

Ordinance No BPSMV/SES/UG/2009/1

School of Engineering & Sciences

B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan

Academic Ordinance for Duration, Admission, Fees, Teaching Methodology, Credit Weight, Examination, Evaluation, Promotion, Attendance and General

Bachelor of Technology (B.Tech)

1. Definition:

- 1.1. Programme stands for Bachelor in Technology (B.Tech).
- 1.2. Course stands for individual semester papers.
- 1.3. Credit is a weight assigned to a course in contact hours per week per semester.
- 1.4. Grade stands for letter grade assigned to a students on the basis of examination of a course on 10th point scale.
- 1.5. Grade points stand for numerical equivalents of letter grade.

2. Duration of the Course:

The normal duration of the programme is four years and maximum duration of B.Tech programme offered by the School of Engineering and Sciences is seven years. The student to be eligible for the award of degree has to clear all the papers offered during normal or maximum duration of all the specified programmes, failing which she will not be allowed to continue her programme. However student will be admitted directly on the basis of three years diploma directly in the 2nd year under the Lateral Entry Entrance Test (LEET) scheme

3. Admission:

- 3.1. A candidate shall be eligible for admission to Bachelor of Technology if she has passed the senior secondary examination (10+2) with 50% marks in aggregate of a recognized Board of Secondary Education or an examination recognized by the University as its equivalent. Admission to all B.Tech programmes are to be made through Haryana State Counseling Society through online off campus counseling, based on merit of All Indian Engineering Entrance Examination (AIEEE) or any criteria adopted by University. The candidates having supplementary/compartement/reappear in the qualifying examination shall not be allowed for admission to any programme.
- 3.2. Admission procedure and policy shall be laid down from time to time by the Admission Committee of the university. The admission committee shall be constituted by Dean of Faculty and shall comprise of senior most faculty of each department and nominee of Chairperson and the Dean. The committee will look after the admission process.
- 3.3. At the time of counseling all original certificates will be verified.
- 3.4. The registration of the students is governed by the rules and regulations as laid down by the university from time to time.

4. Fee Deposit:

The programme fee shall be paid by candidate as prescribed by the University from time to time. The fee for the first year is to be deposited at the time of admission as per instruction notified at that time.

5. Teaching Methodology:

Teaching methods shall include class room teaching, assignments, viva-voce, lab work, seminar, project work, summer training, field work, presentation, group discussion etc

6. Credit Weight:

6.1 Each course has a certain number of credits which reflect its weightage. Credits of a course are evaluated as under:-

6.1.1 **Lecture:** For all lecture courses, one credit per lecture per week per semester will generally be adopted. For tutorial half credit per tutorial per week per semester will be assigned.

6.1.2 **Practical:** One laboratory hour per week per semester will be assigned half credit. Courses with odd numbers of laboratory hours having fractional credits will be accepted. The courses having 1.5 hour contact per week per semester or 3 hours contact/alternate week/semester will be rationalized to have integer number of contact hours per week so that fraction smaller than 0.5 are not involved in credit assignment of laboratory courses.

6.1.3 **Seminar/Group Discussion:** Half credits each.

6.1.4 **Minor Project:** Half credit per period per week per semester

6.1.5 **Major Project:** Half credits per period per week for the project done in final semester.

6.1.6 Credits have also been fixed for industrial training, viva-voce and general fitness & professional aptitude.

7. Examination:

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination, and third semester examination and so on.

7.2 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners shall be appointed for each course and shall be recommended by the Under Graduate Board of Studies (UG BOS).

7.3 The examination shall consist of theory papers and practical examination. Theory papers are to be set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department.

7.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.

7.5 The examination for all even & odd semester will normally be held in December/January and also in May/June on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.6 Every course is coordinated by a member of the teaching staff of the department which is offering the course in a given semester. This faculty member is called the course coordinator. He/She has the full responsibility for conducting the course, coordinating the work of the other members of the faculty involved in the course, holding the minor test and assignments. For any difficulty, the student is expected to approach the course

coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the course-coordinator.

7.7 Every student has to appear in the minor tests. If a student does not take a minor test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination branch duly signed by the Chairperson of the department before the close of semester examination. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.

7.8 If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers at subsequent examinations without attending a fresh course of studies for that semester such a candidate may, in the meantime, prosecute his/her studies for the next semesters. supplementary examinations for the last two semesters will be held after six months i.e. for odd semester in the month of May and for even semester in the month of December/January.

7.9 For holding the Minor Tests during even and odd semester the schedule of minor exam shall be laid down by teacher(s) concerned in consultation with the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.

7.10 If any of the department wants to alter the dates due to some reason to the satisfaction of the Chairman of the Department, the date for conduct of Major Test should not go beyond the 1st week of January so that the results are not delayed.

7.11 For Minor Test, the syllabus for Examination will be what is covered in particular term. The Major Test will be based on the entire syllabus. Every teacher will submit in writing to the Chairperson at the end of term i.e. intervening period between Minor Tests and Major Test, the content of the syllabus covered during the term.

7.12 The examination branch will design standardized proformas for maintaining the following records at the Department level:-

- 1 Minor Test Awards
- 2 Major Test Awards
- 3 Awards and Co-curricular Activities with details of activities.
- 4 Consolidates Results.

8 Evaluation & Grading:

8.1 For courses having a semester examination, sessional work shall carry the same weight as the major semester examination i.e. 50 marks internal & 50 marks external.

8.2 The students have to qualify internal as well as external Test separately.

8.3 The weightage to all subcomponents of a internal course is given as below:-

Subcomponent	Weightage
1. Three mid term class tests (2 best to be reckoned)	50%
2. Assessment through assignments & quizzes/on spot test	25%
3. Attendance	10%
5. Co-curricular/ class performance/seminar/case studies	15%
For Practical	
1 Evaluation conducted in regular practical classes	50%
2. Teacher's assessment through viva-voice, home assignments, on the spot tests, short quizzes etc.	25%

- 3. File record of lab
- 4. Attendance

15%
10%

8.4 For seminars, projects, trainings, comprehensive viva and general fitness evaluation, the weightage will be decided by departmental review/academic committees.
8.5 The academic performance of a student shall be graded on a ten-point scale. The award of grades based upon marks obtained out of 100 shall be made as follows:

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	A ⁺	10
Extraordinary	A	09
Excellent	B ⁺	08
Very Good	B	07
Good	C ⁺	06
Average	C	05
Poor	D	04
Very Poor	E	03
Audit Pass	AP	-

8.6 For the award of grades in a subject, all component wise evaluation shall be done in marks. The award of grades based on absolute marks (irrespective of no students) out of 100 shall be made as follows:-

Marks	Grade	Marks
90 ≤	A ⁺ ≤	100
80 ≤	A ≤	89
70 ≤	B ⁺ ≤	79
60 ≤	B ≤	69
50 ≤	C ⁺ ≤	59
40 ≤	C ≤	49
30 ≤	D ≤	39
0 ≤	E ≤	29

8.7 The minimum passing marks/grade for passing any semester Examination shall be:

8.7.1 40% in each Major Test (theory paper).

8.7.2 40% in each practical Examination/Viva-Voice Examination.

8.7.3 40% in aggregate of sessionals and examinations for each theory and practical subject provided that a candidate, who fails to obtain the requisite marks in aggregate of sessionals and examination, shall be required to reappear in the concerned subject in the subsequent theory/ practical examinations.

8.7.4 Minimum pass grade in each course is 'C' grade. Grade will be awarded after adding the marks of sessional and major test/practical examination.

8.7.5 Grade C in general Proficiency.

8.8 A candidate who fails to obtain the requisite marks/grade in any course shall be required to appear in the concerned course in the subsequent examinations.

8.9 'D' and 'E' Grades: The 'D' and 'E' grades denote poor and very poor performance, i.e. failing a course. A student has to repeat all compulsory (Core) courses in which she obtains either 'D' or 'E' grades, until a passing grade is obtained. If 'D' or 'E' grade is awarded to a student in major project, she will get only one more chance to repeat the project work at the end of next semester. However, if a candidate still gets D or E grade in major project, the same will not be eligible for the award of degree.

For the other (Elective) courses in which 'D' or 'E' grades have been obtained, the student may take the same course or any other course from the same category. Further, 'D' or 'E' grade secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

The candidate having D & E Grades in any Odd and Even semester's examination would be given a chance to improve the grade. On improving the D & E Grade, the improved grade will be counted towards calculation of SGPA/CGPA. The examinations for reappear in any subject(S) in the odd semester and that of in the even semester shall be held in the respective semesters along with the regular students. In addition to above, examination for reappear in the subjects in odd semesters will also be held during the even semester examinations and vice-versa.

8.10 AP Grade: The AP grade is awarded to qualifying/Non-Credit Course (as per scheme supplied by concerned departments). The candidates will not be eligible for award of degree without qualifying these papers. The audit fail shall not be mentioned in the grade sheet.

8.11 The performance of students will be evaluated in terms of cumulative grade point average (CGPA) which is the grade point average for all the completed semesters at any point of time.

The CGPA is calculated on the basis of all pass grades, except audit courses obtained in all completed semesters.

$$CGPA = \frac{S \text{ (Earned Credits x Grade Point) for courses with pass except audit courses Sem}}{S \text{ (Earned Credits) of courses with pass grade except audit course Sem}}$$

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded one of A, B, C, D, E grade. Here S stands for the sum of

8.11.1 Illustration for Calculating SGPA/CGPA: 1st Semester

Course No. (A)	Course Credits (B)	Grade Awarded (C)	Earned Credits (D)	Grade Points (E)	Point Secured (F)
HUM-101	4	B	4	7	28
ECL-103	4	C	4	5	20
PHY-101	4	A ⁺	4	10	40
CSL-103	3	F	0	0	0
MEL-101	4	B ⁺	4	8	32

EVL-101	3	C ⁺	3	06	18
Total	22	-	19	36	138

Credits registered in the semester (total of column B) = 22
 Earned Credits (Total of column D (total of column B excluding F grade)=19
 Point secured in this semester in passed courses =138

$$SGPA = \frac{\text{Points secured in passed courses}}{\text{Credits earned}} = \frac{138}{19} = 7.26$$

$$SGPA = \frac{\sum C_i P_i}{\sum C_i}$$

Where

C_i = Number of credits earned in the i^{th} course of a semester for which SGPA is to be calculated.

p_i = Grade point earned in i^{th} course

$i = 1, 2, 3, \dots, n$, represent the number of courses in which a student is registered in the concerned semester.

8.11.2 Illustration for Calculating SGPA/CGPA: 2nd Semester

Course No. (A)	Course Credits (B)	Grade Awarded (C)	Earned Credits (D)	Grade Points (E)	Point Secured (F)
MAL-102	3.5	D	3.5	4	14
EEL-104	3	F	0	0	0
CYL-106	4	B	4	7	28
CYP-102	1.5	C ⁺	1.5	6	09
MEL-104	3	A	3	9	27
HUL-104	2	AP	2	N.A	00
Total	17	-	12	26	78

Credits registered in the semester (total of column B) = 17
 Earned Credits (Total of column D (total of column B excluding F & AP grades) =12
 Cumulative Earned Credits (earned credits in previous & currents sem) = 19+12=31.0
 CGPA = $\frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit courses}} = \frac{138+78}{19+12} = 6.96$

$$CGPA = \frac{\sum C_j P_j}{\sum C_j}$$

Where

C_j = Number of credits earned in the j^{th} course upto the sem for which CGPA is to be calculated.

P_j = Grade point earned in the j^{th} course. A grade lower than the E (i.e. grade point < 4) in a course shall not be taken into account.

$j = 1, 2, 3, \dots, n$, represent the number of courses in which student was registered and obtained a grade not lower than D upto the semester for which CGPA is to be calculated.

8.12 **General Guidelines for Award of Grades:**

- 8.12.1 All evaluations of different components of a course shall be done in marks for each student.
- 8.12.2 The marks of various components shall be reduced to approved weightage (as decided by the staff council) and/or indicated in the scheme of teaching and examination and added to get total marks secured on a 100-point scale. The rounding off shall be done on the higher side.
- 8.12.3 In case of common papers in different classes the grading will be calculated classwise only.
- 8.12.4 Each successful candidate shall receive a copy of the result card on having passed the semester examination.
- 8.12.5 The result of a student at the end of each semester Examination and after completion of course shall be declared on the basis of the SGPA & CGPA (cumulative grade point average) obtained by the student. However result of a student admitted through LEET scheme for the diploma, holders will be declared on the basis of CGPA of the grades obtained by in this University only.
- 8.12.6 At the end of each semester examination, the COE shall publish the result, provided that in a case where candidate who was permitted to take examination for higher semester but has not cleared the lower semester examination his results for the higher semester examination will be declared provisionally. Each successful candidate shall be issued a copy of the result card on having passed the semester examination.
- 8.12.7 A student shall be allowed if she desires to improve her grade in a course. The grade such obtain shall be final grade in that course. The chance of improvement shall be given only once in a course but the opportunity can be availed for as many course as the student desires.
- 8.12.8 In case of common courses when classes are held separately and evaluation done by the different teachers the grading will be done class wise under the over all co-ordination of the course co-coordinator.
- 8.12.9 The preparation of question paper, evaluation of answer books, and maintenance of records of various results will be the responsibility of the teacher concerned. Results of every test will be declared within three days of the holding of examination. Evaluated answer books are also shown to the candidates.
- 8.12.10 The Chairperson will forward the consolidated result of two best Minor Test and awards for extra co-curricular activities to the examination branch for further tabulation and declaration of result in terms of grades.
- 8.12.11 The Examination Branch will finalize the results within a week after receiving awards from the departments. The assessment marks/grades will be displayed on the notice board of the department by the course coordinator before forwarding it to the Examination Branch.
- 8.12.12 The awards shall be given by the course coordinator and all the teachers will be involved in that course. The awards should be finalized within seven days of the semester examination. The course coordinator shall have full responsibility for this purpose. All the final awards shall be communicated on the examination branch within 7 days from the last date of the end term examination. The Chairperson shall retain the record of all the marks.

8.12.13 The procedure for evaluation and award of grades for project/training/seminar/comprehensive viva-voce shall be such, as may be decided by the department.

8.12.14 The candidate shall be required to undergo practical training/internship wherever required/provided in the scheme of examination in a business enterprise/organization approved by the Chairperson of the Deptt She shall be required to submit a comprehensive report within one month of completion the training.

9. Promotion:

9.1 A candidate shall be eligible for Promotion to:

9.1.1 In 5th semester: if passed at least 2/3rd papers of semester 1st, 2nd, 3rd, and 4th taken together.

9.1.2 In 6th semester: if passed at least 2/3rd papers of semester 1st, 2nd, 3rd, 4th and 5th taken together.

9.1.3 In 7th semester: if passed at least 2/3rd papers of semester 1st, 2nd, 3rd, 4th, 5th and 6th taken together.

9.1.4 In 8th semester: if passed at least 2/3rd papers of semester 1st, 2nd, 3rd, 4th, 5th, 6th and 7th taken together.

9.2 A Candidate through LEET Scheme shall be eligible for Promotion to:

9.2.1 In 5th semester: if passed at least 2/3rd papers of semester 1st, 2nd, 3rd and 4th taken together.

9.2.2 In 6th semester: if passed at least 2/3rd papers of semester 1st, 2nd, 3rd, 4th and 5th taken together.

9.2.3 In 7th semester: if passed at least 2/3rd papers of semester 1st, 2nd, 3rd, 4th, 5th, 6th taken together.

9.2.4 In 8th semester: if passed at least 2/3rd papers of semester 1st, 2nd, 3rd, 4th, 5th, 6th and 7th taken together.

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10. Attendance:

10.1 No candidate shall be considered to have pursued a regular course of the study unless she has attended not less than 75% of the lectures in each paper/seminar case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each course of study. A deficiency upto 10% may be conducted by the Chairperson of the Department.

10.2 If a student is absent from the Department for more than four weeks without notifying to the Chairman/In charge of Department, her name will be removed from the department rolls.

11. General:

11.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.

11.2 In case of any difficulty/issue related to course/conduct/moderation of awards/grades/re-conduct of paper, the matter will be referred to Departmental Monitoring Committee comprising of Chairperson, senior most faculty by rotation, course coordinator and faculty nominee of the Dean faculty. The Committee will be headed by the Dean of Faculty. The committee on receipt of

complaint from student or faculty shall meet at the earliest and will give its decision within one week. The decision of the committee shall be final.

- 11.3 Each academic year shall be divided into two semesters and each semester shall be of 90 working days.
- 11.4 Eligibility criteria, fee structure, academic calendar, examination schedule, sports calendar and cultural calendar for the academic year shall be given in the University Prospectus.
- 11.5 A student is deemed to have completed the requirements for degree and is eligible for the award of degree if:
 - i) She has satisfied all the academic requirements as per the regulations.
 - ii) She has paid all fees due from her.
 - iii) There is no case of indiscipline pending against her.
- 11.6 The gap of one/two semesters missed by the student(s), as the case may be, will be counted towards the total duration of the programme permissible under the regulations.
- 11.7 All academic problems of the students other than those affecting the Institute rules and regulations framed from time to time may be looked into by the Dean of Academics Affairs.
- 11.8 At the end of each semester (i.e. after end semester examination), students will be supplied a grade card indicating the grades secured in each course and upto date CGPA.
- 11.9 The calendar for the academic year will be framed and declared at the beginning of the session by the university.
- 11.10 The medium of instruction and examination shall be english.