

JAYPEE UNIVERSITY ANOOPSHAHR

THE ACADEMIC SYSTEM

**For undergraduate students of Social Science, Commerce, Management and Science
(Academic Qualities, Evaluation and Grading,
Rules, Regulations and Procedures*)**

1. ACADEMIC QUALITIES

The teaching-learning process aims to develop a number of qualities in students. These are as follows:

1.1 Sustained Disciplined Work

The ability to put in sustained and disciplined hard work over a sufficient length of time is one of the key factors to success in professional life. A typical semester is designed in an intensive and a modular fashion with an emphasis on regular and continuous work. The Evaluation System is designed to encourage this concept.

1.2 Self Learning

In its attempt to move away from teacher-centered learning to student-specific learning, the curriculum will actively encourage self learning. For this purpose 15% of the time allotted to theory and tutorial classes will be specifically earmarked for independent study. That is,
Self learning time per course = (theory time + tutorial time)*0.15

Note- in many courses there is no tutorial.

1.3 Flexibility in Pace of Learning

The evaluation system makes special provision for different paces of learning for different students. Yet, it attempts to inculcate respect for deadlines. Thus, while specifying a time limit within which tutorial/practical work must be completed, there is scope to submit such work beyond the deadline. However, there will be a small penalty for late submission. The faculty will notify of the penalty for late submission for each tutorial/practical session and the time up to which late submissions will be accepted.

1.4 Design Orientation

The curriculum is structured so that basic implementation skills and design skills are interwoven together. Thus, for example, a student of Programming Systems learns not only how to program but also how to design programs (The teaching-learning process structures a course in the two levels of implementation and design).

1.5 Quality Consciousness

Students should be aware of the importance of continuous improvement, building zero-defect products and doing quality work. All courses will emphasize on quality as an integral part of teaching. Students will be taught how to test and certify their laboratory work and how to evaluate the worth of theoretical results.

1.6 Co-operative Working

Given the complexity of technological problems of today, large teams work together to provide solutions. Thus, it is very important to learn group dynamics and to work in teams. Through co-operative work wherever possible, the Institute will encourage students to learn to select good teams, resolve leadership and group issues and in general, to make effective groups.

2. THE COURSE DESCRIPTION

At the beginning of each semester, the course coordinator/teacher concerned will circulate a Course Description of the course on the first day of the start of the semester to motivate the students for the course and will comprise of the following:

- (a) Title
- (b) Course Code
- (c) Pre-requisites
- (d) Objective(s)
- (e) Learning Outcomes
- (f) Course Outline
- (g) Methodology. This will outline how the six qualities of section 1 above will be incorporated in the teaching-learning process. Specifically, the provisions for flexibility and self learning will be explicitly identified
- (h) Evaluation Scheme
- (i) Text and reference books

3. THE EVALUATION SYSTEM

The evaluation system of the Institute is oriented to encourage the academic qualities listed above. The Institute follows a continuous evaluation policy. This is to train the student to put in sustained and disciplined work over the entire period of study.

3.1 Theory

- (a) Each course shall generally have two written examinations. The written examination shall have a total weightage of 70%; the balance 30% shall be allocated to the teacher's assessment. The assessment methodology shall be explained to the students by the course coordinator at the beginning of the trimester.

The Evaluation Scheme shall be as follows:-

Examination	% of Marks	Duration of Examination	Coverage/Scope
Mid Term Examination	30	2 Hours	Syllabi covered up-to Mid Term
End Term Examination	40	2 Hours	Full Syllabi
Teacher's Assessment	30	Entire Semester	Full Syllabi

The Teacher's Assessment of 30 marks in a course may include *minimum two* of the following components: Individual Assignments, Quizzes/ viva-voce/class participation, Case Submissions, Minor Project(s), and or Term Paper. Details will be provided in the course outline and explained to the students at the beginning of the course.

No single component of teacher's assessment should be more than 20 marks weightage. Above mentioned Teacher's Assessment scheme is indicative in nature and liable to be changed at the discretion of the course coordinator with prior approval from Vice-Chancellor.

(b) Students who fail to meet the requirement, deadlines etc. of the submission of projects or assignments or who absent themselves at assessment sessions are not entitled to any marks assigned for the same. In their own interests, students are advised to follow the guidelines and schedule for submission of project / assignment reports, etc. In special cases if the delay is on account of project assignments / placement activities, then the student must get a written recommendation of the faculty to the Vice-Chancellor. Upon approval only, the faculty can award marks to the students.

(c) In case of genuine reason (illness advised by Institutional Medical Officer), student must apply with necessary proof immediately to the concerned Programme Director. In case of any scheduled test during the expected period of absence, the request must be made along with an application prior to the test.

The genuineness of each case (written examination) shall be recommended and approved by the Vice-chancellor based on the evidence provided including views of the Institutional medical officer in medical cases.

3.2 Practical's

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

- (a) Day to day work.
- (b) Punctuality and Regularity.
- (c) Quantity and Quality of work.
- (d) Some practical tests.
- (e) Any other component to be decided and announced by the teacher(s).

Day to day work		40%
Break-up of Day to day work as follows:		
(i) Attendance	10%	
(ii) Quantity & Quality of Experiments including Performed, Learning laboratory Skills and handling Laboratory Equipment, Instruments, Gadgets, Components, Materials and Software etc.	10%	
(iii) Laboratory record	20%	
Mid Term Submission and Viva		30%
End Term Submission and Viva		30%

3.3 Projects

Evaluation Scheme for Projects. **

- (a) Students are required to register for the project in the pre-final semester and later for balance credits in the final semester. The credits to be registered in pre-final & final semester shall be governed by the approved curricula.
- (b) Following evaluation scheme be followed in each semester while evaluating and awarding grades:

i.	day to day work	10% awarded by the Supervisor(s)
ii.	Synopsis presentation and submission	10% awarded by the panel
iii.	One Mid-Term Seminar - One Mid-Term Viva-Voce	10% awarded by a panel
iv.	Project Report/ Thesis	35% awarded by the Supervisor
v.	Final Viva-Voce/Defense/Dissertation	20% awarded by a panel of three teachers including Supervisors.

Guidelines for Monitoring and Evaluation of Projects

- (a) The students must meet their supervisors immediately after the lists of projects assigned to them are displayed and commence their projects.
- (b) The students must meet and report to their supervisors **at least twice a week** on appointed days and time.
- (c) 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.

3.4 Grading System for Theory Courses:

- (a) Students obtaining grades A(+) to D, shall be declared pass. Students failing in the subject will be awarded F grade.
- (b) The grades shall be decided on the aggregate of evaluation of all the components like:-
 - (i) Two written tests, Mid Term and End Term
 - (ii) Project, Assignments, Tutorials, Quizzes, Class Test, Seminar & Class regularity.
 - (iii) Practical (only If part of the course).

3.5 Grading for failing to meet Attendance Requirement.

- (a) A student is required to attend all the classes.
- (b) If the attendance profile of a student is unsatisfactory (as given in the rules below), he/she will be debarred. Any student who has been awarded F grade because of being debarred due to attendance shortage shall not be allowed to take the supplementary examination. The student shall have to register for the course in the regular semester.

3.6 Make-up Examination

A student who has been absent from any class test/Assignment/Presentation etc. due to any reason, other than on account of genuine reason, shall not be given chance for make-up. Only those students, whose applications are approved by the Director, will be allowed to make up of the examination, which are part of teacher's assessment.

Make-up Examination for genuine approved cases is as below:

- (i) A make up test for those students who miss mid-term exam due to approved genuine reasons, shall be held before end-term exam. The schedule for the same shall be notified by Registrar / Added in the academic calendar.
- (ii) The students must put-up the request for make-up examination along with the documents to prove the genuineness of the case (for having missed the Mid-Term exam) within 5 days of last date of such examination. Post facto approvals shall not be accorded
- (iii) Genuineness of missing the Examination shall be determined based on evidence submitted by student. The students who miss the exam due to medical reason must attach the opinion of the Institutional Medical Officer as being done now.
- (iv) The genuineness shall be reviewed and approved by the Vice Chancellor, whose decision shall be final.
- (v) In case a student misses the make-up examination also, then no further chance will be provided.

3.8 General Rules: Examinations

Showing the Answer Scripts. The answer scripts of Midterm and end term examination shall be shown to the students. No appeal shall be accepted for scrutiny of grades.

Examination Fee for Supplementary. A fee of Rs. 500/- per subject or as decided by the Board from time, to time will be charged from the student.

4. CREDIT SYSTEM

4.1 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.

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.

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.

4.2 Credits assignment

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

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.

4.3 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.

5. Registration for Courses and Grading System

5.1 Lower and Upper cut-offs for Registered Credits

A student shall register, on the advice of the faculty, for a number of courses such that the total credits are in the range of 13 to 28 in a regular Semester.

On the recommendations of the Dean (Academic), a student may be allowed to register for a maximum of 30 total credits in a Semester depending on the specific needs of the programme. In such cases the permission has to be sought from Dean (Academic). The credits assigned for proficiency and discipline shall not be counted for this purpose.

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.

5.2 Minimum Number of Students to be registered in a Course

An Undergraduate Course shall run only if there is a minimum registration of 10 students in that course.

5.3 Addition, Deletion and Withdrawal from Courses

A student shall have the option to add-on or delete courses from the list of registered courses on or before a date notified in the Academic Calendar.

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 Institute.

5.4 Structure of Grading of Academic Performance

The following shall be the structure of grading for academic performance of the students:

5.5 Award of Grades

Students obtaining grades A(+) to D, shall be declared pass. Students failing in subject, will be awarded F grade.

The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) Two written tests, Mid-term and End term.
- (ii) Assignments Quizzes, homework, tutorials and regularly in attendance etc (A)
- (iii) Practical (P) (If part of the course).
- (iv) Practical shall be evaluated & graded as given in 3.2 above.
- (v) Project shall be evaluate & graded as given to.

5.7 Structure of Grading of Academic Performance

The following shall be the structure of grading for academic performance of the students:

Grade	Point	Description of performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Average
C	5	Below Average
D	4	Marginal
F	0	Very Poor
NP	-	Audit Pass
NF	-	Audit Fail
W	-	Withdrawal
X	-	Continued Project

Note: The number of students are less than 10 then absolute grading system will be followed (See Table below)

Award of Grades Based on Absolute Marks

The award of grades based on absolute marks out of 100 shall be made as follows:

Marks		Grade
89	\leq	A+
82	\leq	A
73	\leq	B+
64	\leq	B
55	\leq	C+
48	\leq	C
35	\leq	D

Note:

1. The grade boundaries as indicated above may be marginally adjusted
2. The upper and lower limits are subject to limitations of percentage of marks

5.8 Description of Grades

A Grade

An 'A+' grade stands for outstanding achievement. The minimum marks for award of an 'A+' grade is 80%. However, individual course coordinators may set higher marks requirement.

B and C Grades

'B' and 'C' grades denote performance ranging from Very Good to Below Average. These are decided based on the relative performance of students.

D Grade

The 'D' grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of 'D' grade are 30%. However, individual course coordinators may set a higher marks requirement.

F Grades

'F' grades denote poor and very poor performance, i.e. failing a course. 'F' grade is also awarded in case of poor attendance (see Attendance Rules). A student has to repeat all compulsory (core) courses in which she/he obtains 'F' grades, until a passing grade is

obtained. For the other (elective) courses in which 'F' grades have been obtained, the student may take the same course or any other course from the same category.

W Grade

The W grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute on medical grounds for a period exceeding four weeks.

X Grade

The 'X' grade is awarded for incomplete project work, at the end of a semester. Subsequently, it is converted into a regular grade upon completion of the project work and its evaluation.

5.9 EVALUATION OF PERFORMANCE

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit courses, registered for in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i \times G_i}{\sum_{i=1}^s C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

S = Total number of registered subjects in the semester, except audit Courses

The overall Grade of a student in the program of study upto the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit Courses

An example of these calculations is given below:

I Semester

Subject	Credits Grade	Earned Grade	Point		
Code		Awarded	Credits Points	Secured	
(1)	(2)	(3)	(4)	(5)	(6)
07X??MAXXX	4	C+	4	6	24
07X??ECXXX	4	C	4	5	20
07X??PHXXX	4	A+	4	10	40
07X??PDXXX	3	B+	3	8	24
07X??CIXXX	4	F	0	0	0
07X??CIXXX	1	D	1	4	4
07X??ECXXX	3	A	3	9	27
Credits Registered in the I semester (total of column 2)				=	23
Earned Credits in the I semester (total of column 4)				=	19
Point secured in the I semester (total of column 6)				=	139
SGPA (I semester)		=	6		
CGPA (I semester)		=	6		

II Semester

Subject	Credits Grade	Earned Grade	Point		
Code		Awarded	Credits Points	Secured	
(1)	(2)	(3)	(4)	(5)	(6)
07X??MAXXX	3	C+	3	6	18
07X??ECXXX	1	C	1	5	5
07X??PHXXX	1	A+	1	10	10
07X??PDXXX	3	B+	3	8	24
07X??CIXXX	4	F	0	0	0
07X??CIXXX	4	D	4	4	16
07X??ECXXX	4	A	4	9	36
07X??ECXXX	3	C	3	5	15
Credits Registered in the II semester (total of column 2)				=	23
Earned Credits in the II semester (total of column 4)				=	19
Point secured in the II semester (total of column 6)				=	124
SGPA (II semester)		=	5.4		
CGPA (II semester)		=	(139+124) / (23+23) = 5.7		

6. RULES, REGULATIONS AND PROCEDURES

6.1 Conditions for Pass and Progression.

- (a) All students will be allowed continued progression upto maximum duration as specified in ordinance irrespective of the CGPA or earned credits or the failures in subjects, accrued by the students during the course of academic year and program. Maximum duration permitted for completion of B.A., B.B.A,B.Com. and B.Sc. program is Four years.
- (b) The student must first register for all backlog courses of the corresponding semester followed by the normal semester courses up-to the maximum number of credits specified for that semester.
- (c) No relaxation in credit limit beyond 30 credits will be allowed. Further, such cases will be closely examined before approval by the VCs/Director, taking into consideration past performance of the students.

6.2 Conditions for Award of a Degree

- (a) Secures a CGPA equal to 4.5 or more
- (b) Earning a minimum of 144 credits.
- (c) Completing the degree requirement in a maximum duration of four years. This includes the period of rustication / expulsion but excludes the semester withdrawal.
- (d) Successfully completing the Internship.
- (e) No failure in the core courses.

7. ATTENDANCE REQUIREMENTS

7.1 Attendance Rules

- (a) All undergraduate students are expected to be present in every lecture, tutorial, practical or drawing class scheduled for them.
- (b) A student must have a minimum attendance of 80% in a course during a semester, in lectures, tutorials and practical taken together (as applicable). A student with less than 80% attendance in a course will be awarded 'F' grade in that course irrespective of his/her performance in the tests. 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 shall be awarded 'F' grade.
- (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.
- (e) For the purpose of attendance, every scheduled practical class will be counted as one unit irrespective of the number of contact hours.
- (f) A relaxation of up to 5% may be given on the following special grounds:
 - (i) Any continuous illness of two weeks or more supported by a proper medical certificate.

- (ii) The student being deputed to represent the Institute with the prior approval of the Dean (Academic).
- (iii) Any special personal reason, on the recommendation of the Dean (Academic) and approval of the Vice Chancellor.

7.2 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 / Vice Chancellor and has submitted authentic medical record 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

7.3 Information regarding absence during the Semester

(a) A student must inform the Dean, Academic immediately of any instance of continuous absence from classes.

(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 the Dean (Academic) his/her name will be struck off the rolls of the Institute.

8. PROCEDURE FOR ENQUIRIES AND PUNISHMENTS ON DISCIPLINARY CASES OF STUDENTS

The welfare and discipline of students are two integral parts of an Institutional behaviour. Students behavior and discipline will therefore be assessed and will receive the same attention as the academic work.

The discipline of the students will therefore be closely monitored in the campus, class rooms, laboratories, play grounds, Annapurna and in the hostels in respect of residing students and outside the campus for both residing and non-residing students. This will cover general behaviour and discipline and will be awarded proficiency grades/marks.

Standing orders for students are provided to the students at the time of admission in the form of a printed booklet, which every student is required to follow in letter and spirit.

8.1 Procedure for Awarding Grades for the Attendance and Disciplinary Group

A student shall be guilty of misconduct and breach of discipline if he or she violates any of the provision of the standing orders issued by the Institute. Every student shall get A+ grade in discipline unless he/she is found guilty of misconduct and breach of discipline and violates any of the provisions of the standing orders.

The disciplinary grade will be awarded each Academic Year to be reflected on the Grade Card.

8.2 Computation of yearly Discipline Grades.

8.2.1 A student shall automatically get A+ grade, if no act of indiscipline is recorded against him / her.

8.2.2 As a guideline the offences of common nature, shall be awarded lower disciplinary grades as below (The list is not a comprehensive list and each case shall be dealt with on its own merits.

- | | | |
|---|---|--|
| (a) Simple warning e.g. defiance of office -
Order | - | A or B+ depending upon nature of
indiscipline |
| (b) Missing a class which
results in a fine or warning | - | B+ or B |
| (c) Visiting socially unacceptable website | - | B |
| (d) Stealing a book from Library etc | - | C |
| (e) Damage to Institutional Property | - | Deduction of up to 100% marks
or F grade |
| (f) Expulsion from Hostel | - | Deduction of up to 100% marks
or F grade |
| (g) Warning letter on violation of
Hostel rules. | - | Deduction of up to 20
Disciplinary Marks or A grade |

8.2.3 Where proctorial Board / Competent Authority / discipline Committee(s) has awarded deduction in term of % of marks from the disciplinary grade, the commensurate grades may be as follows: -

Range of Deduction of Disciplinary Marks(%)	Grade
0	A+
1 – 20	A
21 – 30	B+
31 – 40	B
41 – 50	C+
51 – 60	C
61 – 80	D
81 – 100	F

8.2.4 Annual computation of discipline grades shall be carried out by a committee comprising Dean, ADOs and Dy. Registrar / Assistant Registrar & shall be approved by the VC.

8.3 Computation of Disciplinary grade at the end of programme.

- (a) Cases of one time indiscipline shall be reviewed under following guidelines:
- (i) Grades B, B+, A be changed to A+
 - (ii) Grades C, C+, D, and F be changed to B

- (b) Cases of more than one time indiscipline
 - (i) If all awarded grades are B or above, they should be changed B+
 - (ii) The remaining cases be changed to B
- (c) Computation of final disciplinary grades shall be carried by a committee comprising Dean, two professors, HDO's and Deputy Registrar and shall be approved by the VC.

8.4 Revision of Disciplinary Grade

A student who has once been awarded lower grade because of an act of indiscipline, he/she may file a mercy appeal in the final year of his/her course of study to the Vice Chancellor for review of the grade provided there is no other act of indiscipline after the first act of indiscipline. This appeal will be considered by a standing committee consisting of the following:

- | | |
|--|----------|
| (a) Dean; | Convener |
| (b) One Professor to be appointed by the Vice Chancellor; and, | Member |
| (c) Registrar | Member |

This committee will examine individual case/s on merit and shall make recommendation for the consideration of the Vice Chancellor.

The Vice Chancellor shall finally review the case/s on the basis of the report of the committee and decide if he is satisfied that the grade needs to be revised. All such decision would be communicated subject to approval of the Chairman or the Vice-Chairman of the Board of Management.

8.5 Procedure for Enquiry and Punishment

The case/s of indiscipline shall be processed as given below:

Any case of indiscipline received shall be referred to the Dean, who after considering the case on the merit may dispose of depending upon the nature of offence, or he may refer the case, within 24 hours of the case referred to him, with his comments to the Vice Chancellor depending upon quantum of offence.

The Dean may suspend a student for a period to be decided by him upto a maximum of 15 days for an act of indiscipline if committed in the presence of a faculty member/officer of the Institute, which is detrimental to the maintenance of healthy atmosphere, law and order in the campus.

The Vice Chancellor may suspend a student, if in the judgment of the Vice Chancellor, the student has committed a breach of discipline or if in his opinion, a prima facie case exists against the student, and institute an inquiry by such a committee or inquiry officer as the Vice Chancellor may constitute/appoint for this purpose.

The following punishment may be imposed for good and sufficient reasons:

- (a) Imposition of monetary fine.

- (b) Deduction of marks from the disciplinary group of marks.
- (c) Imposition of a monetary or/and marks fine or putting on conduct probation for the rest of the stay in the Institute.
- (d) Warning or imposition of suspended fine and warning (a suspended fine becomes operative if the concerned student is found guilty of another act of indiscipline during the remaining period of that session).
- (e) Rustication from the Institute for a specified period.
- (f) Expulsion from the Institute.

The following shall be the competent authorities to award various punishments.

- | | |
|---------------------|--|
| (a), (b), (c) & (d) | The Vice Chancellor /Director or the Dean. |
| (e) & (f) | The Director /Vice Chancellor |

Action with regard to punishment at a, b, c & d may be taken after the student has been called by the concerned officer/s and given an opportunity to explain his/her conduct.

Action with regard to punishment defined at (e) & (f) shall be imposed after the matter is thoroughly investigated by a committee or an Enquiry Officer appointed by the Vice Chancellor, which shall follow the procedure as, laid down below.

8.6 Procedure for Awarding Punishment defined at (e) and (f)

The Director/ Vice Chancellor shall constitute a committee/enquiry officer who shall issue a notice containing the substance of charge/imputation or misconduct against the student/s concerned and requiring the student/s to submit statement of defense within a specified period. This notice shall also specify the date on which the students will appear before the committee/enquiry officer in person to answer the charges. The committee/enquiry officer will after examining the charged student/s and such other persons whose testimony will have bearing on the incident, submit its report fixing responsibility in event of the charges being established along with its recommendations for punishments if any, to the Director/ Vice Chancellor.

The Director/ Vice Chancellor or the competent authority or such officer/person to whom the powers have been delegated shall consider the report of the committee/enquiry officer and issue show cause notice to the student/s concerned as to why the proposed punishment be not inflicted. The student/s concerned will be required to give the reply within a specified period and in case no reply is received within the specified period, it will be presumed that the student/s has/have nothing to say and the punishment proposed shall be awarded.

In case the reply is received within the specified period, the Director/Vice Chancellor after considering the reply shall decide upon the punishment as he may deem fit. All such decisions would be communicated subject to approval of the Chairman or the Vice-Chairman of the Board of Management.

The above document is approved by the Board of Management of the Institute. Any deviation to this document can only be carried out with the consent of the Board of Management only.

9 GUIDELINES FOR DEALING WITH CASES OF UNFAIR MEANS

These guidelines apply to all examinations; whether written or Lab Work, and Project Work etc.

9.1 Nature of offense, Processing of the Case and Punishment

Offenses have been classified into six major categories depending upon the severity of the misdemeanor of the student. The least severe Category 1 and most severe is category 6. Appropriate punishment for various cases of offences has been detailed and the procedure to be followed in dealing with cases laid down.

9.1.1 Category 1

(a) student is found

(a) talking in the examination hall to another student and / or

(b) to have deliberately changed his/her seat.

Invigilator - in - charge shall follow the procedure as given in Section 5.2.1.

The punishment may range from warning to imposition of discipline Marks fine.

9.1.2 Category 2

A student is found possessing unauthorized material in any form but not able to make use of it in the Examination.

Invigilator-in-charge shall follow the procedure as given in Section 5.2.1.

Punishment to the extent of canceling the paper of the student.

9.1.3 Category 3

A student is making use of unauthorized material either by himself/herself or through assistance of others.

Invigilator-in-charge shall follow the procedure as given in Section 5.2.1.

Punishment to the extent of canceling the concerned examination to the cancellation of entire semester examination.

9.1.4 Category 4

A student after having been found in the possession of relevant material does not hand over the material to the invigilator.

Invigilator-in-charge shall follow the procedure as given in 5.2.1

Punishment to the extent of cancellation of the paper to the cancellation of semester / entire academic year.

9.1.5 Category 5

A student is reported to have influenced the examiner/invigilator during the examination or cheating in the evaluated script or disrupting the smooth conduct of the examination in any way.

Invigilator-in-charge / Examiner shall report the matter with facts/documents/evidence as available to the Registrar.

Punishment shall range from cancellation of examination for the academic year to debarring him/her from academic programme for one more year.

9.1.6 Category 6

A student is found to be impersonating using threatening or foul language etc.

The Invigilator-in-charge shall report the matter along with documents/statements of the examinees who are witnesses to the incident to the Registrar.

Punishment shall range from cancellation of examination for the academic year and debarring him/her from academic programme for two more years.

9.2 Procedure for processing the Case

9.2.1 Procedure to be followed by Registrar

The Invigilator-in-charge of the room/hall shall immediately take the possession of the answer book along with the relevant material found with the student both duly signed by the student. The Invigilator-in-charge shall get the prescribed form for unfair means filled and signed by the student and give his/her comments on the same. If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form the same shall be recorded on the prescribed form. He shall then issue another answer book and marked as Answer Book II and the student will continue to work in that book. No extra time will be given for completing the examination as a result of this exercise. After the examination is over these answer books duly marked as I and II, the material found in possession and the prescribed form duly filled and signed by the invigilator-in-charge shall be delivered separately to the Registrar along with the report who shall send the same to Dean (Academic) for further action. All other answer books shall be sent to the coordinator/examiner as usual.

9.2.2 Procedure to be followed by Dean (Academic) / VC

The Dean (Academic) shall examine all the cases under the Category I and recommend appropriate action. The recommendation shall then be sent to the VC for his consideration and orders. For the remaining categories the case shall be put up before the Standing Committee on unfair means, which shall have the following composition:

1. Dean Chairman
- 2-3. Two professors nominated by the VCMembers
4. Registrar Member Secretary

The Committee shall thoroughly examine the case's on the basis of the material/documents placed and shall submit its findings after laying down clearly the nature of offense listed along with proposed action to be to the VC for, his consideration and orders.

The VC after due consideration of the case (s) shall pass orders accordingly and send the file to the Registrar for further action.

9.2.3 Procedure to be followed by Registrar

The Registrar shall inform the student in writing of the charges, the proposed penalty and the clauses under which the Institute proposes to take action. The student will be given 10 days notice to “Show Cause” why the proposed penalty should be imposed.

The reply if any received shall again be placed before the Dean (Academic) or the Standing Committee (as the case may be) for consideration of the reply to the “Show Cause Notice”. The recommendations again shall be placed before the VC for final orders.

In Case no reply is received by the stipulated time, it will be presumed that the student has nothing to offer in his defence and the punishment proposed shall be imposed.