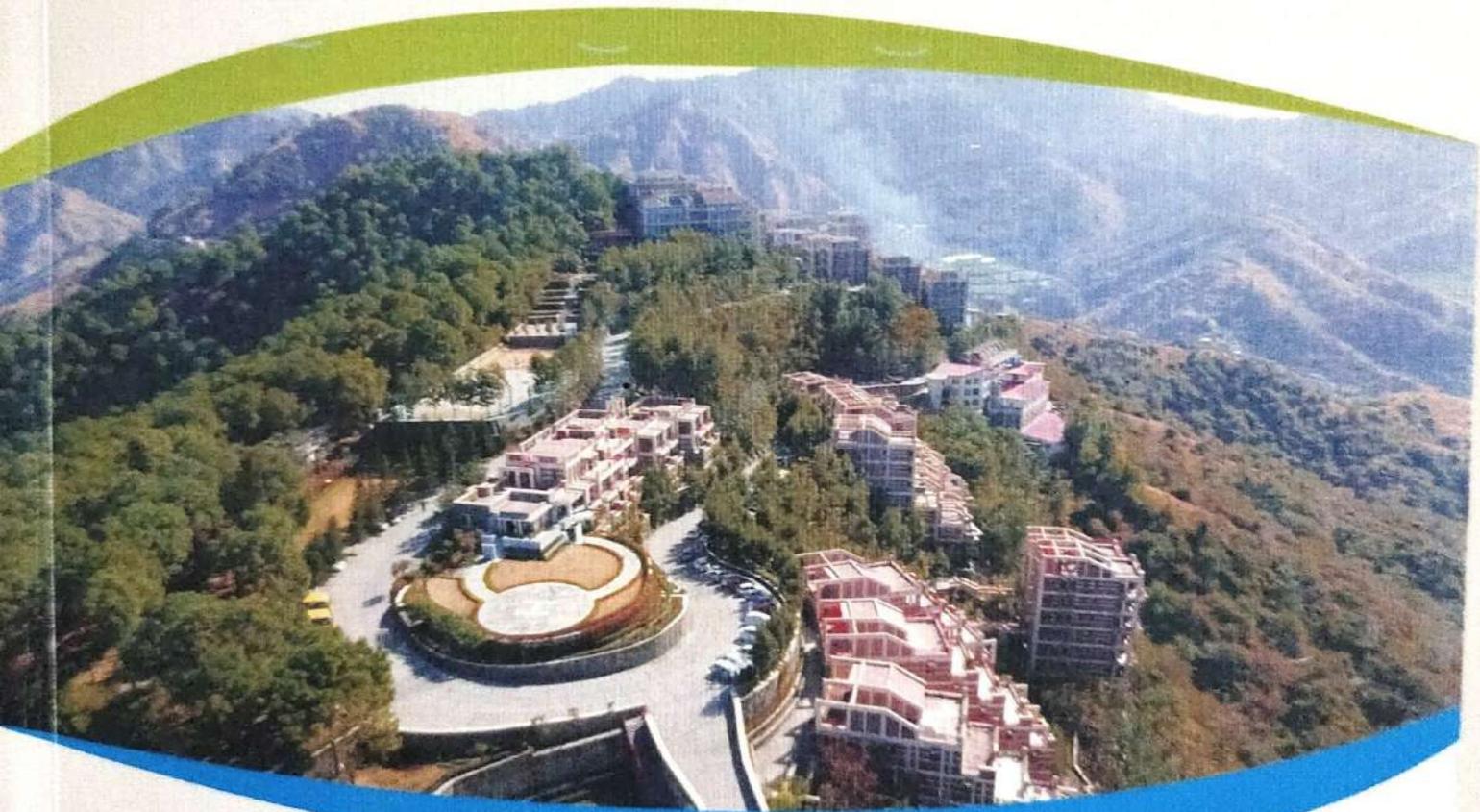# Jaypee University of Information Technology

(Established by the H.P. Government Vide Act No. 14 of 2002)

Waknaghat, Himachal Pradesh

REGULATIONS AND ORDINANCES

(Approved by the Academic Council in its meeting held on 2nd December 2017)

Jaypee University of Information Technology (JUIT), Waknaghat, Himachal Pradesh

(Established by the H.P. Government
Vide Act No. 14 of 2002)

REGULATIONS AND ORDINANCES

(Approved by the Academic Council in its meeting held on 2nd December 2017)

CONTENTS**

** Based on the first statutes of the Jaypee University of Information Technology vide notification No. IT-F(7)-2/2000-III (22nd July 2002, Shimla-171002).

EXAMINATION AND EVALUATION SYSTEM

1. Theory Courses (For All Courses)

The theory courses will be evaluated by three examinations (T-1, T-2 and T-3) with total weightage of 75% and Teachers assessment of 25%. Teachers Assessment will be based on Assignments, Quizzes, Homework, and Regularity in Attendance and Tutorials etc. decided by the Course Coordinator/ Respective Teacher.

Marking Scheme, duration of each Examination and coverage of Syllabi will be as under:-

Examination	T-1	T-2	Make-up (T-1/T-2)*	T-3**
Total Marks	15	25	15 / 25	35
Duration	1-Hour	1.5-Hour	1.5-Hour	2-Hour
Syllabi Coverage	Courses up to T-1	Courses up to T-2	Courses up to T-2	Whole Course

* For Special cases (Medical or other) Make-up Examination will be conducted after T-2, for those candidates who could not appear for T-1 or T-2 or both examinations. The prior approval of such cases is given by Honourable Vice Chancellor on recommendation of Dean (A&R).

** For the purpose of Grading for the course of study, attending and writing of T3 examination is mandatory. Failure to do so will result in award of F grade and debar from Supplementary examination.

2. Practical Courses (For All Courses)

The evaluation of Practical / Laboratory / Workshop work will be based on following:-

I. Day to day work.
II. Mid Semester Lab Test.
III. End Semester Lab Test.

Marking Scheme (Out of 100%) of the above mentioned parameters is defined as under:-

(1) **Day to day work (60% Marks)**: Break-up of Day to day work will be as follows

    i. Attendance 15%

    ii. Quantity & Quality of Experiments including Performed, Learning laboratory Skills and handling Laboratory Equipment, Instruments, Gadgets, Components, Materials and Software etc. 30%

iii. Laboratory record 15%.

iv. Award of grade in the registered Lab course is subject to attendance criteria of 80% having met by the student or completion of 11 out of 14 schedule lab experiments.

(2) **Mid Semester lab-viva/test (20% Marks)**

(3) **End Semester lab-viva/test (20% Marks)**

3. **Projects (Major) (All Programmes)**

    I.   Students are required to register for the project as specified in the Academic calendar. The credits to be registered in each semester, if the project runs for more than one semester, shall be governed by the approved curricula. Quality of project work will be based on student's regular one to one meeting, discussion with the supervisor, enthusiasm, zeal and the work put in by the candidate and the systematic and scientific approach to the work followed by the candidates. Hence

        i.   The students must meet their supervisors immediately after the lists of projects assigned to them are displayed and commence their projects.

        ii. The students must meet and report to their supervisors at least twice a week on appointed days and time.

        iii. The students should maintain a logbook of their day to day activity and get it signed by the supervisors twice a week during their meetings.

        iv. There should be regularity and timeliness of interaction with the supervisor.

    The evaluation of the projects will be carried out following the detailed procedure. The evaluation method is separate for undergraduate programmes (B.Tech) and postgraduate programmes (M.Sc and M.Tech)

B.Tech Projects

The project work will start in seventh semester and will be completed in eighth semester.

Evaluation scheme to be followed in each semester while evaluating for awarding the grades is as under:

For evaluation at the end of 7th semester:

    i.   Day to day work : 30% marks to be awarded by the Supervisor(s).

    ii. One Mid-Term Seminar on the project work for 20 minutes followed by Viva-Voce: 20% marks to be awarded by a panel (Supervisor and one faculty nominated by HoD).

    iii. End Semester Evaluation by a panel of Examiners (Report, Presentation and Viva Voce) – 50% Marks. Panel of Examiner will include one faculty member nominated by HoD along with the Supervisor.

For evaluation at the end of 8th semester:

60

i. Day to day work : 30% marks to be awarded by the Supervisor(s).

ii. One Mid-Term Seminar on the project work for 20 minutes followed by Viva-Voce: 20% marks to be awarded by a panel(Supervisor and one faculty nominated by HoD).

iii. End semester evaluation including Project Report/Thesis: 40% marks to be awarded by the Panel consisting of an External Examiner(s), expert from other Institute/University.

iv. Significant /Special contribution to be awarded by Panel of examiners – 10% Marks.

v. The following may be considered for significant/special contribution: Paper publication or publication of good quality, Practicality/novelty of the Theory, Model, Product or Design etc.

Note: A+ Grade for project work may be awarded only if high quality significant contribution is made by a candidate in the project work and in all such that contribution should be highlighted in the examiners' report.

M.Sc/M.Tech Projects (Dissertation)

i. Each M.Sc/M. Tech candidate shall be allotted a dissertation supervisor towards the end of second semester by the HoD concerned.

ii. Supervisors shall allot the topic of dissertation to the candidates allotted to them either before proceeding for the summer vacation or in the first week of third semester. It would be preferred that topic is allotted before students proceed on summer vacation so that the students can utilize summer vacation for preliminary literature survey.

iii. The format for submission of final dissertation report (comprising work done in both third and fourth semesters) is attached with the rules.

iv. Supervisors while awarding marks of their candidates for day to day work may create 3 to 4 sub components keeping the following points in mind.

   (a) Regularity and timeliness of interaction with the supervisor.
   (b) Quality of discussion with the supervisor.
   (c) Enthusiasm, zeal and the work put in by the candidate.
   (d) Quality of work, systematic and scientific approach to the work followed by the candidates etc.

v. The final evaluation of the dissertation (i.e. at the end of 4th semester) shall be carried out by a committee consisting of Supervisor, HoD or his nominee and an External Expert from other Institute / University. The evaluation of dissertation at the end of the third semester shall be carried out by a committee consisting of Supervisor, HoD or his

nominee and a nominee of Dean (A&R).

vi. Distribution of percentage of Marks

    (a) Evaluation during and at the end of Third Semester

        ➢ Day to day work to be awarded by the Supervisor - 40 Marks

        ➢ Mid Semester Evaluation by panel of examiners – 20 Marks

        ➢ End Semester Evaluation by a panel of Examiners- 40 Marks

    (b) Evaluation during and at the end of Fourth Semester

        ➢ Day to day work to be awarded by the Supervisor - 40 Marks

        ➢ Mid Semester Evaluation by panel of examiners – 20 Marks

        ➢ End Semester Evaluation by a panel of Examiners - 30 Marks

        ➢ Significant/special contribution to be awarded by Panel of Examiners -10 Marks

           • The following may be considered for significant/special contribution:

           • Paper publication or publication of good quality, Practicality/novelty of the Theory, Model, Product or Design etc.

Note: A+ Grade for dissertation may be awarded only if high quality significant contribution is made by a candidate in dissertation work and in all such cases that contribution should be highlighted in the examiners' report. (Separate Grades will be awarded at the end of Third and Fourth Semesters)

Seminar and Term Paper for M.Tech.

i. Each student shall be allotted an area / topic for seminar and term paper towards the end of second semester to be pursued in third semester. HoD will allot a teacher (Supervisor) to each student for seminar and term paper sometime in April every year.

ii. Each student shall deliver two seminars, one to be termed as Midterm seminar which will be held between T1 and T2. The dates will be decided by the Supervisor in consultation with HoD concerned.

iii. The second seminar will be known as End Term seminar which will be held either immediately before T3 or immediately after T3 as decided by the Supervisor in consultation with the HoD.

iv. The students will submit a report at least two days prior to each seminar date. Both seminars will be on term paper and Midterm seminar report which is to be about 15 to 20 pages length and should be based on consultation of 10 or more research papers / technical articles etc. End term report should be based on 10 or more research papers / technical articles etc. in addition to those covered in Midterm seminar and this report should be about 30 pages length and should include the papers covered in Midterm also. This report will be known as Term Paper. Its format should be that of an IEEE paper.

v. The Supervisor will conduct some practice sessions to train the students in report writing and seminar delivery.

vi. Evaluation parameters of the seminar should include write-up submitted by the student punctuality of submission of write-up, delivery of the seminar, responses to questions raised in the seminar, contents of the seminar, write-up and organization of the material and its presentation.

vii. Midterm and End term reports and seminars shall be evaluated by a panel of examiners which shall consist of two members
   (a) teacher-supervisor assigned to the student and
   (b) nominee of HoD.

viii. Distribution of Marks
   (a) Day to day work done prior to Midterm -20%
   (b) Day to day work done after Midterm & upto End Term seminar- 20%
   (c) Midterm seminar and report -20%
   (d) End term report "TERM PAPER" -20%
   (e) End term seminar -20%

## 4. Industrial Project (for condensed semester students)

B.Tech

I. B.Tech students who proceed to work in last semester of their program for completing their Project in Industry shall be allotted an External Supervisor from the industry/organization in which they work for their project.

II. The External Supervisor from the industry/ organization shall be appointed by the appropriate authority of the industry/organization and communicated to HoD concerned and Dean (A&R) in the beginning of the semester.

III. Student shall work on the problem identified and the work plan for the semester defined by the External Supervisor for the Industrial Project work.

IV. The External Supervisor and the candidate shall always remain in touch. The evaluation of the industrial project shall be done by the External Supervisor will constitute 50% of the total marks and the marks/grade awarded to be forwarded to the HoD concerned of JUIT.

V. Presentation of the Industrial Project will give to Penal formed by the HoD for remaining 50% marks, accordingly Grades will be finalized.

M.Tech

i. M.Tech students who proceed to work in last semester of the programme for completing their Industrial Project shall be allotted an Internal Supervisor from the concerned Department and an External

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Supervisor from the industry/ organization in which they work for this project.

ii. The External Supervisor from the industry/ organization shall be appointed by the appropriate authority of the industry/ organization and communicated to HoD concerned and Dean (A&R) in the beginning of the semester. The Internal Supervisor from the department shall be appointed by HoD concerned.

iii. External Supervisor shall forward to the Internal Supervisor, the problem identified and the work plan for the semester within 15 days of the joining of the candidate. The students availing of this option can utilize the summer vacation also for Industrial Project work.

iv. The External Supervisor and the candidate shall always remain in touch with the Internal Supervisor and keep him informed about the progress of the work being done by the candidate on monthly basis. The evaluation of the industrial project shall be done by the External Supervisor and the marks awarded component wise as given in (v) below will be forwarded to the Internal Supervisor with a copy to HoD concerned of JUIT.

v. Distribution of marks:

    I. To be awarded by Supervisor from Industry
- Problems statements and identification of work plan -10 Marks
- Execution of work plan and progress made -40 Marks
- Total: 50 Marks

    II. To be awarded by Supervisor from JUIT
- Interaction with Internal Supervisor upto mid semester -10 Marks
- Interaction with Internal Supervisor from mid semester to end semester -10 Marks
- Report, Presentation and Viva-Voce at the end of semester by a panel of examiners consisting of Internal Supervisor, a nominee of HoD and a nominee of Dean (A&R) as approved by VC -30 Marks
  - Total: 50 Marks
  - Grand Total (I+II): 100 Marks

vi. Grade will be awarded by the Internal Supervisor in consultation with HoD concerned after completion of evaluation work.

vii. A consolidated list of students and supervisors allotted to them for Project, Seminar and Term Paper and Dissertation/Industrial Project shall be forwarded by HoD to Dean (Academic and Research) for approval.
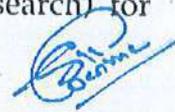
ATTENDANCE RULES AND REGULATIONS

(a) All students are expected to be present in every lecture, tutorial, practical scheduled for them.

(b) A student must have a minimum attendance of 80% in a course during a semester, in lectures, tutorials taken together or practical courses (as applicable). A student with less than 80% attendance in a course will be debarred from T3 exam & awarded 'F' grade in that course irrespective of his/her performance in the T1, T2 exams & TA. The Course Coordinator while awarding the grades will take into account the consolidated attendance record for the whole semester. Students who are deficient in attendance and debarred from T3 exam shall not be allowed to appear for Supplementary Exams.

(c) A student should meet the above attendance requirement irrespective of the number of days; he/she is on medical and/or other leave for any reason, whatsoever.

(d) In order to maintain the attendance record of a particular course, a roll call shall be taken in every scheduled lecture, tutorial and practical class. Teacher will record attendance and upload in the web kiosk for the information of students and their parents/guardian.

(e) The status of attendance of those students who are below 80% will be displayed on notice boards before T1, T2 & T3 exams. Parents /Guardians will be also notified about the attendance status through SMS on their registered mobile number.

(f) For the purpose of attendance, every scheduled class will be counted as one unit irrespective of the number of contact hours.

SEMESTER WITHDRAWAL IN MEDICAL CASES

A student who has been absent from classes on the basis of medical advice after due approval of the Dean (A & R) /Director & Academic Head/Vice Chancellor may be permitted to withdraw from the semester. Further if a student is absent from the classes on account of certified genuine medical reasons for duration of five weeks or more will be asked to withdraw from the semester compulsorily. The decision to take a semester withdrawal must be taken minimum 30 days before the T3 examination. If a student does not apply for same, he / she shall continue to be registered.

INFORMATION REGARDING ABSENCE DURING THE SEMESTER

(a) A student must inform the concerned HoD who in turn will inform the same to Dean (A&R) immediately of any instance of continuous absence from the University.

(b) A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Course Coordinator for make-up in quizzes, assignments and laboratory work.

(c) If a student is continuously absent from the Institute for more than 10 days without notifying to the Dean (A&R) his/her name will be struck off the rolls of the University. It is important that the student and parents must understand that absence due to Medical reason even though genuine and any other reason (genuine) shall not be over and above the laid down percentage above. Hence it is essential that all students must maintain full attendance to meet the requirement of attendance in case of extreme contingencies.

PROCEDURE TO BE ADOPTED IN CASE OF STUDENT BEING ABSENT IN ANY OF THE SPECIFIED EXAMINATION(S)

Following procedure is to be adopted for awarding such a benefit /establishing genuineness of the case.

(a) Action by students (any reason other than Medical): In such cases prior written sanction of VC/Director & Academic Head and in their absence by the Dean (A&R) is mandatory. Student must submit an application along with proof justifying the reason. No post facto requests shall be accepted other than emergency circumstances in any case. The approval should be submitted with the Controller of Examination before the examination(s)

(b) Action by the students (Medical Cases)

    i. They should report absence from the examination(s) by fastest possible means to the Registrar. It could be email at registrar@juit.ac.in or written communication by speed post or sent by hand through any means. In case of Hosteller's, if a student falls sick, he/she should seek advice of the Institutional Medical Officer before missing the Exam.

    ii. The said report should preferably be sent prior to the examination(s), but not later than 5 days of last date of the said examination(s).

Assistant Registrar (Academics)
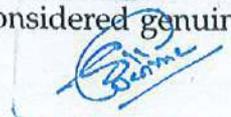Jaypee University of Information Technology
Waknaghat, Distt. Solan (H.P.)

iii. The student on rejoining should: Report to the Institutional Medical Officer with complete medical-documents including referral/prescription slip of the doctor specifically indicating the disease and medicine prescribed investigation/Lab reports and discharge slip in case of admission. Obtain his/her views on the genuineness of the case in the form of a report from the Medical Officer. Submit the documents along with the report with remarks of the Institutional Medical Officer to the Controller of Examination within 5 days of rejoining.

iv. In case of delay beyond 5 days is anticipated by the student, he/she should arrange for the medical documents to be sent to the Institutional Medical Officer by hand through friend / relative etc. and get the said genuineness report obtained and deposit the same with the Controller of Examination.

v. No request later than 5 days of last date of examination shall be accepted for reasons of ignorance or any other reasons.

(c) Action by the Controller of Examination
   i. Controller of Examination shall compile the list of absentees for each examination as hither-to-for.
   ii. The cases shall be put-up to the VC / Director & Academic Head, along with the opinion of Institutional Medical Officer / documents provided by the students.
   iii. VC / Director & Academic Head shall record his decision on each case.
   iv. The student shall be communicated of the decision, within a period of 10 days of last date of examination.

(d) Importance of Proving Genuineness: Approving genuineness in each case is prerogative of the VC/Director & Academic Head and student shall have no right to appeal on the same. Therefore student should not make an assumption that reporting sick and obtaining the slip for rest etc. from the Medical Authorities including Institutional Medical Officer is an adequate reason to exempt themselves from the examination(s).

(e) Absence from Labs / Project Viva etc.: On numerous occasions students may miss out the Exams for above events on specified dates. They must put up the request, to the supervisor/in charge to allot alternate date(s). The requests shall be put up by the course coordinator to the HoDs, who shall provide alternate date(s), if considered genuine. The decision of HoD will be final.

SUPPLEMENTARY EXAMINATION

(a) The Supplementary Examinations shall continue to be held as hither-to-fore for the commiserating semesters. A student is entitled to appear in Supplementary Examinations only once, for a subject held immediately succeeding the semester in which fail grade is incurred.

(b) Eligibility: Students with "F" grade (Except Absentees in T3 exam debarred cases either due to attendance shortage or indulging in UFM) are eligible to appear in the Supplementary Examination.

A) Conduct

a) Supplementary Examinations shall be held twice in an Academic Session before commencement of next semester or as scheduled in the academic calendar.

b) The Supplementary Examination shall be of two hours duration for each subject with 75 as maximum marks.

c) The Supplementary Examinations will cover, the entire syllabus, covered in the semester.

B) Grading

a) TA marks obtained by the candidate during the semester will be taken into account with a maximum weightage of 25 marks.

b) The total marks obtained by the candidate shall be sum of the marks obtained in the supplementary examination and the TA marks obtained during the semester.

c) A student will be required to score minimum of 20% marks in the supplementary examination i.e. 15 out of 75 to become eligible for a pass grade provided the total marks obtained are 30 or more.

d) The highest grade obtainable by a student passing through supplementary examination shall be limited to C+ and the marks boundaries for award of grade for supplementary examination, irrespective of grade boundaries used in regular semester examination, shall be as under:

Grade	Marks in Supplementary Exam Max. Marks (75)	Total Marks (100) (75+25 TA marks)
C+	> 15 and	≥50
C	> 15 and	≥ 40 and < 50
D	> 15 and	≥ 30 and < 40
F	< 15 or	< 30

C) Supplementary for Laboratory Courses

Those students who fail in the practical subjects but not debarred due to attendance shortage are allowed to take supplementary Examination. For such practical subjects concerned students are required to carry out practical work for minimum 12 hours and then take viva-voce/practical test on the fourth day. The maximum grade awarded for the supplementary Examination shall be up to C+ (four grades comprising F, D, C and C+). Those students who again get F grade will have to register a fresh in the practical courses, whenever next available in the regular semester.

D) Supplementary for Projects

There shall be no supplementary examinations for the projects. However, based on recommendation of Project Guide and the HoD, the student may be given permission to work during vacation towards completion of his/her project.

E) Failed students in Supplementary Examinations

If a student fails in the Supplementary Examination, he/she shall have to re-register for the subject, in the immediate following corresponding regular semester / summer semester, where the subject is on offer.

GENERAL RULES: EXAMINATIONS

(A) Showing the Answer Scripts: The answer scripts of all Examinations i.e. T-1, T-2, Make Up & T3 Exam shall be shown to the students. Students desirous of seeing the marked answer scripts of T3, have to ensure their presence before results are declared, as per dates notified in the Academic Calendar. No appeal shall be accepted for scrutiny of grades.

(B) Examination Fee for Supplementary. A fee of Rs. 500/- per subject or as decided by the University from time to time will be charged from the students.

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Waknaghat, Distt. Solan (H.P.)

PROVISION FOR SUMMER SEMESTER

To assist the registered students of B.Tech (including Integrated M.Tech) degree in clearing the backlog courses, an additional Summer Semester may be run by the University as per the details below:

A) Parameters:
   a) Duration - Normally 5-6 weeks
   b) Registration for summer courses - Schedule as given in the academic calendar
   c) Examinations and Marks - Mid Term (50), End Term (50)
   d) Number of credits - Allowed upto 12 (maximum) except for 4th year students of integrated degree who after 8th semester will not be permitted to register in any backlog course due to running of Condensed Semester.
   e) Students can register for laboratory courses in summer semester, with the cap of a maximum of 12 credits. Upper limit is inclusive of theory courses.
   f) Project work of 10 credits will also be registered, with the cap of a maximum of 12 credits. When a student registers for the project course he/she is entitled to register for additional one/two laboratory subject courses of 2 credit/1 credit each respectively.
   g) Late registration shall be allowed only up to first day of start of classes for the Summer Semester. Thereafter, no registration shall be allowed for any reason whatsoever.
   h) Courses offered initially for Summer Semester may be withdrawn at the discretion of the University if the registered number of students in the course is less than 5, 3 days prior to start of the Summer Semester.

B) Restriction for 3rd year students:
   a) The students shall be allowed to register for maximum of two theory courses with a cap of 8 credits.
   b) The students shall be required to give an undertaking that he / she will complete the industrial internship training during the summer break.
   c) No relaxation shall be provided for the attendance requirement in Summer Semester.

C) The student can register only for the courses which are offered. The courses shall be decided by theDean (A&R) in consultation with HoDs and then notified well in advance.

D) Attendance for registered students is mandatory. Attendance rules as for normal semester shall apply for the summer semester also. No deviations in this regard shall be made.

E) Fee structure shall be notified as approved by the University.

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CREDIT SYSTEM

A) The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements.

B) Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and/or laboratory contact hours in a week. A member of the faculty, called the Course Coordinator, coordinates each course. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

C) A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for the programme.

D) Credit Assignment

   a) Lectures/Tutorials: One lecture/tutorial hour per week per semester is assigned one credit.

   b) Practical: One laboratory hour per week per semester is assigned half credit. However, some courses are preparatory in nature and have half the credit weightage of a normal course while a few courses are without credit and are referred to as noncredit (NC) courses.

E) Earned Credits (EC)

The credits assigned to a course in which a student has obtained "D" (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

EARNING CREDITS THROUGH MASSIVE ONLINE OPEN COURSES (MOOC's)

A) B.Tech. students can avail a facility of earning up to a maximum of 5% credits of their degree requirements through MOOC's.

B) MOOC's eligible for this purpose are the courses offered by NPTEL/SWAYAM/EDX coursers only.

C) MOOC's can be taken in respective area only in lieu of Elective courses such as HSS Electives, Science Electives, Open electives, Departmental Electives. No core, lab or project courses can be dropped in lieu of MOOC's.

D) A student desirous of opting for a MOOC's shall submit an application not later than one week prior to the scheduled normal date of semester registration to the concerned HoD/ Dean (A&R) giving the following details:

   a) Course Title, Agency Offering MOOC, Examination System and Credits of the Course.
   b) Timing and duration of the course and its examination centres.
   c) Centres for conducting of examination, facilities at the centre of the examination.
   d) The course to be dropped in lieu of the MOOC, transcript and electives opted in current semester.

E) On receipt of the application by the HoD/ Dean (A&R), the HoD/ Dean (A&R) shall constitute a committee of at least 3 members with himself as Chairman and two other members. This committee shall examine the proposal in detail regarding course contents, examination system, suitability of the course and equivalence of course as per the University norms and give its recommendations for approval or non-approval including any special conditions to be imposed.

F) The application along with the recommendations of the committee shall be discussed by the HoD/Dean (A&R)with the VC in a meeting for final approval or rejection of the proposal.

G) Fee and other charges, if any, payable to MOOC providing and certification agency shall be borne by concerned student at his/ her own level.

H) The student shall submit to the Registrar the original certificate issued by MOOC authorities along with a photocopy of the same. The original will be returned after verification and verification shall be certified by the Registrar on the photocopy which shall be kept in records.

I) An equivalent Grade corresponding to grade/ marks awarded by MOOC agency shall be determined by a committee consisting of Dean (A&R) and an HoD. This equivalent Grade shall be shown in the transcript and accounted in the SGPA and CGPA calculations.

REGISTRATION FOR COURSES

A) Registration

a) Registration Methodology for the Courses in various Semesters

    i. Priority-1 - Backlog Courses on offer.

    ii. Priority-2 - Core Courses of the semester.

    iii. Priority-3 - Compulsory electives like HSS.

    iv. Priority-4 - Other electives on offer as per the curricula structure.

    v. Priority-5 - Courses for improvement of grades (on offer and subject to the credit limit requirement).

b) It shall be responsibility of the student to plan and register for the Backlog Courses as and when these are offered. The time table shall be drawn based on the core courses and electives registered during the pre-registration process.

c) A student may however, register for lesser courses so that the total credits are in the range of 15 to 28 in a regular Semester.

d) On the recommendations of the Dean (A&R), a student may be allowed to register for a maximum of 32 total credits in a Semester depending on the specific needs of the undergraduate programme. In such cases the permission has to be sought from VC.

e) A student shall not be permitted to register for a course unless he/she passes the course which is a pre-requisite to that course (if applicable).

B) Minimum Number of Students to be registered in a Elective Course

a) An elective Undergraduate Course shall run only if there is a minimum registration of 25 students in that course. Under special circumstances, an Elective Course may be run with registration of less than 25 students with prior permission of the Vice Chancellor.

b) Students of 8th & 9th semester may be allowed to register for Backlog Subjects when the Number of Students is less than 5 and where the course(s) are not offered in the regular ongoing semester but within the credit limits purely at the discretion of the Vice-Chancellor.

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i. Such students would be allotted faculty for the subject(s) with whom they will be provided three contact hours per week.

ii. Under the guidance of the assigned Tutor(s), they will carry out the assignment and studies.

iii. T1, T2 and T3 Exam and TA component will be conducted as schedule.

iv. This arrangement may be extended during Summer Semester also purely at the sole discretion of the Vice Chancellor.

C) Addition, Deletion and Withdrawal from Courses

A student shall have the option to add-on or drop courses from the list of registered courses on or before a date notified in the Academic Calendar or as laid down in the procedure instructions. A student may also be allowed to withdraw from a course up to one week after the commencement of the Semester. For this purpose, the student has to submit his/her application on a prescribed form, available in the Academic Section of the University. This process should be duly approved as given in performa.

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