of tense in mid-paragraph and redundancy and verbosity. More than a very few errors in spelling or typography leave an impression of carelessness on the examiners.

Outer Title Page(Of light green color)

- Title of dissertation/thesis.
- M. Tech dissertation/ Ph.D Thesis.
- Name of student with registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May, 2007).

Inner Title page (Of White A₄ paper)

- Title of dissertation/thesis.

- The following statement must also appear: A dissertation/thesis is submitted as a partial fulfillment of the B. Tech. in mechanical engineering .
- Name of student with registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May, 2014).

Abstract

This section will contain statement of the problem, methods of investigation, major findings and main conclusion.

Introduction

This Chapter will contain general introduction, scope of the work, objective of the study and chapter outline.

Literature Review

This Chapter will contain a critical review of the literature, pertinent theory, experiment and the importance of the chosen problem.

Methodology

This Chapter contains the research methodology of the test methods used (If applicable).

Results and Discussions

Brief description of the methodology, primarily the experimental design. The text should describe the results. The figure or table and their legend should appear on the same page. The caption of the Figure and title of the Table should appear at the below and up respectively

Avoid repeating a description of the results – keep the description of the results in the body of the results section and not in the figure or table legend.

Emphasize the most important contributions of the research. The discussion must not merely recapitulate results or review the literature.

It is essential to discuss the research in relationship to the literature and to assess the significance of the findings.

Conclusions

This Chapter contains the major findings and main conclusions.

References

- There must be only one reference list for the entire dissertation in order of citation in the body of thesis/dissertation. The references list can be in compliance to IEEE

Appendices

This section can contain tables and figures of data that are necessary to show but that are not part of the dissertation

NOTE:- The above guidelines are general in nature and writing style of dissertation/thesis will vary from department to department and nature of work carried out.

Title of project

A major Project Report submitted
in partial fulfillment of the requirements
for the Degree of

Bachelor of Engineering

by

Student Name

(Registration No.....)

Under the guidance of

Supervisor's Name



MECHANICAL ENGINEERING (Deptt Name)
SCHOOL OF ENGINEERING & EMERGING TECHNOLOGY (SEET)
(School Name)

BADDI UNIVERSITY OF EMERGING SCIENCES & TECHNOLOGY
(BUEST)
MAY, 20XX

Chapter 1 (Font size 22, Times New Roman, *Italic*, 5cm from top)

Title of the Chapter (Font size 22, Times New Roman, **Bold**).

Section (Font size 18, Times New Roman, **Bold**) One line spacing (one enter before section title) before section

title.

Subsection (Font size 14, Times New Roman, **Bold**) One line spacing (one enter before section title) before sub section title.

Subsubsection (Font size 12, Times New Roman, **Bold**) One line spacing (one enter before section title) before sub section title.

Entire write up should be in Times New Roman, Font size 12, with line spacing 1.5 and should be justified.

Page layout – left margin – 3.8cm, top margin – 2.5cm, Bottom – 2.5cm, right margin – 2.5cm.

Pages containing title of the chapters should have top margin – 5cm

Spacing between Chapter No. and chapter title should be 2.5cm (approx. 3 line spacing)

Spacing between Chapter title and text should be 2cm (approx. 2.5 line spacing)

Note: (i) Final Printing should be on a bond paper. (ii) Every Chapter should start from new page (preferably from the right hand side page).

References - (Font size 18, Times New Roman, **Bold**, IEEE format should be followed)

Entire reference list should be typed in single line spacing (example listed below).

- [1] M. M. Sondhi and D. A. Berkley, "Silencing Echoes on the Telephone Network," *Proceedings of the IEEE*, vol.68, no.8, pp. 948-963, 1980.
- [2] J. Benesty, T. Gansler, D.R. Morgon, M.M. Sondhi, and S.L. Gay, "Advances in network and acoustic echo cancellation", Springer-Verlag, 2001.
- [3] J. Benestey, Y. Huang *Adaptive Signal Processing Applications to Real World Problems*, Springer-Verlag, 2003.
- [4] J. Benesty, D. R. Morgan, and M. M. Sondhi, "A better understanding and an improved solution to the specific problems of stereophonic acoustic echo cancellation," *IEEE Trans. Speech Audio Processing*, vol. 6, pp. 156–165, Mar. 1998.
- [5] M. M. Sondhi, D. R. Morgan, and J. L. Hall, "Stereophonic acoustic echo cancellation—An overview of the fundamental problem," *IEEE Signal Processing Lett.*, pp. 148–151, Aug. 1995.
- [6] Andrew Dowd, Chuck Farrow, "A DSP Echo Cancellation Algorithm : *Abstraction to implementation*," http://www.mathworks.com/programs/release13/AEC_paper.pdf.

Annexure-5**Evaluation Pattern for Academic Project/Seminar**

1. Each project group will be having monthly evaluations coordinated by their guide. Evaluation will be carried out in the presence of Guide and at least two more evaluators to be appointed.
2. Students have to submit their project diary at the time of weekly evaluations. Project leader should record the proceedings and comments of the evaluations in the project diary and is expected to act on the suggestions prescribed.
3. Each project group will be having monthly presentation in the first week of every month. The schedule of monthly presentations will be published in the notice board by the respective HODs. Each project group is advised to be ready for the monthly presentations on the first working day of every month.
4. Slides and materials for monthly presentation should be submitted before the evaluation panel in a weekly evaluation before the presentation and modifications should be made in accordance to the comments received. The same should be approved by the guide.
5. Students have to face questions, related to the topic, after the presentation, or even in between, from the evaluators as well as from the students present.
6. No complaints and claims will be entertained under any circumstances, including those of comparisons with the seminar proceedings in other departments of the university.
7. No duty leave will be granted for any student for any matters related to their project presentations, However duty leave for project related activities should be requested, with the recommendation of respective guides followed through HODs, and obtained from the Dean of the respective schools prior to the execution of the activity. The same should be submitted to the faculty engaging the respective sessions before the commencement of sessions. Late submissions or requests in this regard will not be entertained. All statutory requirements regarding attendance should be met even though duty leaves are sanctioned.

GUIDELINES FOR PRESENTATION

1. The schedule for the presentation will be published and the students have to strictly adhere to the schedule published. *Changes will be allowed only for **relevant** cases under the combined recommendations of the respective guides and the HOD. In that cases too, the group leader must exchange their slot with that of another group and must be affirmed by the concerned faculty in charge of the presentations.*
2. Students of the same group shall be seated together for the presentations and should initiate logical and technical discussions based on the abstract provided and the presentation. Leaders of the group, or any other member entrusted, should note down the proceeding for the same.
3. The students, turning up for the presentation must have a presentation using Microsoft PowerPoint or a compatible software detailing the aspects related to the topic. The Presentation slides must strictly adhere to the following requirements or as directed by the respective guides:
 - a. The slide design must be simple with white background, text color **Black** and *Times New Roman* font. The minimum font size shall be 24 and the same shall be approved by the guide.
 - b. The size of the text can vary depending upon the contents to be included in a single slide. But it should be readable when projected onto a white screen.
 - c. The contents of each slide should be given as points and must be properly aligned.
 - d. Computer systems for presentation and LCD projectors will be provided by the department.

- e. The PowerPoint file must be saved as a “.ppt” file or “.pps” file or a compatible format readable using Microsoft Power Point on a CD or DVD. Use of removable drives, of any sort, will not be permitted.
 - f. The file should contain a *minimum* of **10 slides** including the opening slides (slides showing the project group number, topic of project, name of students, name of guide etc.) and the closing slides (conclusion, reference, *thank you, questions* etc.).
 - g. Medium of communication will only be English. Presentation should be audible.
 - h. The content and time of presentation should be evenly shared among the members of the group.
4. The project leader must also distribute copies of the abstract of the topic to all the staff members present at the venue and to leaders of other groups. However the maximum number of abstracts to be distributed is limited to 10.
 5. The time allotted for the presentation for each group will be **15 minutes** in which *10 minutes* will be for presenting the contents in the slides, *5 minutes* for the question session and discussions. The time must be managed properly by the group.
 6. It is the duty of the group leader to make sure that the respective guides and evaluators are present for their presentation. If in case their guides and/or evaluators cannot turn up for their, then it is the sole responsibility of the project leader to bring it to the notice of the HOD at the earliest.
 7. The students are *strictly directed* to contact their respective guides for any clarifications and are also intimated to report the progress of their works frequently.
 8. Reading out of study/prepared materials as such will not be entertained during the presentation of topics. However the students can make quick and short references if necessary.

REPORT: -

The students must submit *sufficient* copies of fair report, signed by their guides, on the date notified by the coordinator*. The fair reports should strictly adhere to the fonts and formats as prescribed by the HOD

ATTENDANCE

1. **Attendance will be taken before/after each presentation.**
2. Any act of indiscipline will lead to the expulsion of the student from the sessions thereby leading to the cancellation of his/ her project for the semester.

DRESS CODE FOR THE STUDENTS

1. The students must be well dressed and *should be in proper dress code* while presenting the project.
2. The students must have a clean appearance while presenting the project.
3. Students without proper dress code will not be allowed to present the topics or attend the presentations.

REPETITION OF PROJECT PRESENTATION

The students will have to repeat the presentation and/or project work under the following circumstances:

1. The facts and figures collected are not relevant or are insufficient to elaborate the topic.
2. The abstracts have not been submitted with the approval of the guide.
3. Improper presentation style and the use of references for explanations.
4. For any act of indiscipline which affects the conduct of seminar.
5. For any act or practices violating the guidelines of the seminar as felt by the faculty.

EVALUATION PATTERN

Marks for project will be awarded only on submission of the project report, satisfying the requirements, on time. Late submission will attract reduction in marks. Total marks for the subject will be distributed as follows.

1. Fifty Percent weightage to be given to the internal marks comprising of Weekly and monthly evaluation.
2. Fifty percent weightage to be given to Final Viva cum presentation with breakups as under.

- | | |
|----------------------|----------|
| a. Presentation | 15 marks |
| b. Subject Knowledge | 30 marks |
| c. Time Management | 05 marks |

The panel of the Viva will consists of a minimum of 3 members and maximum 5 members including the Guide of the Students & Head of the Department. Other member(s) of the panel shall be nominated by the Head of the Department. The maximum duration for viva presentation per student should be kept as 20 minutes. Mark Distributions for Weekly & Monthly Evaluation will be as follows

1. Monthly Evaluation : 50 Marks

- | | | | |
|----------------------------------|----------|-------------------------|---------|
| a. Slides : | 5 Marks | f. Innovation/Quality : | 5 Marks |
| b. Presentation : | 5 Marks | g. Subject knowledge : | 5 Marks |
| c. Project Diary : | 10 Marks | h. Language skills : | 5 Marks |
| d. Quantum of work done : | 5 Marks | i. Time management : | 5 Marks |
| e. Ability to answer questions : | 5 Marks | | |

2. Weekly Evaluation : 50 Marks

- | | | | |
|-----------------------------|----------|--------------------|----------|
| a. Literature Review : | 10 Marks | e. Project Diary : | 5 Marks |
| b. Material Collection : | 10 Marks | f. Work done : | 10 Marks |
| c. Punctuality : | 5 Marks | g. Presentation : | 5 Marks |
| d. Interaction with Guide : | 5 Marks | | |

** A copy for each member of the group, one for the department library and one for the guide.*

Annexure-6

Roles and responsibilities of various designations in Examination Branch

Sr. No.	Designation	Role and responsibility
1.	Controller of Examination (COE)	<ul style="list-style-type: none"> • Overall responsibility of entire examination process of BUEST, comprising Conduct of examination. UMCs, evaluation, declaration of result and issuance of Grade Cards, Academic Progress Reports and Transcripts to students. • Coordination with Academic Branch regarding applicable Schemes and list of registered students for exams. • Coordination with HODs regarding setting of question papers, submission of compiled shortage of attendance of students and CA sheets for End-semester exams. • To adopt necessary secrecy measures, and put into effect the back-up plan. • Standardization of practices and procedures-Question Paper format, envelopes, and CA sheets etc.
2.	Dy. COE (Conduct)	<ul style="list-style-type: none"> • Notification for proposed Date-Sheet to various departments. • Notification of final Date-sheet as proposed by departments. • Mid-Term Tests: <ul style="list-style-type: none"> ➤ Preparation of Master Seating Plan and Attendance Sheets. ➤ Close coordination with respective Department Examination Coordinators and Centre Superintendents during conduct of Mid-term tests. ➤ Handing over examinee answer sheets to Dy. COE (Evaluation) after the test through proper record. • End-Semester Exams: <ul style="list-style-type: none"> ➤ Preparation of Master and Detailed Seating Plan, and Attendance Sheets for End-semester exams (including Study and Exam Mode) ➤ Preparation and notification of Invigilation Duty Chart for End-semester exams. ➤ Conduct of exams and handing over answer sheets to Dy. COE (Evaluation) after the exams through proper memos (including Study and Exam modes). • To maintain secrecy in the examination conduct process. • To Pursuing UMC cases. • If deemed necessary, Question papers to be arranged from external paper setters. • To standardize the procedures for examination conduct process.
3.	Dy. COE (Secrecy)	<ul style="list-style-type: none"> • Receipt of Question paper envelopes from respective Departments as per applicable scheme. • Safe-keeping of Question papers with proper security measures. • Photocopying of Question papers and handing over the sealed photocopied

		packets to Dy. COE (Conduct) on the day of examination.
4.	Dy. COE (Evaluation)	<ul style="list-style-type: none"> • Evaluation and re-checking of examinee answer books for Mid-term and End-semester exams. • To ensure evaluation of End-Semester answer books through table marking, which will involve minimum three faculty members for checking each answer-sheet. • To ensure that evaluated answer books are issued to concerned faculty members for showing to the students, with a time ceiling of half hour. • To ensure preparation of Award List and Award Tabulation Sheet of evaluated answer books. • To hand over Award Tabulation Sheets to Dy. COE (Results) • To standardize the procedure of Evaluation process.
5.	Dy. COE (Result)	<ul style="list-style-type: none"> • Preparation and notification of draft Result to all HODs for sharing with students. • To incorporate discrepancies in the draft Result Gazette, if any, and notify final result Gazette. • Preparation and distribution of Grade Cards. • To maintain archive both in hard and soft formats. • Pre-Convocation preparation. • To standardize the procedure of Results process.

Annexure-7

Instructions to Apply for Duplicate Degree/ Duplicate Semester Grade Card(s), Transcript, Backlog certificate, Medium of instruction certificate (language), Conversion certificate (Grade to percentage), and Other Certificates.

1. Fill the application form “**Exam Form-11 A or B**” (as applicable) and available online on university website & at Examination Branch.
2. The student needs to come personally, or can authorize a blood relative to initiate the process on his/her behalf. The authorized person must bring the Authority Letter (**Exam Form-11 C**) and his/her self-attested photo ID proof (Government-issued Driving License, Passport, PAN Card, or Aadhaar Card).
3. If the Original Degree/ Semester Grade Card is lost/misplaced/damaged then Affidavit and copy of police complaint is required. It is compulsory to submit An Affidavit (in original) in the format given in **Exam Form-11 D**.
4. Attach the self-attested photo ID proof, all grade cards, Original Degree of student with application form.
5. An applicant can send soft copy (PDF format only) of all required documents and fee payment receipt in advance through Email to facilitate the office process at **coe@baddiuniv.ac.in**
6. A fee will be charged as approved by BUEST authorities time to time.
7. The process of application will be initiated only after the confirmation of payment of the fees.
8. The process of application will be declined if the Documents furnished are incomplete.
9. Issuance Period :
Duplicate Degree: 30-40 working days
Duplicate Semester Grade card(s): 3-5 working days
Transcript/ other certificates: 5-10 Working Days
10. For any query and clarification, please contact to the office of Examinations Section of University

Contact Details:

Email: coe@baddiuniv.ac.in

Tele No: +917807771336

Correspondence address:

Controller of Examination (Examination Branch)

Baddi University of Emerging Sciences and Technology

Makhnumajra, Baddi, Distt. Solan, H.P.-173205, India



Baddi University

of Emerging Sciences and Technology

Exam Form- 11 A (Part-1)

Application Form for Duplicate Degree/ Grade Card(s)

Ref. No. _____

To

Vice-Chancellor/Controller of Examination
Baddi University of Emerging Sciences and Technology.
Baddi.

Sir/ Ma'am,

I was the student of BUEST. I have completed the _____ program in your University. My original Degree/Grade Card(s) issued under the seal of Baddi University of Emerging Science and Technology is lost/Got-Destroyed/Damaged/Not-Traceable/Not-available. Kindly issue me the duplicate degree/Grade Card(S) for the same. My details are as followed:

Full Name:				Father's Name:					
BUPIN No.:				Email ID:					
Details of Lost Degree:		Sr. No. :							
		Date of Issue :							
Details of lost Semester Grade Card(s)		Sem-1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6	Sem-7	Sem-8
Sr. No. :									
Date of Issue :									
Contact No.(R)				Contact No.(M):					
Police Complaint No.:				Pin:					
Address for correspondence:									

Payment Details:

Details	Amount Paid	Receipt no./ Transaction no. and Bank Name	Date
Online Mode			
Offline Mode			

Encl.: Fees Payment Receipt in original.
Copy of Police Complaint
Affidavit as per **Exam Form 11 D**

Exam Form- 11 A (Part-2)

Student's Declaration

I, (Mr./Ms.) _____, solemnly declare that I have lost my original degree/Grade Card(s) of _____ Programme. Kindly issue me the duplicate(s) of the same. I commit that (i) If I find the original degree subsequently, I shall surrender the Duplicate to University, (ii) I will not misuse these issued document under any circumstances and if it is found so, then I would be responsible personally for the punishment to be imposed upon me by the BUEST and (iii) I am aware of that Duplicate word will be printed on issued Degree/Grade Card(s).

Date: _____

Signature: _____

Student's Name: _____

(For Office Use)



Baddi University of Emerging Sciences and Technology

Exam Form- 11 B

Application Form for Additional document(s) required by student

Ref. No. _____

Please tick the required document(s)

- Backlog certificate
- Transcript
- Medium of Instruction (Language) Certificate
- Conversion Certificate (Grade to Percentage)
- Other Certificate (Please mention)

To _____
Controller of Examination,
Baddi University of Emerging
Sciences and Technology,
Baddi.

Sir/ Ma'am,

I was the student of BUEST. I have completed the _____ program in your University. I need above mentioned document(s). You are requested to issue the same. My details are as follows:

Full Name:		Father's Name:	
BUPIN No.:		Email ID:	
Contact No.		Programme:	
Programme Completed in		Month:	Year:
No. of Copies Required			
Payment Mode/Details	Amount Paid	Receipt no./ Transaction no. and Bank Name	Date
Online			
Offline			

Encl: Copy of Grade Cards
Copy of Degree

Date: _____

(Name & Signature of the Applicant)

For Office Use only



Baddi University

of Emerging Sciences and Technology

Exam Form-11C

Authority Letter Format

I, _____ (Name of Student), BUPIN. _____ Programme ____
 _____ presently residing at _____ (full address) hereby authorize my _____ (Relation)
 Mr./Ms. _____ Age _____ residing at _____
 (full address), Telephone No. (M) _____ E-mail id _____ to act on my behalf in the matter
 related to pay the fees and receive my documents (Grade Cards/Transcript/Degree Certificate) in duplicate or Original
 and/or verified sealed envelope(s) from Examination Branch Office of the University and it will be considered by the
 University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorized person will also submit his/her
 Photo-ID proof.

 Signature of Student with Date

 Signature of Authorized
 Person with Date

(For Office Use only)

Acknowledgement

I have received following documents from Baddi University of Emerging Sciences and Technology for _____
 _____ on his/her behalf and I acknowledge for the same.

1. _____
2. _____
3. _____
4. _____

 Signature of Authorized Person with Date



Baddi University

of Emerging Sciences and Technology

Exam Form -11 D

Specimen Affidavit

(An applicant (Student) will have to submit an Affidavit on applicable Stamp Paper Duly Notarized.)

I, _____ (Student Name as per Enrollment), BUPIN: _____ Programme _____ offered by Baddi University of Emerging Sciences and Technology, presently residing at _____.

_____ (Full Address) hereby declared that I was provided original degree by the Baddi University of Emerging Sciences & Technology on completion of my course which is lost/Got Destroyed/ Damaged/Not Traceable/Not available with me. Hence I have applied for Duplicate degree as per prescribed procedure of the university. Further, I also declare that if I found/ receive the original degree in future then I will return it to Baddi University of Emerging Sciences & Technology. I am making this affidavit on the ____day of ____month andYear____ to submit it to the Baddi University of Emerging Sciences and Technology.

Note:

1. Photo Identity Proof duly attested should be attached with the Affidavit.

Annexure –8**ENTRANCE TEST**

1. The Entrance Test shall have the following **four** components:
 - 1.1. Research Methodology (weightage 30%)
 - 1.2. Functional English Language (weightage 10%)
 - 1.3. Functional Knowledge of Computer (weightage 15%)
 - 1.4. Respective Subject (Branch) Content (weightage 45%)
2. The nature of the Test shall be MCQ type.
3. The component (a) shall have questions on testing:
 - 3.1. Analytical ability
 - 3.2. Reasoning ability
 - 3.3. Research aptitude
 - 3.4. Research related information.

Each sub-component shall have equal weightage.
4. Questions in components (b) and (c) shall pertain to functional skills aiming at testing the basic knowledge of the candidate.
5. Component (d) shall be based on the syllabi of ‘core’ courses /papers studied at Master’s Level in the concerned subject (Branch).

Annexure –9**COURSE WORK**

All admitted students shall undergo a course work in the concerned Department. Admitted candidate shall have to go through and secure a pass in examination for pre Ph. D. courses. This course work has to be successfully completed within the period of six months.

1. The course work shall be treated as pre Ph.D. preparation and must include:
 - 1.1. Minimum number of the credit requirement for the Ph.D. programme should be at least 12 credits and a maximum of 16 credits
 - 1.2. A course on Research Methodology which should include quantitative methods and computer applications and reviewing of the literature in the relevant field.
 - 1.3. A course in the field of research (Course and contents to be decided by the RDC).
 - 1.4. The RDC in consultation with the thesis supervisor is empowered to increase the number of pre Ph. D. courses that any candidate needs to qualify in.
2. The HoD of the respective departments shall prepare the time table for the Course work, teaching, continuous evaluation and internal tests, and shall conduct the same.
3. The Semester End Examination of the Course Work shall be conducted by the University and controller examinations (COE) of the University shall notify it.
4. The passing standard in the Course Work shall be 55% or 6.0 CGPA.
5. If a candidate fails to clear the course work examination then candidate will have to clear the same within two more attempts but not later than end of next December.
6. After completion of the Course Work by the student, the COE shall issue a certificate indicating that the student has completed the Course Work and he/she is qualified for preparing their research proposal to be presented to RDC.

Annexure-10

Baddi University

of Emerging Sciences and Technology

SIX MONTHLY PROGRESS REPORT BY RESEARCH SCHOLAR

1. Name of the Research student: _____BUPIN_____
2. Institute / Department: _____
3. Date of Registration: _____
4. Status (Full time/Part Time) _____
5. Sponsored/Self financed/
Institute Assistance ship/
Assistance ship from other sources _____
6. Research Topic as approved
by the Board of Studies: _____
7. Name(s) of the Supervisor (s):
Co-supervisor (if any) _____
8. Period of Report: From _____ To _____
9. Progress Report:
 - (a) Present Status: _____
 - (b) Work done during the period under report
(About 150 words) _____
10. Research paper published, if any, on a subject relevant to the topic of Ph.D. Programme:

Date:

Signature of Research Student

(Supervisor/co-supervisor)

RDC (Members)

Chairman- RDC

Annexure-11



Baddi University

of Emerging Sciences and Technology

DECLARATION BY THE CANDIDATE

I,hereby declare that the work presented in this thesis entitled “.....” in fulfillment of the requirements for the Award of Degree of Doctor of Philosophy, submitted in the School of at Baddi University of Emerging Sciences & Technology, Baddi, is an authentic record of my own research work carried out under the supervision of..... .

I also declare that the work embodied in the present thesis is my original work/ extension of the existing work and has not been copied in, part or full, from any journal/ thesis/ book, and has not been submitted by me for the award of any other Degree/ Diploma.

(Name of the Candidate)

Annexure-12



Baddi University

of Emerging Sciences and Technology

CERTIFICATE ISSUED BY THE SUPERVISOR(S)

This is to certify that the thesis entitled, “.....” submitted by..... For the award of Degree of Doctor of Philosophy in the school of..... Baddi University of Emerging Sciences and Technology, is a record of authentic work carried out by him her under my supervision.

The subject matter embodied in this thesis is the original work of the candidate and has not been submitted for the award of any other Degree or Diploma. It is further certified that he/she has worked with me/us for the required period in the School of..... . Baddi University of Emerging Sciences and Technology, Baddi,(H.P).

Supervisors

Annexure-13



Baddi University

of Emerging Sciences and Technology

Date:.....

PROFORMA FOR EVALUATION REPORT

From (Address for Communication)

To

The Registrar

Baddi University of Emerging Sciences & Technology

Baddi (H.P)

1. Name of the Candidate: _____
2. Subject: _____
3. Title of the Thesis: _____

PART-I DETAILED EVALUATION

(Kindly adjudicate the thesis under the following three heads: Quality, Originality and presentation and grade of them on a scale of 0-5 where:

‘0’ stands for “Inferior”

‘1’ stands for “Poor”

‘2’ stands for “Satisfactory”

‘3’ stands for “Good”

‘4’ stands for “Very good”

‘5’ stands for “Excellent”

(A) QUALITY:		
Parameters	Grade	Marks
1. Introduction to the work		
2. Review of Literature		
3. Scope of the work		
4. Technical soundness		
5. Problem statement		
6. Content of thesis		
7. Timeliness of work		
8. Contribution to the field		
9. Conclusions drawn		
10. Scope for further research in the field		
(B) ORIGINALITY:		
Parameters	Grade	Marks
11. Formulation of the problem and hypotheses		
12. Adequacy of data and their analysis		
13. Original contribution		
14. Importance of the original contributions		

(C) PRESENTATION:		
Parameters	Grade	Marks
15. Clear explanation of the work		
16. Sufficient details of the methods/techniques adopted		
17. Justification of the work done		
18. Clarity and unambiguity of the language		
19. Clarity of objectives		
20. Freedom from redundant/irrelevant material and errors		
TOTAL(Marks):		

Total score out of 100 (sum of score from 1 to 20) Equal weightage to all parameters

(In word.....)

PART-II DETAILED REPORT

(Simply enclose a detailed report on a separate sheet of paper in addition to the above Performa. A detailed report on the strength and weaknesses of the thesis is most essential)

PART-III FINAL RECOMMENDATION

It is my considered opinion that: (please put v mark)

- A) The thesis be accepted for the award of Ph.D degree in its present form.
- B) The thesis may be accepted after due corrections.
- C) The thesis revised and resubmitted.
- D) The thesis be rejected.

Note: The thesis can be accepted for the award of Ph.D Degree only if the candidate secure 50% or more points in Part-I followed by the Detailed Evaluation in Part-II.

Date: _____

Place: _____

Signature of the Examiner

Name & Designation

Annexure-14

TYPING, PRINTING AND BINDING INSTRUCTION

Candidates submitting thesis for the award of Ph.D degree is required to follow the rules noted below w.r.t. size, style and binding of the thesis.

1. The cover colour of the hard bound copy of the Ph.D thesis shall be as follow:

i. Engineering	ROYAL BLUE
ii. Management Studies	BLACK
iii. Pharmacy	MAROON
iv. Pure/Applied Sciences	GREEN
2. The front page of the thesis shall be reproduced on the front hard cover **in gold embossed** letters.
3. The title of the thesis and the name of the candidate as well as the year of submission shall be gold embossed on the bound edge of the thesis to facilitate library storage and retrieval.
4. Name, Title and Year of publication shall also be gold embossed on the side face also.
5. The copies shall be bound in accordance with the following specifications.
 - Save thesis in MS Word (6.0 version of higher) format and/or in PDF copy.
 - Save thesis using a file name in the pattern “Author.doc” where author is the fullname of the author.
 - A4 size paper for the thesis, select A4 size page set up for the PDF also.
 - Provide title in Times New Roman, 14 point along with author’s name and required details.
 - Use Times New Roman font, 12 size for the main text, in single column and 1.5 line spacing. Paragraph heading and subheadings have to be displayed properly (in bold).
 - Set the margins as follows.

▪ Top	:	25MM
▪ Bottom	:	25MM
▪ Left	:	40MM
▪ Right	:	25MM
 - Page numbers at the bottom of each page, centered on the width.
 - Set everything justified.
 - Print figures and tables interspersed with text and place them as near the point of mention as possible. Add description to tables and figures.
 - Use International SI (System of Units). If other units are used, provide approximate conversion, factors for SI units.
 - No ornamental bordering of the sides is permitted.
 - No dedication page in dissertation is permitted.