

18th Meeting of Academic Council
(Only Academic Regulations- 2004)

Academic Regulation 2004



Punjab Technical University
Ladowali Road, Jalandhar

SEPTEMBER-2004



REPORT OF THE COMMITTEE ON REVIEW OF ACADEMIC RULES AND REGULATIONS¹

The Board of Governors of the Punjab Technical University, Jalandhar in the Meeting held on 12th March, 2004 appointed Dr. R.S Khandpur to review the Academic Rules and Regulations in PTU. The need for review of the Ordinances was felt due to the growing concerns of the University due to loss of academic days to protests, dharnas and agitations which had, of late, attracted adverse publicity and a lingering threat of erosion of the prestige of the University. Dr. Khandpur was requested by the Board to keep in mind the aspirations of the students, the requirements of the industry and eventually the quality of the education while making recommendations for amendment of the Academic Regulations.

Dr. Khandpur was authorized to co-opt members from the affiliated colleges in different disciplines. The Terms of Reference of the Committee are appended as **Annexure-I**.

2. Proceedings of the first Meeting

A meeting of the select group of Principals/Directors of affiliated colleges/institutes representing different interest groups was held on 25th March, 2004 in the Conference Room of PTU, Jalandhar. A list of the persons who attended the meeting is appended at **Annexure-II**.

Chairman briefed the members about the objective of setting up the Committee and brought to the notice of the members that there is a general concern among the Board members about the quality of the technical education being imparted in the University through its affiliated colleges. The members were of the unanimous view that the quality of the PTU graduates would largely depend upon the quality of the students joining the University. The input quality is prescribed by the All India Council for Technical Education which lays down the eligibility condition for admission to technical programmes, the University and the State prescribe the cutoff keeping in mind the ample availability of intake capacity and thus students with weaker credentials are getting into the educational system.

There have been various problems the University has faced due to implementation and frequent changes in the academic ordinances during the last few years, which has adversely affected the teaching and learning environment in the colleges/institutes affiliated to PTU. This has also not given a good image to the University due to frequent strikes and the dharnas by the students.

The members were of the view that it is time that the University looks into the Academic Rules and Regulations afresh, and suitable mechanism of filtering must be devised so that the best students continue their studies unhindered by non-academic considerations and their academic pursuits do not suffer, while the

¹ The Academic Regulations-2004 has been approved by BOG in its 16th Meeting on 17.9.2004.

weaker students are weeded out of the system at a fairly early stage, so that they have ample opportunity to pursue an alternate course of study and resulting financial loss is minimal.

3. Kohli Committee Report

In order to facilitate the work of Khandpur Committee, the Vice Chancellor was kind enough to set up a sub-Committee under the Chairmanship of Sh. P.L Kohli, former Registrar and Controller, Govt. of Delhi, Delhi. A list of the members of the Committee is placed at **Annexure-III**.

This Committee considered various academic ordinances submitted its report in July 2004 and has made various recommendations on the Ordinances governing the various courses being run by the University in its affiliated colleges. The Committee tried to simplify the Academic Rules and Regulations. It also tried to be liberal in terms of granting the maximum time to the students in completing their respective degrees.

The Report of the Kohli Committee was included as an Agenda item in the 15th Meeting of the Board of Governors, PTU held on August 9, 2004 at Chandigarh. The Committee's Report was discussed in details and the following decisions were taken:

- ❖ *One man committee of Dr. R.S Khandpur constituted in the 12th Meeting of the BOG will study the recommendations of Kohli committee and bring the detail in the next meeting of the Board. The existing regulations and amendments as suggested by Kohli Committee, modification suggested by the Academic Council and recommendations of Dr. R.S Khandpur will be brought to the next meeting of the Board.*
- ❖ *Dr. Khandpur was requested by the Board to keep the quality of technical education, aspiration of the students and requirement of the industry in mind while making recommendation for the amendment in the academic regulations.*

4. Proceedings of the 2nd Meeting

A select group of Principals/Directors of institutes/colleges was again invited for 2nd Meeting, which was held on September 9, 2004 in the PTU Conference Room. A list of the persons who attended the meeting is placed at **Annexure-IV**.

For evolving and proposing a uniform set of Rules, Dr. Khandpur presented a format given in **Annexure-V**. The format was thoroughly discussed and approved.

Based on this format, the Ordinances for the various courses were worked out. It was ensured that the suggested Ordinances cover all the salient features of the existing Ordinances, modified wherever it was necessary for simplification of the same, so that their interpretation in future does not involve any confusion or bitterness among the students and the management of the colleges

It was observed that the Academic Rules and Regulations governing the curriculum and scheme of examinations in PTU are competitive and comparable to the best in the country. In all fairness, one would like to continue with the same. However, over the years, there have been some changes in these Regulations, but every change brought with it more problems that it could solve. The present review has been necessitated because of these reasons. The Committee deliberated in detail various issues, some of which are reproduced below:

a. Maximum duration for completion of Degree requirements:

The ordinances prevalent in the various Universities were studied and discussed. It was generally felt that the PTU should not dilute the Ordinances on this issue. For example, the maximum duration permitted for B.Tech. Degree in GNDU and Thapar College of Engineering & Technology, is 6 years. There have been repeated requests to the Vice Chancellor and some of the members of the Board of Governors from the parents and students to enhance this period to 7 or 8 years. There is no justification to allow students to continue that long for completing a professional Degree. By doing so, PTU will not only immediately get a bad reputation of having lowered the standards but also opening up the past cases, wherein the students who could not complete their Degree in six years would ask for giving them the enhanced chances. However, wherever the maximum period defined in the existing rules, is a fraction of the year, the same has been rounded off to the next whole number.

The Committee is of the view that the duration of the courses specified in the existing Rules may continue without any enhancement/relaxation. However, in the rarest of the rare cases, if the situation so demands, the Board of Governors only, on the recommendations of the Vice Chancellor, will be the competent authority to give relaxation.

b. Filtration System:

The major issue resulting in repeated student agitations have been the filtration system, sometimes due to their interpretation. The filtration system presently included in the existing Rules and Regulations for various courses, therefore, require simplification. At the same time, the system should be such that it should make the students aware, as early as possible, about their limitations in pursuing the course for which they are not fit to do. Applying filters at various stages in a course results in congregation of weaker students over the years. Consequently, the academic standards get determined by the standard of the weak students rather than catering to the bright students. Accordingly, the filtration system should be so applied that the *not fit* students are not allowed to go beyond first year. After they fulfill the requirements of the first year, there should be no filter except the maximum duration in which they should complete the Degree course.

c. Attendance Rules:

Keeping in view that many a times, the students force agitations/dharnas for pressing their demands, the lectures delivered may be much less than the

scheduled number of lectures. This is a serious matter. Therefore, the attendance rules should apply to the lectures scheduled and not the lectures delivered.

d. Applicability of Rules

The amendments proposed may be implemented from the academic session 2005-06.

Normally, any set of Rules/Regulations and amendments thereof are made applicable prospectively and not retrospectively. However, keeping in view the issues regarding the interpretation of the rules and loss of precious years of the students where they have exhausted all the available chances and after having spent considerable time in the course, it may be unfair to deny them the opportunity which the students of the future batches may get. Therefore, an offer can be made to the students to accept the new rules or carry on with the old rules, if they so desire. However, the maximum number of years for completion of the Degree course requirements will be as per the amended Rules and Regulations and there will be no relaxation for the same. The University must prepare a format of an affidavit to be submitted by the student with endorsement of his/her parent/guardian duly notarized with the stipulation that option once exercised shall not be changed during the entire duration of the course.

The proposed amendments will help the University in implementing the uniform policies for all students in the PTU and will also avoid discrepancies in dealing with different batches.

Salient Recommendations on Academic Rules and Regulations are:

- i. The maximum duration to complete the Degree requirements shall remain as per the existing Rules except for those courses where, at present, maximum duration is in fractional years.
- ii. For promotion, filter to be applied only in the first year.
- iii. For repeat cases, whether on account of shortage of attendance or poor academic performance, the student shall carry the old University enrolment number and he/she shall be required to complete the degree in maximum permissible duration from the year of first enrolment.
- iv. Repeat/improvement exams will be taken along the scheduled exams of the coming batches.
- v. Attendance will be counted on the basis of scheduled lectures and not the lectures delivered to dissuade the students from going on strikes/agitations etc.
- vi. Uniform evaluation system with 60% external and 40% internal assessment marks except for B Pharmacy.
- vii. Uniform examination fee, late fee and reappear fee for all courses.

Note: *Academic Rules for M.Tech., B.Sc./M.Sc. and Post Graduate Diploma courses have not been detailed out. The same can be developed based on the format suggested in this Report.*

RECOMMENDATIONS ON QUALITY IMPROVEMENT

The matter regarding maintenance of high academic standards in the PTU has been discussed several times in the Board of Governors. The representatives from industry have particularly warned that the dilution of the academic standards would be a dangerous step if PTU wants its Degrees to be valued in industry. The performance of PTU will be judged not by the number of students passing out per year but the quality of its graduates.

The following steps are suggested to further improve the quality of the education in the PTU affiliated institutes/colleges.

1. Mentoring and Academic Audit:

With the recent expansion of technical institutions in the state of Punjab, there is a widespread concern that the University must take up the role of a facilitator as well. The quality of teaching and learning processes, quality and working environment of the faculty, the governance of the institution, needs to be evaluated through Experts, preferably from outside the state who can candidly guide the institutions to consolidate the systems and processes within the institution. Innovative teaching and learning environment, with use of educational technology for maximum retention of course content among student must be encouraged. All institutions must be encouraged to provide soft skills to the students so that their employability in the competitive job environment increases.

2. Intake

Since the University does not have any means to control the input quality, it becomes imperative that the parents and students are given proper guidance at the time of counseling/admission that the professional careers are highly demanding. Therefore, only those students should join the course who are serious and make a commitment to themselves that they will work hard, once they join the course. The admission brochure should clearly bring out on a full page information in the form of a warning to the parents and students that the admission should be sought by only those students who are prepared to work hard and meet the stringent requirements of the course and the evaluation system.

Already concern is being expressed about the inadequate number of admissions against the sanctioned seats in the state colleges. It has to be understood that technical education at the degree level is highly specialized. There should be no concern about the lesser number of students joining this level of the technical institutes, although, it is likely to affect the financial health of some of the institutes. Ultimately, it is the quality of the graduates coming out of the University and their respectable placements after completion of the course, which will encourage more admissions and not vice-a-versa.

3. Bridge Courses

The University should make it compulsory that the institutes/colleges must run Bridge Courses for weak students who are admitted to college. These courses should be run for those students who had obtained less than 50% marks in the 10+2 examination or lower 25% of the CET. The course module may be prepared by the University. The syllabus for the same would be provided by the University. It may be left to the colleges to organize the Bridge Course classes either after normal class hours or on week ends.

4. Filtration

With the introduction of early filtration system in which only reasonably good students will move to the third semester and weeding out of the students with comparatively low intellect and non-serious/casual nature, will considerably improve the academic environment in the University. Only the best and serious students should be allowed to continue their studies beyond the first year.

5. Internal Assessment

Internal Assessment of students should be carried out strictly as per norms prescribed by the University. It calls for a greater degree of academic integrity on the part of the faculty and the institute/college. The University may develop a system to moderate the sessional marks submitted by different institutions, so that there could be some check on unfair and unduly liberal awards.

6. Quality of Faculty

The quality of the graduates produced by the University ultimately depends upon the quality of the faculty. The faculty has to be properly qualified, motivated and well paid. The University should put the results of the various colleges on the University website, so that the academic performance of the colleges is brought to the public notice. The bio-data of the faculty employed by the college must also be put on the website. The poor performing colleges should be warned that if they do not improve their faculty and consequently their performance, the same may be de-affiliated. The colleges may devise a method for performance appraisal of the faculty with inputs from Management, Principal, Head of the Department as well as students. The appraisal may only be used for awarding good teachers and for improving the standards of teaching within the institution.

7. Monitoring of Academic Performance

Each affiliated college should set up a 3-member Standing Review Committee (SRC) to monitor academic performance of the students. The Committee should review the results at the end of each semester and identify the students whose performance need to be monitored periodically.

The standing committee may nominate counselors for a batch of every 20-30 students in the college with each faculty. These faculty shall act as counselor,

guide and ombudsperson for his/her group of students and their feedback must be given to the SRC at least once every month. The weaker students may be called to meet the SRC regularly/periodically for evaluation of their performance in the internal assessment or any other academic related problem. Their performance may again be monitored in the subsequent semesters.

It has to be the duty of the institutes/colleges to bring up the weaker students to the expected levels by conducting extra classes, extra coaching etc. This is a matter which involve financial burden to the colleges and its compulsory applicability may not be in the hands of the University authorities. At the same time, the management of the colleges must remember that it is going to be a case of survival of the fittest. When the number of seat available are more than the number of students aspiring for admission to the colleges, only those institutes will survive who have attained a good reputation over the years in terms of their academic performance and placement records.

In order to mitigate partly the financial burden for conducting extra classes by the colleges for weak students, it is suggested that the good final year students may be encouraged to take tutorials and coaching classes for the first year students. Payment of a honorarium may be devised by the colleges to motivate the students to undertake this activity. This would serve dual purpose of reducing the teaching load of the teachers and encouraging them to do research and development activities as well as motivating among the better students to take up teaching as a viable career option among fresh graduates.

8. Attendance Rules

It is generally felt that the academic infrastructure must not be kept idle and should be optimally utilized in order to extract maximum benefit for the students. It is also felt that those students who regularly attend the classes fare better in the examinations than those who skip lectures. It is therefore felt that the attendance rules must be made stiff and must be religiously implemented in each college without any bias and favoritism.

Further, in order to dissuade the students from applying pressure tactics in the form of agitations/dharnas to get their demands agreed, the number of lectures scheduled rather than lectures delivered will henceforth form the criteria for attendance for appearing in the examination. This should be strictly monitored and adequate warning regarding consequences of the shortage of attendance included in the Admission Brochure.

9. Special Lectures

PTU is already inviting eminent professionals and academicians to deliver special lectures in the affiliated colleges. The responsibility should be more on the colleges rather than the University to meet this objective. The colleges should invite experts from industry who should talk about the demands of the profession and working conditions in industry, besides the technical aspects of the subject. The University feels that it would be worthwhile to extend the tele-

education project developed for the distance education programme for such specialized lectures by reputed experts for students of postgraduate courses and special topics for senior undergraduate students.

10. End of Adhocism

Discretionary powers in academic matters do not promote transparency. Various relaxations/changes in implementing the academic rules over the years have caused many problems for the University authorities. The University will gain tremendous respect if an end is brought about on mercy chances/relaxation in Rules etc. in relation to academic matters.

Stability in the working of the University is of paramount importance. The University must be allowed to implement its academic and other rules strictly and effectively. The suggested uniform and simplified academic rules form only a step taken in this direction.



Terms of Reference

Dr. Khandpur Committee appointed by the Board of Governors to review the academic rules and regulations in PTU.

The following are the Terms and Reference of the above mentioned committee.

- a) To review the existing Academic Rules/Regulations/Ordinances for eligibility criteria for admission to degree level courses and post graduate level course.
- b) To review the existing criteria of promotion in PTU for:
 - B.Tech./B. Architecture
 - BBA/BCA
 - B. Pharma
 - MBA/MCA
 - M.Tech
 - B.Sc./M.Sc.
 - Post Graduate Diploma Courses
- c) To evolve and propose a uniform set of rules that could be uniformly applied to all the course.
- d) To propose changes to be incorporated in the existing rules and regulations.
- e) To deliberate and make recommendations to the Board of Governors on any issue which could improve the quality of technical education as well as the professional ability of the students.

Participants of the First Meeting held on 25th March, 2004

1. Dr. R.S Khandpur
Director General,
Science City
Chairman
2. Dr. M.S Grewal
Registrar, PTU,
Jalandhar
3. Dr. D.S Hira, Principal,
Baba Banda Singh Bahadur Engineering College,
Fatehgarh Sahib
4. Dr. Gurdip Singh, Principal,
Malout Institute of Management & Information Technology,
Malout
5. Dr. P.K. Bansal, Principal,
Giani Zail Singh College of Engineering & Technology,
Bhathinda
6. Dr. R.L. Gupta, Principal,
Amar Shahid Baba Ajit Singh Jujhar Singh
Memorial College of Pharmacy, Bela (Ropar)
7. Mrs. Madhu Chitkara, Principal,
Chitkara Institute of Engineering & Technology,
Rajpura
8. Mrs. Shalini Gupta
Principal,
9. Prof. Vipin Diwan, Principal,
Centre for Management Training & Research,
Mohali
10. Dr. H.S Sagar, Principal,
Sant Baba Bhag Singh College of
Engineering & Technology,
Padhiana, Jalandhar
11. Dr. M.L Gambhir, Principal,
Rayat Institute of Management, Rail Majra

List of Members of Kohli Committee

1. Sh. P.L Kohli,
Former Registrar and Controller of Exams
Govt. of Delhi, Delhi
&
Deputy Secretary (AICTE)
M/o HRD, New Delhi
2. Mr. Victor Gambhir, Joint Director,
Directorate of Technical Education,
Govt. of Haryana.
3. Mr. Manish Jindal.
Former Assistant Director (Legal), AICTE
& Joint Director
Directorate of Technical Education
Govt. of Haryana, Chandigarh
4. Prof. Balram Dogra, Director,
Apeejay Institute of Management,
Jalandhar.
5. Prof. H.S. Sagar, Principal,
Sant Baba Bhag Singh Institute of
Engineering and Technology,
Padhiana, Jalandhar.
6. Dr. R.P Singh,
Associate Dean.
Punjab Technical University
Ladowali Road, Jalandhar

Participants of Meeting held on 9th September, 2004 at 1030 hrs.

1. Dr. R.S Khandpur, Chairman
2. Dr. M.S. Grewal, Registrar, PTU
3. Dr. M.L Gambhir, Principal, Rayat Engineering College
4. Dr. (Mrs.) Madhu Chitkara, Director, Chitkara Instt. Of Engg. & Technology
5. Dr. H.S Sagar, Principal, Sant Baba Bhag Singh College of Engg. & Technology
6. Prof. Subhash Bhutani, Director, CT Institute of Mgt. & Information Technology
7. Dr. R.I Gupta, Principal, Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College of Pharmacy
8. Dr. M.S. Saini, Dean, PTU
9. Dr. R.P Singh, Associate Dean, PTU

Format for Ordinances/Regulations For Degree Courses offered by PTU

General

1. Duration of the course
2. Eligibility for Admission
3. Examinations
 - 3.1 General
 - 3.2 Eligibility
 - 3.3 Examination Fee
 - 3.4 Reappear
4. Evaluation System
5. Certification
 - 5.1 Conditions for Certification
 - 5.2 Award of Degrees
 - 5.3 Divisions
 - 5.4 Award of Prize or Model
6. Conditions for Promotion
 - 6.1 Examination
 - 6.2 Attendance
7. Maximum Duration for completion of the Degree requirements
8. Powers of the Vice Chancellor

CHAPTER IV

REGULATIONS FOR BACHELOR DEGREE IN BUSINESS ADMINISTRATION (BBA) AND COMPUTER APPLICATIONS (BCA)

General

The University shall undertake and supervise the instructions and award Bachelor's Degree in Business Administration and Computer Applications.

1. Duration

The duration of the course shall be three years, divided into six semesters. The duration of each semester will be 90 teaching days, according to the following schedule :-

August to December	:	Odd Semester (1, 3, 5)
January to May	:	Even Semester (2, 4, 6)
June to July	:	Summer Workshop / Industrial Training / Tours etc.

2. Eligibility for Admission

The admission to these courses will be based on merit in the qualifying examination or in an entrance test to be conducted by Punjab Technical University, provided the candidate is otherwise eligible for admission.

- 2.1 A candidate who has passed 12th class examination on 10+2 pattern or equivalent
- 2.2 He/ She should bear a good moral character.
- 2.3 He/ She must be in a good mental and physical health. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate, as prescribed by the University.
- 2.4 A student admitted to BBA/BCA programme must be on the rolls of an affiliated College/ Institute to attend the classes regularly as per rules and shall pay such fees to the College/ Institute as decided by the University / College / Institute from time to time.

3. Examinations

3.1 General

- 3.1.1 The University examination shall be held at the end of each semester as per the prescribed scheme of examination for each discipline and date sheet notified by the University.
- 3.1.2 It will be the responsibility of the candidate to collect all information regarding examination schedule, roll number slip and result etc. from the College/ Institute office. Students will collect the University Roll Number slips at least one day before the commencement of the examination.
- 3.1.3 The College/ Institute office shall display on the Notice Board, the schedule of examination/ date sheet etc. as soon as it is received from the University. The University will supply this information not less than fifteen days before the start of examination.

3.1.4 No candidate will be allowed to appear in the University examination without the Roll Number Slip.

3.1.5 The medium of instruction and examination shall be English

3.2 Eligibility

3.2.1 In order to be eligible to appear in any semester end examination, a candidate must have had his Examination form submitted to the Registrar through the Principal of his/ her College/ Institute along with the following certificates signed by the Principal :-

- i. of good character.
- ii. of having remained on the rolls of the College, and
- iii. of having attended not less than 75% of the aggregate scheduled periods, in each prescribed course of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.);
- iv. Provided that no candidate shall be eligible to appear in higher semester examination unless he has already fulfilled attendance requirement in the immediately lower semester.
- v. The Dean of the University in case of University/constituent college and Principal/Director in case of affiliated institutions may condone attendance shortage upto 10% in the total for reasons to be recorded in writing (owing to serious illness, calamity, participation in any game / sports / competitions with approval of the institution etc.). However, under no circumstances, a student who has an aggregate attendance of less than 65% in a semester shall be allowed to appear in the semester end examination.
- vi. Attendance shall be counted upto seven days prior to the date of commencement of the University theory examinations. Dean of the University/Director/Principal, as the case may be, shall announce the names of all such students who are not found eligible to appear in the semester end examinations at least 7 calendar days prior to start of the semester end examinations and simultaneously intimate the same to the controller of examinations.
- vii. In case any student appears in the examinations by default, who in fact has been detained by the institute, his/her results shall be treated as null and void.

3.3 Examination Fee

3.3.1 The amount of examination fee to be paid by a candidate and the last date by which his / her examination form and fee must reach the Registrar, shall be notified by the University.

- i. Examination forms will be accepted with late fee of Rs. 1000/- upto 7 days before the commencement of examinations

- ii. Under very special circumstances, examination forms shall be accepted by the University upto two days before the commencement of examination on payment of late fee of Rs 2000/-
- iii. Examination form shall be accepted upto the evening previous to the date of examination on payment of late fee of Rs 5000/- with the approval of the Vice - Chancellor

3.3.2 The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

3.4 Reappear

- 3.4.1 In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result, or the regular date for submission of examination forms, whichever is later.

4. Evaluation System

- 4.1 In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance. The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.
- 4.2 The answer books will be evaluated by table marking in the University or evaluation centres set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. The panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.
- 4.3 Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College, where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline. The external examiner will be appointed by the Vice Chancellor from the panel of examiners proposed by the board of studies.
- 4.4 In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

5. Certification

5.1 Conditions for Certification

- 5.1.1 Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
- 5.1.2 Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation

- Remaining 40 marks in each paper, excluding project report seminars and practicals, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc. The project report seminars and practicals, shall be evaluated with weightage of 60% internal and 40% external evaluation.
- 5.1.3 To pass in a subject a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree, a student must obtain a minimum of 40 % of the total marks of all the courses prescribed for the 6 semesters.
 - 5.1.4 Reappear exams will be taken along the scheduled exams of the coming batches
 - 5.1.5 The enrolment / registration number of the candidate for the course will be valid for the maximum period for the completion of the course mentioned in clause 7.1
 - 5.1.6 The internal assessment/ sessional will be based on the continuous evaluation of the students, through class tests / mid semester tests, quizzes, seminars, home assignments and class work. A minimum of three class tests / mid semester tests will be held during the semester. Out of which the best two shall be considered for awarding internal assessment marks.
 - 5.1.7 The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester.
 - 5.1.8 The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice – Chancellor, if required.
 - 5.1.9 There shall be no reappear in the sessional / internal assesment of Theory and Practical subjects. The marks obtained by the students in sessionals / internal assesment of both Theory and Practicals shall be added as such to the marks obtained in written Theory and External Practical examinations respectively.
 - 5.1.10 The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.
 - 5.1.11 At the end of each semester the University will conduct semester examination. A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed.
 - 5.1.12 The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the six semester examinations, as applicable.

5.2 Award of Degree

A student will be awarded degree subject to the following conditions:

- i. must have obtained a total of 40 percent marks at the end of six semesters of study, as applicable.
- ii. has paid all the fees and other charges including fines, if any, due from him to the University and the College.
- iii. has no case of indiscipline pending against him/ her.

5.3 Divisions

The University shall publish the final result indicating the marks obtained in aggregate marks for six semesters and the division obtained by each student on the following basis:-

	Division	Percent Marks
(i)	First with Distinction provided all examinations are passed in first chance with regular classes in the normal duration of 4 years as applicable without any reappear at any stage.	More than 70%
(ii)	First	60% or more
(iii)	Second	50% or more but less than 60%
(iv)	Third	40% or more but less than 50%

5.4 Award of Prize or Medal

Candidate shall be eligible for the award of a prize or a medal, if

- i. he / she passes the BBA/BCA examinations in 3 years, and
- ii. has passed all the subjects in the first attempt available to him /her.

6. Conditions for Promotion

6.1 Examination

Student shall not be promoted to the III semester and shall not be eligible to attend classes, if he/she is not able to pass a minimum of 50% of all the theory papers offered in the Ist and IInd semester taken together. In case of odd number of total theory papers, the lower whole number shall be considered as 50%. Any student failing to fulfil the above requirement shall have to repeat the entire course and register as a regular candidate with the fresh batch with full payment of fees, the enrolment number remaining same. Such students shall be required to complete the degree within the maximum permissible duration as mentioned in Clause 7 from the year of first enrolment. Students failing to become eligible a second consecutive time to get promoted to IIIrd semester shall be declared "Not fit to pursue technical education (NFT)" and shall not be allowed to pursue the degree and their candidature shall be cancelled.

6.2 Attendance

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to take re-admission and repeat all courses in the said semester along with the new batch of students with payment of full fees. The university enrolment number of such students shall however be unchanged and he or she shall be required to complete the programme within the maximum permissible duration as mentioned in Clause 7.1 from the year of first enrolment.

7. Maximum Duration for completion of the Degree requirements

- 7.1 A total of five years for BBA/BCA from the date of admission, shall be given to a student to pass all the courses and to fulfil all other requirements for the

completion of degree including attaining the required aggregate, failing which the candidature of the student shall stand cancelled, and no degree shall be awarded.

8. Powers of the Vice Chancellor

Notwithstanding any thing contained in these regulations, the Vice - Chancellor shall be competent to allow any relaxation subject to ratification by the Board of Governors.

CHAPTER V

REGULATIONS FOR BACHELOR OF PHARMACY

General

The University shall undertake and supervise the instructions and award Bachelor's Degree in Pharmacy.

1. Duration

The duration of course will be four years, divided into eight semesters. The duration of each semester will be 18 - 20 weeks (90 teaching days), according to the following schedule :-

August to December	:	Odd Semester (1, 3, 5, 7)
January to May	:	Even Semester (2, 4, 6, 8.)
June to July	:	Summer Workshop / Industrial Training / Tours etc.

2. Eligibility for Admission

The admission to the above courses will be based on merit in an entrance test provided the candidate is otherwise eligible for admission.

- 2.1 The eligibility for admission to B. Pharmacy course shall be as per the notification of All India Council for Technical Education (AICTE) as amended from time to time.
- 2.2 He/ She should bear a good moral character.
- 2.3 He/ She must be in a good mental and physical health. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate, as prescribed by the University.
- 2.4 A student admitted to Bachelor of Pharmacy programme must be on the rolls of an affiliated College/ Institute to attend the classes regularly as per rules and shall pay such fees to the College/ Institute as decided by the University / College / Institute from time to time.

3. Examinations

3.1 General

- 3.1.1 The University examination shall be held at the end of each semester as per the prescribed scheme of examination for each discipline and date sheet notified by the University
- 3.1.2 It will be the responsibility of the candidate to collect all information regarding examination schedule, roll number slip and result etc. from the College/ Institute office. Students will collect the University Roll Number slips at least one day before the commencement of the examination.

- 3.1.3 The College/ Institute office shall display on the Notice Board, the schedule of examination/ date sheet etc. as soon as it is received from the University. The University will supply this information not less than fifteen days before the start of examination.
- 3.1.4 No candidate will be allowed to appear in the University examination without the Roll Number Slip.
- 3.1.5 The medium of instruction and examination shall be English

3.2 Eligibility

- 3.2.1 In order to be eligible to appear in any semester examination, a candidate must have had his Examination form submitted to the Registrar through the Principal of his/ her College/ Institute along with the following certificates signed by the Principal :-

- i. of good character.
- ii. of having remained on the rolls of the College, and
- iii. of having attended not less than 75% of the aggregate scheduled periods, in each prescribed course of Theory (Lectures plus Tutorials) and Practical (including Workshop Training Seminar Project, Industrial Training etc.);
- iv. Provided that no candidate shall be eligible to appear in higher semester examination unless he has already fulfilled attendance requirement in the immediately lower semester.
- v. The Dean of the University in case of University/constituent college and Principal/Director in case of affiliated institutions may condone attendance shortage upto 10% in the total for reasons to be recorded in writing (owing to serious illness, calamity, participation in any game / sports / competitions with approval of the institution etc.). However, under no circumstances, a student who has an aggregate attendance of less than 65% in a semester shall be allowed to appear in the semester end examination.
- vi. Attendance shall be counted upto seven days prior to the date of commencement of the University theory examinations. Dean of the University/Director/Principal, as the case may be, shall announce the names of all such students who are not found eligible to appear in the semester end examinations at least 7 calendar days prior to start of the semester end examinations and simultaneously intimate the same to the controller of examinations.
- vii. In case any student appears in the examinations by default, who in fact has been detained by the institute, his/her results shall be treated as null and void.

3.3 Examination Fee

- 3.3.1 The amount of examination fee to be paid by a candidate and the last date by which his / her examination form and fee must reach the Registrar, shall be notified by the University

- i. Examination forms will be accepted with late fee of Rs 1000/- upto 7 days before the commencement of examinations.
- ii. Under very special circumstances, examination forms shall be accepted by the University upto two days before the commencement of examination on payment of late fee of Rs 2000/-.
- iii. Examination form shall be accepted upto the evening previous to the date of examination on payment of late fee of Rs 5000/- with the approval of the Vice - Chancellor.

3.3.2 The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

3.4 Reappear

- 3.4.1 In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result or the regular date for submission of examination forms, whichever is later.

4. Evaluation System

- 4.1 In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance. The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.
- 4.2 The answer books will be evaluated by table marking in the University or evaluation centres set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. These panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.
- 4.3 Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College, where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline. The external examiner will be appointed by the Vice Chancellor from the panel of examiners proposed by the board of studies.
- 4.4 In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

5. Certification

5.1 Conditions for Certification

- 5.1.1 Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time
- 5.1.2 Each paper shall be of 100 marks, out of which the candidate shall be examined for 80 marks on the basis of external paper setting & evaluation. Remaining 20 marks in each paper shall be assigned to internal assessment. It will be based on performance of the students in house tests, and day to day assessment in practicals. In remedial mathematics/remedial biology of semester-I, the theory marks shall be 80/40 in the University examination and 20/10 in the sessionals respectively. The allotment of marks for practicals in biology shall be 40 in the University examination and 10 in the sessionals.
- 5.1.3 To pass in a subject a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree, a student must obtain a minimum of 50 % of the total marks of all the courses prescribed for the 8 semesters.
- 5.1.4 In case the student fails to obtain a total of 50% marks in any subject at any stage, he/she may improve the percentage of marks by reappearing in the subject(s) at any time the subject(s) are being offered next within the specified maximum duration of the course, provided that at the end of 8 semesters improvement shall be allowed only to those students who get an aggregate of less than 50 % marks and the maximum duration of the course is not over.
- 5.1.5 Reappear / Improvements exams will be taken along the scheduled exams of the coming batches
- 5.1.6 The enrolment / registration number of the candidate for the course will be valid for the maximum period for the completion of the course mentioned in clause 7.1
- 5.1.7 The internal assessment/ sessional will be based on the continuous evaluation of the students, through class tests / mid semester tests, quizzes, seminars, home assignments and class work. A minimum of three class tests / mid semester tests will be held during the semester. Out of which the best two shall be considered for awarding internal assessment marks.
- 5.1.8 The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester.
- 5.1.9 The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice - Chancellor, if required.
- 5.1.10 There shall be no reappear in the sessional / internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals / internal assesment of both Theory and Practicals shall be added as such to the marks obtained in written Theory and External Practical examinations respectively.
- 5.1.11 The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.
- 5.1.12 At the end of each semester the University will conduct semester examination. A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed credits earned and upto date credits earned
- 5.1.13 The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the eight semester examinations.

5.2 Award of Degree

A student will be awarded degree subject to the following conditions

- i. must have obtained a total of 50 percent marks at the end of eight semesters of study.
- ii. has paid all the fees and other charges including fines, if any, due from him to the University and the College
- iii. has no case of indiscipline pending against him/ her.

5.3 Division

The University shall publish the final result indicating the marks obtained in aggregate marks for 8 semesters and the division obtained by each student on the following basis

	Division	Percent Marks
(i)	First with Distinction provided all examinations are passed in first chance with regular classes in the normal duration of 4 years as applicable without any reappear at any stage.	More than 70%
(ii)	First	60% or more
(iii)	Second	50% or more but less than 60%

5.4 Award of Prize or Medal

Candidate shall be eligible for the award of a prize or a medal, if

- i. he / she passes the Bachelor of Pharmacy examinations in four years, and
- ii. has passed all the subjects in the first attempt available to him /her

6. Conditions for Promotion

6.3 Examination

Student shall not be promoted to the III semester and shall not be eligible to attend classes, if he/she is not able to pass a minimum of 50% of all the theory papers offered in the Ist and IInd semester taken together. In case of odd number of total theory papers, the lower whole number shall be considered as 50%. Any student failing to fulfil the above requirement shall have to repeat the entire course and register as a regular candidate with the fresh batch with payment of full fees, the enrolment number remaining same. Such students shall be required to complete the degree within the maximum permissible duration as mentioned in Clause 7 from the year of first enrolment. Students failing to become eligible a second consecutive time to get promoted to IIIrd semester shall be declared 'Not fit to pursue technical education (NFT)' and shall not be allowed to pursue the degree and their candidature shall be cancelled.

6.4 Attendance

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to take re-admission and repeat all courses in the said semester along with the new batch of students with payment of full fees. The university enrolment number of such students shall however be unchanged and he or she shall be required to complete the programme within the maximum permissible duration as mentioned in Clause 7.1 from the year of first enrolment.

7. Maximum Duration for completion of the Degree requirements

- 7.1 A total of six years for Bachelor of Pharmacy from the date of admission, shall be given to a student to pass all the courses and to fulfil all other requirements for the completion of degree including attaining the required aggregate, failing which the candidature of the student shall stand cancelled, and no degree shall be awarded.

8. Powers of the Vice Chancellor

Notwithstanding any thing contained in these regulations, the Vice - Chancellor shall be competent to allow any relaxation subject to ratification by the Board of Governors.

CHAPTER VI (a)

REGULATIONS FOR BACHELOR OF ARCHITECTURE & TOWN PLANNING COURSES

General

The University shall undertake and supervise the instructions and award Bachelor's Degree in Architecture.

1. Duration

The duration of course will be five years, divided into ten semesters. The duration of each semester will be 90 teaching days, according to the following schedule :-

August to December	:	Odd Semester (1, 3, 5, 7, 9)
January to May	:	Even Semester (2, 4, 6, 8, 10)
June to July	:	Summer Workshop / Industrial Training / Tours etc.

2. Eligibility for Admission

The admission to the above courses will be based on merit in an entrance test provided the candidate is otherwise eligible for admission.

- 2.1 The eligibility for admission shall be as per the notification of All India Council for Technical Education (AICTE) / Council of Architecture as amended from time to time.
- 2.2 He/ She should bear a good moral character.
- 2.3 He/ She must be in a good mental and physical health. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate, as prescribed by the University.
- 2.4 A student admitted to Bachelor of Architecture programme must be on the rolls of an affiliated Engineering College/ Institute to attend the classes regularly as per rules and shall pay such fees to the College/ Institute as decided by the University / College / Institute from time to time.

3. Examinations

3.1 General

- 3.1.1 The University examination shall be held at the end of each semester as per the prescribed scheme of examination for each discipline and date sheet notified by the University.
- 3.1.2 It will be the responsibility of the candidate to collect all information regarding examination schedule, roll number slip and result etc. from the College/ Institute office. Students will collect the University Roll Number slips at least one day before the commencement of the examination.
- 3.1.3 The College/ Institute office shall display on the Notice Board, the schedule of examination/ date sheet etc. as soon as it is received from the University.

The University will supply this information not less than fifteen days before the start of examination.

3.1.4 No candidate will be allowed to appear in the University examination without the Roll Number Slip.

3.1.5 The medium of instruction and examination shall be English

3.2 Eligibility

3.2.1 In order to be eligible to appear in any semester examination, a candidate must have had his Examination form submitted to the Registrar through the Principal of his/ her College/ Institute along with the following certificates signed by the Principal :-

- (i) of good character;
- (ii) of having remained on the rolls of the College, and
- (iii) of having attended not less than 75% of the aggregate scheduled periods, in each prescribed course of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.);
- (iv) Provided that no candidate shall be eligible to appear in higher semester examination unless he has already fulfilled attendance requirement in the immediately lower semester;
- (v) The Dean of the University in case of University/constituent college and Principal/Director in case of affiliated institutions may condone attendance shortage upto 10% in the total for reasons to be recorded in writing (owing to serious illness, calamity, participation in any game / sports / competition etc with the approval of institution). However, under no circumstances, a student who has an aggregate attendance of less than 65% in a semester shall be allowed to appear in the semester end examination.
- (vi) Attendance shall be counted upto seven days prior to the date of commencement of the University theory examinations. Dean of the University/Director/Principal, as the case may be, shall announce the names of all such students who are not found eligible to appear in the semester end examinations at least 7 calendar days prior to start of the semester end examinations and simultaneously intimate the same to the controller of examinations.
- (vii) In case any student appears in the examinations by default, who in fact has been detained by the institute, his/her results shall be treated as null and void.

3.3 Examination Fee

3.3.1 The amount of examination fee to be paid by a candidate and the last date by which his / her examination form and fee must reach the Registrar, shall be notified by the University

- (i) Examination forms will be accepted with late fee of Rs 1000/- upto 7 days before the commencement of examinations.

(ii) Under very special circumstances, examination forms shall be accepted by the University up to two days before the commencement of examination on payment of late fee of Rs 2000/-

(iii) Examination form shall be accepted up to the evening previous to the date of examination on payment of late fee of Rs 5000/-with the approval of the Vice - Chancellor.

3.3.2 The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

3.4 Reappear

3.4.1 In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result, or the regular date for submission of examination forms, whichever is later.

4. Evaluation System

4.1 In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance. The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.

4.2 The answer books will be evaluated by table marking in the University or evaluation centres set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. The panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.

4.3 Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College, where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline. The external examiner will be appointed by the Vice Chancellor from the panel of examiners proposed by the board of studies.

4.4 In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

5. Certification

5.1 Conditions for Certification

5.1.1 Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.

5.1.2 Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation.

Remaining 40 marks in each paper shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc. The project report seminars and practicals, shall be evaluated with weightage of 60% internal and 40% external evaluation.

- 5.1.3 To pass in a subject a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree, a student must obtain a minimum of 50 % of the total marks of all the courses prescribed for the 10 semesters.
- 5.1.4 In case the student fails to obtain a total of 50% marks in any subject at any stage, he/she may improve the percentage of marks by reappearing in the subject(s) at any time the subject(s) are being offered next within the specified maximum duration of the course, provided that at the end of 10 semesters improvement shall be allowed only to those students who get an aggregate of less than 50 % marks and the maximum duration of the course is not over.
- 5.1.5 Reappear / Improvements exams will be taken along the scheduled exams of the coming batches
- 5.1.6 The enrolment / registration number of the candidate for the course will be valid for the maximum period for the completion of the course mentioned in clause 7.1
- 5.1.7 The internal assessment/sessional will be based on the continuous evaluation of the students, through class tests / mid semester tests, quizzes, seminars, home assignments and class work. A minimum of three class tests / mid semester tests will be held during the semester. Out of which the best two shall be considered for awarding internal assessment marks.
- 5.1.8 The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester.
- 5.1.9 The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice – Chancellor, if required.
- 5.1.10 There shall be no reappear in the sessional / internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals / internal assesment of both Theory and Practicals shall be added as such to the marks obtained in written Theory and External Practical examinations respectively.
- 5.1.11 The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.
- 5.1.12 At the end of each semester the University will conduct semester examination. A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed, credits earned and upto date credits earned.
- 5.1.13 The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the ten semester examinations.

5.2 Award of Degree

A student will be awarded degree subject to the following conditions:

- (i) must have obtained a total of 50 percent marks at the end of ten semesters of study, as applicable
- (ii) must have enrolled for NCC or NSS and should have attended the prescribed number of camps/ projects as prescribed by the University

- (iii) has paid all the fees and other charges including fines, if any, due from him to the University and the College.
- (iv) has no case of indiscipline pending against him/ her.

5.3 Divisions

The University shall publish the final result indicating the marks obtained in aggregate marks for 10 semesters and the division obtained by each student on the following basis:-

	Division	Percent Marks
(i)	First with Distinction provided all examinations are passed in first chance with regular classes in the normal duration of 5 years as applicable without any reappear at any stage.	More than 70%
(ii)	First	60% or more
(iii)	Second	50% or more but less than 60%

5.4 Award of Prize or Medal

Candidate shall be eligible for the award of a prize or a medal, if

- i. he / she passes the Bachelor of Architecture examinations in five years, and
- ii. has passed all the subjects in the first attempt available to him /her.

6. Conditions for Promotion

6.5 Examination

Student shall not be promoted to the III semester and shall not be eligible to attend classes, if he/she is not able to pass a minimum of 50% of all the theory papers offered in the Ist and IInd semester taken together. In case of odd number of total theory papers, the lower whole number shall be considered as 50%. Any student failing to fulfill the above requirement shall have to repeat the entire course and register as a regular candidate with the fresh batch with payment of full fees, the enrolment number remaining same. Such students shall be required to complete the degree within the maximum permissible duration as mentioned in Clause 7 from the year of first enrolment. Students failing to become eligible a second consecutive time to get promoted to IIIrd semester shall be declared "Not fit to pursue technical education (NFT)" and shall not be allowed to pursue the degree and their candidature shall be cancelled.

6.6 Attendance

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to take re-admission and repeat all courses in the said semester along with the new batch of students with payment of full fees. The university enrolment number of such students shall however be unchanged and he or she shall be required to complete

the programme within the maximum permissible duration as mentioned in Clause 7.1 from the year of first enrolment.

7. Maximum Duration for completion of the Degree requirements

- 7.1 A total of seven years for Bachelor of Architecture and from the date of admission, shall be given to a student to pass all the courses and to fulfill all other requirements for the completion of degree including attaining the required aggregate, failing which the candidature of the student shall stand cancelled, and no degree shall be awarded.

8. Powers of the Vice Chancellor

Notwithstanding any thing contained in these regulations, the Vice - Chancellor shall be competent to allow any relaxation subject to ratification by the Board of Governors.

CHAPTER VI

REGULATIONS FOR BACHELOR OF TECHNOLOGY / BACHELOR OF ENGINEERING COURSES

General

The University shall undertake and supervise the instructions and award of Bachelor's Degree in the following disciplines and nomenclature as notified by the All India Council for Technical Education (AICTE): -

- i. Aeronautical Engineering
- ii. Agricultural Engineering
- iii. Automobile Engineering
- iv. Applied Electronics and Instrumentation
- v. Automation and Robotics
- vi. Biomedical Engineering
- vii. Bio-Technology
- viii. Ceramic Engineering/Technology
- ix. Chemical Engineering
- x. Civil Engineering
- xi. Computer Science & Engineering
- xii. Electrical and Electronics Engineering/Electrical Engineering
- xiii. Electronics & Communication Engineering
- xiv. Environmental Engineering
- xv. Food Technology
- xvi. Industrial Engineering & Management
- xvii. Information Technology
- xviii. Instrumentation & Control Engineering
- xix. Leather Technology
- xx. Marine Engineering
- xxi. Materials Science & Technology
- xxii. Metallurgical Engineering
- xxiii. Mechanical Engineering
- xxiv. Mining Engineering
- xxv. Oil and Paint Technology
- xxvi. Polymer Science and Rubber Technology
- xxvii. Printing Technology
- xxviii. Production Engineering
- xxix. Pulp and paper Technology
- xxx. Sugar technology
- xxxi. Textile Engineering/Technology
- xxxii. Transportation Engineering

and any other discipline or nomenclature as introduced from time to time

1. Duration

The duration of Bachelor of Technology/Engineering. course will be four years, divided into eight semesters. The duration of each semester will be 90 teaching days according to the following schedule :-

August to December
January to May
June to July

Odd Semester (1, 3, 5, 7)
Even Semester (2, 4, 6, 8)
Summer Workshop / Industrial Training /
Tours etc

2. Eligibility for Admission

The admission to the above courses will be based on merit in an entrance test provided the candidate is otherwise eligible for admission.

- 2.1 The candidate must have passed 12th Class examination on 10+2 pattern with Physics and Mathematics as compulsory subjects, along with any of the following subjects:

(i) Chemistry (ii) Bio-technology (iii) Computer Science (iv) Biology.

from the State School Education Board or any other State or Central Board recognized by the Punjab Technical University which is equivalent to 12th class examination of 10+2 pattern.

- 2.2 The eligibility for admission shall be as per the notification of All India Council for Technical Education (AICTE) from time to time.

- 2.3 He/ She should bear a good moral character.

- 2.4 He/ She must be in a good mental and physical health. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate, as prescribed by the University.

- 2.5 A student admitted to B. Tech. / B.E. programme must be on the rolls of an affiliated Engineering College/ Institute to attend the classes regularly as per rules and shall pay such fees to the College/ Institute as decided by the University / College / Institute from time to time.

- 2.6 Change of discipline from one branch of Engineering to another within the same College will be allowed after completion of 2nd semester and before the start of 3rd semester. It will be strictly according to the rules as framed by the University from time to time.

3. Examinations

3.5 General

- 3.1.1 The University examination shall be held at the end of each semester as per the prescribed scheme of examination for each discipline and date sheet notified by the University.

- 3.1.2 It will be the responsibility of the candidate to collect all information regarding examination schedule, roll number slip and result etc. from the College/ Institute office. Students will collect the University Roll Number slips at least one day before the commencement of the examination.

- 3.1.3 The College/ Institute office shall display on the Notice Board, the schedule of examination/ date sheet etc. as soon as it is received from the University. The University will supply this information not less than fifteen days before the start of examination.

- 3.1.4 No candidate will be allowed to appear in the University examination without the Roll Number Slip.

- 3.1.5 The medium of instruction and examination shall be English.

3.2 Eligibility

3.2.1 In order to be eligible to appear in any semester examination, a candidate must have had his Examination form submitted to the Registrar through the Principal of his/ her College/ Institute along with the following certificates signed by the Principal :-

- (i) of good character.
- (ii) of having remained on the rolls of the College, and
- (iii) of having attended not less than 75% of the aggregate scheduled periods, in each prescribed course of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.);
- (iv) Provided that no candidate shall be eligible to appear in higher semester examination unless he has already fulfilled attendance requirement in the immediately lower semester.
- (v) The Dean of the University in case of University/constituent college and Principal/Director in case of affiliated institutions may condone attendance shortage upto 10% in the total for reasons to be recorded in writing (owing to serious illness, calamity, participation in any game / sports / competitions with approval of the institution etc.). However, under no circumstances, a student who has an aggregate attendance of less than 65% in a semester shall be allowed to appear in the semester end examination.
- (vi) Attendance shall be counted upto seven days prior to the date of commencement of the University theory examinations. Dean of the University/Director/Principal, as the case may be, shall announce the names of all such students who are not found eligible to appear in the semester end examinations at least 7 calendar days prior to start of the semester end examinations and simultaneously intimate the same to the controller of examinations.
- (vii) In case any student appears in the examinations by default, who in fact has been detained by the institute, his/her results shall be treated as null and void.

3.3 Examination Fee

3.3.1 The amount of examination fee to be paid by a candidate and the last date by which his / her examination form and fee must reach the Registrar, shall be notified by the University

- (i) Examination forms will be accepted with late fee of Rs 1000/- upto 7 days before the commencement of examinations
- (ii) Under very special circumstances, examination forms shall be accepted by the University upto two days before the commencement of examination on payment of late fee of Rs 2000/-
- (iii) Examination form shall be accepted upto the evening previous to the date of examination on payment of late fee of Rs 5000/- with the approval of the Vice - Chancellor.

- 3.3.2 The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

3.4 Reappear

- 3.4.1 In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result, or the regular date for submission of examination forms, whichever is later.

4. Evaluation System

- 4.1 In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance. The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.
- 4.2 The answer books will be evaluated by table marking in the University or evaluation centres set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. These panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.
- 4.3 Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College, where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline. The external examiner will be appointed by the Vice Chancellor from the panel of examiners proposed by the board of studies.
- 4.4 In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

5. Certification

5.1 Conditions for Certification

- 5.1.1 Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
- 5.1.2 Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report seminars and practicals, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc. The project report seminars and practicals shall be evaluated with weightage of 60% internal and 40% external evaluation.
- 5.1.3 To pass in a subject a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree a student

must obtain a minimum of 50% of the total marks of all the courses prescribed for the 8 semesters.

- 5.1.4 In case the student fails to obtain a total of 50% marks in any subject at any stage, he/she may improve the percentage of marks by reappearing in the subject(s) at any time the subject(s) are being offered next within the specified maximum duration of the course, provided that at the end of 8 semesters improvement shall be allowed only to those students who get an aggregate of less than 50 % marks and the maximum duration of the course is not over.
- 5.1.5 Reappear / Improvements exams will be taken along the scheduled exams of the coming batches
- 5.1.6 The enrolment / registration number of the candidate for the course will be valid for the maximum period for the completion of the course mentioned in clause 7.1
- 5.1.7 The internal assessment/ sessional will be based on the continuous evaluation of the students, through class tests / mid semester tests, quizzes, seminars, home assignments and class work. A minimum of three class tests / mid semester tests will be held during the semester. Out of which the best two shall be considered for awarding internal assessment marks.
- 5.1.8 The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester
- 5.1.9 The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice – Chancellor, if required.
- 5.1.10 There shall be no reappear in the sessional / internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals / internal assesment of both Theory and Practicals shall be added as such to the marks obtained in written Theory and External Practical examinations respectively.
- 5.1.11 The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.
- 5.1.12 At the end of each semester the University will conduct semester examination. A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed, credits earned and upto date credits earned.
- 5.1.13 The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the eight semester examinations.

5.2 Award of Degree

A student will be awarded degree subject to the following conditions:

- (i) must have obtained a total of 50 percent marks at the end of eight semesters of study, as applicable.
- (ii) must have enrolled for NCC or NSS and should have attended the prescribed number of camps/ projects as prescribed by the University
- (iii) has paid all the fees and other charges including fines, if any, due from him to the University and the College.
- (iv) has no case of indiscipline pending against him/ her

5.3 Divisions

The University shall publish the final result indicating the marks obtained in aggregate marks for 8 semesters and the division obtained by each student on the following basis:-

	Division	Percent Marks
(i)	First with Distinction provided all examinations are passed in first chance with regular classes in the normal duration of 5 years as applicable without any reappear at any stage.	More than 70%
(ii)	First	60% or more
(iii)	Second	50% or more but less than 60%

5.4 Award of Prize or Medal

Candidate shall be eligible for the award of a prize or a medal, if

- iii. he / she passes the Bachelor of Engineering / Technology examinations in four years, and
- iv. has passed all the subjects in the first attempt available to him /her.

6. Conditions for Promotion

6.1 Examination

Student shall not be promoted to the III semester and shall not be eligible to attend classes, if he/she is not able to pass a minimum of 50% of all the theory papers offered in the Ist and IInd semester taken together. In case of odd number of total theory papers, the lower whole number shall be considered as 50%. Any student failing to fulfil the above requirement shall have to repeat the entire course and register as a regular candidate with the fresh batch with payment of full fees, the enrolment number remaining same. Such students shall be required to complete the degree within the maximum permissible duration as mentioned in Clause 7 from the year of first enrolment. Students failing to become eligible a second consecutive time to get promoted to IIIrd semester shall be declared "Not fit to pursue technical education (NFT)" and shall not be allowed to pursue the degree and their candidature shall be cancelled.

6.2 Attendance

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to take re-admission and repeat all courses in the said semester along with the new batch of students with payment of full fees. The university enrolment number of such students shall however be unchanged and he or she shall be required to complete the programme within the maximum permissible duration as mentioned in Clause 7 1 from the year of first enrolment.

7. Maximum Duration for completion of the Degree requirements

7.1 A total of six years for Bachelor of Engineering / Technology and from the date of admission, shall be given to a student to pass all the courses and to fulfil all other requirements for the completion of degree including attaining the required aggregate, failing which the candidature of the student shall stand cancelled, and no degree shall be awarded.

8. Powers of the Vice Chancellor

Notwithstanding any thing contained in these regulations, the Vice - Chancellor shall be competent to allow any relaxation subject to ratification by the Board of Governors

CHAPTER VIII

REGULATIONS FOR MASTER'S DEGREE IN BUSINESS ADMINISTRATION (MBA) General

The University shall undertake and supervise the instructions and award Master's Degree in Business Administration.

1. Duration

The duration of the course shall be two years, divided into four semesters. The duration of each semester will be 90 teaching days, according to the following schedule:-

August to December	:	Odd Semester (1, 3)
January to May	:	Even Semester (2, 4)
June to July	:	Summer Workshop / Industrial Training / Tours etc.

2. Eligibility for Admission

The admission to these courses will be based on merit in the qualifying examination or in an entrance test to be conducted by Punjab Technical University, provided the candidate is otherwise eligible for admission.

- 2.1 A candidate who have the minimum qualification of Bachelor's Degree recognized by association of Indian Universities.
- 2.2 The eligibility for admission shall be as per the notification of All India Council for Technical Education (AICTE) from time to time.
- 2.3 He/ She should bear a good moral character.
- 2.4 He/ She must be in a good mental and physical health. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate, as prescribed by the University.
- 2.5 A student admitted to MBA programme must be on the rolls of an affiliated College/ Institute to attend the classes regularly as per rules and shall pay such fees to the College/ Institute as decided by the University / College / Institute from time to time.

3. Examinations

3.1 General

- 3.1.1 The University examination shall be held at the end of each semester as per the prescribed scheme of examination for each discipline and date sheet notified by the University.
- 3.1.2 It will be the responsibility of the candidate to collect all information regarding examination schedule, roll number slip and result etc. from the College/ Institute office. Students will collect the University Roll Number slips at least one day before the commencement of the examination.
- 3.1.3 The College/ Institute office shall display on the Notice Board, the schedule of examination/ date sheet etc. as soon as it is received from the University. The University will supply this information not less than fifteen days before the start of examination.

- 3.1.4 No candidate will be allowed to appear in the University examination without the Roll Number Slip.
- 3.1.5 The medium of instruction and examination shall be English

3.2 Eligibility

3.2.1 In order to be eligible to appear in any semester end examination, a candidate must have had his Examination form submitted to the Registrar through the Principal of his/ her College/ Institute along with the following certificates signed by the Principal :-

- (i) of good character.
- (ii) of having remained on the rolls of the College, and
- (iii) of having attended not less than 75% of the aggregate scheduled periods, in each prescribed course of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.);
- (iv) Provided that no candidate shall be eligible to appear in higher semester examination unless he has already fulfilled attendance requirement in the immediately lower semester.
- (v) The Dean of the University in case of University/constituent college and Principal/Director in case of affiliated institutions may condone attendance shortage upto 10% in the total for reasons to be recorded in writing (owing to serious illness, calamity, participation in any game / sports / competitions with approval of the institution etc.). However, under no circumstances, a student who has an aggregate attendance of less than 65% in a semester shall be allowed to appear in the semester end examination.
- (vi) Attendance shall be counted upto seven days prior to the date of commencement of the University theory examinations. Dean of the University/Director/Principal, as the case may be, shall announce the names of all such students who are not found eligible to appear in the semester end examinations at least 7 calendar days prior to start of the semester end examinations and simultaneously intimate the same to the controller of examinations.
- (vii) In case any student appears in the examinations by default, who in fact has been detained by the institute, his/her results shall be treated as null and void.

3.3 Examination Fee

3.3.1 The amount of examination fee to be paid by a candidate and the last date by which his / her examination form and fee must reach the Registrar, shall be notified by the University.

- (i) Examination forms will be accepted with late fee of Rs 1000/- upto 7 days before the commencement of examinations.
- (ii) Under very special circumstances, examination forms shall be accepted by the University up to two days before the commencement of examination on payment of late fee of Rs. 2000/-
- (iii) Examination form shall be accepted up to the evening previous to the date of examination on payment of late fee of Rs 5000/- with the approval of the Vice - Chancellor

- 3.3.2 The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

3.4 Reappear

- 3.4.1 In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result, or the regular date for submission of examination forms, whichever is later.

4. Evaluation System

- 4.1 In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance. The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.
- 4.2 The answer books will be evaluated by table marking in the University or evaluation centers set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. The panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.
- 4.3 Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College, where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline. The external examiner will be appointed by the Vice Chancellor from the panel of examiners proposed by the board of studies.
- 4.4 In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

5. Certification

5.1 Conditions for Certification

- 5.1.1 Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
- 5.1.2 Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report seminars and practicals, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc. However, evaluation of the candidates in a Training Report, Project Report, Seminars and viva-voce shall be out of 100 marks. The project report seminars etc., shall be evaluated with weightage of 60% internal and 40% external evaluation.

- 5.1.3 To pass in a subject including viva-voce and seminar, a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree, a student must obtain a minimum of 50 % of the total marks of all the courses prescribed for the 4 semesters.
- 5.1.4 Training and Project Reports
- (i) Training report submitted by candidate after completion of his/her training in an industry shall be evaluated internally by one or more teachers nominated by the Head of the Institute.
 - (ii) Each student will submit the Project Report to the Head of the Department/Institution within 15 days of last examination of the 6th semester.
 - (iii) The Project Report of the candidate shall be examined by an external examiner to be appointed by the University.
- 5.1.5 To pass in a subject a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree, a student must obtain a minimum of 50 % of the total marks of all the courses prescribed for the 4 semesters.
- 5.1.6 In case the student fails to obtain a total of 50% marks in any subject at any stage, he/she may improve the percentage of marks by reappearing in the subject(s) at any time the subject(s) are being offered next within the specified maximum duration of the course, provided that at the end of 4 semesters improvement shall be allowed only to those students who get an aggregate of less than 50 % marks and the maximum duration of the course is not over.
- 5.1.7 Reappear / Improvements exams will be taken along the scheduled exams of the coming batches
- 5.1.8 The enrolment / registration number of the candidate for the course will be valid for the maximum period for the completion of the course mentioned in clause 7.1
- 5.1.9 The internal assessment/ sessional will be based on the continuous evaluation of the students, through class tests / mid semester tests, quizzes, seminars, home assignments and class work. A minimum of three class tests / mid semester tests will be held during the semester. Out of which the best two shall be considered for awarding internal assessment marks.
- 5.1.10 The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester.
- 5.1.11 The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice – Chancellor, if required.
- 5.1.12 There shall be no reappear in the sessional / internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals / internal assesment of both Theory and Practicals shall be added as such to the marks obtained in written Theory and External Practical examinations respectively.
- 5.1.13 The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.
- 5.1.14 At the end of each semester the University will conduct semester examination. A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed.
- 5.1.15 The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the four semester examinations.

5.2 Award of Degree

A student will be awarded degree subject to the following conditions:

- i. must have obtained a total of 50 percent marks at the end of four semesters of study, as applicable.
- ii. has paid all the fees and other charges including fines, if any, due from him to the University and the College.
- iii. has no case of indiscipline pending against him/ her

5.3 Divisions

The University shall publish the final result indicating the marks obtained in aggregate marks for four semesters and the division obtained by each student on the following basis:-

	Division	Percent Marks
(i)	First with Distinction provided all examinations are passed in first chance with regular classes in the normal duration of 2 years as applicable without any reappear at any stage.	More than 70%
(ii)	First	60% or more
(iii)	Second	50% or more but less than 60%

5.4 Award of Prize or Medal

Candidate shall be eligible for the award of a prize or a medal, if

- i. he / she passes the MBA examinations in 2 years, and
- ii. has passed all the subjects in the first attempt available to him /her.

6. Conditions for Promotion

6.7 Examination

Student shall not be promoted to the III semester and shall not be eligible to attend classes, if he/she is not able to pass a minimum of 50% of all the theory papers offered in the Ist and IInd semester taken together. In case of odd number of total theory papers, the lower whole number shall be considered as 50%. Any student failing to fulfil the above requirement shall have to repeat the entire course and register as a regular candidate with the fresh batch, the enrolment number remaining same. Such students shall be required to complete the degree within the maximum permissible duration as mentioned in Clause 7 from the year of first enrolment. Students failing to become eligible a second consecutive time to get promoted to IIIrd semester shall be declared "Not fit to pursue technical education (NFT)" and shall not be allowed to pursue the degree and their candidature shall be cancelled.

6.8 Attendance

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to take re-admission and repeat all courses in the said semester along with the new batch of students with payment of full payments. The university enrolment number of such students shall however be unchanged and he or she shall be required to complete the programme within the maximum permissible duration as mentioned in Clause 7.1 from the year of first enrolment.

7. Maximum Duration for completion of the Degree requirements

- 7.1 A total of 3 years for MBA from the date of admission, shall be given to a student to pass all the courses and to fulfil all other requirements for the completion of degree including attaining the required aggregate, failing which the candidature of the student shall stand cancelled, and no degree shall be awarded.

8. Powers of the Vice Chancellor

Notwithstanding any thing contained in these regulations, the Vice - Chancellor shall be competent to allow any relaxation subject to ratification by the Board of Governors.

CHAPTER IX

REGULATIONS FOR MASTER'S DEGREE IN COMPUTER APPLICATIONS (MCA)

General

The University shall undertake and supervise the instructions and award Master's Degree in Computer Applications.

1. Duration

The duration of the course shall be three years, divided into six semesters. The duration of each semester will be 90 teaching days, according to the following schedule :-

August to December	:	Odd Semester (1, 3, 5)
January to May	:	Even Semester (2, 4, 6)
June to July	:	Summer Workshop / Industrial Training / Tours etc.

2. Eligibility for Admission

The admission to these courses will be based on merit in the qualifying examination or in an entrance test to be conducted by Punjab Technical University, provided the candidate is otherwise eligible for admission.

- 2.1 A candidate who have the minimum qualification of Bachelor's Degree recognized by association of Indian Universities with mathematics as one of the subjects or the candidate should have one of the subjects as mathematics in 10+2.
- 2.2 A candidate who have the minimum qualification of Bachelor's Degree in Computer Applications or equivalent from recognized by association of Indian Universities
- 2.3 The eligibility for admission shall be as per the notification of All India Council for Technical Education (AICTE) from time to time.
- 2.4 He/ She should bear a good moral character.
- 2.5 He/ She must be in a good mental and physical health. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate, as prescribed by the University.
- 2.6 A student admitted to MCA programme must be on the rolls of an affiliated College/ Institute to attend the classes regularly as per rules and shall pay such fees to the College/ Institute as decided by the University / College / Institute from time to time.

3. Examinations

3.1 General

- 3.1.1 The University examination shall be held at the end of each semester as per the prescribed scheme of examination for each discipline and date sheet notified by the University.
- 3.1.2 It will be the responsibility of the candidate to collect all information regarding examination schedule, roll number slip and result etc. from the College/

Institute office. Students will collect the University Roll Number slips at least one day before the commencement of the examination.

3.1.3 The College/ Institute office shall display on the Notice Board, the schedule of examination/ date sheet etc. as soon as it is received from the University. The University will supply this information not less than fifteen days before the start of examination.

3.1.4 No candidate will be allowed to appear in the University examination without the Roll Number Slip.

3.1.5 The medium of instruction and examination shall be English

3.2 Eligibility

3.2.1 In order to be eligible to appear in any semester examination, a candidate must have had his Examination form submitted to the Registrar through the Principal of his/ her College/ Institute along with the following certificates signed by the Principal :-

(i) of good character.

(ii) of having remained on the rolls of the College, and

(iii) of having attended not less than 75% of the aggregate scheduled periods, in each prescribed course of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.);

(iv) Provided that no candidate shall be eligible to appear in higher semester examination unless he has already fulfilled attendance requirement in the immediately lower semester.

(v) The Dean of the University in case of University/constituent college and Principal/Director in case of affiliated institutions may condone attendance shortage upto 10% in the total for reasons to be recorded in writing (owing to serious illness, calamity, participation in any game / sports / competitions with approval of the institution etc.). However, under no circumstances, a student who has an aggregate attendance of less than 65% in a semester shall be allowed to appear in the semester end examination.

(vi) Attendance shall be counted upto seven days prior to the date of commencement of the University theory examinations. Dean of the University/Director/Principal, as the case may be, shall announce the names of all such students who are not found eligible to appear in the semester end examinations at least 7 calendar days prior to start of the semester end examinations and simultaneously intimate the same to the controller of examinations.

(vii) In case any student appears in the examinations by default, who in fact has been detained by the institute, his/her results shall be treated as null and void.

3.3 Examination Fee

3.3.1 The amount of examination fee to be paid by a candidate and the last date by which his / her examination form and fee must reach the Registrar, shall be notified by the University.

- i. Examination forms will be accepted with late fee of Rs 1000/- upto 7 days before the commencement of examinations.
 - ii. Under very special circumstances, examination forms shall be accepted by the University upto two days before the commencement of examination on payment of late fee of Rs 2000/-
 - iii. Examination form shall be accepted upto the evening previous to the date of examination on payment of late fee of Rs 5000/- with the approval of the Vice - Chancellor.
- 3.3.2 The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

3.4 Reappear

- 3.4.1 In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result, or the regular date for submission of examination forms, whichever is later

4. Evaluation System

- 4.1 In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance. The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.
- 4.2 The answer books will be evaluated by table marking in the University or evaluation centres set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. These panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.
- 4.3 Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline. The external examiner will be appointed by the Vice Chancellor from the panel of examiners proposed by the board of studies.
- 4.4 In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

5. Certification

5.1 Conditions for Certification

- 5.1.1 Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
- 5.1.2 Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report seminars and practicals, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc. However, evaluation of the candidates in a Training Report, Project Report, Seminars and viva-voce shall be out of 100 marks with weightage of 60% internal and 40% external evaluation.
- 5.1.3 To pass in a subject including viva-voce and seminar, a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree, a student must obtain a minimum of 50 % of the total marks of all the courses prescribed for the 6 semesters.
- 5.1.4 Training and Project Reports
- (iv) Training report submitted by candidate after completion of his/her training in an industry shall be evaluated internally by one or more teachers nominated by the Head of the Institute.
 - (v) Each student will submit the Project Report to the Head of the Department/Institution within 15 days of last examination of the 6th semester.
 - (vi) The Project Report of the candidate shall be examined by an external examiner to be appointed by the University.
- 5.1.5 In case the student fails to obtain a total of 50% marks in any subject at any stage, he/she may improve the percentage of marks by reappearing in the subject(s) at any time the subject(s) are being offered next within the specified maximum duration of the course, provided that at the end of 6 semesters improvement shall be allowed only to those students who get an aggregate of less than 50 % marks and the maximum duration of the course is not over.
- 5.1.6 Reappear / Improvements exams will be taken along the scheduled exams of the coming batches
- 5.1.7 The enrolment / registration number of the candidate for the course will be valid for the maximum period for the completion of the course mentioned in clause 7.1
- 5.1.8 The internal assessment/ sessional will be based on the continuous evaluation of the students, through class tests / mid semester tests, quizzes, seminars, home assignments and class work. A minimum of three class tests / mid semester tests will be held during the semester. Out of which the best two shall be considered for awarding internal assessment marks.
- 5.1.9 The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester.
- 5.1.10 The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice – Chancellor, if required
- 5.1.11 There shall be no reappear in the sessional / internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals / internal assesment of both Theory and Practical shall be added as such to the marks obtained in written Theory and External Practical examinations respectively.
- 5.1.12 The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.

5.1.13 At the end of each semester the University will conduct semester examination. A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed, credits earned and upto date credits earned.

5.1.14 The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the six semester examinations.

5.2 Award of Degree

A student will be awarded degree subject to the following conditions:

- iv. must have obtained a total of 50 percent marks at the end of six semesters of study, as applicable.
- v. has paid all the fees and other charges including fines, if any, due from him to the University and the College.
- vi. has no case of indiscipline pending against him/ her

5.3 Divisions

The University shall publish the final result indicating the marks obtained in aggregate marks for six semesters and the division obtained by each student on the following basis:-

Division	Percent Marks
(i) First with Distinction provided all examinations are passed in first chance with regular classes in the normal duration of 3 years as applicable without any reappear at any stage.	More than 70%
(ii) First	60% or more
(iii) Second	50% or more but less than 60%

5.4 Award of Prize or Medal

Candidate shall be eligible for the award of a prize or a medal if

- i. he / she passes the MCA examinations in 3 years, and
- ii. has passed all the subjects in the first attempt available to him /her.

6. Conditions for Promotion

6.9 Examination

Student shall not be promoted to the III semester and shall not be eligible to attend classes, if he/she is not able to pass a minimum of 50% of all the theory papers offered in the Ist and IInd semester taken together. In case of odd number of total theory papers, the lower whole number shall be considered as 50%. Any student failing to fulfil the above requirement shall have to repeat the entire course and register as a regular candidate with the fresh batch with payment of full fees.

the enrolment number remaining same. Such students shall be required to complete the degree within the maximum permissible duration as mentioned in Clause 7 from the year of first enrolment. Students failing to become eligible a second consecutive time to get promoted to IIIrd semester shall be declared "Not fit to pursue technical education (NFT)" and shall not be allowed to pursue the degree and their candidature shall be cancelled.

6.10 Attendance

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to take re-admission and repeat all courses in the said semester along with the new batch of students with payment of full fees. The university enrolment number of such students shall however be unchanged and he or she shall be required to complete the programme within the maximum permissible duration as mentioned in Clause 7.1 from the year of first enrolment.

7. Maximum Duration for completion of the Degree requirements

- 7.1 A total of 5 years for MCA from the date of admission, shall be given to a student to pass all the courses and to fulfill all other requirements for the completion of degree including attaining the required aggregate, failing which the candidature of the student shall stand cancelled, and no degree shall be awarded.

8. Powers of the Vice Chancellor

Notwithstanding any thing contained in these regulations, the Vice - Chancellor shall be competent to allow any relaxation subject to ratification by the Board of Governors.

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