

Academic Ordinances
[Approved by the Academic Council in its 19th meeting]
Under
U.P. Private Universities Act 2019
&
National Education Policy-2020 (NEP-2020)



(Amended up to April 2022)

TEERTHANKER MAHAVEER UNIVERSITY
N.H.-24, Delhi Road, Moradabad, Uttar Pradesh-244001
Website: www.tmu.ac.in

Contents

S.o.	Chapter	Pg no.
1.	Short Title, Commencement and Definitions	02
2.	Board of Faculties	04
3.	Board of Studies and Academic Review Committees	07
4.	Admission of students to the University	09
5.	General Academic Ordinance	15
6.	Ordinance for Pharmacy programmes	38
7.	Ordinance for Medical programmes	59
8.	Ordinance for Dental programmes	87
9.	Ordinance for Nursing programmes	104
10.	Ordinance for Para-medical and Physiotherapy programmes	113

Chapter-1

Short Title, Commencement and Definitions

1. Short Title and Commencement:

- 1.1 These ordinances may be called the first ordinances of Teerthanker Mahaveer University, Moradabad under section 35 of Uttar Pradesh Private Universities Act, 2019.
- 1.2 These shall come into force with effect from the date of its Notification by the University. Upon coming into force of this amended ordinance, the first Ordinance of the University shall stand amended and notwithstanding anything to the contrary, all actions taken, decision made, rights and liabilities created and exhausted shall deem to be saved, valid and binding on the University; this ordinance shall be the amended ordinance of the University made under Teerthanker Mahaveer University Act, 2008.

2. DEFINITIONS:

- 2.1 **Academic Council** shall mean the Academic Council of the University.
- 2.2 **AICTE** shall mean All India Council for Technical Education established under section 3 of the All India Council for Technical Education Act 1987.
- 2.3 **Academic Programme** shall mean a programme of courses and/or any other component leading to a Bachelor's Degree, Master's Degree, and Diplomas.
- 2.4 An **Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the programme Study & Evaluation Scheme (PSES) and normally is from July to June.
- 2.5 **Academic Review Committee**: shall mean a committee constituted to co-ordinate and ensure smooth running of the courses included in the particular program and suggest improvements in teaching learning process.
- 2.6 **Admitted Student** shall mean a student who has been admitted to any programme of study of the University after the submission of the prescribed fee and all the prerequisite documents for admission.
- 2.7 **BCI** refers to Bar Council of India, regulatory body for Law programmes
- 2.8 **Board of Studies (BOS)** shall mean the Board of Studies of the College/ department concerned.
- 2.9 **Bonafidestudent** shall mean the student who has been admitted/provisionally admitted to any programme of study.
- 2.10 **CBCS** means Choice Based Credit System which provides opportunity for students to make a choice from various courses offered comprising core, elective or ability enhancement or skill based courses.
- 2.11 **Course** means a component of the academic programme, having defined content and carrying a distinctive code no. and specific credits assigned to it.
- 2.12 **Credit Point**: It is the product of grade point and number of credits for a course.

- 2.13 **Credit:** A unit by which the course work is measured. It determines the number of contact hours of instructions required per week. One credit is equivalent to one hour of contact for lecture / tutorial or two hours of practical work/field work in a week.
- 2.14 **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student of all semesters. The CGPA is the ratio of summation of total credit points earned by a student in all courses of the programme and the sum of the total credits of all courses of a programme. It is expressed up to two decimal points.
- 2.15 **Department** shall mean a Department of Studies and may also include a Centre for Studies & Research.
- 2.16 **DCI** refers to Dental Council of India
- 2.17 **Executive Council** shall mean the Executive Council of the University.
- 2.18 **External examiner** shall mean an examiner appointed by the University, who is not in the employment of the University.
- 2.19 **Faculty** shall mean the faculty/teaching staff of the University.
- 2.20 **Grade Point:** It is a numerical value assigned to each letter grade on a 10-point scale.
- 2.21 **ICAR** refers to Indian Council for Agriculture Research
- 2.22 **INC** refers to Indian Nursing Council
- 2.23 **Letter Grade:** It is an index of the performance of students in a specific course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 2.24 **NEP-2020** refers to National Education Policy-2020
- 2.25 **NCTE** refers to National Council for Teachers Education
- 2.26 **NMC** refers to National Medical Commission
- 2.27 **PCI** refers to Pharmacy Council of India
- 2.28 **Programme Study Evaluation Scheme (PSES)** shall mean the details of curriculum like courses, contents, course outcomes, learning methods, credits and evaluation scheme etc.
- 2.29 **Provisional Admission** shall mean a student who has been admitted to any of the programme of the University but not submitted the mark-sheet/proof of having passed the qualifying examination with minimum required marks and who has not paid the requisite programme fee.
- 2.30 **Semester** - a programme of study in which each academic year is apportioned into two equal durations.
- 2.31 **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points earned by a student in registered courses of a semester and the total course credits taken during that semester. It shall be expressed up to two decimal points.
- 2.32 **Student** shall mean a person admitted to the college/ department of the University for any of the academic program(s) to which this Ordinance is applicable.
- 2.33 **University** shall mean Teerthanker Mahaveer University, Moradabad.
- 2.34 **UGC** shall mean University Grants Commission, New Delhi.



Chapter-2

Board of Faculty

BOARD OF FACULTY

As per the provisions of the section 29 of the U.P. Private Universities Act 2019 and clause 3.07. of the Statutes of the University framed there-in, following is the classification of the Faculty and grouping of Colleges and Departments:

S.No.	Faculty	College	Department
1.	Faculty of Medicine	Teerthanker Mahaveer Medical College & Research Centre	i) Dept. of Anatomy (ii) Dept. of Physiology (iii) Dept. of Biochemistry (iv) Dept. of Pharmacology (v) Dept. of Pathology (vi) Dept. of Microbiology (vii) Dept. of Forensic Medicine (viii) Dept. of Community Medicine (ix) Dept. of General Medicine (x) Dept. of T.B. & Chest (xi) Dept. of Dermatology (Skin) (xii) Dept. of Psychiatry (xiii) Dept. of Pediatrics (xiv) Dept. of General Surgery (xv) Dept. of Orthopedics (xvi) Dept. of Ophthalmology (xvii) Dept. of ENT (xviii) Dept. of Obs. & Gynae. (xix) Dept. of Anesthesia (xx) Dept. of Radiology
2.	Faculty of Dentistry	Teerthanker Mahaveer Dental College & Research Centre	(i) Dept. of Prosthodontics and Crown & Bridge (ii) Dept. of Periodontology (iii) Dept. of Oral and MaxilloFacial Surgery (iv) Dept. of Conservative Dentistry and Endodontics (v) Dept. of Orthodontics & Dentofacial Orthopedics (vi) Dept. of Oral Pathology and Microbiology (vii) Dept. of Public Health Dentistry (viii) Dept. of Pedodontics and Preventive Dentistry

			(ix) Dept. of Oral Medicine & Radiology
3.	Faculty of Education	a. Faculty of Education b. TMIMT College of Physical Education	i. Dept. of Education ii. Dept. of Physical Education
4.	Faculty of Engineering	a. Faculty of Engineering b. College of Computing Sciences & IT c. University Polytechnic	i. Dept. of Mechanical Engineering ii. Dept. of Electrical Engineering iii. Dept. of Electronics & Communication Engineering iv. Dept. of Civil Engineering v. Dept. of Computing Sciences & IT vi. Dept. of Physics vii. Dept. of Chemistry viii. Dept. of Mathematics
5.	Faculty of Agriculture Science	College of Agriculture Science	Dept. of Agriculture Science
6.	Faculty of Commerce, Management & Law	Teerthanker Mahaveer Institute of Management & Technology (TMIMT) TM College of Law & Legal Studies	i. Dept. of Commerce ii. Dept. of Management Studies iii. Dept. of Hospital Administration iv. Dept. of Law & Legal Studies
7.	Faculty of Medical Allied Sciences	TMU College of Paramedical Sciences	i. Dept. of Medical Radiological Imaging Techniques ii. Dept. of Medical Lab Techniques iii. Dept. of Optometry iv. Dept. of Forensic Science v. Dept. of Physiotherapy
8.	Faculty of Nursing	a. TM College of Nursing b. TP School of Nursing	i. Dept. of Medical Surgical Nursing ii. Dept. of Paediatric Nursing iii. Dept. of Obs & Gyn Nursing iv. Dept. of Community Health Nursing v. Dept. of Psychiatry Nursing
9.	Faculty of Pharmacy	TM College of Pharmacy	i. Dept. of Pharmaceutics ii. Dept. of Pharmaceutical Chemistry iii. Dept. of Pharmacognosy iv. Dept. of Pharmacology v. Dept. of Pharmacy Practice
10.	Faculty of Fine Arts	College of Fine Arts	Fine Arts
11.	Faculty of Humanities & Social Sciences		Centre for Jain Studies Dept. of Humanities Centre for Teaching, Learning & Development

Constitution of the Board of Faculty is as under:

- | | | |
|------|---|-------------|
| i. | Dean of the Faculty | Chairperson |
| ii. | All the Principals of colleges, Heads and Professors of the departments | Member |
| iii. | There shall be at least two members from each department excluding Professors of that Department | Member |
| iv. | The Vice Chancellor may invite experts from outside the University, if and when required. Such invitee shall give their valuable suggestion but will not have the right to vote | |

The following shall be functions of Board of Faculty:

- i. All the decisions taken by the Board of Studies shall be considered and shall need to be approved by the Board of Faculty.
- ii. The Board of Faculty shall have the power to approve the names of the examiners in each course after considering the proposed list by Board of Studies of each department. However, the Vice Chancellor shall have the right to change any examiner, if deemed necessary.
- iii. All the research proposals of various departments shall be considered by the Board of Faculty and forwarded to the Vice Chancellor with its recommendations, for his approval.
- iv. The Board shall guide the activities related to academics and research or otherwise in various department of the College/Faculty.
- v. In case a meeting of the Board is not possible for any reason, the Dean of the Faculty shall have the powers of the Board of Faculty.
- vi. All emergency decisions of the Dean of the Faculty shall have to be reported and ratified in the next meeting of the Board.



Chapter-3 Board of Studies and Academic Review Committees

BOARD OF STUDIES

As per the provisions of the section 29 of the U.P. Private Universities Act 2019 and clause 3.07. of the Statutes of the University framed there-under, following is the composition of the Board of Studies (BoS):

- | | |
|---|-------------|
| i. Head of the Department | Chairperson |
| ii. All the Professors and Associate Professors of the Department | Member |
| iii. Two experts from another University nominated by the Vice Chancellor | Member |
| iv. Two Assistant Professors by rotation for the period of two years | Member |
| v. One Professor/Associate Professor from the associated department of the University nominated by the College Principal/Director concerned | Member |

1. A BoS may be constituted for one or more than one department clubbed together, as may be decided by the Dean of the Faculty concerned. In case, BoS has been constituted for more than one department, the Chairperson will be nominated, by the Dean of the Faculty concerned, on rotation basis.
2. The term of the External experts shall be for two years from the date of notification of their appointment to the respective BoS.

Functions of BoS:

- i. To examine and approve the curriculum, syllabi, contents of the courses and programmes as prepared and proposed by the Department.
- ii. Propose names of the Examiners.
- iii. Ensure quality of teaching and research in the department.
- iv. Any other matter that may be referred to it by the Authorities/Officers of the University.

All the decisions of the BoS shall have to be placed before the Board of Faculty (BoF) for approval before being sent to the Academic Council or higher authorities/officers of the University.

The BoS shall meet at least twice in an academic year. However, it may meet more often depending upon the requirement with the prior approval of Vice Chancellor.

ACADEMIC REVIEW COMMITTEE

There shall be an Academic Review Committee in each College. The composition of shall be as follows:

All the Professors of the college shall constitute the Academic Review Committee of which the Principal of the College shall act as its Chairperson. If there is no Professor in the college, two senior most faculty members will be members of the committee. This Committee shall coordinate the implementation of the program requirements for optimum utilization of resources and shall also take care of the coordination of the programmes with the other programmes run by the different colleges of the University.

The Academic Review Committee shall be responsible for the following:

- (a) Propose the Academic Calendar of the program to the university for integration in the University Academic calendar.
- (b) Monitor and keep a check on the internal marking by the faculty and marks forwarded to the University. Assure that proposed answers of every internal examination are displayed on the notice board and answer sheets are shown to the students.
- (c) Ensure that the evaluation is as per norms and suggest improvements in evaluation methods.
- (d) Attendance of the students of the program and listing the detained students
- (e) Progress of syllabus teaching
- (f) To discuss and review feedback from the students on teaching, learning and suggest corrections if any.
- (g) Suggest and implement continuous quality improvement systems and processes.
- (h) Deliberate, suggest and assure relevant learning methods inside and outside the classroom including internships, field projects, industry visits, academic excursions etc.

The Academic Review Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned college of the University.

The Academic Review Committee shall meet once every month and the meeting will be recorded and minutes sent to the Vice Chancellor for information.



Chapter-4

Admissions of students to the University

Admission of students to the University

4.1 As per the provisions of the section 12 of the Act and clause 1.06 of the Statutes of the Teerthanker Mahaveer University, there shall be an Admission Committee. The composition of the Admission Committee shall be as:

i)	Vice Chancellor	Chairman
ii)	Directors/Principals of all colleges	Members
iii)	Director/Joint Director (Admissions)	Member
iv)	Registrar	Member Secretary

4.2 Functions of the Admission Committee shall be as prescribed in the Statutes.

4.3 Subject to as hereinafter provided no student shall be eligible for admission to any programme offered by the University unless He/She has passed the Intermediate Examination of the Board of High School and Intermediate education recognized by the Academic Council or equivalent thereto from time to time and possesses such further qualification as may be prescribed by the Regulations. For Diploma in Engineering & Paramedical programmes candidate must have passed High school Examination of the Board of High School and Intermediate education recognized by the Academic Council.

4.4 Student can't be admitted to any post-graduate programme offered by the University unless he / she has passed an examination recognized as equivalent to a degree examination of the University.

4.5 The candidate seeking admission to a programme in the University must fulfill eligibility criteria & also satisfy the rules and conditions made in this behalf.

4.6 Notwithstanding for anything contained in any other Regulations, no student, who has been convicted of a criminal offence, or an offence involving moral turpitude, shall be admitted to a programme, or permitted to appear in any examination of the University, until a period of two years has elapsed from the date of expiry of the sentence imposed on him / her. However, the Academic Council may in a special case, exempt any student from the operation of this Regulations.

4.7 The University shall have the discretionary power to recognize the degree conferred by other Universities as equivalent decided by the Equivalence Committee. (for the purpose of admission to a programme being offered by the University)

4.8 The students will be admitted to various programmes being offered by the University, who comply the eligibility criteria, as prescribed, and / or laid down by the Academic Council from time to time.

4.9 The minimum qualifications of eligibility for Admission to various programmes shall be such as laid down in the Regulations.

4.10 The number of seats for admission/sanctioned intake in any programme offered by the University shall be recommended by the Academic Council and approved by the Executive Council or as fixed by the concerned statutory council. The Teacher-student ratio shall be in accordance with the guidelines of the University Grants Commission and specific council.

4.11 The Admission Committee may recommend the following, from time to time, to the Academic Council for its approval:

- i. Raise the minimum qualification for eligibility for admission, e.g. require a higher qualifying examination, or a prescribed percentage of marks in the qualifying examination.
- ii. Add to the qualification of eligibility for admission e.g. require certain combination of subjects, or some teaching or other experience, or require that the candidate shall pass a test devised for the purpose.

4.12 Other rules of admission shall be such as may be laid down by the Academic Council on the recommendations of the Admission Committee from time to time.

4.13 These rules shall provide the admissions of scheduled caste & scheduled tribes and other reserved categories students also.

4.14 It shall be right of the University to refuse admission to a student without assigning any reason whatsoever.

4.15 It shall be binding for the University to follow the provisions given in the **UGC (Minimum Standards of Instructions for the Grant of the First Degree through Formal Education) Regulations 2003** in respect of the admission of the students to a First Degree programme in any of the faculties of the University.

4.16 It shall be binding for the University to follow the provisions given in the **UGC (Minimum Standards of Instructions for the Grant of the Master's Degree through Formal Education) Regulations 2003** in respect of the admission of the students to a Master's Degree programme in any of the faculties of the University.

Note: For admission to Medical and Dental programmes, the norms as prescribed by NMC and DCI respectively and Directorate General of Medical Education, shall be applicable and adopted from time to time. The admissions to these programmes shall be strictly through NEET.

Enrolment of students in the University:

4.17 A student shall be recognized as the member of the University as soon as he /she gets himself / herself enrolled for a degree, diploma or other academic programme duly instituted by the University.

4.18A A student shall be recognized as the bonafide student of a teaching department, as soon as his / her name has been entered into the Register of the Faculty /Department on payment of the full or part of the prescribed fee by the student after being duly admitted.

Provided that the admission of any student can be cancelled at any time, if the same has been made in contravention of the Rules or Regulations made by the Admission Committee or of the instructions issued by the Admission Committee or if the admission has been procured by fraud, misstatement or concealment of facts.

4.19 No one shall be allowed to appear in any examination of the University unless he / she has been enrolled as a student of the University.

4.20 The Prescribed enrolment fee shall be paid once only for the entire programme. Ex-student of the University is not required to pay any enrollment & admission registration fee, but the student will have to provide the proof of being old student as well as migration has not been issued by the University.

4.21 A student seeking admission to the University after being enrolled in any other university/statutory board in India or abroad shall be required to produce a

migration certificate from the University/Board last attended along with the certificate, if any.

4.22 The application for enrolment together with the enrolment fee and Migration Certificate (in original) from the University/Board concerned shall be submitted by the admitted student only through the Head of the Department concerned in the office of the Registrar latest by the date declared in the Academic Calendar for the concerned academic year.

4.23 The Registrar shall maintain an enrolment register. On enrolment, every student shall receive the Enrolment number and certificate under which his / her name has been entered in the register and that number shall be quoted by the student in all communications to the University and subsequent applications for admission to an examination of the University. This enrolment number shall be mentioned on all his / her mark sheets and degree/diploma.

Cancellation/Withdrawal/Suspension of admission:

4.24 In case, if a student chooses to withdraw from a programme of study in which he/she is enrolled, following system of fee refund shall be followed:

S.No.	Percentage of Refund of Tuition fees	Point of time when notice of withdrawal of admission is received in the admission cell
1.	100%	15 days or more before the formally notified date of commencement of classes in the Academic Calendar.
2.	90 %	Less than 15 days before the formally notified date of commencement of classes in the Academic Calendar.
3.	60 %	15 days or less after the commencement of classes in the Academic Calendar.
4.	50 %	30 days or less but more than 15 days after the commencement of classes in the Academic Calendar.
5.	00 %	More than 30 days after the commencement of classes as per the Academic Calendar.

Further, it is also notified that there shall be no refund of application processing, registration fees and enrolment fee in case of withdrawal of admission.

In case of cancellation of admission of the student by the University, the fee refund shall depend upon the circumstances in which the University has cancelled the admission of the student.

4.25 If during an academic year/session, a student desires to leave a teaching department of the University, of which he/she has become the member and joins another institution/university, he shall:

- i. Give notice of his intention to leave.
- ii. Make payment of all the dues due upto the end of the month in which his / her name remains on the rolls of the University.
- iii. Refund whatever scholarship or bursary has been paid to him / her from the funds of the University.

4.26 Subject to any rules of discipline which the University may frame, a student found guilty of grave misconduct or misbehavior or of breach of discipline or moral turpitude or ragging or such practices calculated to harass other students within or outside the premises of the University, the Vice Chancellor or the Warden or Head of the Department or Principal of the College as the case may be according to the nature and gravity of the offence may, on the recommendation of the disciplinary committee or any other committee constituted for the purpose:

- Suspend from attending classes or inflict fine, or
- Expel, or
- Rusticate, or
- Disqualify such a student from appearing at the next ensuing examination.

No student, who has been so expelled, shall be admitted to another programme of the University without the permission of the Vice Chancellor and no student who has been rusticated shall be admitted to any other programme of the University.

All cases of rustication shall be reported to the Executive Council for information.

4.27 If a student after having been sent up for the University examination, commits a breach of discipline within or outside the precincts of the University, the Vice Chancellor or the Principal of the College concerned may expel the student for the remaining period of the academic session and if this punishment is awarded to a student during the period of or after the examination but before the expiry of the academic year in which the examination is held, his / her examination shall be cancelled.

Migration:

Migration Certificate to join other university may be granted to the student on his / her application. The fee for the certificate shall be such as prescribed.

In the case of a student, who takes a migration certificate to join another University, his / her membership of the University shall lapse.

Re-admission:

A student of the University having failed at any examination of the University may be registered for re-admission to the class he / she studied last, at the discretion of the Vice Chancellor, with-in the prescribed period of registration, subject to the norms laid down by the Admission Committee for the purpose. No enrolment fee shall be charged in such cases and will be marked "Registered for Re-admission" in the University Register shall be deemed as equivalent to fresh enrolment. However, the student shall have to pay the re-admission fee of Rs 5000/-.



Chapter-5

General Academic Ordinance

Ordinance governing admission, study and evaluation scheme for programmes leading to Bachelor's Degree/Integrated Degree/Master's Degree/Diplomas following the Semester System other than covered under various other chapters of the Academic Ordinance.

APPLICABILITY: This ordinance shall apply to all programmes leading to Bachelor's/Master's degrees and diplomas following the semester system [excluding programmes for which separate chapters have been included in this Ordinance]

1.1. ADMISSION

The University will permit admission and shall deliver the specified contents, conduct laboratory/field work and hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/Master's degrees and Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Programme Study & Evaluation Scheme and syllabi as are approved by the Academic Council with degree nomenclature as specified under UGC Section 22.

Admission to first semester / lateral entry to third semester, wherever applicable, shall be made as per the rules prescribed by the Academic Council of the University, duly notified in the admission brochure.

The Admission to the academic programmes shall be made, as per the provisions mentioned in the Chapter 4 of this Ordinance, i.e., following the UGC(Minimum Standards of Instruction for the Grant of the First Degree through Formal Education)Regulations, 2003 and UGC(Minimum Standards of Instruction for the Grant of the Master's Degree through Formal Education)Regulations, 2003, as the case may be. In case of the programmes, where-in the concerned statutory body/council has specifically laid down the norms, then such norms shall be applicable. All the norms and standards of various regulatory bodies for admission shall be reflected in the Academic Regulations under this Ordinance from time to time.

1.2. ELIGIBILITY FOR ADMISSION

Candidate shall normally have 50% marks in the qualifying examination to be eligible for admission to the program offered by the University. Any relaxation in qualifying marks, under special circumstances, shall require approval of the Vice Chancellor. However, in no case it shall not be below 45% marks.

The details of the eligibility and the criteria for merit for admissions to various programmes offered by the University and covered by Regulations of this

ordinance, shall be as approved by the Academic Council and as notified in the admission brochure.

In case of programmes where lateral entry into the III semester is permitted the details of the eligibility and the criteria for merit shall be as approved by the Academic Council and notified in the admission brochure.

The minimum and maximum age of a candidate as on December 31 of the year of admission for admission to first year of the UG&PG programmes/ lateral entry shall be as notified by the University in the admission brochure as approved by the Academic Council or as per the provisions of other statutory bodies.

The above criteria can be relaxed only with prior written approval from the Vice Chancellor. However, any such decision shall have to be ratified by the Academic Council during its immediate next meeting.

A student who has been provisionally admitted to any academic program, shall have to submit the result in the University latest by November 15 of the academic year, except unforeseen situations arising otherwise. In such unforeseen situations, the permission for extension of time period from the Vice Chancellor is mandatory.

1.3. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- (a) S/He is not found qualified at any stage during the course of the programme as per the eligibility criteria prescribed by the University. **OR**
- (b) S/He is found to have taken admission using fraudulent means. **OR**
- (c) S/He is found unable to complete the programme within the specified period for completion of the programme as per prescribed in this Ordinance. **OR**
- (d) S/He is found involved in gross indiscipline or violating the University Code of Conduct. **OR**
- (e) S/He is involved in an act of ragging. **OR**
- (f) S/He voluntarily withdraws from the programme for any reason **OR**
- (g) S/He has not paid the requisite fee within the stipulated and grace period.

1.4. CHANGE OF BRANCH (Applicable for Polytechnic and Engineering programmes only)

The courses of study in Engineering and Polytechnic in the first year of the programmes are common to all branches. Students would have an option to apply for change of branch after completion of the first year (2nd semester) subject to the following conditions:

- i) Should have successfully passed all courses of I & II semester in first attempt.
- ii) Should have scored at least 60% marks in aggregate of the two semesters.
- iii) Should have cleared all his/her dues on the date of submission of the application for branch change

- iv) Should not have any disciplinary action against him/her.
- v) Subject to the availability of seats in the concerned branch i.e. 10% of the sanctioned seats in the concerned branch are available for the purpose.

The Director /Principal of the college shall issue a notice within 7 days of publication of the second semester results with the last date of submission of application being one week from start of the academic session / or date of issue of the notice whichever is later. Should there be no notification to the effect the last date would be assumed as seven days from start of the new semester.

A committee comprising of the head of the departments will submit its recommendation to the Director/Principal. The Director/Principal will obtain the approval of the competent authority i.e. Vice Chancellor through Registrar, who in turn will notify the change to all concerned along with requisite fee for branch change. Upon approval of the competent authority the student shall be asked to deposit the prescribed fee, for branch change, within the due date as notified, before being allowed to attend classes in the changed branch. The student shall be issued a certificate of change of branch for all future references by the office of Registrar. All such cases of change of branch shall be reported in the next meeting of Academic Council.

Vice Chancellor in exceptional circumstances, may allow for change of branch over and above the sanctioned limits of the seats in that particular branch/programme. However, such decision shall have to be ratified in the next meeting of the Executive Council.

1.5 FOR CHANGE OF PROGRAMME

There shall be a committee to evaluate the reason and possibility of the change of programme. If the change of programme is suggested, then the Committee shall also map the credits and courses of the two programmes and suggest earning of required credits with-in the time frame. In such cases, the internal assessment for the courses where the required credits are to be earned, will comprise of single component of 40 marks written test. All such cases of change of programme shall be reported in the next meeting of Academic Council.

1.6 EDUCATION EXCHANGE PROGRAMME/MIGRATION

The University may sign MOUs with Foreign and other Indian universities which permits student exchange and credit transfer facilities with Foreign and other Indian Universities. Under the agreement, a student may be allowed to study in any other university outside/with-in India after 1 year/2 years / 3 years/4 years of study at TMU for programme having duration of 2 years/3 years/4 years/5 years/6 years respectively. S/He will continue his/her further study for 1 year at the university abroad/other Indian University to fulfil the requirements of the degree. To be eligible for degree, he/she has to earn the minimum required credits as specified in Programme Study and Evaluation Scheme (PSES). The credits, in such cases, shall be mapped before a student is sent to the partner university. For the award of degree, the guidelines, norms and standards of the UGC or concerned regulatory council shall have to be complied with as notified from time to time.

Similarly, a candidate may be allowed to take up the admission in Teerthanker Mahaveer University, from any other University in India or abroad. S/He will continue his/her further study for a specified duration in Teerthanker Mahaveer University to fulfil the requirements of the degree as required by the norms and standards of the UGC or concerned regulatory council as notified from time to time.

Note: The degree in the cases of programmes under MoUs with foreign or other Indian universities, shall be awarded as per the UGC guidelines notified for the purpose. The norms and standards as prescribed by the UGC for student exchange/migration/credit transfer in line with National Education Policy-2020 shall be followed, adopted and reflected in Academic Regulations under this Ordinance as notified from time to time.

Credit Transfer case:

Also on mutual understanding the student of either of the Universities would be allowed to take short term course or/ & audit course at the other University and the credit for the same will be given by the University in which the student is registered.

Inward Migration/Transfer case:

A student pursuing bachelor's/ master's programme in other institutions/ universities may inward migrate to the University if s/he has successfully completed at least the first semester/year of studies with a minimum of 60% marks or equivalent letter grade and the no objection certificate from the previous institution/university obtained. The Dean/Director/Principal of the college shall evaluate the application(s) of such candidates and process the same as per the existing **University Guidelines for Inward Migration of Students** and submit the case to the office of the Registrar for approval of the migration by the Vice Chancellor. The details of inward migration shall be provided in the Academic Regulations under this Ordinance.

2. CURRICULUM DESIGN & DELIVERY: COURSES, CONTENTS, METHODS OF DELIVERY & DURATION OF PROGRAMMES

Preface:

- 2.1. The focus of curriculum design will be holistic education involving mind, soul and body. The curriculum would have components from three domains of learning: Cognitive, Affective and Psychomotor skills. Cognitive domain or intellectual thinking involving both Higher order & lower order thinking shall be included in the curriculum by defining learning outcomes of the programme & course outcomes of the same. The educational framework for bringing holistic education to the University, shall be the Bloom's Taxonomy. A Bachelor's/Master's degrees/ diploma programmes shall comprise of a number of courses and/or other components as specified in the **Programme Study & Evaluation Scheme** of the concerned programme prepared according to the norms and standards as

specified by UGC/concerned regulatory council, and National Education Policy-2020 (NEP-2020) as are approved by the Academic Council. Each course shall be assigned contact hours/week in terms of specified Credits. Every BoS shall prepare a comprehensive "Programme Study & Evaluation Scheme incorporating the following guidelines and present it before the Academic Council for its approval.

2.2. Choice Based Credit System (CBCS):

- i. In accordance with the guidelines of UGC, the University shall adopt CBCS system, or any other such as prescribed by UGC, in various programmes being offered by the University where-ever applicable, in order to allow the flexibility in education system, so that students depending upon their interests and aims can choose interdisciplinary, intra-disciplinary, general ability enhancement and skill-based courses.
- ii. The CBCS shall provide an opportunity for the students to choose courses from the offered courses comprising core, elective, ability enhancement or skill based courses. The students shall be evaluated on continuous basis using multiple components and their performance will be measured using grading system, which is in current practice in many of the well-known universities/institutions.

iii. Outline of CBCS:

The Choice Based Credit System provides a 'cafeteria' type of approach, where-in the students may study courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. In every programme, the courses may be of five kinds:

1. Core Courses
2. Elective courses:
 - i. Discipline Specific courses
 - ii. Generic Elective/Open Elective (Interdisciplinary)
3. Ability Enhancement Courses (AEC)
4. Skill Enhancement Courses (SEC)
5. Value Added Courses (VAC)

1. **Core Courses:** A course, which should mandatorily be studied by a student to build his/her competency in a discipline, as a core requirement is termed as a Core course.
2. **Elective Courses:** Generally, a course which may be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course. These are of two types:
 - i. **Discipline Specific Elective (DSC) courses:** Elective courses offered by the main discipline/subject of study is referred to as Discipline Specific Elective.
 - ii. **Generic Elective/Open Elective (Interdisciplinary):** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure to other disciplines is called a Generic Elective.

Operational Guidelines for Open Electives shall include the following:

- a. Students can choose open electives courses in the required semester in accordance with the programme study & evaluation scheme of the concerned programme, from the list of Open Electives being offered by other departments/colleges. The semester-wise list of courses and syllabi of such Open Elective courses shall be sent to the Registrar, which will be displayed on the University website after the due approvals. The students can select any of the open elective courses from this list except the ones being offered by the parent department.
 - b. All Open Elective course shall be of 03 credits.
 - c. The course co-ordinator for offering Open Elective courses has to be identified in each department for the proper implementation.
 - d. Registration for the Open Elective courses shall be made before the commencement of the semester as is done for other courses and shall be documented under the guidance of the mentor/programme coordinator/HoD/Principal.
 - e. The syllabus shall be designed by the concerned department/college which is offering the Open Elective courses. It shall be approved by the concerned BoS.
 - f. The delivery of the syllabus of Open Elective shall not be restricted to only the faculty of the same department which is offering the course. Any other department faculty who has the requisite expertise to deliver the contents may also be invited to teach.
 - g. Academic administration of the Open Elective course shall be the responsibility of the concerned department.
 - h. The minimum required strength for conducting the Open Elective course shall be 15 students.
 - i. The course code shall be assigned by the Examination Cell of the University.
 - j. Every college shall prepare a list of students according to course registrations in every semester and forward to the office of CoE and Registrar one week before the commencement of the semester.
 - k. Maximum marks for each course shall be 100 where-in the internal component shall carry 40 marks and external component shall carry 60 marks in case of theory courses and 50 marks each in case of practical courses.
3. **Ability Enhancement Courses (AEC):** These courses are for knowledge enhancement e.g. English, Communication, Environment Studies.
 4. **Skill Enhancement Courses (SEC):** These course can be chosen from a pool of courses for skill enhancement. These course must contain theory, practical/hands-on or field work.
 5. **Value Added Courses (VAC) are those courses (excluding soft skills courses)** which students opt for but not part of the study and evaluation scheme.
- iv. While assigning the credits (minimum and maximum) to the courses and for the entire programme, the guidelines of UGC and other concerned statutory bodies are to be taken into consideration.

v. Provisions for Honors degree (wherever applicable) for pass course students to earn the honors degree by qualifying those specified courses and earning the required credits, as mentioned in study-evaluation scheme of such programmes, through MOOCs.

vi . While giving nomenclature to any of the courses, the guidelines of UGC or concerned statutory bodies are to be followed.

Internships/Dissertation/Apprenticeship:

Dissertation/internship/apprenticeship are necessary component of modern day learning, so as to expose the students to the realities of the work environment. A student gets on the job and real time hands-on exposure in his/her related discipline. Such exposure provides not only technical skills but also other life skills. The duration shall vary depending upon the nature of programme and the kind of exposure required. The exact duration and nature of exposure shall be as prescribed in the study-evaluation schemes or concerned statutory bodies.

Outcome Based Education (OBE): The Academic design , delivery and evaluation in the University shall be based on outcomes/attributes, the students would have at the end of their programme. Every programme would have defined Programme Specific Outcomes (PSOs), Programme Outcomes (POs) and Course Outcomes (COs) which shall be designed based on the Blooms' Taxonomy and measured for their attainment using the method as may be prescribed. Programme Outcomes (POs) shall be General Attributes (8-10 in nos.) such as Problem analysis & solving, Environment & sustainability, Communication, Entrepreneurship, Interpersonal skills, Critical Thinking, Life- long learning, Attitude (Individual & Team), Technology savvy/usage, Social Interaction & effective citizenship. Course Outcomes (COs) shall be 5-6 in numbers which relate to learning (both Higher order and lower order thinking). All courses may not necessarily have Higher order thinking.

Programme Delivery: - Medium of Instructions & Duration of programmes:

- 2.3. The medium of teaching and examination shall be as specified in the Scheme of Study & Evaluation. The theory courses of the programme may be delivered in blended mode i.e. online-offline mode. Similarly, the lab courses may also use on site or off-site labs. However, for such blended mode of delivery, the UGC guidelines as notified from time to time shall have to be followed in letter and spirit.
- 2.4. The duration of the programme completion shall be in accordance with the section 22 of the UGC Act 1956 and shall be specified in the Programme Study & Evaluation Scheme and Syllabi of the concerned programme.
- 2.5. The maximum permissible period for completing a programme will be based on principle of Multiple Entry and Exit, in accordance with the UGC guidelines or other statutory bodies as notified from time to time.
- 2.6. **Additional Course(s):** A student will have the option to take additional course(s) not included in the Scheme of Study & Evaluation. Such additional course(s) may either offered by the department or student opts these through MOOCs, the credits earned thus, in such courses shall be part of the mark sheet of the semester in which the course has been taken and also in the final consolidated

mark-sheet under a distinct head of "Additional Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned department/college, and the student has appeared in the semester end examination conducted by the University. The academic administration of such additional courses shall be the responsibility of the concerned college/department.

NOTE: In case, a student is willing to take the additional course as MOOC

2.7. Bridge courses:

These courses shall be offered by the colleges/departments in case of programmes where students come from diverse disciplines. The purpose is to bridge the gap in knowledge required to successfully complete the specific programme of study. These bridge courses shall bring all students of a programme on the same level playing field. Following shall be the operational guidelines for the conduct of these courses:

- i. Bridge courses shall be kept as non-credit courses for students who take admission in the second year of the programme through lateral entry scheme like in Diploma in Engineering, B.Tech, B.Pharm.
- ii. Similarly, Bridge course may also be offered for students who take admission in other such programmes where the students come from various diversified disciplines.
- iii. Students taking-up the bridge courses shall be required to qualify it during the 1st year of their admissions. In case, if the student fails to qualify the bridge course even during the first year of admission then one special chance may be given with permission of the Vice Chancellor.
- iv. As Bridge course shall be a non-credit course, it shall not be included in the tabulation/statement of marks. Rather, a separate certificate shall be issued by the Controller of Examinations.
- v. Individual college/department shall design the course content and follow the evaluation scheme as given below:

Course	Internal Assessment marks	External Assessment marks	Total marks
Theory	40	60	100
Practical	50	50	100

- vi. The pattern of question paper shall be as usual as in case of other courses.

3. FEES

All the fees including the tuition fee and the examination fee, as determined by the Fee Committee of the University from time to time and approved by the Executive Council, will be payable by the students at the beginning of each semester. The approved Fee

payable by the students shall be as published in the admission brochure, or as notified from time to time through the website of the University.

Last date for deposit of the fee without fine shall be notified by the University before the start of the semester in its academic calendar and uploaded on the University web site. The notification will also mention the fine applicable in the case of late deposit of fee. Fees once paid are not refundable in any case except for the caution money, if any.

All students will be required to pay the prescribed fee by the notified due date. In cases of genuine hardship, the Registrar may grant a grace period to the concerned student based upon the written recommendations by the Director/Principal of the concerned College. No student shall be allowed to attend classes and appear in any Examinations unless s/he has cleared all dues of the College/Department.

4. SEMESTER

- (a) An academic year shall be apportioned into two semesters. Each program will ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars and practical are held or conducted is not less than 180 teaching-learning days (or as specified by the concerned statutory body) in an academic year / 90 teaching-learning days in a semester excluding holidays, vacations, time set apart for completing admissions and time required to conduct examinations.
- (b) Each of the two semesters shall be of a duration of about 15 teaching-learning weeks. There shall be a break of about 2 weeks after the odd semester and a vacation of approximately 6 weeks after the even semester. However, the duration of the semester break may change in exceptional circumstances with the approval of Vice Chancellor. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.

Imparting of instructions and/or laboratory work	:	15 Weeks
Two CTs	:	02 Weeks
Preparatory Leave and conduct of 3 rd CT	:	01 Week
Semester-end Examination, including Practical/Laboratory Examination	:	02/03 Weeks

The total hours provided for contact classes, practical, field work, library, utilization of computers and other facilities shall not be less than 40 hours a week of which a minimum of 30(thirty) hours per week shall be for class room teaching and practical.

5. ATTENDANCE, EVALUATION AND EXAMINATION

7.1 ATTENDANCE & DETAINMENT

A student shall be required to have a minimum attendance of 75% in each course of the programme during a semester, provided that the Director/Principal of the college on the permission of the Dean of the faculty may condone attendance shortage up-to 5% for individual student for reasons to be recorded. The period of attendance shall be taken from the first day of the start of the semester to one week before the last scheduled day of class. This shall also be notified in the college academic calendar. In case of the programmes where-in the regulatory/statutory councils have specified the norms for minimum attendance, such norms shall be applicable.

However, under special circumstances the Dean / Director/Principal of the college may forward to the Vice Chancellor a request of a student for further relaxation of attendance for reasons to be recorded which shall be a matter of exception. This will not be referred to as a precedence under any circumstances.

Under normal circumstance, a student who has an attendance of less than 75% in a course or as decided by the University from time to time under special circumstances, in a semester shall not be allowed to appear in the examination of the course during end semester examination. Student who has been detained due to shortage of attendance will be declared as fail in the course(s) and appear for the examination there after whenever end semester examinations for the courses are conducted by the University. In such cases, the internal marks as obtained by the student during the semester shall remain unchanged. In such cases of detained students owing to shortage of attendance, if the internal marks are not available/less than 45%, a special test comprising of 40 marks for the concerned course shall be conducted.

In case, a student who has been detained in all the courses of two semesters of a session (in case of Annual system- one year) in the programme duration, then such student will repeat that whole year where-in such student will be required to appear both in internal as well as external examinations of the two semesters of a session or a year in annual system.

Director/Principal of the college shall announce the names of all such students who are not eligible to appear in the semester-end examination, at-least one week before the commencement of the end semester examinations and simultaneously intimate the same to the Controller of Examinations, Examination Centre Superintendent and office of the Registrar. The Dean/Director/ Principal of the college will ensure that a monthly attendance record is posted, on the Notice board or using any latest available platform of all departments and a copy sent to the office of the Registrar for information.

In case, any student appears by default, who in fact has been detained by the College, his/her result shall be treated as null and void.

Note: For detainment from appearing in the examinations, the norms of the regulatory council, if any, shall also be applicable in such concerned programmes.

7.2 EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Programme Study & Evaluation Scheme and Syllabi shall be determined in terms of credits assigned to the course.
- (b) Usually, the evaluation of students in a course shall have two components unless specifically stated otherwise in the Programme Study & Evaluation Scheme and Syllabi in conformance with the statutory body/council:
- Continuous evaluation (Internal Assessment) by the teacher(s) of the course.
 - Evaluation through an End-semester examination
- (c) The distribution of weightage for various components of evaluation shall be as below:

		Marks Distribution
A	THEORY COURSES	
	End-semester examination	60
	Internal Assessment	40
B	PRACTICAL/LABORATORY COURSES	
	End-semester examination	50
	Internal Assessment	50
C	DISSERTATION/THESIS/PROJECTS/INTERNSHIP REPORT	
	Assessment by External Examiner	50
	Assessment by Internal Examiner	50

The above weightage schemes shall prevail unless otherwise specified for a particular course of programmes in the Schemes of Study & Evaluation duly recommended by the Board of Studies with the approval of the Vice-Chancellor.

Note:

The Evaluation and its components and weightage of marks for programmes, shall be in accordance with such norms as prescribed by the concerned statutory body/council and shall be adopted as such with the approval of concerned BoS and approval by the Vice Chancellor. However, all such decisions shall require ratification by the Academic Council.

- (d) Conduct of End-semester examinations
- All End-semester examinations shall be conducted by the Controller of Examinations in offline/physical mode in normal situations. If the situations, so warrant that the Examination cannot be conducted in the physical mode owing to the threat to the security, health and life of the students and concerned teaching/non-teaching staff, then the End-semester examination may be conducted in online mode using the platform/software as approved by the Vice Chancellor. In such extreme conditions, prior approval of the Vice Chancellor shall be required for the conduct of examination in online mode. However, utmost care should be taken such that the sanctity of the Examination conducted in proctored online mode is not compromised.
 - The schedule of examination shall be notified by the Controller of Examinations at least ten (10) days prior to the first day of the commencement of End-semester examinations. Generally, the tentative dates of the End-

- Semester Examinations would be announced through the University & College Academic Calendar at the beginning of the concerned academic session.
- iii) For theory as well as practical examinations including dissertation/thesis/project report/internship report, all examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor unless the power is delegated to the Controller of Examinations by the Vice Chancellor in writing. The panel of examiners shall be obtained from the concerned Director/Principal of the college / Head of the department, from the panel recommended by the Board of Studies/ Board of Faculty. In the final year and pre-final year of the programme, for the practical examinations such as dissertation/project/thesis/internship report, the examiner shall preferably be from the industry concerned.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received from the college before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, shall have the power to appoint examiners beyond the list proposed by the Controller of Examinations, in case if the situation so demands.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each course are available in the question paper bank.

The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the Question paper, shall set the Question paper in accordance with the approved scheme. The question paper so developed shall apply the principles of Blooms' Taxonomy and catering to the course outcomes achievements.

All the question paper setting, moderation of question papers and evaluation shall be done through external examiners. The End-semester Practical Examinations shall have both internal and external examiners. For Practical Examinations, the internal examiners shall be appointed by the concerned College Principal/Director/Head of the Department.

(e) Internal Assessment

The components and weightage of Internal Assessment shall be as follows:

For Theory courses

Sl. No.	Components of Internal Assessment	Weightage out of 40 Marks
1	Assignment/project	10
2	Class tests – best two out of three	20
3	Attendance	10

For Practical

Sl. No.	Evaluation	Weightage of 50 Marks
1	Performance in Practical (Experiment, file preparation)	25
2	Mid semester practical exam & viva	15
3	Attendance	10
	Total	50

Note:

1. In specific case(s) if, the curriculum so requires either due to the nature of the programme or due to such provisions of the statutory body/councils, the change in the composition of internal assessment shall be permitted with the prior approval of the Vice Chancellor.

2. In case of the Class Quiz/ Project work/ Assignments & Activities, the course teacher will inform the marking pattern on the first day of the class with the learning plan and also put the same on the web site after being duly approved by the Director/Principal of the College. All questions for assignments will be uploaded on the web site in the college page and the assessments monitored by the Head of the college.

The college will conduct class tests as per the University Academic Calendar. The evaluated answer scripts shall be shown to the students by the faculty and the same shall be discussed for improvement in the class during tutorials. Also the model answers shall be displayed immediately after the conduct of the class test.

The internal assessment marks shall be submitted to the HOD by each faculty. The HOD will compile the internal assessment marks and send the same to the Academic Review Committee for review, records and its onward transmission to the Controller of Examinations one week after the commencement of End Semester Examination and uploading on the ERP system.

Marks for attendance would be given as per the following criteria:

- All students should be given attendance marks irrespective of being detained. The marks should be given as follows: 01 mark for upto 09% attendance; 02 marks for 10-19% attendance and so on and 10 marks for 90% and above
- (f) Dissertation/Thesis: For dissertation/thesis in final year of graduation and Master's degree programmes, wherever specified in the syllabus, the internal and external evaluation shall be done and marks awarded as detailed in the Schemes of Study & Evaluation.
- (g) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- (h) End-semester practical examinations shall be coordinated by the Director/Principal of the college from the appointed examiners by the Examination division. S/he will ensure the proper conduct and fair evaluation of the practical and the student record.
- (i) For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the Study

&Evaluation Scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

- (j) The results of a semester (including both the semester-end examinations and internal assessment) shall be declared by the Controller of Examinations with-in 20 days from the last date of examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct/substantial change of standard in the examination result as a whole or in a particular course, he may refer the matter to the Examination Committee for review and further action accordingly.
- (k) The tabulation register containing the marks obtained by all the students in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result to the Dean/Director/ Principal of the college for notification and records and also ensure the same is updated in the University ERP system and uploaded on the University web site. Subsequently, the semester marksheets shall be issued by the Controller of Examinations to the students through the concerned College. The data as above shall also be uploaded on the Digilocker as per the guidelines from U.P. Higher Education Council.

Final summary of internal marks obtained by the student shall be displayed on the notice board of the college by the departments within one week of the commencement of End Semester Examinations and also uploaded on the University ERP enabling the student to have the information. The compiled internal marks shall be sent to the Controller of Examinations with-in the seven days of the start of the end semester examination. Dean/Director/Principal of the college will ensure that the complete records of the internal marks are properly displayed for information to the students and the same duly compiled reach the examination division on time.

No claim shall be accepted from the college side for internal marks against the declared result after three months from the date of declaration of result.

6. CRITERIA FOR PASSING COURSES (MARKS AND GRADES)

- (a)
 - i) Appearing in assessment of all the courses as prescribed in the Study & Evaluation Scheme, both internal and external, and obtaining a minimum of 45% marks in aggregate in each course including the end-semester examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 45% marks in a course, shall be deemed to have failed in that course and shall not be considered to have earned the respective grade.
Note: In case of the programmes where-in the concerned statutory body/council has prescribed specific norms for passing in individual courses and aggregate, then such norms shall be applicable.
 - ii) Grace Marks – A student shall be eligible for grace marks for clearing one or more courses to a maximum of 0.5% of the semester maximum marks (rounded to next higher integer). The grace marks will be added to individual course score. In case the student does not want to avail the grace marks s/he will have to forward a notarized affidavit through the Director/Principal of the

College stating that s/he is not willing to avail the grace marks and that s/he will not avail the same in future also and would clear the courses by re-appearing in the future examination(s).

- iii) **Scrutiny of answer scripts:** A student may apply, within one week from the date of the declaration of the result, for scrutiny of the examination answer script(s) of a specific course(s) on the payment of prescribed fee. Scrutiny shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned end-semester examination.
 - iv) **Re-evaluation of answer scripts:** A student may apply with-in one week of the declaration of the End-Semester result, by paying the requisite fee as decided by the Fee Fixation Committee from time to time, for re-evaluation of the answer script of a course. In case, the difference of marks on higher side between the original and re-evaluated is more than 20%, then s/he shall be refunded the 80% of the paid fee for re-evaluation. The student has to accept the changed marks, whether lower or higher.
- (b)
- i) A student who fails in a course as per the clause 6(a)(i), shall be allowed to re-appear in end-semester examination of the course in a subsequent semester(s) when the course is offered or special examination is held by the University. The internal marks in such cases shall not change. For such students, the grade awarded for such re-appear courses shall be pegged to B Grade irrespective of the actual marks scored by them in such re-appeared courses. The Grade shall be calculated with reference to the individual students of the original batch to which they belong. This special examination shall be held with-in 60 days of the declaration of the result of the End-Semester Examination. The detained/absent/UFM punished category students shall not be allowed to appear in Special Examinations.
 - ii) In case of final year/semester students who fail in a course(s) of any semester as per the clause 6 (a) (i), shall be given an extra chance for appearing in the Special Examination to be held with-in 60 days of the declaration of the result of End-semester Examination of the final year. The detained/absent/UFM punished category students shall not be allowed to appear in Special Examinations.
 - iii) A student, who has to reappear in an end semester examination as per the clause 6 (b) (i) above, shall be examined as per the syllabus which will be in operation during the current semester(s). However, in case the student(s) is from previous batches where-in the old syllabus was in operation, in such cases, the period of considering the old syllabus for such examination shall be N+1 year, where "N" is the duration of the programme.
- Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the college concerned by paying the fees prescribed by the University.
- iv) A student for any valid reasons may opt to take an academic break for a maximum of one year after seeking the prior permission of the Vice Chancellor or shall have to take the prior permission of the Vice Chancellor for resuming

the studies after the academic break of one year but in such case the student shall be considered as re-admitted and shall have to pay the requisite fee.

- (c) The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for the degree. The student may earn extra credits as mentioned in the programme study evaluation scheme either through off-line or online mode only in Discipline Specific courses. These extra credits earned so, shall be the part of SGPA and CGPA. The Study Evaluation Scheme shall have the semester-wise list of audit courses. A student may choose any number of courses out of this list. However, the grades earned in these courses shall not be included in the CGPA, though grade will be shown in the mark-sheet.

7. USE OF UNFAIR MEANS

Standard Operating Procedure for Dealing with Cases of Unfair Means

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The examination committee of the university shall after giving a personal hearing will recommend the penalty to be imposed on the student. If the student fails to turn up before the committee for personal hearing, the committee shall be entitled to decide about the penalty to be imposed without giving any further opportunity of hearing.

Offences during the Examination

- a) Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate or writing Roll No. in Answer Book at a place other than the space provided for it.
- b) Found seating in a room or at a seat other than the allotted without permission of the Centre Superintendent.
- c) Having in possession of book(s), notes, papers or any other like material connected with the examination.
- d) Receiving or giving assistance in copying or in any other form during the course of the examination.
- e) Smuggling in or out of the examination hall of Answer Book in whole or part or tampering with it in any way.
- f) Using abusive/derogatory language orally or in writing in the Answer Book against the Centre Superintendent /Examiner/Invigilator or threatening/using violence towards Centre Superintendent/ Invigilators.
- g) Impersonation, i.e. sending some other person to take the examination.
- h) Communicating with the examiner or any other person connected with the examination for favour.
- i) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- j) Writing questions and answers on any paper other than the Answer Book.
- k) Unethical and unlawful conduct with the faculty and staff involved in the conduct of examination.
- l) Any other case of Unfair Means detected at any stage during or after the examination.

7.1. PROCEDURE FOR BOOKING OF UFM CASES AT THE EXAMINATION CENTRE

- i)** Issuance of Second Answer Book: As soon as any case of unfair means comes to the notice of the Centre Superintendent of the examination centre s/he shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and provide the candidate with a second Answer Book immediately. On the top of the Answer Book it should be superscribed "Second Answer Book". The Superintendent shall record on the first Answer Book the time when the case was brought to his/her notice. S/he shall also record the time on the second Answer Book when it was issued to the candidate.
- ii)** Explanation of the candidate: While issuing the second Answer Book the candidate shall be asked by the Centre Superintendent to submit his explanation in writing. In case the candidate refuses to give his statement, s/he should not be forced to do so, only the fact of his/her refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.
- iii)** Statement of the Invigilator: The Invigilator, who detects the use of UFM by a candidate, shall also record his/her statement which shall be verified and signed by the Centre Superintendent.
- iv)** Material found from the candidate: As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Book and also in the UFM report form, duly signed by the Invigilator and Centre Superintendent,
- v)** Procedure to be followed in case of smuggling out a Answer Book: In case a candidate has smuggled out a Answer Book, the Centre Superintendent should call for the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR be sent to the office of Controller of Examinations along with the statement of the Invigilator present in the room and also of the candidate. The statement of the attendant/guard/police constable etc., if any should also be forwarded.
- vi)** Other Cases of Unfair Means
 - (a)** Impersonation: In case of impersonation, the Centre Superintendent should send to the Controller of Examinations, the statement of the person found to be impersonating, the Invigilator/s and the real candidate, if possible. He may also report the matter to the police in the prescribed format as Annexure - B and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case. The expenditure incurred in this connection shall be reimbursed by the examination division of the university.
 - (b)** Misconduct: In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the attendant/guard/policeman concerned

may be obtained and sent to the office of the Controller of Examinations.

- vii) Documents required to be sent in UFM cases: All cases of UFM should be recorded in the form for reporting UFM cases as given in Annexure - A. The form shall be accompanied by the following documents:
- First and/or second Answer Books and additional sheets
 - Explanation of the candidate
 - Statement of the Invigilator
 - Unfair aid material found from the student

Note: All the columns of the proforma must invariably be filled properly in order to strengthen the case.

- viii) Dispatch of UFM Cases: A separate sealed cover should be sent to the office of Controller of Examination along with the prescribed proforma in each case booked daily under UFM with a covering Proforma as per Annexure - A.

List of penalties for different types offences under UFM

Category of offence	Offence(s)	Penalty
I	Recovered material not related to the subject or found writing something on the question paper, which is not the answer to the questions being asked on his question paper.	Issue of warning not to repeat the same.
II	<p>Relevant material written by the candidate on any part of body, wall, door of the room, table or desk</p> <p>OR</p> <p>Related matter found in the form of book, manuscript, pages of books, clothes, scale, handkerchief, writing pad, geometry box, etc.</p> <p>OR</p> <p>Possession of any message, mutual conversation by words of mouth or gestures. The recovered material is related to the subject, but not used.</p> <p>OR</p> <p>The candidate is showing his Answer Book to the other candidate to copy from his Answer Book.</p> <p>OR</p> <p>The candidate is copying from the Answer Book of another candidate.</p>	Cancellation of the concerned paper

	<p style="text-align: center;">OR</p> <p>Carrying mobile phone, ear phone, pager, scientific calculator other than where explicitly allowed, lazer pen or other electronic device in the examination hall.</p> <p style="text-align: center;">OR</p> <p>Writing by the candidate even after the stipulated time is over and is being reminded by the invigilator repeatedly not to do so.</p>	
III	<p>Recovered matter is related with subject and is being used.</p> <p style="text-align: center;">OR</p> <p>Recovered material is copied on the Answer Book before distribution of question paper.</p>	<p>Cancelling the relevant paper along with one more paper (theory) in which the candidate has secured the minimum marks.</p>
IV	<p>Candidate is caught with a material which s/he has chewed or swallowed or torn into pieces and the candidate refuses to sign the documents and also misbehaves with the invigilation staff</p>	<p>Cancellation of entire examination.</p>
V	<p>Replacement of Answer Book, exchange of Answer Book with other student, addition of extra pages in the Answer Book, smuggling of Answer Book/pages,</p> <p style="text-align: center;">OR</p> <p>Manhandling with staff on duty or creating disturbance in the examination hall/centre.</p> <p style="text-align: center;">OR</p> <p>Caught using unfair means for more than once in a particular semester or yearly examination or during the whole duration of the programme</p>	<p>Cancellation of entire examination and further debarring for one year</p>
VI	<p>Ran away with Answer Book from examination hall.</p> <p style="text-align: center;">OR</p> <p>Impersonation</p>	<p>Cancellation of entire examination And further debarring the candidate for two years.</p>
VII	<p>Two times UFM</p>	<p>Cancellation of the semester</p>

VIII	Three times UFM	Expulsion from the University
------	-----------------	-------------------------------

IMPORTANT NOTES

- (a) The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Book to the Controller of Examinations.
- (b) Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers.
- (c) Candidates can be physically searched by the Centre Superintendent/Invigilators/Member of the team of Observers deputed by Examination Division before or during the examination at any time except that as far as possible a female candidate should be searched by a female member only.
- (d) Normally when a candidate goes out to toilet the invigilators must ensure that the Answer Book and Question Paper of the candidate has been left behind on his seat in the examination hall.
- (e) At the end of the examination no candidate should be allowed to leave the room till all the scripts are collected, counted and found correct. If a candidate forces his/her way out with the answer script, the complete statement explaining the circumstances under which the candidate has left with the script should be made out. In no case this provision should be used to cover up the loss of Answer Book. The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Book/efforts made to recover the Answer Book should also be stated.
- (f) In respect of the cases detected by the members of the team of observers, the Centre Superintendent should forward the same to the Examination Division after giving an opportunity to the candidate concerned to give his/her explanation. For these cases also requisite proforma should be used.
- (g) Proper procedure must be followed while reporting the UFM cases.
- (h) Under no circumstance shall the student be manhandled by anybody.

7.2. STUDENTS' GRIEVANCE

In case of any written representation/complaints received from the students within seven days after completion of the examination regarding setting of question paper etc. along with specific recommendations of the Dean/Director/Principal of the college, the same shall be considered by the Examination Committee constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Committee, before the declaration of result(s) of the said examination.

7.3. SCRUTINY & RE-EVALUATION

The provisions shall be such as prescribed in the sub-clause 6(a) (iii) & (iv) above.

8. AWARD OF DEGREE

A student shall be awarded a degree if:

- i) S/he has registered himself/herself, undergone the programme of studies, completed the project report/dissertation specified in the curriculum of his/her programme within the stipulated time, appeared and qualified examinations (internal and external) of all prescribed courses and secured the minimum credits prescribed for award of the concerned degree.
- ii) There are no dues outstanding in his/her name to the college/University and
- iii) No disciplinary action is pending against him/ her.

9. PERFORMANCE INDEX

A. CGPA system of performance grading:

In view of the guidelines of UGC for grading of performances while introducing the CBCS system of curriculum, the University shall adopt SGPA and CGPA system in-place of existing CPI system of grading of performance:

Based upon the performance in a course, each student shall be awarded a letter grade at the end of the semester for each course on the basis of relative grading where the batch size is greater than equal to 30. The letter grades shall be awarded to each student on the basis of Standard Deviation (σ) which can be calculated using the following method where the class size is greater than equal to 30:

$$\text{Standard Deviation} = \sqrt{\sum (X_{(i)}-M)^2/N}$$

$X_{(i)}$ is the marks obtained by the particular student

M is the arithmetic mean of X

N refers to the total number of students in the class

σ refers to the Standard Deviation

Table for relative letter grade and point

Range from Mean	Letter Grade	Grade Point	Performance
$>M+1.5\sigma$ to $\leq M+2\sigma$	A+	10	Outstanding
$>M+\sigma$ to $\leq M+1.5\sigma$	A	9	Excellent
$>M+.5\sigma$ to $\leq M+\sigma$	B+	8	Good
$>M$ to $\leq M+.5\sigma$	B	7	Fair
$>M-.5\sigma$ to $\leq M$	C	6	Average
$>M-1.5\sigma$ to $\leq M-.5\sigma$	D	5	Below Average
$>M-2\sigma$ to $\leq M-1.5\sigma$	E	4	Poor

≤M-2σ	F	0	Fail
Absent	AB	0	Fail

In case of batch size less than 30 or as specified by the concerned statutory body, the following table is to be used for assigning the absolute letter grade and grade points:

Percentage of marks obtained	Letter Grade	Grade Point	Performance
90.00-100.00	A+	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B+	8	Good
60.00-69.99	B	7	Fair
55.00-59.99	C	6	Average
50.00-54.99	D	5	Below Average
45.00-49.99	E	4	Poor
Less than 45	F	0	Fail
Absent	AB	0	Fail

A. Semester Grade Point Average (SGPA):

The performance of a student in a semester is indicated by a number called "Semester Grade Point Average" (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C1,C2,C3,C4 and C5 and the student's grade points in these courses are G1,G2,G3,G4 and G5, respectively, and then student's SGPA is equal to:

$$SGPA = \frac{C1G1+C2G2+C3G3+C4G4+C5G5}{C1+C2+C3+C4+C5}$$

The SGPA is calculated to two decimal points.

B. Cumulative Grade Point Average (CGPA):

The CGPA is calculated with the SGPA of all semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all semesters and their courses. The CGPA shall not be calculated if any of the courses are not passed. When the course (s) is/are passed by obtaining a pass grade on subsequent examination(s), the CGPA shall only reflect the new grade and not the failed grades shown earlier. The CGPA is calculated:

$$CGPA = \frac{C1S1+C2S2+C3S3+C4S4+C5S5+C6S6+C7S7+C8S8}{C1+C2+C3+C4+C5+C6+C7+C8}$$

Where C1,C2,C3....refers to total number of credits for semester I,II,III,.....

C. CGPA conversion into percentage:

To calculate the equivalent percentage from CGPA, multiply CGPA by 10.

- 10.** Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council from time to time.
- 11.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee constituted for the purpose. The decision of the Vice-Chancellor shall be final.



Chapter-6

Ordinance for Pharmacy programmes

A. Ordinance governing admissions, conduct and evaluation for programme leading to Bachelor of Pharmacy (B.Pharm) following Semester System

APPLICABILITY: In compliance with the B.Pharm Regulations 2014 of Pharmacy Council of India (PCI), the ordinance governing B.Pharm programme has been framed and shall apply to programme leading to Bachelor of Pharmacy (B.Pharm) following the semester system.

1. SHORT TITLE AND COMMENCEMENT:

These shall be called the "the Revised Ordinance for B.Pharm. Degree programme (CBCS) 2019". These shall come into force from the academic session 2019-20. These Ordinance framed shall be subject to modification/amendment from time to time based upon the modifications in the B.Pharm. Regulations of PCI.

2. ADMISSION:

2.1B.Pharm1st year:

Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the courses and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B /P.C.M.B.) as optional courses individually. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

2.2B. Pharm lateral entry (to third semester):

A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

A student who has been provisionally admitted to any of such academic programs, because of non submission of the result of the qualifying examination at the time of admission, will be required to submit the same latest by November 15 of the admission year, except if the regulatory council revises, to prove his/her eligibility to continue with the program.

2.3 Cancellation of Admission:

The admission of a student at any stage of study shall be cancelled if:

(i) S/He is not found qualified as per the eligibility criteria prescribed by the University.

Or

(ii) S/He is found unable to complete the program within the specified period for completion of the program as per clause 3.4 of this ordinance

Or

(iii) S/He is found involved in indiscipline or violating the University Code of Conduct.

Or

(iv) S/He is involved in an act of ragging.

2.4 Re-admission after the break of study:

Re-admission to the programme shall not be allowed if the period of break of study is more than 02 years. The permission for re-admission shall have to be taken from the Vice Chancellor.

3. DURATION OF THE PROGRAMME:

The maximum duration to complete the programme shall be double the actual duration of the programme. In present case, the maximum permissible period shall be 08 years. The duration of the programme in normal course shall be eight semesters (four academic years) and six semesters (three academic years) in case of lateral entry students.

4. WORKING DAYS IN A SEMESTER AND ATTENDANCE:

Each semester shall consist of not less than 100 working days. The Odd semester shall be conducted from June/July to November/December and Even semester shall be conducted from December/January to May/June in every academic year.

Each student will be required to put in minimum 80% attendance in individual courses theory and practical separately to be eligible to appear for the respective examinations.

5. PROGRAMME/COURSE CREDIT STRUCTURE:

5.1 Credit Assignment:

Courses are broadly classified as Theory and Practical, where-in Theory courses consist of Lecture (L) and /or Tutorial (T) hours and Practical course consists of hours spent in laboratory. Credits for a course depends upon the number of hours of instruction per week in that course and is obtained by using a multiplier of one (1) for lecture and tutorial hours and a multiplier of ½ for practical hours.

5.2 Minimum Credit requirements:

The minimum credit required for the award of B.Pharm degree is 208 as per PCI. These credits are divided into Theory courses, Practical, Tutorials, Practice School and Project over the duration of eight semesters. The credits are distributed as given in **Annexure-01**. The lateral entry students shall get 52 credit points transferred from their D.Pharm programme. Such students shall take up additional remedial courses of "Communication Skills" (Theory & Practical) and "Computer Applications in Pharmacy" (Theory & Practical) equivalent to 3 and 4 credit points respectively, a total of 7 credit points to attain 59 credit points, the maximum of I and II semesters.

6. FEES

All the fees including the tuition fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each Session. Fee payable shall be as given in the admission brochure, or as notified from time to time.

Last date for deposit of the fee without fine shall be notified by the University before the start of the session. The notification will also mention the fine applicable in case of late deposit of fee. Fees once paid are not refundable in any case except the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Registrar may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College/Department.

7. ACADEMIC YEAR

7.1 An academic year shall be apportioned into two portions. Each program will ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars and practical's are held or conducted in not less than 200 in an academic year excluding holidays, vacations, time set apart for completing admissions and time required to conduct examinations.

There shall be a break of about 2 weeks during winter and a vacation of approximately 6 weeks after the year end examination. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.

7.2 The academic break-up of the Year devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work	- 36 Weeks (including two class tests)
Preparatory Leave and conduct of 3rd CT	- 01 Week
Year end(Annual) Examination, including Practical/ Laboratory Examination	- 02/03 Weeks

The total periods provided for contact teaching, practical, field work, library, utilization of computers and other facilities shall not be less than 40 hours a week, of which a minimum of 30(thirty) hours per week shall be for class room teaching and practicals.

8. ATTENDANCE, EVALUATION & EXAMINATION

A student shall be required to have a minimum attendance of 80% in a course/ in aggregate of all the courses including practical's during a year. The period of attendance shall be taken from the first day of the start of the Academic year to one week before the last scheduled day of class. This shall also be notified in the academic calendar.

However, under special circumstances the Dean /Principal of the college may forward to the Vice Chancellor a request of a student for some relaxation of attendance for reasons to be recorded, which however shall not be a matter of routine.

Under normal circumstance, a student who has an aggregate attendance of less than 80% in a course / cumulative attendance in all courses including practical in a year shall not be allowed to appear in the course/ in year end examination as decided by the University from time to time. Student who has been detained due to shortage of attendance shall be required to repeat course(s) of the said year with the next batch of the next session or will have the option to attend the special classes during the summer vacation if conducted by the college and appear for the examination there after whenever conducted by the University. A student can avail the opportunity of attending summer special classes only once during the complete duration of the program. The University Enrolment number of such student shall however remain unchanged and s/he shall be required to complete the Program in a maximum permissible period of (n+4) years as mentioned in clause 4.

Principal of the College shall announce the names of all such students who are not eligible to appear in the year-end examination, at-least one week before the commencement of the examinations and simultaneously intimate the same to the Controller of Examinations and office of the Registrar. The Principal of the college will ensure that a monthly attendance record is posted on the Notice board of all departments and a copy sent to the office of the Registrar for information.

In case, any student appears by default, who in fact has been detained by the College, his/her result shall be treated as null and void.

9. EVALUATION & EXAMINATION

9.1 The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

9.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

- i) Continuous evaluation (Internal Assessment) by the teacher(s) of the course.
- ii) Evaluation through the year-end examination
- iii) The scheme of internal assessment and end semester examinations is detailed in **Annexure-02** as per the PCI B.Pharm Degree Programme (CBCS) Regulations 2016.

The Internal Assessment shall have two components:

- i. Continuous mode
- ii. Sessional Exams

i. **Continuous mode:** The marks for Continuous mode of Internal Assessment shall be awarded as per the scheme given below:

Theory

Criteria	Maximum Marks	Minimum Marks
Attendance (Please refer to the table given below)	6	3
Academic activities (Average of any 3 activities e.g. quiz, assignment, field work, group discussion and seminar)	4	2
Total	10	5
Practical		
Criteria	Maximum Marks	
Attendance (Please refer to the table given below)	2	
Based on practical records, regular viva voce etc.	3	
Total	5	

Guidelines for the allotment of marks for attendance

Percentage of attendance	Theory	Practical
95-100	6	2
90-94	5	1.5
85-89	4	1
80-84	3	0.5
Less than 80	0	0

Note: In case of the Class Quiz/ Class Tutorial/ Project work/ Assignments & Activities, the subject/course teacher will inform the marking pattern on the first day of the class with the lecture plan and also put the same on the web site after being duly approved by the Principal of the College.

ii. Sessional Marks:

There shall be two sessional exams in a semester for each theory and practical course as per the Academic Calendar of the University. The average marks of two sessional exams shall be computed for internal assessment as per the requirements given in **PCI B.Pharm Degree Programme (CBCS) Regulations 2016**. Sessional marks shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly, sessional exam for practical courses shall be conducted for 40 marks and be computed for 10 marks.

The college will hold class tests as per the University Academic Calendar. The third class test would be held on completion of the Annual classes and during the preparatory leave for the year end examination. The evaluated answer scripts shall be shown to the students by the faculty and the same shall be discussed for improvement in the class during tutorials.

The internal assessment marks shall be submitted to the HOD by each faculty. The HOD will compile the class marks and send the same to the Academic

Review Committee for review, records and its onward transmission to the Controller of Examinations.

a) **Question paper pattern for theory Sessional Examinations:**

i. **For courses having University examination:**

a. Multiple Choice Questions (MCQs)	=10x1=10
Or	Or
Objective Type Questions	=5x2=10
b. Long Answers (Answer 1 out of 2)	=1x10=10
c. Short Answers (Answer 2 out of 3)	=2x5=10
Total	= 30 marks

ii. **For courses having Non University examination:**

a. Long Answers (Answer 1 out of 2)	=1x10=10
b. Short Answers (Answer 4 out of 6)	= 4x5= 20
Total	= 30 marks

b) **Question paper pattern for practical Sessional Examinations:**

i. Synopsis	= 10
ii. Experiments	= 25
iii. Viva voce	= 05
Total	= 40 marks

c) **Question paper pattern for End Semester Theory Examinations:**

i. **For 75 marks paper**

a. Multiple Choice Questions (MCQs)	=20x1=20
Or	Or
Objective Type Questions	=10x2=20
b. Long Answers (Answer 1 out of 2)	=2x10=20
c. Short Answers (Answer 2 out of 3)	=7x5= 35
Total	= 75 marks

ii. **For 50 marks paper**

a. Long Answers (Answer 2 out of 3)	=2x10=20
b. Short Answers (Answer 6 out of 8)	= 6x5= 30
Total	= 50 marks

iii. **For 35 marks paper**

a. Long Answers (Answer 1 out of 2)	=1x10=10
b. Short Answers (Answer 5 out of 7)	= 5x5= 25
Total	= 35 marks

d) **Question paper pattern for End Semester Practical Examinations:**

i. Synopsis	= 5
ii. Experiments	= 25
iv. Viva voce	= 5

Total = 35marks

Conduct of year-end examinations

All year-end examinations shall be conducted by the Controller of Examinations. The schedule of examination shall be notified by the Controller of Examinations at least ten (10) days prior to the first day of the commencement of year-end examinations.

For theory as well as practical examinations and dissertation/thesis/project report/training report, all examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor unless the power is delegated to the Controller of Examinations by the Vice Chancellor in writing. Name of examiners shall be obtained from the Principal of the college, from the panel recommended by the Board of Studies/ Board of Faculty.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him/her from the college before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, if deemed fit can appoint examiners out of the list proposed by the Controller of Examinations.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.

The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the Question paper, shall set the Question paper in accordance with approved scheme.

- 9.3 The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- 9.4 Year-end practical examinations shall be coordinated by the Director/Principal of the college from the appointed examiners by the Examination Division. They will ensure the proper conduct and fair evaluation of the practical and the student record.
- 9.5 For any other type of examination, not covered by sub-clause 10.2 above, the mode of conduct of examination shall be as specifically provided in the Study & Evaluation Scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.
- 9.6 The results of a particular year (including both the year-end examinations and internal assessment) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Examination Committee for moderation.

9.7 The result containing the marks obtained by all the students in various courses shall be issued by the Controller of Examinations, at the end of each year, after the declaration of the result to the Dean / Principal of the college for notification and records.

Final summary of internal marks obtained by the student shall be displayed on the notice board of the college by the departments on the last teaching day of the year. Any improvement after the third class test will be compiled and sent to the Controller of Examinations before the end of the year end examination. Dean/ Principal of the college will ensure that the complete record of the internal marks are properly displayed for information to the students and the same duly compiled reach the examination department before the end year examination.

Note: The student shall be able to improve the marks of the sessional exam component of the internal assessment of a particular course in the third sessional exam.

10. CRITERIA FOR PASSING COURSES, MARKS , PROMOTIONS AND DIVISIONS

10.1

- i)** Appearing in all papers as prescribed in the scheme of teaching and examination, both internal and external and obtaining a minimum of 50% marks in aggregate in each course (separately in theory & practical) including the year-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. In case if a student fails to secure minimum 50% marks in a particular course, he/she shall have to reappear for the end semester examination of that course, however the marks of internal assessment shall be carried over. However, failure in more than two courses shall debar him/her from promotion to next year classes.
- ii)** There will be a supplementary examination, normally within three months from the date of publication of the regular year end result. All candidates, who have failed in any number of courses, will be eligible to appear in the same after filling the requisite form and examination fee.
- iii)** A student who fails in theory or practical examination of a subject shall re-appear both in theory & practical of the same subject.
- iv)** Grace Marks – A student shall be eligible for grace marks for clearing one or more courses/aggregate to a maximum of 0.5% of the maximum marks (rounded to next higher integer). The grace marks will be added to individual subject score and the aggregate. In case the student who does not want to avail the grace marks s/he will have to forward a notarized affidavit through the Principal of the College stating that s/he is not willing to avail the grace marks and that s/he will not avail the same in future also and would clear the papers by re-appearing in the future examination(s).
- v)** A student may apply, within one week from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fee. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be

rectified through appropriate changes in both the result as well as marks-sheet of the concerned year-end examination.

Note: *Students clearing all papers or having failure in not more than two courses will be allowed to move to the next higher class. Students with failure in more than two courses will have to re-appear in the said papers in the year end examination of the program in the subsequent year(s).*

10.2

- i) A student obtaining less than 50% of maximum marks (including year end examination and Teacher's Continuous Evaluation) assigned to a course and failing in not more than two courses shall be allowed to re-appear in the year end examination of the course in the subsequent year(s) when the course is offered or special examinations if held by the University, subject to maximum permissible period of (n+4) years as mentioned in clause 4. The internal marks in such cases shall not change. **In case of detained students on account of attendance, who have appeared in the internal evaluation (both theory & practical's) the internal marks shall remain same. However, if the student has not taken any internal examination the internal evaluation shall take place during the special summer classes.**
- ii) However, based on the poor result in some of the courses, the Director/Principal, if so desires, may propose to arrange remedial classes and subsequent conduct of special supplementary exams, for all or few courses to reduce load of carryover paper(s) in subsequent year on the students who have been placed to re-appear in such courses.
In such cases, Director/Principal of the college shall seek the approval of the Vice Chancellor. For such students who are required to re-appear in certain courses, normally 30 special classes shall be arranged during the summer vacation by the concerned college.
Students desirous of availing this facility shall apply to the Controller of Examinations through Director/Principal of the College at-least ten days before the start of the special examination along with the prescribed fee, for issuance of Admit Cards.
- iii) A student, who has to reappear in a year end examination in terms of clause 10.2 (i) above, shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, in case the student(s) claims that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned Program and the Academic Review Committee of the College so certifies that the examination may be held in accordance with the old syllabus. In such cases the Dean/ Principal of the college will ensure that the request for re-appear examination as per the old syllabus reaches the Controller of Examinations at least 6 (six) weeks prior to commencement of year end-term examination. However, a student can avail the facility of re-appearing with the old syllabus only once.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the college concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- iv) A student for any valid reasons may opt to take an academic break for a maximum of two years after seeking the prior permission of the Vice Chancellor. However, s/he shall be required to re-register thereafter and complete the course within the stipulated maximum permissible period of (n+4) years as mentioned in clause 4, including the period of academic break.

10.3 Academic Progression:

- i. A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.
- ii. A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.
- iii. A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of all the semesters are successfully completed.
- iv. A student shall be eligible for the award of Degree upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms.
- v. A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.
- vi. A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of all the semesters are successfully completed.
- vii. A lateral entry student shall be eligible for the award of Degree upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms.
- viii. Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

10.4 The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for a degree. A candidate who has earned the minimum number of credits prescribed in the concerned Study and Evaluation Scheme, shall be declared to have passed the Program, and shall be eligible for the award of the relevant degree subject to

the overall cumulative percentage being 50% on the basis of the Cumulative Performance Index (CPI).

Further, the successful candidates will be placed in Divisions as below:

CPI Score	Division
50-59.99	II (in single attempt only)
60-74.99	I (in single attempt only)
75 and above	I with Distinction (in single attempt only)

In case, the student do not score the above CPI in single attempt, he/she shall not awarded any Division/Distinction and shall be declared as simply PASS.

Division Improvement:

- (i) **Division Improvement:** A student having second division can avail the option to improve his/her division by appearing in external theory paper(s) during year end examinations in courses having less than 60% marks. The student can avail this option only during the year following the year of completion of the academic program.

The examination in case of students opting for Division Improvement shall be as per the prevailing syllabus of the program, unless there is a change in nomenclature with substantial change in the contents of the course(s), in which case the candidate shall be examined as per the old syllabus studied. In both cases student will have to submit the examination form, pay the applicable re-appear fee within thirty days of issuance of consolidated marks sheet and attach the consolidated mark sheet and yearly mark sheet(s), if issued, of the year in which s/he is planning to re-appear.

In case, after the student has re-appeared in the courses, and succeeds in either improving his/her division with the revised marks and obtains a first division, only then will the student be issued a fresh consolidated marks sheet/ transcript mentioning at the bottom a remark '**Consolidated marks sheet/ transcript after improvement of division**', or '**Revised consolidated marks sheet/ as the case may be. In case there is no improvement in division** the original marks sheet/ transcript will be returned.

Students who have been issued a migration certificate shall be allowed only after they submit back the original migration certificate to the University and get the same cancelled.

Note: For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 15 and shall be based only on revised marks obtained in courses for which credits have been earned.

B. Ordinance governing admissions and evaluation for programs leading to Doctor of Pharmacy (Pharm. D and/or Pharm. D Post Baccalaureate) following Annual System

APPLICABILITY: This ordinance shall apply to programs leading to Doctor of Pharmacy (Pharm. D and/or Pharm. D Post Baccalaureate) following yearly system

1.1 ADMISSION

The University will permit admission and shall hold examinations for awarding Doctor of Pharmacy (Pharm. D and/or Pharm. D Post Baccalaureate) as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi approved by the Academic Council.

Admission to first year of Pharm. D program / lateral entry to fourth year of Pharm. D post Baccalaureate, shall be made as per the rules prescribed by the Academic Council of the University and notified in the admission brochure.

1.2 ELIGIBILITY FOR ADMISSION

Candidate shall have a minimum of 50% (45% for SC/ST) marks in the prescribed qualifying examination to be eligible for admission to such program offered by the University. The details of the eligibility and the criteria for merit for various programs offered by the University and covered by this ordinance are as described in Annexure I/statutory guidelines of the council concerned.

In case of lateral entry into the fourth Year, the details of the eligibility and the criteria for merit are also described in Annexure I.

The minimum age as on December 31 of the year of admission for admission to first year (Pharm. D)/ lateral entry (fourth year: Pharm. D Post Baccalaureate) is as detailed in Annexure I.

The above criteria can be relaxed only with the prior approval from the Vice Chancellor/ the council concerned.

A student who has been provisionally admitted to any of such academic programs, because of non submission of the result of the qualifying examination at the time of admission, will be required to submit the same latest by November 15 of the admission year, except if the regulatory council revises, to prove his/her eligibility to continue with the program.

1.3 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

(v) S/He is not found qualified as per the eligibility criteria prescribed by the University.

Or

(vi) S/He is found unable to complete the program within the specified period for completion of the program as per clause 3.4 of this ordinance

Or

(vii) S/He is found involved in indiscipline or violating the University Code of Conduct.

Or

(viii) S/He is involved in an act of ragging.

1.4 EDUCATION EXCHANGE PROGRAM/MIGRATION

The University plans to sign MOUs with International Universities which permits student exchange and credit transfer facilities with Foreign Universities. Under the arrangement a student may be allowed to migrate to any other university outside India after 4 years of study at TMU. S/He will continue his/her further study for 1 year at any other college affiliated to other university in India/ abroad to fulfill the requirements of the degree. Degree shall be awarded as per the arrangements between the two Universities. However the Student will required to pursue his/her internship in India.

Similarly a candidate may be allowed to take the admission in Teerthanker Mahaveer University, after study from any other University in India/abroad. S/He will continue his/her further study for 1 year in Teerthanker Mahaveer University to fulfill the requirements of the degree.

Also on mutual understanding the student of either of the Universities would be allowed to take short term course(s) or audit course(s) at the other University and the credit for the same will be given by the University in which the student has been registered.

The above shall be on the recommendation of **Credit Evaluation Committee** of both the Universities on mapping of the course content. The duration of study in the collaborating university will not be more than 2 years under any circumstance.

A student pursuing Pharm. D and/ or Pharm. D Post baccalaureate program from other institutions/ universities can migrate to the university if s/he has successfully completed the first year of studies with a minimum of 60% marks and no objection certificate from the previous institution/university. The Dean/Director/Principal of the college shall evaluate the application(s) of such candidates and process the same as per the **University Guidelines for Inward Migration of Students** and submit the case to the office of the Registrar for approval of the migration. The pharmacy council of India will be apprised with such the effect and council's decision would be the final.

2. CONTENTS, MEDIUM OF TEACHING & DURATION OF PROGRAMS

2.1 The Pharm. D. /or Pharm. D. Post Baccalaureate programs shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned Program, as are approved by the Academic Council. Each course shall be assigned a weight-age in terms of specified Credits.

- 2.1(a) Pharm. D. (Doctor of Pharmacy) programme will be of six (06) years apportioned into two fragments i.e. five (05) year academic & one (01) year as residency training/ internship.
- 2.1(b) Pharm. D. Post Baccalaureate programme will be of three (3) years apportioned into two fragments i.e. two (2) years academics and one (1) year as residency training/ internship.
- 2.2 The medium of teaching and examination shall be as specified in the Scheme of Teaching & Examination.
- 2.3 The minimum period required for completion of Pharm. D. and/or Pharm. D. Post Baccalaureate Program shall be the Program duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned Program.
- 2.4 The maximum permissible period for completing the Program for which the prescribed Program duration is n years, shall be (n + 2) years. All the Program requirements shall have to be completed in (n + 2) years, i.e. the Program duration in years and two additional years. A student will have the option to take additional course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi. Such additional course(s) shall be shown in the yearly mark sheet in which the course has been taken and also in the final consolidated mark-sheet under a distinct head of "Additional Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s), and the student has appeared in the year end examination conducted by the University. However, such additional courses shall not be given any weightage in terms of CPI and/or credits required to successfully complete the program.

3. FEES

All the fees including the tuition fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each Session. Fee payable shall be as given in the admission brochure, or as notified from time to time.

Last date for deposit of the fee without fine shall be notified by the University before the start of the session. The notification will also mention the fine applicable in case of late deposit of fee. Fees once paid are not refundable in any case except the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Registrar may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College/Department.

4. Academic Year

4.1 An academic year shall be apportioned into two portions. Each program will ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars and practical's are held or conducted in not less than 200 in an academic year excluding holidays, vacations, time set apart for completing admissions and time required to conduct examinations.

There shall be a break of about 2 weeks during winter and a vacation of approximately 6 weeks after the year end examination. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.

4.2 The academic break-up of the Year devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work	- 36 Weeks (including two class tests)
Preparatory Leave and conduct of 3 rd CT	- 01 Week
Year end(Annual) Examination, including Practical/ Laboratory Examination	- 02/03 Weeks

The total periods provided for contact teaching, practical, field work, library, utilization of computers and other facilities shall not be less than 40 hours a week, of which a minimum of 30(thirty) hours per week shall be for class room teaching and practicals.

5. ATTENDANCE, EVALUATION & EXAMINATION

A student shall be required to have a minimum attendance of 80% in a course/ in aggregate of all the courses including practical's during a year. The period of attendance shall be taken from the first day of the start of the Academic year to one week before the last scheduled day of class. This shall also be notified in the academic calendar.

However, under special circumstances the Dean /Principal of the college may forward to the Vice Chancellor a request of a student for some relaxation of attendance for reasons to be recorded, which however shall not be a matter of routine.

Under normal circumstance, a student who has an aggregate attendance of less than 80% in a course / cumulative attendance in all courses including practical in a year shall not be allowed to appear in the course/ in year end examination as decided by the University from time to time. Student who has been detained due to shortage of attendance shall be required to repeat course(s) of the said year with the next batch of the next session or will have the option to attend the special classes during the summer vacation if conducted by the college and appear for the examination there after whenever conducted by the University. **A student can avail the opportunity of attending summer special classes only once during the complete duration of the program.** The University Enrolment number of such student shall however remain unchanged and s/he shall be required to complete the Program in a maximum permissible period of (n+2) years as mentioned in clause 3.4.

Principal of the College shall announce the names of all such students who are not eligible to appear in the year-end examination, at-least one week before the commencement of the examinations and simultaneously intimate the same to the Controller of Examinations and office of the Registrar. The Principal of the college will ensure that a monthly attendance record is posted on the Notice board of all departments and a copy sent to the office of the Registrar for information.

In case, any student appears by default, who in fact has been detained by the College, his/her result shall be treated as null and void.

6. EVALUATION & EXAMINATION

6.1 The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

6.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

- iv) Continuous evaluation (Internal Assessment) by the teacher(s) of the course.
- v) Evaluation through the year-end examination

6.3 The distribution of weightage for various components of evaluation shall be as mentioned below:

		Marks distribution
A	THEORY COURSES	
	Year-end examination	70
	Internal Assessment	30
B	PRACTICAL/LABORATORY COURSES	
	Year -end examination	70
	Internal Assessment	30
C	DISSERTATION/THESIS/PROJECTS	
	Assessment by External Examiner	70
	Assessment by Internal Examiner	30

The above weightage scheme shall prevail unless otherwise specified for a particular course of programs in the Schemes of Teaching & Evaluation duly recommended by the Board of Studies with the approval of the Vice-Chancellor.

7 Conduct of year-end examinations

- i) All year-end examinations shall be conducted by the Controller of Examinations.
- ii) The schedule of examination shall be notified by the Controller of Examinations at least ten (10) days prior to the first day of the commencement of year-end examinations.
- iii) For theory as well as practical examinations and dissertation/thesis/project report/training report, all examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor unless the power is delegated to the Controller of Examinations by the Vice Chancellor in writing. Name of examiners shall be obtained from the Principal of the college, from the panel recommended by the Board of Studies/ Board of Faculty.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him/her from the college before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, if deemed fit can appoint examiners out of the list proposed by the Controller of Examinations.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.

The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the Question paper, shall set the Question paper in accordance with approved scheme.

8 Internal Assessment

8.1 The general procedure for internal evaluation and the weightage of the marking to calculate the internal marks to be sent to the university shall be as follows. In specific case(s) if, the curriculum so requires, the change in the composition of internal evaluation shall be permitted with the prior approval of the Vice Chancellor.

8.2 For Theory Papers

Sl. No.	Evaluation	Weightage out of 30 Marks
1	Class Quiz./ Class Tutorial/ Project work/Assignments & Activity	5
2	Internal Examination – best two	20
3	Attendance	5
	Total	30

Note: In case of the Class Quiz/ Class Tutorial/ Project work/ Assignments & Activities, the subject/course teacher will inform the marking pattern on the first day of the class with the lecture plan and also put the same on the web site after being duly approved by the Principal of the College.

The college will hold class tests as per the University Academic Calendar. The third class test would be held on completion of the Annual classes and during the preparatory leave for the year end examination. The evaluated answer scripts shall be shown to the students by the faculty and the same shall be discussed for improvement in the class during tutorials.

The internal assessment marks shall be submitted to the HOD by each faculty. The HOD will compile the class marks and send the same to the Academic Review Committee for review, records and its onward transmission to the Controller of Examinations.

8.3 For Practical

Sl. No.	Evaluation	Weightage for 50 Marks
1	Performance in Practical (Experiment, file preparation & viva)	10
2	Internal practical exam& Viva Voce	15
3	Attendance	5

	Total	30
--	--------------	-----------

Note: Marks for attendance would be given as per the following criteria:

Attendance - +90% - 5 marks; 85 to 90% - 4 marks; 80-85% - 3 marks; 75-80% - 2 marks; less than 75% - 1 (one) mark

8.4 Dissertation/Thesis: For dissertation in fifth year of Pharm. D. and/or Pharm. D. Post Baccalaureate, as specified in the syllabus, the internal and external evaluation shall be done and marks awarded as detailed in the Scheme of Teaching & Evaluation.

8.5 The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

8.6 Year-end practical examinations shall be coordinated by the Director/Principal of the college from the appointed examiners by the Examination Division. They will ensure the proper conduct and fair evaluation of the practical and the student record.

8.7 For any other type of examination, not covered by sub-clauses as above, the mode of conduct of examination shall be as specifically provided in the Study & Evaluation Scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

9 The results of a particular year (including both the year-end examinations and internal assessment) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Examination Committee for moderation.

10 The result containing the marks obtained by all the students in various courses shall be issued by the Controller of Examinations, at the end of each year, after the declaration of the result to the Dean / Principal of the college for notification and records.

Final summary of internal marks obtained by the student shall be displayed on the notice board of the college by the departments on the last teaching day of the year. Any improvement after the third class test will be compiled and sent to the Controller of Examinations before the end of the year end examination. Dean/ Principal of the college will ensure that the complete record of the internal marks are properly displayed for information to the students and the same duly compiled reach the examination department before the end year examination.

11. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

11.1

i) Appearing in all papers as prescribed in the scheme of teaching and examination, both internal and external and obtaining a minimum of 50% marks in aggregate in each course (separately in theory & practical) including the year-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course. However, failure in more than two courses shall debar him/her from promotion to next year classes.

ii) There will be a supplementary examination, normally within three months from the date of publication of the regular year end result. All candidates, who have

failed in any number of courses, will be eligible to appear in the same after filling the requisite form and examination fee.

- iii) A student who fails in theory or practical examination of a subject shall re-appear both in theory & practical of the same subject.
- iv) Grace Marks – A student shall be eligible for grace marks for clearing one or more courses/aggregate to a maximum of 0.5% of the maximum marks (rounded to next higher integer). The grace marks will be added to individual subject score and the aggregate. In case the student who does not want to avail the grace marks s/he will have to forward a notarized affidavit through the Principal of the College stating that s/he is not willing to avail the grace marks and that s/he will not avail the same in future also and would clear the papers by re-appearing in the future examination(s).
- v) A student may apply, within one week from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fee. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned year-end examination.

Note: *Students clearing all papers or having failure in not more than two courses will be allowed to move to the next higher class. Students with failure in more than two courses will have to re-appear in the said papers in the year end examination of the program in the subsequent year(s).*

- vi) A student obtaining less than 50% of maximum marks (including year end examination and Teacher's Continuous Evaluation) assigned to a course and failing in not more than two courses shall be allowed to re-appear in the year end examination of the course in the subsequent year(s) when the course is offered or special examinations if held by the University, subject to maximum permissible period of (n+2) years as mentioned in clause 3.4. The internal marks in such cases shall not change. **In case of detained students on account of attendance, who have appeared in the internal evaluation (both theory & practical's) the internal marks shall remain same. However, if the student has not taken any internal examination the internal evaluation shall take place during the special summer classes.**

- vii) However, based on the poor result in some of the courses, the Director/Principal, if so desires, may propose to arrange remedial classes and subsequent conduct of special supplementary exams, for all or few courses to reduce load of carryover paper(s) in subsequent year on the students who have been placed to re-appear in such courses.

In such cases, Director/Principal of the college shall seek the approval of the Vice Chancellor. For such students who are required to re-appear in certain courses, normally 30 special classes shall be arranged during the summer vacation by the concerned college.

Students desirous of availing this facility shall apply to the Controller of Examinations through Director/Principal of the College at-least ten days before the start of the special examination along with the prescribed fee, for issuance of Admit Cards.

- viii) A student, who has to reappear in any year end examination in terms of clause 9(b)(i) above, shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, in case the student(s) claims that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned Program and the Academic Review Committee of the College so certifies that the examination may be held in accordance with the old syllabus. In such cases the Dean/ Principal of the college will ensure that the request for re-appear examination as per the old syllabus reaches the Controller of Examinations at least 6 (six) weeks prior to commencement of year end-term examination. However, a student can avail the facility of re-appearing with the old syllabus only once.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the college concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- ix) A student for any valid reasons may opt to take an academic break for a maximum of one year after seeking the prior permission of the competent authority. However, s/he shall be required to re-register thereafter and complete the course within the stipulated maximum permissible period of (n+2) years as mentioned in clause 3.4., including the period of academic break.

11.2 The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for a degree. A candidate who has earned the minimum number of credits prescribed in the concerned Study and Evaluation Scheme, shall be declared to have passed the Program, and shall be eligible for the award of the relevant degree subject to the overall cumulative percentage being 50% on the basis of the Cumulative Performance Index (CPI).

Further, the successful candidates will be placed in Divisions as below:

The students securing 60 CPI or above in aggregate in all courses in a single attempt in all years' examinations, shall be declared to have passed in the First class. Second Division shall be awarded to the student if he/she scores CPI between 50 and 59.99 in single attempt. No Division shall be awarded if the student has not cleared all the courses including the internal assessment in single attempt. Such students shall be declared as PASS only. Similarly, the students securing overall 75 CPI or above shall be declared to have passed with Distinction in the programme provided he/she passes in all courses in a single attempt.

Division Improvement: A student having second division can avail the option to improve his/her division by appearing in external theory paper(s) during year end examinations in courses having less than 60% marks. The student can avail this option only during the year following the year of completion of the academic program.

The examination in case of students opting for Division Improvement shall be as per the prevailing syllabus of the program, unless there is a change in nomenclature with

substantial change in the contents of the course(s), in which case the candidate shall be examined as per the old syllabus studied. In both cases student will have to submit the examination form, pay the applicable re-appear fee within thirty days of issuance of consolidated marks sheet and attach the consolidated mark sheet and yearly mark sheet(s), if issued, of the year in which s/he is planning to re-appear.

In case, after the student has re-appeared in the courses, and succeeds in either improving his/her division with the revised marks and obtains a first division, only then will the student be issued a fresh consolidated marks sheet/ transcript mentioning at the bottom a remark '**Consolidated marks sheet/ transcript after improvement of division**', or '**Revised consolidated marks sheet/ as the case may be**. In case there is no improvement in division the original marks sheet/ transcript will be returned.

Students who have been issued a migration certificate shall be allowed only after they submit back the original migration certificate to the University and get the same cancelled.

Note: For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 12 and shall be based only on revised marks obtained in courses for which credits have been earned.



Chapter-7

Ordinance for Medical programmes

A. ORDINANCE GOVERNING ADMISSION AND STUDY-EVALUATION OF PROGRAMME LEADING TO AWARD OF BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.) DEGREE

APPLICABILITY: This ordinance shall apply to **Bachelor of Medicine and Bachelor of Surgery M.B.B.S.)** degree programs

1.1 ADMISSION

The University will permit admission and award of **Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)** degree only, which is duly approved by the Academic Council of the University and is as per regulations of National Medical Commission (NMC), New Delhi. The admission to the M.B.B.S. programme shall be strictly through National Eligibility cum Entrance Test (NEET) only.

1.2 ELIGIBILITY FOR ADMISSION

Eligibility Criteria: No Candidates shall be allowed to be admitted to the Bachelor of Medicine and Bachelor of Surgery (MBBS) Program until :

1. S/he shall complete the age of 17 years on or before 31st December, of the year admission to the MBBS program.
2. S/he has passed 10+2 or equivalent with a minimum of 50% marks in Physics, Chemistry and Biology and has pass marks in English.

2. PROGRAMMES CONTENT & DURATION

3.1 A **Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)** degree shall comprise of a number of courses and/or other components as specified in the Competency Based Scheme of Teaching & Examination and Syllabi of the programme, as are approved by the Academic Council and as per regulations of NMC, New Delhi. The curriculum shall be adopted as per the NMC Competency Based UG Curriculum implemented from August 2019.

3.2 The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the programme i.e. 4 years and 6 months followed by 12 month rotary internship.

3. ADMISSION, SELECTION, MIGRATION AND TRAINING :-

3.1 Admission to the Medical Programme –

Selection of Students:

The selection of students to the MBBS Program shall be based solely on merit of the candidate as prescribed by NMC through NEET only.

3.2 Cancellation of Admission:

The admission of a student at any stage of study shall be cancelled if:

- (i) S/he is not found qualified as per the eligibility criteria prescribed by the University.
or
- (ii) S/he is found involved in indiscipline or violating the University Code of Conduct.
or
- (iii) S/he is involved in any act of ragging.

3.3. Procedure for Migration of MBBS student:-

The University does not allow for migration of student from TMU to any other medical college in India.

4. Fees

All the fees including the programme fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each academic year. The University will notify the quantum of fees payable and the schedule payment before the start of academic year. The notification will also notify the fine applicable in case of late deposit of fee. Fees once paid shall not be refundable in any case except for the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Registrar may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College / Department.

Note: Students will be required to deposit the tuition fee and other dues on the due dates. In case of students who have not passed their examination, they will also continue to give their fee for the full durations of four and half years, as per the schedule as informed at the time of admission. i.e. at the start of each year they will deposit the tuition fee for a period of four and half years only.

5. DISTRIBUTION OF TRAINING, PROGRAM CONTENT AND TEACHING PROGRAM

The Distribution of training, course content and teaching program shall be as per regulations of NMC i.e. Competency Based UG Curriculum, August 2019 and amended from time to time by the NMC, New Delhi.

6. ATTENDANCE, EVALUATION & EXAMINATION

The performance in essential components of training and is to be assessed, based on:

(1) ATTENDANCE

75% of attendance in a course for appearing in the examination is compulsory inclusive of attendance in non lecture teaching. i.e. seminars, group discussions, tutorials, demonstrations, practical, Hospital (Tertiary, Secondary, Primary) postings and bed side clinics, etc.

However the Principal of the college on the recommendation of the Dean of the college may condone attendance shortage up-to 5% for individual student for reasons to be recorded.

Further, under special circumstances the Dean /Principal of the college may forward to the Vice Chancellor a request of a student for further relaxation of attendance for reasons to be recorded, which however shall not be a matter of routine.

Student who has been detained due to shortage of attendance shall be required to make up the shortage of attendance with the next batch of students. Such students will have the opportunity to appear in the supplementary examination held by the University, subject to their meeting the attendance criteria as stipulated above. In case the student clears the examination s/he will be allowed to attend the next higher classes and will be allowed to appear in the next examination with the supplementary batch. The University Enrolment number of such student shall however remain unchanged.

(2) Formative & Internal Assessment:

Formative assessment is an assessment conducted during the instruction with the primary purpose of providing feedback for improving learning. It also helps the teachers and learners to modify their teaching learning strategies. The feedback is central to formative assessment and is linked to deep learning, seeking to explore the educational literature and its pedagogical lessons for healthcare educational practice. It provides inputs to both students and teachers regarding adequacy of teaching-learning. A variety of feedback principles and techniques can be used depending on the context.

In competency-based curriculum, IA provides useful avenues for both formative and summative assessment. IA focuses on the content and process of learning i.e. what and how students have learnt throughout the course. This assessment gives priority to psychomotor, communication and affective domains. It should involve all faculty members of a department (Senior Residents upwards) and not just one or two senior teachers.

Scheduling of Internal Assessments:

Internal assessment shall be based on day-to-day assessment. It shall relate to different ways in which learners participate in learning process including assignments, preparation for seminar, clinical case presentation, preparation of clinical case for discussion, clinical case study/problem solving exercise, participation in project for health care in the community, proficiency in carrying out a practical or a skill in small research project, a written test etc.

1. **Regular periodic examinations** shall be conducted throughout the programme. There shall be no less than three internal assessment examinations in each Preclinical / Para-clinical course and no less than two examinations in each clinical course in a professional year. An end of posting clinical assessment shall be conducted for each clinical posting in each professional year.

2. When courses are taught in more than one phase, the internal assessment must be done in each phase and must contribute proportionately to final assessment. For example, General Medicine must be assessed in second Professional, third Professional Part I and third Professional Part II, independently.

3. Day to day records and log book (including required skill certifications) should be given importance in internal assessment. Internal assessment should be based on competencies and skills.

4. The final internal assessment in a broad clinical specialty (e.g. Surgery and allied specialties etc.) shall comprise of marks from all the constituent specialties. The proportion of the marks for each constituent specialty shall be determined by the time of instruction allotted to each.

5. Learners must secure at least 50% marks of the total marks (combined in theory and practical / clinical; not less than 40 % marks in theory and practical separately) assigned for internal assessment in a particular subject in order to be eligible for appearing at the final University examination of that subject. Internal assessment marks will reflect as separate head of passing at the summative examination.

6. The results of IA should be displayed on the notice board within a 1-2 week of the test. Universities shall guide the colleges regarding formulating policies for remedial measures for students who are either not able to score qualifying marks or have missed on some assessments due to any reason.

7. Learners must have completed the required certifiable competencies for that phase of training and completed the log book appropriate for that phase of training to be eligible for appearing at the final university examination of that subject.

These are minimum required numbers but more tests can be scheduled by departments as required. An end of posting clinical assessment shall be conducted for each clinical posting in each professional year. Prior to University examinations, departments can conduct additional tests as and when required with the purpose of providing formative feedback to the students. In courses that are taught at more than one phase, proportionate weightage must be given for internal assessment for each Phase. For example, General Medicine must be assessed in second Professional, third Professional

Part I and third Professional Part II, independently. A student who has not taken minimum required number of tests for IA each in theory and practical will not be eligible for university examinations. Proper records of the work should be maintained which will form the basis for the students' internal assessment and should be available to the assessors at the time of inspection of the college by the Medical Council of India.

Components of IA

- (i) **Theory IA can include:** Written tests, should have essay questions, short notes and creative writing experiences.
- (ii) **Practical / Clinical IA can include:** practical / clinical tests, Objective Structured Clinical Examination (OSCE) / Objective Structured Practical Examination (OSPE), Directly Observed Procedural Skills (DOPS), Mini Clinical Evaluation Exercise (mini-CEX), records maintenance and attitudinal assessment.
- (iii) **Assessment of Log-book.** Log book should record all activities like seminar, symposia, quizzes and other academic activities. Achievement of certifiable competencies should also be recorded in logbooks. It should be assessed regularly and submitted to the department. Up To twenty per cent IA marks (Theory and Practical) should be from Log book assessment.
- (iv) **Internal Assessment for Professional development programme (AETCOM) will include:**
 - a. Written tests comprising of short notes and creative writing experiences in each subject.
 - b. OSCE based clinical scenarios and/or viva voce. Skill competencies acquired during the Professional Development Programme must be tested during the clinical, practical and viva voce in every course.

Colleges and teachers should try to build capacity to use a variety of assessment tools. A number of tools are available in the form of assessment toolbox. The construct validity and predictive utility of internal assessment is high. Many of the tools mentioned for IA may appear subjective. However, by virtue of being high on validity and by conveying a message to the students not to ignore skills, attitudes and communication (educational impact), they contribute to better learning. Since stakes at IA are low, the use of expert subjective assessments to cover areas which are not assessable by conventional objectivised assessment tools is appropriate. There is plenty of evidence in literature to suggest that expert subjective assessments can be as reliable as highly objective ones. The IA of broader specialties should also include marks from all the allied specialties e.g. General Medicine should include marks of Psychiatry, Dermatology, Venereology & Leprosy and Respiratory Medicine including tuberculosis, while General Surgery should include Orthopaedics, Dentistry, Anaesthesiology and Radio-diagnosis, so that students do not ignore these postings. The proportion of the marks for each allied specialty shall be proportionate to the time of instruction allotted to each. It may be noted that although very small contribution is being made by allied courses, yet it serves as motivator to the students to not miss these postings. When courses are taught in more than one phase, the

assessment must be done in each phase and must contribute proportionally to final internal assessment. Assessment of Foundation Course should be included in formative assessment of first phase. Assessment of ECE should be included in formative as well as in internal assessment in first phase subject wise. Assessment of electives should contribute to internal assessment in final phase part-II. There should be at least one assessment based on direct observation of skills, attitudes and communication at all levels. Communication and attitudinal assessment should also be built in to all assessments as far as possible. A log book must be used to record these components.

(3) Summative Assessment:

Summative assessment consists of University examinations. Each theory paper will have 100 marks. Marks distribution as per proposed GMER 2019 for various courses is given in the given below Table.

Marks distribution for various subjects in University examinations

Phase of Programme	Written Theory – Total	Practicals / Orals/ Clinicals	Pass Criteria
First Professional			Internal Assessment: 50% combined in theory and practical (not less than 40% in each) for eligibility for appearing for University Examinations University Examination Mandatory 50% marks in theory and practical (practical = practical/ clinical + viva) [theory=theory paper(s) only] Internal assessment marks are not to be added to marks of the University examinations and should be shown
Human Anatomy - 2 papers	200	100	
Physiology - 2 papers	200	100	
Biochemistry - 2 papers	200	100	
Second Professional			
Pharmacology - 2 Papers	200	100	
Pathology - 2 papers	200	100	
Microbiology - 2 papers	200	100	
Third Professional Part-1			
Forensic Medicine & Toxicology - 1 paper	100	100	
Ophthalmology – 1 paper	100	100	
Otorhinolaryngology – 1 paper	100	100	
Community Medicine - 2 papers	200	100	
Third Professional Part-2			
General Medicine - 2 papers	200	100	
General Surgery - 2 papers	200	100	
Pediatrics – 1 paper	100	100	

Obstetrics & Gynaecology - 2 papers	200	100	separately in the grade card.
-------------------------------------	-----	-----	-------------------------------

University Examination Schedule

As per proposed GMER 2019, University examinations will be held in the month of September for first & second phase and October for final phase part 1. The examination for final phase part II will be held in the month of January.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
							Foundation Course	I MBBS			
I MBBS								Exam I MBBS	II MBBS		
II MBBS								Exam II MBBS	III MBBS		
III MBBS Part I									Exam III MBBS Part I	Electives & Skills	
III MBBS Part II											
Exam III MBBS Part II		Internship									
Internship											

General Guidelines for MBBS University Examinations:

1. University examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary knowledge, minimal level of skills, ethical and professional values with clear concepts of the fundamentals which are necessary for him/her to function effectively and appropriately as a physician of first contact. Assessment shall be carried out on an objective basis to the extent possible.

2. Nature of questions will include different types such as structured essays (Long Answer Questions - LAQ), Short Answers Questions (SAQ) and objective type questions (e.g. Multiple Choice Questions - MCQ). Marks for each part should be indicated separately. MCQs shall be accorded a weightage of not more than 20% of the total theory marks. In subjects that have two papers, the learner must secure at least 40% marks in each of the papers with minimum 50% of marks in aggregate (both papers together) to pass.

3. Practical/clinical examinations will be conducted in the laboratories and /or hospital wards. The objective will be to assess proficiency and skills to conduct experiments, interpret data and form logical conclusion. Clinical cases kept in the examination must be common conditions that the learner may encounter as a physician of first contact in the community. Selection of rare syndromes and disorders as examination cases is to be discouraged. Emphasis should be on candidate's capability to elicit history, demonstrate physical signs, write a case record, analyze the case and develop a management plan.

4. Viva/oral examination should assess approach to patient management, emergencies, attitudinal, ethical and professional values. Candidate's skill in interpretation of common investigative data, X-rays, identification of specimens, ECG, etc. is to be also assessed.

5. There shall be one main examination in an academic year and a supplementary examination to be held not later than 90 days after the declaration of the results of the main examination.

6. A learner shall not be entitled to graduate after 10 years of his/her joining of the first part of the MBBS course.

7. University Examinations shall be held as under:

(a) First Professional

1. The first Professional examination shall be held at the end of first Professional training (1+12 months), in the subjects of Human Anatomy, Physiology and Biochemistry.

2. A maximum number of four permissible attempts would be available to clear the first Professional University examination, whereby the first Professional course will have to be cleared within 4 years of admission to the said course. Partial attendance at any University examination shall be counted as an availed attempt.

(b) Second Professional

1. The second Professional examination shall be held at the end of second professional training (11 months), in the subjects of Pathology, Microbiology, and Pharmacology.

(c) Third Professional

1. Third Professional Part I examination shall be held at end of third Professional part 1 of training (12 months) in the subjects of Ophthalmology, Otorhinolaryngology, Community Medicine and Forensic Medicine and Toxicology.

2. Third Professional Part II - (Final Professional) examination shall be at the end of training (14 months including 2 months of electives) in the subjects of General Medicine, General Surgery, Obstetrics & Gynaecology and Pediatrics. The disciplines of Orthopaedics, Anaesthesiology, Dentistry and Radiodiagnosis will constitute 25% of the total theory marks incorporated as a separate section in paper II of General Surgery.

3. The discipline of Psychiatry and Dermatology, Venereology and Leprosy (DVL), Respiratory Medicine including Tuberculosis will constitute 25% of the total theory marks in General Medicine incorporated as a separate section in paper II of General Medicine.

Theory question paper (Knowledge part)

The Controller of Examinations should instruct paper setters to follow guidelines for paper setting as given below:

1. Follow MCI competencies for paper setting in the subject.
2. Designing of question paper should take into consideration all levels of knowledge domain e.g. Bloom's taxonomy of cognitive domain. Use appropriate verbs for the questions at each level to assess higher levels of learning. An example is given below in Table 4. Use combination of various types of questions e.g. structured essays (Long Answer Questions - LAQ), Short Answers Questions (SAQ) and objective type questions (e.g. Multiple Choice Questions - MCQ). Marks for each part should be indicated separately. MCQs if used, should not have more than 20% weightage.
3. The question paper setter must sample the contents appropriately from competencies. The blueprinting grid can help the paper setters to balance the question papers in content related aspects as depicted below in Table 5. Blueprinting will add to the value and quality of these assessments. Moderation of theory question paper by subject expert must be arranged by the University.

Table 4: Verbs in various levels in Knowledge domain (Bloom's taxonomy)¹⁷

Level	Suggested Verbs
Knowledge	Define, Describe, Draw, Find, Enumerate, Cite, Name, Identify, List, label, Match, Sequence, Write, State
Comprehension	Discuss, Conclude, Articulate, Associate, Estimate, Rearrange, Demonstrate understanding, Explain, Generalise, Identify, Illustrate, Interpret, Review, Summarise
Application	Apply, Choose, Compute, Modify, Solve, Prepare, Produce, Select, Show, Transfer, Use
Analysis	Analyse, Characterise, Classify, Compare, Contrast, Debate, Diagram, Differentiate, Distinguish, Relate, Categorise
Synthesis	Compose, Construct, Create, Verify, Determine, Design, Develop, Integrate, Organise, Plan, Produce, Propose, rewrite
Evaluation	Appraise, Assess, Conclude, Critic, Decide, Evaluate, judge, Justify, Predict, Prioritise, Prove, Rank

Table 5: Blueprinting in knowledge domain

(Representative example only. Actual figures may vary with the subject and Phase)

Level	Topic A	Topic B	Topic C	Topic D	Total
Knowledge	1	2	1	1	5 (20%)
Comprehension	1	1	1	2	5(20%)
Application	2	1	1	1	5 (20%)
Analysis	1	1	2	2	6(24%)
Synthesis		1		1	2 (8%)
Evaluation	1		1		2 (8%)
Total	6(24%)	6(24%)	6(24%)	7(28%)	25 (100%)

Practical/Clinical examination

This part should include assessment in psychomotor and affective domain. Assessment of clinical and procedural skills should be based on direct observations by the examiners. Avoid making this assessment mainly targeted to knowledge domain only. e.g. by asking a learner in a room away from actual patient, "how history was taken". Instead, learner should be observed while he/she is taking history.

The competencies dealing mainly with skills and affective domains in each subject must be included. Many of the tools mentioned for formative assessment may not be usable / feasible at the University examinations e.g. mini-CEX. However, multiple tools like case presentations, OSCE and/or OSPE should be employed. The value of conventional case presentation should be improved by having 1 or 2 longer (15 minutes or so) OSCE type stations, where examiners can observe and assess complete history taking (e.g. family history, present history etc.) and/or physical examination skill. This can be done either with check lists or using global ratings. Not only will this improve the validity of case presentations, but also provide an opportunity to assess attitudes and communication in context.

Pre- and para-clinical departments should make practical exercises application oriented. Objective Structured Practical Examination (OSPE), OneMinute Preceptor (OMP), Directly Observed Procedural Skills (DOPS) etc. can be suitably modified for this purpose. Practical tests should not become simply tests of knowledge.

Multiple teachers should be involved in assessment. This will help in not only taking care of subjectivity but also provide much needed training in assessment to senior residents and assistant professors. The use of multiple methods, by multiple examiners in multiple settings to assess multiple competencies, blueprinting and longitudinal assessment help to improve the reliability and validity of assessment.

B. ORDINANCE GOVERNING ADMISSION AND STUDY-EVALUATION OF PROGRAMME LEADING TO AWARD OF DOCTOR IN MEDICINE (MD) AND MASTER OF SURGERY (MS)

1. APPLICABILITY: This ordinance shall apply to Doctor in Medicine (MD) and Master in Surgery (MS) programs leading to Post Graduate Degrees specified below namely:-

Doctor of Medicine:-

- 1. Anesthesiology**
- 2. Anatomy**
- 3. Biochemistry**
- 4. Community Medicine**
- 5. Dermatology, Venerology & Leprosy**
- 6. Forensic Medicine**

7. **GeneralMedicine**
8. **Microbiology**
9. **Paediatrics**
10. **Pathology**
11. **Pharmacology**
12. **Physiology**
13. **Psychiatry**
14. **PulmonaryMedicine**
15. **Radio-diagnosis**

M.S.(MASTEROFSURGERY)

1. **GeneralSurgery**
2. **Obstetrics&Gynaecology**
3. **Ophthalmology**
4. **Orthopedics**
5. **Otorhinolaryngology**

2.ADMISSION

The University will permit admission to and award of **Doctor in Medicine (MD) and Master inSurgery (MS)** programme duly approved by Academic Council of the University and as per regulations of NMC, New Delhi. The admission to the programme shall be strictly through NEET only.

2.1ELIGIBILITYFORADMISSION

- i) The University will permit admission and award of **Doctor in Medicine (MD) and Master inSurgery (MS)** degree only, which is duly approved by the Academic Council of the University and is as per regulations of NMC, New Delhi.
- ii) No person shall be registered for the Post Graduate Degree programme unless such a person is in a position to work as a full time Resident student for the period applicable in his case.
- iii) The candidate will be selected according to the existing rules and regulations as per the NMC.
- iv) The number of students registered will be in accordance with the rules and regulations of the NMC and shall be selected on the basis of their academic merit.

- v) The admission shall be on the basis of NEET exams only.
- vi) The period of regular course of study for the Post Graduate Degree shall be of three years after successful completion of one year's rotational internship.

2.2 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- i) S/he is not found qualified as per the eligibility criteria prescribed by the University. or
- ii) S/he is found involved in indiscipline or violating the University Code of Conduct. or
- iii) S/he is involved in any act of ragging.

2.3 PROCEDURE FOR MIGRATION

The University does not allow for migration of student from TMU to any other medical college in India.

3. CONTENTS, MEDIUM OF TEACHING & DURATION OF PROGRAMS

3.1 A **Doctor in Medicine (MD) and Master in Surgery (MS)** degree shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the program, as are approved by the Academic Council and as per regulation of Medical Council of India, New Delhi.

3.2 The medium of teaching and examinations shall be English.

3.3 The minimum period required for completion of a programme shall be the programmed duration as specified in the Scheme of Teaching & Examination and Syllabi for the programme i.e. 3 years.

3.4 There shall be no maximum limit for completion of the program.

4. FEES

All the fees including the programme fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each academic year. The University will notify the quantum of fees payable and the schedule of payment before the start of academic year. The notification will also notify the fine applicable in case of late deposit of fee. Fees once paid shall not be refundable in any case except for the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Registrar may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College/ Department.

Note: Students will be required to deposit the tuition fee and other dues on the due dates.

In case of students who have not passed their examination, they will also continue to give their fee for the full durations of three years, as per the schedule as informed at the time of admission. i.e. at the start of each year they will deposit the tuition fee for a period of three years only.

5. Distribution of training, program content and teaching program

The Distribution of training, course content and teaching program shall be as per regulation of NMC which is as follows:

The period of regular programme of study for the Post Graduate Degree shall be of **three years**.

All candidates joining the Postgraduate training program shall work as 'full time Residents' during the period of training and shall **attend not less than 80% (Eighty percent) of the imparted training during each academic year including assignments, assessed full time responsibilities and participation in all facts of the education process.**

Academic Review Committee under the Principal/ Dean shall monitor the Postgraduate teaching and training.

The training program shall be updated as and when required. The **structured training program** shall be written up, uploaded on the University website and strictly followed to enable the examiner to determine the training undergone by the candidates and the Medical Council of India Inspector to assess the same at the time of inspection.

Postgraduate students shall maintain a record (log) book of the work carried out by them and the training program undergone during the period of training including details of surgical operations assisted or done independently by M.S. students.

The record (**Log**) books shall be checked and assessed **periodically** by the Faculty members imparting the training. Annual report through the Principal shall be submitted to the Faculty of Medical Sciences, Controller of Examinations and the Vice Chancellor.

The Postgraduate students shall be required to participate in the teaching and training program of Undergraduate students and interns.

Training in Medical Audit, Management, Health Economics, Health Information Systems, basics of statistics, exposure to human behaviour studies, knowledge of pharmacology economics and introduction to non-linear mathematics shall be imparted to the Postgraduate students.

Implementation of training program for the award of various Postgraduate degrees shall include the following:

Basic Medical Sciences

The teaching and training of the students shall be through Lecture, Seminars, Journal Clubs, Group discussion, participation in laboratory and experimental work, and involvement in research studies in the concerned specialty and exposure to the applied aspects of the subject relevant to clinical specialties.

Clinical Disciplines

The teaching and training of the students shall include graded responsibility in the management and treatment of patients entrusted to their care; participation in seminars, journal clubs, group discussion, clinical meetings, and Clinico-Pathological Conferences: practical training in diagnosis and medical and surgical treatment, **training** in the Basic Medical Sciences, as well as in allied clinical specialties.

6. ATTENDANCE, EVALUATION & EXAMINATION

The performance in essential components of training and is to be assessed, based on:

(1) ATTENDANCE

80% of attendance in theory, practical, laboratory, clinical posting individually and cumulatively is compulsory for appearing in the examination. (80% attendance would include lecture teaching and non-lecture teaching, i.e. seminars, group discussions, tutorials, demonstrations, practical's, Hospital (Tertiary, Secondary, Primary) postings and bedside clinics, etc., individually and cumulatively)

Note: Under normal circumstance, a student who has an aggregate attendance of less than 80% in either theory, practical and clinical or cumulative attendance in all courses including practical & clinical in a year shall not be allowed to appear in the end examination as decided by the University from time to time.

Student who has been detained due to shortage of attendance shall be required to make up the shortage of attendance. Such students will have the opportunity to appear in the supplementary examination held by the University, subject to their meeting the attendance criteria as stipulated above.

(2) Internal Assessment:

- (i) Students should be assessed on day to day performance as they shall be maintained in the logbook, presenting journal clubs, seminar etc.
- (ii) The Internal Assessments should be done by the Faculty members of the concerned Department.
- (iii) Minimum three tests, one at the end of the 1st year, 2nd at the end of the 2nd year and 3rd, three months before appearing in the final examinations should be held and this should be exactly on the pattern of the Final examination.
- (iv) A Postgraduate student of a postgraduate degree would be required to present one poster presentation, to read one paper at a national/state conference and to present one research paper which should be published/accepted for publication/sent for publication during the period of his postgraduate studies so as to make him eligible to appear at the postgraduate degree examination. A certificate to this effect must be provided by the Principal at the time of submission of the examination form to the Controller of Examination.

3. University Examinations :

The University shall conduct not more than two examinations in a year for any subject, with an interval of not less than 3 and not more than 6 months i.e. annual examination in 2nd fortnight of May and supplementary examination in 2nd fortnight of September every year.

Theory papers will be prepared by the examiners as prescribed. Nature of questions will be as detailed in the Study & Evaluation Scheme of the program available on the University website.

EXAMINATION OF THESIS

There shall be two external examiners and one internal examiner to examine each thesis. The supervisors of each thesis would jointly suggest names of 5 persons for inclusion in the panel of examiners for the thesis to the Board of Studies (BOS). The BOS of each department should recommend names of examiners. Not more than eight theses can be referred to a particular examiner in a particular Academic year.

The examiners would be required to evaluate the thesis with help of prescribed structured evaluation protocol and grade each thesis in the following terms:

Accepted/To be resubmitted after modification as suggested/or Rejected.

All the examiners should accept the thesis before the candidate is allowed to appear in the final examination.

Resubmitted thesis would be evaluated by the original set of examiners/referee except in case of their refusal to re-evaluate the thesis, or their non-availability. Therefore, the referee would substitute the examiner, who has rejected the thesis, for evaluation of the resubmitted thesis in cases where any of the examiners has rejected the thesis on initial evaluation. The thesis would be allowed to be resubmitted only once. A resubmitted thesis, if not accepted by the examiners, would be taken as 'Rejected'.

Thesis submission: For thesis submission, minimum five hard copies and a soft copy in C.D. should be submitted in month of December (six months prior to the conduct of main university exams). If any candidate fails to do it, they will not be allowed to appear in regular exam and he/she should submit their thesis before 31st March (three months prior to conduct of university main exams) to appear in supple Exam.

Paper/Poster Publication: Students should present a paper/poster at conference. They should write and published their research paper in index journal. They should submit its proof at least one week before commencement of theory examination to the office of controller of examination through proper channel, otherwise he/she will not be allowed to appear in theory examination.

THEORY

- (i) There shall be four theory papers (MD/MS).
- (ii) Out of these one shall be of Basic Medical Sciences and one shall be of recent advances.
- (iii) The theory examinations shall be held **well in advance before** the clinical and practical examination, so that the answer books can be assessed and evaluated before the **commencement** of the Clinical/Practical and Oral examination.

CLINICAL/PRACTICAL/ORAL

- (i) Clinical examination for the subjects in Clinical Sciences shall be conducted to test the knowledge and competence of the candidate for undertaking independent work as a specialist/teacher, for which candidates shall examine a minimum one long case and two short cases.
- (ii) Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/laboratory studies and his ability to perform such studies as are relevant to his subject.
- (iii) The Oral examinations shall be thorough and shall aim at assessing the candidate's knowledge and competence about the s u b j e c t

,investigativeprocedures,therapeutictechniqueandotheraspectsofthespecialtywhichformapartoftheexamination.

A candidate shall secure a minimum grade equivalent to not less than 50% marks separately in each head of passing i.e. (1) Theory Examinations, and (2) Practical/ Clinical Examinations including oral examinations.

7. CRITERIA FOR PASSING PROGRAMS, MARKS AND DIVISIONS

Each component of the examinations shall be evaluated by the marking system. 50% marks separately both in theory and practical are required to be declared as pass.

Grace Marks – There is no provision of grace mark.

8. USE OF UNFAIR MEANS

This shall be as per the University ordinance on STANDARD OPERATING PROCEDURE FOR DEALING WITH CASES OF UNFAIR MEANS

9. AWARD OF DEGREE

Further, the successful candidates will be given a PASS in the marks sheet and degree

10. AWARD OF DEGREE

A student shall be awarded a degree if:

- He/she has registered himself/herself, undergone the course of studies, completed the dissertation, specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- There are no dues outstanding in his/her name to the college/University and
- No disciplinary action is pending against him/her.

11. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicated degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

12. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if

necessary the opinion/advice of a Committee consisting of any or all the Deans of the Colleges. The decision of the Vice-Chancellor shall be final.

C. ORDINANCE GOVERNING ADMISSIONS AND EVALUATION FOR PROGRAMS LEADING TO MASTER'S DEGREE IN SCIENCE (MEDICAL) - M. SC (MEDICAL) FOLLOWING ANNUAL SYSTEM

APPLICABILITY: This ordinance shall apply to all programs leading to Masters' degree in Science (Medical) – M. Sc (Medical) following yearly.

1.1 ADMISSION

The University will permit admission for all such academic programs as are approved by the Academic Council and as it may notify from time to time for awarding M. Sc (Medical), as per the prescribed Schemes of Teaching & Examinations and Syllabi approved by the Academic Council.

Admission to first _____ year _____ of _____ shall be made as per the rules prescribed by the Academic Council of the University and notified in the admission brochure.

1.2 ELIGIBILITY FOR ADMISSION

- a) Candidate shall have a minimum of 50% (45% for SC/ST) marks in the prescribed qualifying examination to be eligible for admission to such program offered by the University.
- b) The candidate must possess a graduation degree in Science (B.Sc. in human Zoology, Physics & Chemistry). or any other related field including MBBS, BDS, BAMS, BHMS, BPT, BMLT, BMRIT, B.Sc. Nursing duration of which must not be less than three years of regular degree course from any UGC/Government approved/ recognized University/ Institute/Council.

The above criteria can be relaxed only with the prior approval from the Vice Chancellor/ the council concerned.

A student who has been provisionally admitted to any of such academic programs, because of non submission of the result of the qualifying examination at the time of admission, will be required to submit the same latest by November 15 of the admission year, except if regulatory council revises, to prove his/her eligibility to continue with the program.

1.3 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- (i) S/He is not found qualified as per the eligibility criteria prescribed by the University.

Or

- (ii) S/He is found unable to complete the program within the specified period for completion of the program as per clause 3.4 of this ordinance
- Or
- (iii) S/He is found involved in indiscipline or violating the University Code of Conduct.
- Or
- (iv) S/He is involved in an act of ragging.

2.4. CHANGE OF BRANCH

The courses of study in the programs are common to all branches of the respective colleges. Students would have an option to apply for change of branch after completion of the first year subject to the following conditions:

- (i) Should have successfully passed all courses in first attempt.
- (ii) Should have secured at least 60% marks in aggregate.
- (iii) Should have cleared all his dues on the date of submission of the application for branch change
- (iv) Should not have any disciplinary action against him/her.

The Director/Principal of the college shall issue a notice within 7 days of publication of the results with the last date of submission of application being one week from start of the academic calendar / or date of issue of the notice whichever is later.

A committee comprising of the head of the departments will submit its recommendation to the Director/Principal. The Director/Principal will obtain the approval of the competent authority i.e. Vice Chancellor, and notify the change to all concerned. Upon approval of the competent authority the student shall be asked to deposit the prescribed fee for the purpose, **as applicable in the academic session**, within the due date as notified, before being allowed to attend classes in the changed branch.

1.4 EDUCATION EXCHANGE PROGRAM/MIGRATION

The University plans to sign MOUs with International and other Indian Universities which permits student exchange and credit transfer facilities with Foreign and other Indian Universities. Under the arrangement a student may be allowed to migrate to any other university abroad or in India after 2 years of study at TMU. S/He will continue his/her further study for 1 year at any other college affiliated to other university in India/ abroad to fulfill the requirements of the degree. Degree shall be awarded as per the arrangements between the two Universities.

Similarly a candidate may be allowed to take the admission in Teerthanker Mahaveer University, after study from any other University in India/abroad. S/He will continue his/her further study for 1 year in Teerthanker Mahaveer University to fulfill the requirements of the degree.

Also on mutual understanding the student of either of the Universities would be allowed to take short term course(s) or audit course(s) at the other University and the credit for the same will be given by the University in which the student has been registered.

The above shall be on the recommendation of **Credit Evaluation Committee** of both the Universities on mapping of the course content. The duration of study in the collaborating university will not be more than 2 years under any circumstance.

A student pursuing M. Sc (Medical) program from other institutions/ universities can migrate to the university if s/he has successfully completed the first year of studies with a minimum of 60% marks in first attempt without any supplementary and no objection certificate from the previous institution/university. The Dean/Principal of the college shall evaluate the application(s) of such candidates and process the same as per the **University Guidelines for Inward Migration of Students** and submit the case to the office of the Registrar for approval of the migration.

2 CONTENTS, MEDIUM OF TEACHING & DURATION OF PROGRAMS

- 2.1 The programs shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned Program, as are approved by the Academic Council. Each course shall be assigned a weight-age in terms of specified Credits.
- 2.2 The medium of teaching and examination shall be as specified in the Scheme of Teaching & Examination.
- 2.3 The minimum period required for completion of M. Sc (Medical) Program shall be three (3) years.
- 2.4 The maximum permissible period for completing the Program for which the prescribed Program duration is n years, shall be (n + 2) years. All the Program requirements shall have to be completed in (n + 2) years, i.e. the Program duration in years and two additional years. A student will have the option to take additional course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi. Such additional course(s) shall be shown in the yearly mark sheet in which the course has been taken and also in the final consolidated mark-sheet under a distinct head of "Additional Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s), and the student has appeared in the year end examination conducted by the University. However, such additional courses shall not be given any weightage in terms of CPI and/or credits required to successfully complete the program.

3 FEES

All the fees including the tuition fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each Session. Fee payable shall be as given in the admission brochure, or as notified from time to time.

Last date for deposit of the fee without fine shall be notified by the University before the start of the session. The notification will also mention the fine applicable in case of late deposit of fee. Fees once paid are not refundable in any case except the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Vice-Chancellor may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College/Department.

4 Academic Year

4.3 An academic year shall be apportioned into two portions. Each program will ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars and practical's are held or conducted in not less than 220 in an academic year excluding holidays, vacations, time set apart for completing admissions and time required to conduct examinations. However, in case where councils specify more days the teaching days will be as per the council norms.

There shall be a break of about 2 weeks during winter and a vacation of approximately 3 weeks after the year end examination. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.

4.4 The academic break-up of the Year devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work	- 40 Weeks (including two class tests)
Preparatory Leave and conduct of 3 rd CT	- 01 Week
Year end(Annual) Examination, including Practical/ Laboratory Examination	- 02/03 Weeks

The total periods provided for contact teaching, practical, field work, library, utilization of computers and other facilities shall not be less than 40 hours a week, of which a minimum of 30(thirty) hours per week shall be for class room teaching and practical.

5 ATTENDANCE

A student is expected to attend 100% classes. However, a student shall be required to have a minimum attendance of 75% in a course/ in aggregate of all the courses including practical's during a year. The period of attendance shall be taken from the first day of the start of the Academic year to one week before the last scheduled day of class. This shall also be notified in the academic calendar.

However, under special circumstances the Dean / Principal of the college may forward to the Vice Chancellor a request of a student for relaxation of attendance for reasons to be recorded which shall not be a matter of routine.

Under normal circumstance, a student who has an aggregate attendance of less than 75% in a course / cumulative attendance in all courses including practical in a year shall not be allowed to appear in the course/ annual examinations as decided by the University from time to time. Student who has been detained due to shortage of attendance shall be

required to repeat the year with the next batch of students. The University Enrolment number of such student shall however remain unchanged.

Principal of the College shall announce the names of all such students who are not eligible to appear in the year-end examination, at-least one week before the commencement of the examinations and simultaneously intimate the same to the Controller of Examinations and office of the Registrar. The Dean/ Principal of the college will ensure that a monthly attendance record is posted on the Notice board of all departments and a copy sent to the office of the Registrar for information.

In case, any student appears by default either in theory or practical, who in fact has been detained by the College, his/her result shall be treated as null and void.

6 EVALUATION & EXAMINATION

6.1 The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

6.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

- i) Continuous evaluation (Internal Assessment) by the teacher(s) of the course.
- ii) Evaluation through the year-end examination

6.3 The distribution of weightage for various components of evaluation shall be as mentioned below:

		Marks distribution
A	THEORY COURSES	
	Year-end examination	75
	Internal Assessment	25
B	PRACTICAL/LABORATORY COURSES	
	Year -end examination	50
	Internal Assessment	50
C	DISSERTATION/THESIS/PROJECTS	
	Assessment by External Examiner	50
	Assessment by Internal Examiner	50

The above weightage scheme shall prevail unless otherwise specified for a particular course of programs in the Schemes of Teaching & Evaluation duly recommended by the Board of Studies with the approval of the Vice-Chancellor.

6.4 Conduct of year-end examinations

- i) All year-end examinations shall be conducted by the Controller of Examinations.
- ii) The schedule of examination shall be notified by the Controller of Examinations at least ten (10) days prior to the first day of the commencement of year-end examinations.
- iii) For theory as well as practical examinations and dissertation/thesis/project report/training report, all examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor unless the power is delegated to the Controller of Examinations by the Vice Chancellor in writing.

Name of examiners shall be obtained from the concerned Director/Principal of the college / Head of the department, from the panel recommended by the Board of Studies/ Board of Faculty.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him/her from the college before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, if deemed fit can appoint examiners out of the list proposed by the Controller of Examinations.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.

The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the Question paper, shall set the Question paper in accordance with approved scheme.

6.5 Internal Assessment

The general procedure for internal evaluation and the weightage of the marking to calculate the internal marks to be sent to the university shall be as follows. In specific case(s) if, the curriculum so requires, the change in the composition of internal evaluation shall be permitted with the prior approval of the Vice Chancellor.

For Theory Papers

Sl. No.	Evaluation	Weightage out of 25 Marks
1	Class Quiz./ Class Tutorial/ Project work/Assignments & Activity	5
2	Internal Examination – best two out of three	15
3	Attendance	5
	Total	25

Note: In case of the Class Quiz/ Class Tutorial/ Project work/ Assignments & Activities, the subject/course teacher will inform the marking pattern on the first day of the class with the lecture plan and also put the same on the web site after being duly approved by the Principal of the College.

The college will hold class tests as per the University Academic Calendar. The third class test would be held on completion of the Annual classes and during the preparatory leave for the year end examination. The evaluated answer scripts shall be shown to the students by the faculty and the same shall be discussed for improvement in the class during tutorials.

The internal assessment marks shall be submitted to the HOD by each faculty. The HOD will compile the class marks and send the same to the Academic Review

Committee for review, records and its onward transmission to the Controller of Examinations with duly signed by college principal.

For Practical

Sl. No.	Internal Evaluation	Weightage for 50 Marks
1	Performance in Practical during the year (Experiment, file preparation & viva)	30
2	Internal practical exam & Viva Voce	15
3	Attendance	5
	Total	50

Note: Marks for attendance would be given as per the following criteria:

Attendance - +90% - 5 marks; 85 to 90% - 4 marks; 80-85% - 3 marks; 75-80% - 2 marks; less than 75% - 1 (one) mark

Sl. No.	External Evaluation	Weightage for 50 Marks
1	Practical during the year (Experiment & file preparation)	10
2	Practical exam	30
3	Viva Voce	10
	Total	50

Dissertation/Thesis: For dissertation/ thesis wherever specified in the syllabus, the internal and external evaluation shall be done and marks awarded as detailed in the Scheme of Teaching & Evaluation.

Thesis submission: For thesis submission, minimum five hard copies and a soft copy in C.D. should be submitted in month of December (six months prior to the conduct of main university exams). If any candidate fails to do it, they will not be allowed to appear in regular exam and he/she should submit their thesis before 31st March (three months prior to conduct of university main exams) to appear in supple Exam. For dissertation / thesis wherever specified in the syllabus, the internal and external evaluation shall be done and marks awarded as detailed in the Scheme of Teaching & Evaluation.

Paper/Poster Publication: Students should present a paper/poster at conference. They should write and published their research paper in index journal .They should submit its proof at least one week before commencement of theory examination to the office of controller of examination through proper channel, otherwise he/ she will not be allow to appear in theory examination.

Pattern of university examinations question paper:

Duration of examination will be 3 hours. There will be 7 structured type questions. Question no 1 shall be short answer type and it shall contain 5 parts covering entire syllabus (weightage of each question shall be 3 marks). Out of remaining 6 questions student will be required to attempt any 5 questions. The weightage of each question shall be 12 marks. Each question should have at least three or more parts (structured based) mentioning its marks separately.

6.6 The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

- 6.7 Year-end practical examinations shall be coordinated by the Principal of the college from the appointed examiners by the Examination Division. They will ensure the proper conduct and fair evaluation of the practical and the student record.
- 6.8 For any other type of examination, not covered by sub-clauses as above, the mode of conduct of examination shall be as specifically provided in the Study & Evaluation Scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.
- 6.9 The results of a particular year (including both the year-end examinations and internal assessment) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Examination Committee for moderation.
- 6.10 The result containing the marks obtained by all the students in various courses shall be issued by the Controller of Examinations, at the end of each year, after the declaration of the result to the Dean/ Principal of the college for notification and records.
- 6.11 Final summary of internal marks obtained by the student shall be displayed on the notice board of the college by the departments on the last teaching day of the year. Any improvement after the third class test will be compiled and sent to the Controller of Examinations before the end of the year end examination. Dean/Principal of the college will ensure that the complete record of the internal marks are properly displayed for information to the students and the same duly compiled reach the examination department before the end year examination.

7 CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- i)** Appearing in all papers as prescribed in the scheme of teaching and examination, both internal and external and obtaining a minimum of 50% marks in aggregate in each course (separately in theory & practical) including the year-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course and shall not be taken up for grading.
- ii)** There will be a supplementary examination, normally within three months from the date of publication of the regular year end result. All candidates, who have failed in any number of courses, will be eligible to appear in the same after filling the requisite form and examination fee.
- iii)** A student who fails in theory or practical examination of a course shall re-appear both in theory & practical of the same course.
- iv)** Grace Marks – A student shall be eligible for a maximum of five (5) grace marks for clearing one theory subject only in one subject in a particular year but this grace marks shall be given only with this condition if student will qualify the full exam of the particular year. In case the student does not want to avail the grace marks s/he will have to forward a notarized affidavit through the Principal of the College stating that s/he is not willing to avail the grace marks and that s/he will not avail the same in future also and would clear the papers by re-appearing in the future examination(s).

- v) A student may apply, within one week from the date of the declaration of the result, for scrutiny of the examination script(s) of a specific course(s) on the payment of prescribed fee. Scrutiny shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned year-end examination.

Note: *Students clearing all papers after supplementary examinations will be allowed to move to the next higher class. Students with failure in the courses will have to study for the said courses with the subsequent batch and their new Internal marks shall be accepted by the university Exam Division.*

- vi) A student, who has to reappear in any year end examination in terms of clause (ii) above, shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, in case the student(s) claims that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned Program and the Academic Review Committee of the College so certifies that the examination may be held in accordance with the old syllabus. In such cases the Dean/ Principal of the college will ensure that the request for re-appear examination as per the old syllabus reaches the Controller of Examinations at least 6 (six) weeks prior to commencement of year end-term examination. However, a student can avail the facility of re-appearing with the old syllabus only once.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the college concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- vii) A student for any valid reasons may opt to take an academic break for a maximum of one year after seeking the prior permission of the competent authority.

The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for a degree. A candidate who has earned the minimum number of credits prescribed in the concerned Study and Evaluation Scheme, shall be declared to have passed the Program, and shall be eligible for the award of the relevant degree subject to the overall cumulative percentage being 50% on the basis of the Cumulative Performance Index (CPI).

Further, the successful candidates will be placed in Divisions as below:

- (a) Second Division: A candidate obtaining a Cumulative Performance Index (CPI) at the end of the Program of 50 and above but below 60 shall be placed in Second Division.
- (b) First Division: A candidate obtaining a CPI at the end of the Program of 60 and above but below 75 shall be placed in the First Division.
- (c) First Division with Distinction: A candidate obtaining a CPI at the end of the Program of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt.

Division Improvement:

- (i) **Division Improvement:** A student having second division can avail the option to improve his/her division by appearing in external theory paper(s) during year end examinations in subjects having less than 60% marks. The student can avail this option only during the year following the year of completion of the academic program.

The examination in case of students opting for Division Improvement shall be as per the prevailing syllabus of the program, unless there is a change in nomenclature with substantial change in the contents of the course(s), in which case the candidate shall be examined as per the old syllabus studied. In both cases student will have to submit the examination form, pay the applicable re-appear fee within thirty days of issuance of consolidated marks sheet and attach the consolidated mark sheet and yearly mark sheet(s), if issued, of the year in which s/he is planning to re-appear.

In case, after the student has re-appeared in the subjects, and succeeds in either improving his/her division with the revised marks and obtains a first division, only then will the student be issued a fresh consolidated marks sheet/ transcript mentioning at the bottom a remark '**Consolidated marks sheet/ transcript after improvement of division**', or '**Revised consolidated marks sheet/ as the case may be. In case there is no improvement in division** the original marks sheet/ transcript will be returned.

Students who have been issued a migration certificate shall be allowed only after they submit back the original migration certificate to the University and get the same cancelled.

Note: For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 12 and shall be based only on revised marks obtained in courses for which credits have been earned.

8 AWARD OF DEGREE

A student shall be awarded a degree if:

- i) He/she has registered himself/herself, undergone the course of studies, completed the project report/dissertation specified in the curriculum of his/her Programme within the stipulated time, appeared in examination of all prescribed papers and secured the minimum credits prescribed for award of the concerned degree.
- ii) There are no dues outstanding in his/her name to the college/University and
- iii) No disciplinary action is pending against him/ her.

9 PERFORMANCE INDEX

It shall be as mentioned in Chapter 5 of this Academic Ordinance.



Chapter-8

Ordinance for Dental programmes

A. ORDINANCE GOVERNING ADMISSION TO PROGRAMME LEADING TO BACHELOR OF DENTAL SURGERY (B.D.S.)

APPLICABILITY: This ordinance shall apply to **Bachelor of Dental Surgery (B.D.S.)** programme

1.1 ADMISSION

The University will permit admission to and award of **Bachelor of Dental Surgery (B.D.S.)** programme duly approved by Academic Council of the University and as per regulations of Dental Council of India, New Delhi. The admissions to the B.D.S. programme shall strictly through NEET (National Eligibility-cum-Entrance Test).

1.2 ELIGIBILITY FOR ADMISSION

Eligibility Criteria: The eligibility criteria for admission to the B.D.S. programme shall be as defined by the Dental Council of India (DCI) from time to time.

2. CONTENTS, MEDIUM OF INSTRUCTION & DURATION OF PROGRAMME

2.1 Bachelor of Dental Surgery (B.D.S.) degree shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the program, as are approved by the Academic Council and are as per latest regulations of Dental Council of India, New Delhi

The undergraduate dental programme leading to BDS degree shall be of 4 (four) academic years, having teaching of 240 days in each academic year, plus one year paid rotatory Internship in a dental college. Every student will be required, after passing the final BDS Examination to undergo one year paid rotatory internship in a dental college. The terms and conditions of the rotatory internship shall be in accordance with the norms prescribed by the DCI from time to time.

A student is expected to complete the program within 10 (ten) years from the year of admission after which s/he will not be allowed to appear for any University examination for BDS program.

The medium of teaching and examination shall be English.

3. ADMISSION, SELECTION AND MIGRATION:

3.1 Admission to the BDS Programme

Selection of Students:

The selection of students to dental college shall be based solely on merit of the candidate as per the norms prescribed by the Dental Council of India from time to time through NEET only.

3.2 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- (i) S/he is **not** found qualified as per the eligibility criteria prescribed by the University.
or
- (ii) S/he is found involved in indiscipline or violating the University Code of Conduct.
or
- (ii) S/he is involved in any act of ragging.
- (iii)

3.3. Procedure for Migration:

The University shall allow for migration of student from Teerthanker Mahaveer University to any other dental college in India or abroad or inward migration in accordance with the provisions, rules and regulations as prescribed by the DCI from time to time.

4. FEES

All the fees including the program fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each academic year. The University will notify the quantum of fee payable and the schedule of registration before the start of academic year. The notification will also notify the fine applicable in case of late deposit of fee. Fees once paid are not refundable in any case except for the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Registrar may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College.

Note: Students will be required to deposit the tuition fee and other dues on the due dates. In case of students who have not passed their examination, they will also continue to give their fee for the full durations of four years, as per the schedule as informed at the time of admission. i.e. at the start of each year they will deposit the tuition fee for a period of four years only.

5. DISTRIBUTION OF COURSE CONTENT AND TEACHING PROGRAM

The distribution of course content and teaching program shall be as per the regulations of the Dental Council of India which as on date is as follows:

The undergraduate dental programme leading to BDS degree shall be of four academic years, having teaching of 240 days in each academic year, plus one year paid rotatory Internship in a dental college. Every candidate will be required, after passing the final BDS Examination to undergo one year paid rotatory internship in a dental college. The detailed curriculum of dental internship programme is appended as per Annexure-A. The internship shall be compulsory and BDS Degree shall be granted only after successful completion of the one year paid internship.

5.1 Courses of Study:

The following shall be the subject of study in the different academic years of study.

First Year

- i) General Human Anatomy including Embryology and Histology
- ii) General Human Physiology and Biochemistry, Nutrition and Dietics
- iii) Dental Anatomy, Embryology and Oral Histology
- iv) Dental Materials
- v) Pre-clinical Prosthodontics and Crown & Bridge

Second Year

- i) General Pathology and Microbiology
- ii) General and Dental Pharmacology and Therapeutics
- iii) Dental Materials
- iv) Pre clinical Conservative Dentistry
- v) Pre clinical Prosthodontics and Crown & Bridge
- vi) Oral Pathology & Oral Microbiology

Third Year

- i) General Medicine
- ii) General Surgery
- iii) Oral Pathology and Oral Microbiology
- iv) Conservative Dentistry and Endodontics
- v) Oral & Maxillofacial Surgery
- vi) Oral Medicine and Radiology
- vii) Orthodontics & Dentofacial Orthopaedics
- viii) Paediatric & Preventive Dentistry
- ix) Periodontology
- x) Prosthodontics and Crown & Bridge

Final / Fourth Year:

- i) Public Health Dentistry
- ii) Periodontology

- iii) Orthodontics and Dentofacial Orthopaetic
- iv) Oral Medicine and Radiology
- v) Oral & Maxillofacial Surgery
- vi) Conservative Dentistry and Endodontics
- vii) Prosthodontics and Crown & Bridge
- viii) Paediatric and Preventive Dentistry

6. ATTENDANCE EVALUATION AND EXAMINATION

6.1 ATTENDANCE

1. A student shall be required to have a minimum attendance of 75% in theory; 75% in practical and 75% in clinical in each year.
2. In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (i) above.

Note: Under normal circumstance, a student who has an aggregate attendance of less than 75% in either theory, practical and clinical or cumulative attendance in all courses including practical & clinical in a year shall not be allowed to appear in the year end examination as decided by the University from time to time.

However, under special circumstances the Dean /Principal of the college may forward to the Vice Chancellor a request of a student for some relaxation of attendance for reasons to be recorded, which however shall not be a matter of routine.

Student who has been detained due to shortage of attendance shall be required to repeat the said year with the next batch of students. Such students will have the opportunity to appear in the supplementary examination held by the University, subject to their meeting the attendance criteria as stipulated above. In case the student clears the examination s/he will be allowed to attend the next higher classes and will be allowed to appear in the next examination with the supplementary batch. **A student can avail the opportunity only once during the complete duration of the program.** The University Enrolment number of such student shall however remain unchanged and s/he shall be required to complete the Program in a maximum permissible period of ten (10) years.

6.2 EXAMINATIONS

I. Preface:

- (a) Evaluation is a continuous process and is based on criteria developed by the concerned authorities with certain objectives to assess the performance of the

learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned BDS programme

- (b) Evaluation is achieved by two processes
 - i) Formative or internal assessment
 - ii) Summative or university external examinations.

Formative evaluation shall be through a series of tests and examinations conducted periodically by the college.

Summative evaluation shall be by the university through examinations conducted at the end of the specified course.

II. Methods of Evaluation:

Evaluation may be achieved by the following tested methods:

1. Written Test
2. Practical(s)
3. Clinical examination
4. Viva voce

Internal Assessment Examination

The continuing assessment examinations shall be held frequently at least 3 times in a given academic year and the best two of the marks obtained in these examinations shall be considered. Ten percent of the total marks in each subject separately for theory and practical clinical examination separately would be set aside for the internal assessment examinations.

Written Examination:

1. The written examination in each subject shall consist of one paper of three hours duration and shall have maximum of 70 marks.
2. In the courses of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts, A and B of equal marks.
3. The question paper should contain different types of questions such as essays, short answer and objective type / M.C.Q's.
4. The nature of questions set, should be aimed to evaluate students of different standards, ranging from average to excellent.
5. The questions would cover as broad an area of the content of the course. The essay questions would be properly structured and the marks specifically allotted.
6. The Environment Science, Forensic Odontology & Ethics and Dental Implant and Dentistry will have 100 marks and duration of examination is 2 hours.

Scheme of Examination:

The scheme of examination for B.D.S. Program shall be divided into 4(four) professional examinations normally 1st B.D.S. examination at the end of the first academic year, 2nd B.D.S. examination at the end of second year, 3rd B.D.S. examination at the end of third, 4th and final B.D.S at the end of 4th year. **240 days minimum teaching in each academic year is mandatory.**

The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules laid down by the University.

The request for permission to appear at an examination shall be made on the prescribed form along with necessary certificates regarding attendance Practical/Clinical work e.t.c. The application along with prescribed fees should be sent to the controller of examination on or before a date fixed for the purpose by the authorities.

When the application is found to be in order and s/he is eligible to appear at the examination, the Controller of Examination shall issue admit cards for the examination. The candidate has to produce the admit card in examination hall in order to get entry in the examination hall.

University shall organize admission timings and the admission process in such a way that teaching starts from the 1st day of August in each academic year.

I. First BDS Professional Examination:

The courses for the first B.D.S. are as follows:

1. General anatomy including embryology and histology
2. General human physiology and biochemistry
3. Dental Anatomy, Embryology and Oral Histology

Any student who does not clear the first BDS University Examination in all courses within 3 years from the date of admission, shall be discharged from the Program.

II. Second BDS Professional Examination:

The courses for the second B.D.S. are as follows

1. General pathology and Microbiology
2. General and dental pharmacology and therapeutics
3. Dental Materials
4. Pre Clinical Conservative - Only Practical and Viva Voce
5. Pre Clinical Prosthodontics - Only Practical and Viva Voce

Note: A candidate who has not successfully completed the I BDS examination cannot appear in the II BDS Examination.

III. Third BDS Professional Examination:

The courses for the third B.D.S. are as follows

General Medicine

1. General Surgery
2. Oral Pathology and Oral Microbiology

Note: A candidate who has successfully completed the II BDS examination can appear in the III BDS Examination

IV. Fourth/Final BDS Professional Examination:

The courses for the fourth/ final B.D.S. are as follows

1. Public Health Dentistry
2. Periodontology
3. Orthodontics and Dentofacial Orthopaetic
4. Oral Medicine and Radiology

5. Oral & Maxillofacial Surgery
6. Conservative and Endodontics
7. Prosthodontics and Crown & Bridge
8. Paediatric and Preventive Dentistry

Note: A candidate who has successfully completed the III BDS examination can appear in the IV BDS Examination.

Note:

(i) Any student who fails in one subject in Examination is permitted to go to the next higher class and appears for the said failed subject and complete it successfully before s/he is permitted to appear for the next higher examination. The supplementary examination will normally be held within six months of declaration of the result. However, if the student fails in the supplementary examination s/he will have to carry on with the junior batch.

(ii) In case a student fails in more than one subject s/he will not be promoted to the next higher class and will have to appear in the supplementary examination. The supplementary examination will normally be held within six months of declaration of the result. In case the candidate clears the supplementary examination s/he will continue the studies in the next higher classes for which the student will be appearing in the next supplementary examination. Such batches will be called the '*Supplementary Batch*'. However, if the student fails in the supplementary examination s/he will have to carry on with the junior batch.

Results of all university examinations shall be declared before the start of teaching for next year.

Practical and Clinical Examination:

1. **Objective Structured Clinical Evaluation:** The clinical and practical examination aims to provide a number of chances for the candidate to express one's skills. A number of examination stations with specific instructions shall be provided. This will include clinical procedures, laboratory experiments, spotters etc. Evaluation will be made objective and structured. The methods of objective structured clinical examinations shall be followed.
2. **Records Log Books:** The candidate would be given credit for his records based on the scores obtained in the record. The marks obtained for the record in the first appearance can be carried over to the subsequent appearances, if necessary.
3. **Scheme of Clinical and Practical Examinations:** The specific scheme of clinical and practical examinations, the type of clinical procedures/ experiments to be performed and marks allotted for each are to be discussed and finalised by the Controller of Examination in consultation with the Principal and will be published prior to the conduct of the examinations along with the publication of the time table for the practical examinations. This scheme shall be brought to the notice of the external examiner as and when the examiner reports. The practical and clinical examinations shall be evaluated by two examiners of which one shall be an external examiner appointed from other universities/ dental college preferably outside the State. Each candidate should be evaluated by each examiner independently and marks computed at the end of the examination.
4. **Viva Voce:** Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment

related to the affective domain is also possible through viva voce. The viva voce will be conducted independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student. Twenty marks are exclusively allotted for viva voce and that shall be divided equally amongst the examiners, i.e., 10 marks per examiner.

6.3 Marks distribution in each course:

Each subject shall have a maximum of 200 marks.

Theory	100
Practical/Clinical	100

Theory – 100		Practicals /Clinicals – 100	
University written exam	70	University Exam	90
Viva Voce	20		
Internal assessment (Written)	10	Internal assessment (Written)	10
Total	100	Total	100

Exceptions only in Practical and Viva Voce in the following courses:

Pre-clinical Prosthodontics		
Pre-clinical Conservative Dentistry		
Internal Assessment -	20	
Practical -	60	
Viva Voce -	20	
Total	-	100

Theory, Viva and Practical in the University Examinations in

1. Environmental Sciences.
2. Forensic Odontology & Ethics.
3. Dental Implants and Esthetic Dentistry

Each of the above courses shall have maximum 100 marks

Internal assessment -	10
Theory –	70 (50 + 20 viva)
Practical -	20
Total -	100

6.4 Criteria for a pass:

Fifty percent of the total marks in any course computed as aggregate for theory, i.e., written, viva voce and internal assessment and practical including internal assessment, separately is essential for a pass in all years of study.

For declaration of pass in a course, a candidate shall secure 50% marks in the University examination both in Theory and Practical/ Clinical examinations separately, as stipulated below:

- A candidate shall secure 50% marks in aggregate in University theory including Viva Voce and Internal assessment obtained in University written examination combined together.

- In the University Practical/ clinical examination, a candidate shall secure 50% of University practical marks and Internal Assessment combined together.
- In case of pre clinical Prosthetic Dentistry and Pre clinical conservative dentistry in II BDS, where there is no written examination, minimum for pass is 50% of marks in Practical and Viva voce combined together in University examination including Internal Assessment i.e. 50/100 marks
- Successful candidates who obtain 60% of the total marks or more shall be declared to have passed the examination in First Class. Other successful candidates will be placed in Second Class. A candidate who obtains 75% and above is eligible for Distinction. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction or class.

Note : Example Of Minimum Pass Criteria.

(i) Theory (University)

	Marks	Minimum Pass marks
(a) Written -	70	45
(b) Viva Voce –	20	
(c) Internal assessment (Written) – 10		05
Total -	100	50

Practical / Clinical – 100

	Total Marks	Minimum Pass marks
University Exam	90	45
Internal assesement(Written)	10	05
Total	100	50

(ii) The written examination will have two parts i.e. Part (A) and Part (B)

Part (A) will be examined by the external and part (B) by internal examiner.

The question setter will be informed to set questions in two parts i.e. Part (A) and Part (B) containing equal marks.

6.5 Grace Marks: Grace marks up to a maximum of 5 marks may be awarded to students who have failed only in one subject but passed in all other courses.

6.6 SCRUTINY& RE-EVALUATION

The objective of re-evaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances

The University rules allow for re-totalling only. There would be no re-evaluation of the answer books

Re-totalling : The University on application and remittance of a stipulated fee to be prescribed by the university, shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all courses for which the candidate has appeared in the university examination. Any error in addition of the marks awarded in identified should be suitably rectified

7. USE OF UNFAIR MEANS

This shall be as per the University ordinance on STANDARD OPERATING PROCEDURE FOR DEALING WITH CASES OF UNFAIR MEANS

8. AWARD OF DEGREE

Further, the successful candidates will be placed in Divisions as below:

- (a) Second Division: A candidate obtaining a total percentage of 50 and above but below 60, shall be placed in Second Division.
- (b) First Division: A candidate obtaining a total percentage of 60 and above but below 75 shall be placed in the First Division.
- (c) First Division with Distinction: A candidate obtaining a total percentage of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which s/he has earned credits, in the first attempt.
- (d) Exemplary Performance: A candidate obtaining a total percentage of 90 and above shall be placed in First Division with Exemplary Performance, provided, the candidate has passed all the courses for which s/he has earned credits, in the first attempt

9. AWARD OF DEGREE

A student shall be awarded a degree if:

- iv)** He/she has registered himself/herself, undergone the course of studies, completed the project report/dissertation specified in the curriculum of his/her programme within the stipulated time, appeared in examination of all prescribed papers and secured the minimum credits prescribed for award of the concerned degree.
- v)** Has undergone the required one year internship and completed the same successfully
- vi)** There are no dues outstanding in his/her name to the college/University and
- vii)** No disciplinary action is pending against him/ her.

10. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

11. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Colleges. The decision of the Vice-Chancellor shall be final.

B. ORDINANCE GOVERNING ADMISSION & CONDUCT OF PROGRAMME LEADING TO MASTER OF DENTAL SURGERY (M.D.S.)

APPLICABILITY: This ordinance shall apply to **Master of Dental Surgery (M.D.S.)** programme.

1.1 ADMISSION

The University will permit admission to and award of **Master of Dental Surgery (M.D.S.)** programme duly approved by Academic Council of the University and as per regulations of Dental Council of India, New Delhi. The admission to the programme shall be strictly through NEET only.

1.2 ELIGIBILITY FOR ADMISSION

Eligibility Criteria:

A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University in respect of recognized Dental College under Dentists Act, **1948 (16 of 1948)** or an equivalent qualification recognized by the Dental Council of India and should have obtained permanent registration with the State Dental Council. Candidates not possessing a recognized Dental qualification for the above purpose should secure the prior approval of his **qualifications by** the Dental Council of India before he can be admitted to the MDS Course in the University.

In the case of a foreign national, a candidate has to obtain permission from the Dental Council of India, on payment of the prescribed fee for registration and temporary registration the Dental Council of India for the duration of the postgraduate training restricted to the dental college of the University, exclusively for postgraduate studies;

1.3 SELECTION OF STUDENTS:

Students for MDS Course shall be admitted based on performance at the all India competitive examination National Eligibility cum Entrance Test (NEET) conducted by National Testing Agency authorized by GOI.

No candidate shall be admitted to any postgraduate MDS course unless the candidate has obtained and produced eligibility requirements which are as follows and are fulfilled:

1. BDS pass / degree certificate issued by the University.
2. Marks cards of all the university examinations passed (I to IV BDS year course).
3. Attempt Certificate issued by the Principal.
4. Certificate regarding the recognition of the Dental College by the Dental Council of India.
5. Completion of paid rotatory internship certificate from a recognized college.
6. **Registration by any State Dental Council**
7. **Proof of SC/ ST or Category I, as the case may be.**

Candidates should submit the above and ensure their eligibility before the last date for registration as notified by the University.

2. CONTENTS, MEDIUM OF INSTRUCTION & DURATION OF PROGRAMME

The Programme shall be of three years duration.

All the candidates for the degree of MDS are required to pursue the recommended course for at least three academic years as full time candidates.

The training of postgraduate for degree shall be full time with graded responsibilities in the management and treatment of patients entrusted to his/her care. The participation of the students in all facets of educational process is essential. Every candidate shall take part in seminars, group discussions, hospital rounds, case demonstration, clinics, journal review meetings, CPC and clinical meetings. Every candidate shall participate in the teaching and training programme of undergraduate students. Training shall include involvement in laboratory and experimental work, and research studies

The medium of teaching and examination shall be English.

3. FEES

All the fees including the program fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each academic year. The University will notify the quantum of fee payable and the schedule of registration before the start of academic year. The notification will also notify the fine applicable in case of late deposit of fee. Fees once paid are not refundable in any case except for the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Registrar may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College.

Note: Students will be required to deposit the tuition fee and other dues on the due dates. In case of students who have not passed their Final MDS examination, will deposit the examination fee as decided by the University.

4. DISTRIBUTION OF COURSE CONTENT AND TEACHING PROGRAM

The distribution of course content and teaching program shall be as per the regulations of the Dental Council of India which as on date is as follows:

Monitoring Progress of Studies:

Work diary / Log Book: Every candidate shall maintain a work diary and record of his/ her participation in the training programme conducted by the department such as journal reviews, seminars, etc. Special mention shall be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Principal, and presented in the university practical/clinical examination.

Periodic tests:

In case of degree programme of three years duration, the concerned departments shall conduct three tests, two of them be annual tests, one at the end of first year and the other in the second year. The third test shall be held three months before the final examination. The tests shall include written papers, practical / clinical and viva voce. Records and marks obtained in such tests shall be maintained by the Head of the Department and sent to the University, when called for through the Principal.

Records:

Records and marks obtained in tests will be maintained by the Head of the Department and will be made available to the University when called for.

Library Dissertation

Before the submitting the main dissertation, the MDS student is encouraged to conduct a literature search so as to learn writing skills of a dissertation by submitting a Library dissertation at the end of First Year of MDS.

This dissertation shall be written under the following headings:

- i.** Introduction
- ii.** Review of literature
- iii.** Body of Text (Etiology, Classifications, Mechanism of action, Histopathology etc.)
- iv.** Discussions
- v.** Conclusion
- vi.** Reference
- vii.** Tables
- viii.** Annexure

Main Dissertation

Every candidate pursuing MDS degree programme is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.

The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions.

Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the programme on or before the dates notified by the University. The synopsis shall be sent through the proper channel.

Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of the University.

The dissertation should be written under the following headings:

- Introduction
- Aims or Objectives of study
- Review of literature
- Materials & Methods
- Results
- Discussions
- Conclusion
- Summary
- Reference
- Tables
- Annexure

The written text of dissertation shall be not less than 50 pages and shall not exceed 150 pages excluding references, tables, questionnaires and other annexure. It should be typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69") and properly hard bound. Spiral binding shall not be acceptable. The dissertation shall be certified by the guide, head of the department and Principal.

Four copies of dissertation thus prepared shall be submitted to the Registrar, six months before final examination on or before the dates notified by the University.

The dissertation shall be valued by examiners appointed by the University. Approved dissertation work is an essential precondition for a candidate to appear in the University examination.

Guide: The academic qualification and teaching experience for the guide for dissertation work shall be a Professor /Associate Professor, as laid down by Dental Council of India.

Co-guide: The co-guide shall be a recognized postgraduate teacher in the department i.e. Professor or Associate or/& faculty from other clinical or non-clinical departments of dental, medical, engineering or pharmacy colleges of TMU or any other University or research laboratory.

Change of guide: In the event of a registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the university.

5. ATTENDANCE EVALUATION AND EXAMINATION

5.1 ATTENDANCE

A student shall be required to have a minimum attendance of 80% in theory; 80% in practical and 80% in clinical in each year. Each year shall be taken as a unit for the purpose of calculating attendance. Student shall not be absent continuously as the course is a full time one

A student pursuing the post graduate degree course shall work in the concerned department of the college for the full period as a full time student. No candidate is permitted to own a clinic/work in clinic/laboratory/nursing home while studying postgraduate course. Candidate

shall not join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of registration.

Every candidate shall attend symposia, seminars, conferences, journal review meetings, grand rounds, CPC, case presentation, clinics and lectures during each year prescribed by the department and not absent him / herself from work without reasons.

- **Pre-University Examination:** The Pre-University Examination for M.D.S. programme (Part-I) shall be held 1 month prior to University Examination at the end of first academic year and for M.D.S. Programme (Part-II) at the end of third academic year. A candidate found guilty of use of any kind of unfair means during Pre-University Examination shall be withheld from appearing for University Examination as well as forfeit his/her University examination fees.

5.2 EXAMINATIONS

Scheme of Examination

Eligibility: The following requirements shall be fulfilled by every candidate to be eligible to appear for the final examination.

- Attendance:** Every candidate shall have fulfilled the attendance prescribed as in para 7.1 by the University during each academic year of the postgraduate course.
- Progress and conduct:** Every candidate shall have participated in seminars, review meetings, symposia, conferences, case presentations, clinics and didactic during each year as designed by the concerned department
- Work diary and Logbook:** Every candidate shall maintain a work diary and logbook for recording his/her participation in the training programmes conducted by the department. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution.

The certification of satisfactory progress by the head of the department and Principal shall be based on (i), (ii) and (iii) mentioned above.

5.3 Schedule of Examination: The examination for M.D.S. courses shall be held at the end of first and three academic years (six academic terms). The university shall conduct two examinations in a year at an interval of six months between the two examinations. Not more than two examinations shall be conducted in an academic year. M.D.S. Degree examinations in any branch of study shall consist of dissertation, written paper (Theory), Practical/Clinical and Viva voce.

(a) Dissertation: Acceptance of dissertation shall be a precondition for the candidate to appear for the final examination.

(b) Written Examination (Theory):

- Written examination shall consist of four question papers of two parts, each of three hours duration. Part one examination (paper I) will be held at the end of first year while part two examination (paper I, II & III) will be held at the end of three years.
- Total marks for each paper will be 100.

- Part I examination - Paper I will have 10 questions of 10 marks each. The candidate shall have to secure a minimum of 80% in basic sciences and shall have to pass the part I examination at least six months prior to the final part II examination.
- Part II examination - Paper I, II shall consist of two long essay questions carrying 25 marks each and 5 short essay questions carrying 10 marks each. Paper III will consist of two out of three essay questions each carrying 50 marks.
- Questions on recent advances may be asked in any or all the papers. Distribution of topics in each paper is shown in Study and Evaluation Scheme along with course description of the concerned specialty.

(c) Practical / Clinical Examination:

Practical examination, shall aim at assessing competence and skills of techniques and procedures. It shall also aim at testing student's ability to make relevant and valid observations, interpretation and inference of laboratory or experimental or clinical work relating to his/her subject for undertaking independent work as a specialist.

The actual format of clinical examination in various specialties is given in Study and Evaluation Scheme the total marks for practical / clinical examination shall be 200.

(d) Viva Voce: Viva-Voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and oral communication skills. The total marks shall be 100.

(e) Time period required to pass MDS course shall be a maximum of six years from date of admission.

- **Use of unfair means:** A candidate found guilty of use of any kind of unfair means during University Examination shall be dealt as per the rules prescribed in the University Ordinance.

Examiners

Part I: There shall be one internal and one external examiner for three students appointed by the university for evaluating the answer scripts of the same specialty. However number of examiner/s may be increased with corresponding increase in the number of students.

Part II: There shall be four examiners in each branch of study. Out of four, two shall be external examiners and two shall be internal examiners. Both external examiners shall be from a university other than the affiliating university and one examiner shall be from a university of different state. The examiner should be a regular professor with a post graduate degree. The external examiner shall not be appointed for more than two consecutive years. The internal examiner shall not accept external examiner ship in a college for the same academic year. The qualification and teaching experience for appointment as an examiner shall be as laid down by **TMU** and Dental Council of India from time to time.

5.4 Criteria for a pass:

To pass in the University examination, a candidate shall independently secure in both theory and in practical/clinical including viva voce independently with an aggregate of total marks allotted (50 out of 100 marks in part I examination and 150 marks out of 300 in part II examination in theory and 150 out of 300, clinical plus viva-voce together). A candidate securing marks below as described above shall be declared to have failed in the examination.

A candidate who is declared successful in the *MDS* Examination shall be *granted* a Degree of Master of Dental Surgery in the respective specialty.

6. USE OF UNFAIR MEANS

This shall be as per the University ordinance on STANDARD OPERATING PROCEDURE FOR DEALING WITH CASES OF UNFAIR MEANS.

7. AWARD OF DEGREE

A student shall be awarded a degree if:

- i) He/she has registered himself/herself, undergone the course of studies, completed the project report/dissertation specified in the curriculum of his/her programme within the stipulated time, appeared in examination of all prescribed papers and secured the minimum credits prescribed for award of the concerned degree.
 - ii) There are no dues outstanding in his/her name to the college/University and
 - iii) No disciplinary action is pending against him/ her.
8. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Colleges. The decision of the Vice-Chancellor shall be final.



Chapter-9

Ordinance for Nursing programmes

APPLICABILITY: This ordinance shall apply to Bachelor's degrees in Nursing.

9.1 ADMISSION

The University will permit admission and shall hold examinations for all such academic programs as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's degrees as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.

Admission to first year shall be made as per the rules prescribed by the Academic Council of the University and notified in the admission brochure.

9.2 ELIGIBILITY FOR ADMISSION

Candidate shall normally have 50% (45% for SC/ST) marks in the prescribed qualifying examination to be eligible for admission to the program offered by the University. The details of the eligibility and the criteria for merit for various programs offered by the University and covered by this ordinance are as detailed in Annexure I.

The minimum and maximum age of a candidate as on December 31 of the year of admission for admission to first year is as detailed in Annexure I.

The above criteria can be relaxed only with the prior approval from the Vice Chancellor.

A student who has been provisionally admitted to any of such academic programs, because of non submission of the result of the qualifying examination at the time of admission, will be required to submit the same latest by November 15 of the admission year, except if the regulatory council revises, to prove his/her eligibility to continue with the program.

9.3 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

(v) S/He is not found qualified as per the eligibility criteria prescribed by the University.

Or

(vi) S/He is found unable to complete the program within the specified period for completion of the program as per clause 3.4 of this ordinance

Or

(vii) S/He is found involved in indiscipline or violating the University Code of Conduct.

Or

(viii) S/He is involved in an act of ragging.

1.4 EDUCATION EXCHANGE PROGRAMME/MIGRATION

A student pursuing bachelor/ master program from other institutions/ universities can migrate to the university if s/he has successfully completed the first year of studies with a minimum of 60% marks and no objection certificate from the previous institution/university and **Indian Nursing Council**. The Dean/ Principal of the college shall evaluate the application(s) of such candidates and process the same as per the **University Guidelines for Inward Migration of Students** and submit the case to the office of the Registrar for approval of the migration.

2. CONTENTS, MEDIUM OF TEACHING & DURATION OF PROGRAMS

- 2.4 A Bachelor's degrees program shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned Program, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- 2.5 The medium of teaching and examination shall be as specified in the Scheme of Teaching & Examination.
- 2.6 The minimum period required for completion of a Programme shall be the Program duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned Program.
- 2.7 The maximum permissible period for completing the Program for which the prescribed Program duration is n years, shall be (n + 4) years. All the Program requirements shall have to be completed in (n + 4) years, i.e. the Program duration in years and four additional years.

3. FEES

All the fees including the tuition fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each Session. Fee payable shall be as given in the admission brochure, or as notified from time to time.

Last date for deposit of the fee without fine shall be notified by the University before the start of the session. The notification will also mention the fine applicable in case of late deposit of fee. Fees once paid are not refundable in any case except for the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Registrar may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College/Department.

4. Academic Year

SEMESTER

a) An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 20 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 3 weeks after the second semester. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.

b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work - 20 Weeks for B.Sc. Nursing (including two class tests)

Preparatory Leave - 02 Week Semester-end Examination.

The total periods provided for contact teaching, practical, field work, library, utilization of computers and other facilities shall not be less than 40 hours a week, of which a minimum of 30(thirty) hours per week shall be for class room teaching and practicals.

5. ATTENDANCE, EVALUATION & EXAMINATION

A student shall be required to have a minimum attendance of 80% in a course/ in aggregate of all the courses including practical during a year, provided that the Director/Principal of the college on the recommendation of the Dean of the college may condone attendance shortage up-to 5% for individual student for reasons to be recorded. The period of attendance shall be taken from the first day of the start of the Academic year to one week before the last scheduled day of class. This shall also be notified in the academic calendar.

However, under special circumstances the Dean / Principal of the college may forward to the Vice Chancellor a request of a student for further relaxation of attendance for reasons to be recorded which shall not be a matter of routine.

Under normal circumstance, a student who has an aggregate attendance of less than 80% in a course / cumulative attendance in all courses including practical in a year shall not be allowed to appear in the course/ in semester end examination as decided by the University from time to time. Student who has been detained due to shortage of attendance shall be required to repeat course(s) of the said year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and s/he shall be required to complete the Program in a maximum permissible period of (n+4) years as mentioned in clause 3.4.

Principal of the College shall announce the names of all such students who are not eligible to appear in the semester-end examination, at-least one week before the commencement of the examinations and simultaneously intimate the same to the Controller of Examinations and office of the Registrar. The Dean/Director/ Principal of the college will ensure that a monthly attendance record is posted on the Notice board of all departments and a copy sent to the office of the Registrar for information.

In case, any student appears by default, who in fact has been detained by the College, his/her result shall be treated as null and void.

6. EVALUATION & EXAMINATION

6.1 The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

6.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

- i) Continuous evaluation (Internal Assessment) by the teacher(s) of the course.
- ii) Evaluation through a year-end examination

6.3 The distribution of weightage for various components of evaluation shall be as below:

		Marks distribution
A	THEORY COURSES	
	End Semester examination	75
	Internal Assessment	25
B	PRACTICAL/LABORATORY COURSES	
	End Semester examination	50
	Internal Assessment	50
	Competency Assessment Internal	100
	Competency Assessment End Semester	100

The above weightage scheme shall prevail unless otherwise specified for a particular course of programs in the Schemes of Teaching & Evaluation duly recommended by the Board of Studies with the approval of the Vice-Chancellor.

6.4 Conduct of semester-end examinations

- i) All semester -end examinations shall be conducted by the Controller of Examinations.
- ii) The schedule of examination shall be notified by the Controller of Examinations at least ten (10) days prior to the first day of the commencement of semester -end examinations.
- iii) For theory as well as practical examinations and dissertation/thesis/project report/training report, all examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor unless the power is delegated to the Controller of Examinations by the Vice Chancellor in writing. Name of examiners shall be obtained from the concerned Director/Principal of the college / Head of the department, from the panel recommended by the Board of Studies/ Board of Faculty.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him from the college before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, if deemed fit can appoint examiners out of the list proposed by the Controller of Examinations.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.

The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the Question paper, shall set the Question paper in accordance with approved scheme.

6.5 Internal Assessment

The general procedure for internal evaluation and the weightage of the marking to calculate the internal marks to be sent to the university shall be as follows. In specific case(s) if, the curriculum so requires, the change in the composition of internal evaluation shall be permitted with the prior approval of the Vice Chancellor.

No institution shall submit average internal marks of the total students more than 75% i.e. if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks.

For Theory Papers

Theory Internal Evaluation Criteria						
Continuous assessment				Sessional Examinations		Total
10				15		25
Attendance	2 Assignment	Seminar/microteaching/individual presentation (Two)	Group project/work /report	Class Test 1	Class Test 2	
2	10	12	6	30	30	
Total = $30/3 = 10$ If there is mandatory module in that semester, marks obtained by student out of 10 can be added to 30 totaling 40 marks Total = $40/4 = 10$ marks				$30 \text{ marks} \times 2 = 60/4 = 15$		

Note: In case of the Class Quiz/ Class Tutorial/ Project work/ Assignments & Activities, the subject/course teacher will inform the marking pattern on the first day of the class with the lecture plan and also put the same on the web site after being duly approved by the Director/Principal of the College.

The college will hold class tests as per the University Academic Calendar. The evaluated answer scripts shall be shown to the students by the faculty and the same shall be discussed for improvement in the class during tutorials.

The internal assessment marks shall be submitted to the HOD by each faculty. The HOD will compile the class marks and send the same to the Academic Review Committee for review, records and its onward transmission to the Controller of Examinations.

For Practical

Practical Internal Evaluation Criteria		
Continuous Assessment	Sessional Examinations	Total

10					15		25
Attendance	(Clinical presentation – 3, drug presentation & report – 2, case study report – 5)	clinical performance	End of posting OSCE	Completion of procedures and clinical requirements	Class Test 1	Class Test 2	
2	10	10	5	3	30	30	
Total = 30/3 = 10					OSCE – 10 marks (2-3 hours) DOP – 20 marks (4-5 hours) Total 30x2=60/4		

Note: Marks for attendance would be given as per the following criteria:

Attendance – 2 marks (95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80:0

6.6 The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

6.7 Semester-end practical examinations shall be coordinated by the Principal of the college from the appointed examiners by the Examination Division. They will ensure the proper conduct and fair evaluation of the practical and the student record.

6.8 For any other type of examination, not covered by sub-clauses (e) above, the mode of conduct of examination shall be as specifically provided in the Study & Evaluation Scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

6.9 The results of a semester (including both the semester-end examinations and internal assessment) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Examination Committee for moderation.

6.10 The result containing the marks obtained by all the students in various courses shall be issued by the Controller of Examinations, at the semester of each year, after the declaration of the result to the Dean/Director/ Principal of the college for notification and records.

Final summary of internal marks obtained by the student shall be displayed on the notice board of the college by the departments on the last teaching day of the semester. Any improvement after the second class test will be compiled and sent to the Controller of Examinations before the end of the semester end examination. Dean/Director/Principal of the college will ensure that the complete record of the internal marks are properly displayed for information to the students and the same duly compiled reach the examination department before the semester end of the examination.

7. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- i) Appearing in all papers as prescribed in the scheme of teaching and examination, both internal and external and obtaining a minimum of 50% marks separately in each course including the semester-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
- ii) Grace Marks – If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination. In case the student does not want to avail the grace marks s/he will have to forward a notarized affidavit through the Principal of the College stating that s/he is not willing to avail the grace marks and that s/he will not avail the same in future also and would clear the papers by re-appearing in the future examination(s).
- iii) A student may apply, within one week from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fee. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned year-end examination.
- viii) A student obtaining less than 50% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a semester end examination of the course in a subsequent semester (s) when the course is offered or special examinations if held by the University, subject to maximum permissible period of (n+4) years as mentioned in clause 3.4. The internal marks in such cases shall not change. **In case of detained students on account of attendance, who have appeared in the internal evaluation (both theory & practical's) the internal marks shall remain same. However, if the student has not taken any internal examination the internal evaluation shall take place during the special summer classes.**
- ix) However, based on the poor result in some of the courses, the Director/Principal, if so desires, may propose to arrange remedial classes and subsequent conduct of special supplementary exams, for all or few courses to reduce load of carryover paper(s) in subsequent year on the students who have been placed to re-appear in such courses.

In such cases, Director/Principal of the college shall seek the approval of the Vice Chancellor. For such students who are required to re-appear in certain courses, normally 30 special classes shall be arranged during the summer vacation by the concerned college.

Students desirous of availing this facility shall apply to the Controller of Examinations through Director/Principal of the College at-least ten days

before the start of the special examination along with the prescribed fee, for issuance of Admit Cards.

- x) A student, who has to reappear in a semester end examination in terms of clause 9(b) (i) above, shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, in case the student(s) claims that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned Program and the Academic Review Committee of the College so certifies that the examination may be held in accordance with the old syllabus. In such cases the Dean/ Principal of the college will ensure that the request for re-appear examination as per the old syllabus reaches the Controller of Examinations at least 6 (six) weeks prior to commencement of semester end-term examination. However, a student can avail the facility of re-appearing with the old syllabus only once.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the college concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- xi) A student for any valid reasons may opt to take an academic break for a maximum of one year after seeking the prior permission of the competent authority. However, s/he shall be required to re-register thereafter and complete the course within the stipulated maximum permissible period of (n+4) years as mentioned in clause 3.4., including the period of academic break.

The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for a degree. A candidate who has earned the minimum number of credits prescribed in the concerned Study and Evaluation Scheme, shall be declared to have passed the Program, and shall be eligible for the award of the relevant degree subject to the overall cumulative percentage being 50% on the basis of the Cumulative Performance Index (CPI).

Note: In case the student has cleared the minimum required credit s/he shall be eligible for the award of the degree. Courses in which the student has not got the required minimum percentage of 50% shall be shown as audit course in the consolidated mark sheet. However, should the student want to clear the said papers also s/he shall have to apply to the examination department through the Director/Principal of the college requesting to hold his final consolidated mark sheet. Such student will then have to clear the paper within the provisions of n+ 4 years for completion of the program.

If the student has cleared all the papers but his aggregate CPI is less than 50, s/he has to appear in one or more papers where s/he has secured less than 50% marks to ensure that the CPI is more than 50%. The student will have to complete the same within the provisions of n+ 4 years for completion of the program.

Further, the successful candidates will be placed in Divisions as below:

Grading of Performance

Based on the performance, each student shall be awarded a final grade at the end of the semester for each course.

Absolute grading is used by converting the marks to grade, based on predetermined class intervals.

UGC 10 point grading system is used with pass grade modified.

Lettergrade	Grade point	Percentage of marks
O(Outstanding)	10	100%
A+(Excellent)	9	90-99.99%
A(Very Good)	8	80-89.99%
B+(Good)	7	70-79.99%
B(Above Average)	6	60-69.99%
C(Average)	5	50-59.99%
P(Pass)	4	40-49.99%
F(Fail)	0	



Chapter-10

Ordinance for Para-medical and Physiotherapy programmes

APPLICABILITY: This ordinance shall apply to all programs leading to all Bachelor's/Master's degrees and Under-graduate/Post-graduate diplomas following yearly system [other than programs for which separate Ordinance is notified]. (For all Paramedical and Physiotherapy Programs (BRIT, BMLT, B.Sc- Forensic Science, B.Optom, M.Optom, MMLT, MRIT, MPT, COTT and BPT)

9.4 ADMISSION

The University will permit admission and shall hold examinations for all such academic programs as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/Master's degrees, Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.

Admission

to

first

year where applicable shall be made as per the rules prescribed by the Academic Council of the University and notified in the admission brochure.

9.5 ELIGIBILITY FOR ADMISSION

Candidate shall normally have 50% (45% for SC/ST) marks in the prescribed qualifying examination to be eligible for a test conducted by the TMU itself for the admission to the program offered by the University. The details of the eligibility and the criteria for merit for various programs offered by the University and covered by this ordinance are as detailed in Annexure I.

In case of programs where lateral entry into the Second Year is permitted the details of the eligibility and the criteria for merit are also detailed in Annexure I.

The minimum and maximum age of a candidate as on December 31 of the year of admission for admission to first year/ lateral entry is as detailed in Annexure I.

The above criteria can be relaxed only with the prior approval from the Vice Chancellor.

A student who has been provisionally admitted to any academic program, because of non submission of the result of the qualifying examination at the time of admission, shall have to submit the result in the University latest by September 30, but in no case later than November 15 of the academic year, except where regulatory councils norms prescribe otherwise, to prove his/her eligibility to continue in the program.

9.6 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

(ix) S/He is not found qualified as per the eligibility criteria prescribed by the University.

Or

(x) S/He is found unable to complete the program within the specified period for completion of the program as per clause 3.4 of this ordinance

Or

(xi) S/He is found involved in indiscipline or violating the University Code of Conduct.

Or

(xii) S/He is involved in an act of ragging.

2. CONTENTS, MEDIUM OF TEACHING & DURATION OF PROGRAMS

2.1 A Bachelor's/Master's degrees and Under-graduate/Post-graduate diploma programs shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned Program, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.

- 2.2 The medium of teaching and examination shall be as specified in the Scheme of Teaching & Examination.
- 2.3 The minimum period required for completion of a Programme shall be the Program duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned Program.
- 2.4 The maximum permissible period for completing a Program for which the prescribed Program duration is n years, shall be $(n + 2)$ years. All the Program requirements shall have to be completed in $(n + 2)$ years, i.e. the Program duration in years and two additional years. However, in case of Program where the duration is less than two (2) years the requirement for completion of the program shall be $(n+1)$ years i.e. the Program duration in year and one additional year.

A student will have the option to take additional course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi. Such additional course(s) shall be shown in the yearly/semester mark sheet in which the course has been taken and also in the final consolidated mark-sheet under a distinct head of "Additional Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s), and the student has appeared in the year end examination conducted by the University. However, such additional courses shall not be given any weightage in terms of CPI and/or credits required to successfully complete the program.

3. FEES

All the fees including the tuition fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each Session. Fee payable shall be as given in the admission brochure, or as notified from time to time.

Last date for deposit of the fee without fine shall be notified by the University before the start of the session. The notification will also mention the fine applicable in case of late deposit of fee. Fees once paid are not refundable in any case except for the caution money, if any.

All the students will be required to pay the prescribed fee before the start of classes. In cases of genuine hardship, the Registrar may permit, at his discretion, an extension in the last date of payment of fees. No student shall be allowed to attend classes unless he/she has cleared all dues of the College/Department.

4. Academic Year

- 4.1 An academic year shall be apportioned into two portions. Each program will ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars and practical's are held or conducted in not less than 210 in an academic year excluding holidays, vacations, time set apart for completing admissions and time required to conduct examinations. However, in case where councils specify more days the teaching days will be as per the council norms.

There shall be a break of about 2 weeks during winter and a vacation of approximately 3-5 weeks after the year end examination. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.

4.2 The academic break-up of the Year devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work	- 36 Weeks (including two class tests)
Preparatory Leave and conduct of 3 rd CT	- 01 Week
Year end(Annual) Examination, including Practical/ Laboratory Examination	- 02/03 Weeks

The total periods provided for contact teaching, practical, field work, library, utilization of computers and other facilities shall not be less than 40 hours a week, of which a minimum of 30(thirty) hours per week shall be for class room teaching and practicals.

For Semester system

(a) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work	- 18/17 Weeks (including two class tests)
Preparatory Leave and conduct of 3 rd CT	- 01 Week
Semester-end Examination, including Practical/Laboratory Examination	- 02/03 Weeks

The total periods provided for contact teaching, practical, field work, library, utilization of computers and other facilities shall not be less than 40 hours a week, of which a minimum of 30(thirty) hours per week shall be for class room teaching and practical.

5. ATTENDANCE, EVALUATION & EXAMINATION

A student shall be required to have a minimum attendance of 75% in a course/ in aggregate of all the courses including practical during a semester, provided that the Director/Principal of the college on the recommendation of the Dean of the college may condone attendance shortage up-to 5% for individual student for reasons to be recorded. The period of attendance shall be taken from the first day of the start of the Academic year to one week before the last scheduled day of class. This shall also be notified in the academic calendar.

However, under special circumstances the Dean / Director/Principal of the college may forward to the Vice Chancellor a request of a student for further relaxation of attendance for reasons to be recorded which shall not be a matter of routine.

Under normal circumstance, a student who has an aggregate attendance of less than 75% in a course / cumulative attendance in all courses including practical in a semester/year shall not be allowed to appear in the course/ in year end examination as decided by the University from time to time. Student who has been detained due to shortage of attendance shall be required to repeat course(s) of the said semester/year with the next batch of students or will have the option to attend the special classes during the summer vacation if conducted by the college and appear for the examination there after whenever conducted by the University. **A student can avail the opportunity of attending summer special classes only once during the complete duration of the program.** The University Enrolment number of such student shall however remain unchanged and s/he shall be required to complete the Program in a maximum permissible period of (n+2)/ (n+1) years as mentioned in clause 3.4.

Director/Principal of the College shall announce the names of all such students who are not eligible to appear in the semester/year-end examination, at-least one week before the commencement of the examinations and simultaneously intimate the same to the Controller of Examinations and office of the Registrar. The Dean/Director/ Principal of the college will ensure that a monthly attendance record is posted on the Notice board of all departments and a copy sent to the office of the Registrar for information.

In case, any student appears by default, who in fact has been detained by the College, his/her result shall be treated as null and void.

6. EVALUATION & EXAMINATION

6.1 The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

6.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

- i) Continuous evaluation (Internal Assessment) by the teacher(s) of the course.
- ii) Evaluation through a semester/year-end examination

6.3 The distribution of weightage for various components of evaluation shall be as below:

		Marks distribution	Marks distribution
		BPT	All other programs
A	THEORY COURSES		
	Year-end examination	70	60
	Internal Assessment	30	40
B	PRACTICAL/LABORATORY COURSES		
	Year -end examination	50	50
	Internal Assessment	50	50
C	DISSERTATION/THESIS/PROJECTS		
	Assessment by External Examiner	50	50
	Assessment by Internal Examiner	50	50

The above weightage scheme shall prevail unless otherwise specified for a particular course of programs in the Schemes of Teaching & Evaluation duly recommended by the Board of Studies with the approval of the Vice-Chancellor.

6.4 Conduct of semester/year-end examinations

- i) All semester/year-end examinations shall be conducted by the Controller of Examinations.
- ii) The schedule of examination shall be notified by the Controller of Examinations at least ten (10) days prior to the first day of the commencement of year-end examinations.
- iii) For theory as well as practical examinations and dissertation/thesis/project report/training report, all examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor unless the power is delegated to the Controller of Examinations by the Vice Chancellor in writing. Name of examiners shall be obtained from the concerned Director/Principal of the college / Head of the department, from the panel recommended by the Board of Studies/ Board of Faculty.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him from the college before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, if deemed fit can appoint examiners out of the list proposed by the Controller of Examinations.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.

The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the Question paper, shall set the Question paper in accordance with approved scheme.

6.5 Internal Assessment

The general procedure for internal evaluation and the weightage of the marking to calculate the internal marks to be sent to the university shall be as follows. In specific case(s) if, the curriculum so requires, the change in the composition of internal evaluation shall be permitted with the prior approval of the Vice Chancellor.

For Theory Papers

Sl. No.	Evaluation	Weightage out of 30 Marks	Weightage out of 40 Marks
1	Class Quiz./ Class Tutorial/ Project work/Assignments & Activity	0	10
2	Internal Examination – best two	20	20
3	Attendance	10	10

	Total	30	40
--	--------------	-----------	-----------

Note: In case of the Class Quiz/ Class Tutorial/ Project work/ Assignments & Activities, the subject/course teacher will inform the marking pattern on the first day of the class with the lecture plan and also put the same on the web site after being duly approved by the Director/Principal of the College.

The college will hold class tests as per the University Academic Calendar. The third class test would be held on completion of the Semester/Annual classes and during the preparatory leave for the year end examination. The evaluated answer scripts shall be shown to the students by the faculty and the same shall be discussed for improvement in the class during tutorials.

The internal assessment marks shall be submitted to the HOD by each faculty. The HOD will compile the class marks and send the same to the Academic Review Committee for review, records and its onward transmission to the Controller of Examinations.

For Practical

Sl. No.	Evaluation	Weightage for 50 Marks
1	Performance in Practical (Experiment, file preparation & viva)	25
2	Internal practical exam & Viva Voce	15
3	Attendance	10
	Total	50

Note:

Marks for attendance would be given as per the following criteria:

- All students should be given attendance marks irrespective of being detained.

The marks should be given as follows: 01 mark for 01-09% attendance; 02 marks for 10-19% attendance and so on and 10 marks for 90% and above

6.6 Dissertation/Thesis: For dissertation in final year of graduation/thesis for Master's degree programs, wherever specified in the syllabus, the internal and external evaluation shall be done and marks awarded as detailed in the Scheme of Teaching & Evaluation.

6.7 The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

6.8 Year-end practical examinations shall be coordinated by the Director/Principal of the college from the appointed examiners by the Examination Division. They will ensure the proper conduct and fair evaluation of the practical and the student record.

6.9 For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the Study & Evaluation Scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

6.10 The results of a semester/year (including both the year-end examinations and internal assessment) shall be declared by the Controller of Examinations. However,

after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Examination Committee for moderation.

- 6.11 The result containing the marks obtained by all the students in various courses shall be issued by the Controller of Examinations, at the end of each year, after the declaration of the result to the Dean/Director/ Principal of the college for notification and records.

Final summary of internal marks obtained by the student shall be displayed on the notice board of the college by the departments on the last teaching day of the year. Any improvement after the third class test will be compiled and sent to the Controller of Examinations before the end of the year end examination. Dean/Director/Principal of the college will ensure that the complete record of the internal marks are properly displayed for information to the students and the same duly compiled reach the examination department before the year end of the examination.

7. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- i) Appearing in all papers as prescribed in the scheme of teaching and examination, both internal and external and obtaining a minimum of 45% marks in aggregate in each course including the semester end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 45% of marks in a course, shall be deemed to have failed in that course. Whereas for BPT the pass % is 50 to pass a course. To qualify a Program overall 50 CPI is required.
- ii) Grace Marks – A student shall be eligible for grace marks for clearing one or more courses/aggregate to a maximum of 0.5% of the maximum marks (rounded to next higher integer). The grace marks will be added to individual subject score and the aggregate. In case the student does not want to avail the grace marks s/he will have to forward a notarized affidavit through the Director of the College stating that s/he is not willing to avail the grace marks and that s/he will not avail the same in future also and would clear the papers by re-appearing in the future examination(s).
- iii) A student may apply, within one week from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fee. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester/year-end examination.
- iv) A student obtaining less than 45% of maximum marks in case of BPT 50% (including semester/year end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a semester/year end examination of the course in a subsequent semester/year(s) when the course is offered or special examinations if held by

the University, subject to maximum permissible period of (n+2)/(n+1) years as mentioned in clause 3.4. The internal marks in such cases shall not change. **In case of detained students on account of shortage of attendance, who have appeared in the internal evaluation (both theory & practical's) the internal marks shall remain same. However, if the student has not taken any internal examination the internal evaluation shall take place during the special summer classes if held.**

- v) However, based on the poor result in some of the courses, the Director/Principal, if so desires, may propose to arrange remedial classes and subsequent conduct of special supplementary exams, for all or few courses to reduce load of carryover paper(s) in subsequent year on the students who have been placed to re-appear in such courses.

In such cases, Director/Principal of the college shall seek the approval of the Vice Chancellor. For such students who are required to re-appear in certain courses, normally 30 special classes shall be arranged during the summer vacation by the concerned college.

Students desirous of availing this facility shall apply to the Controller of Examinations through Director/Principal of the College at-least ten days before the start of the special examination along with the prescribed fee, for issuance of Admit Cards.

- vi) A student, who has to reappear in a semester/year end examination in terms of clause 9(b)(i) above, shall be examined as per the syllabus which will be in operation during the subsequent semester/year(s). However, in case the student(s) claims that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned Program and the Academic Review Committee of the College so certifies that the examination may be held in accordance with the old syllabus. In such cases the Dean/ Director of the college will ensure that the request for re-appear examination as per the old syllabus reaches the Controller of Examinations at least 6 (six) weeks prior to commencement of year end-term examination. However, a student can avail the facility of re-appearing with the old syllabus only once.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the college concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- vii) A student for any valid reasons may opt to take an academic break for a maximum of one year after seeking the prior permission of the competent authority. However, s/he shall be required to re-register thereafter and complete the course within the stipulated maximum permissible period of (n+2)/ (n+1) years as mentioned in clause 3.4., including the period of academic break.

The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for a degree. The credits included in the Study and Evaluation Scheme of a Program shall

generally be upto 5% more than the minimum specified credits. A candidate who has earned the minimum number of credits prescribed in the concerned Study and Evaluation Scheme, shall be declared to have passed the Program, and shall be eligible for the award of the relevant degree subject to the overall cumulative performance being 50 CPI on the basis of the Cumulative Performance Index.

Note: In case the student has cleared the minimum required credit s/he shall be eligible for the award of the degree. Courses in which the student has not got the required minimum percentage of 45% (50% in case of BPT) shall be shown as audit course in the consolidated mark sheet. However, the student want to clear the said papers, s/he shall have to apply to the examination department through the Director/Principal of the college requesting to hold his final consolidated mark sheet. Such student will then have to clear the paper within the provisions of n+ 2/ n+1 years for completion of the program.

If the student has cleared all the papers but his aggregate CPI is less than 50, s/he has to appear in one or more papers where s/he has secured less than 50% marks to ensure that the CPI is more than 50. The student will have to complete the same within the provisions of n+ 2/ n+1 years for completion of the program.

In BPT Program 1) In a particular year if candidate have the supplementary in more than four courses he will not be promoted to the next year and will be merzed with junior batch. 2) if a student gets the supplementary in theory course, he will appear only in theory course but if he has the supplementary in practical course he will appear in both practical as well as correspondent theory course. 3)no student will appear in his/her final year exams until he/she can not pass all previous exams. After successful completion of final year exams, he/she can start his/her internship. 4) if any candidate clear his all courses upto 3rd year with main exams he can be appeared for all main courses of final year with supplementary exams if he/she has all internal marks.

In all other programs where the Internship is mandatory for the award of degree a candidate can start his internship after successful completion of all courses.

Further, the successful candidates will be placed in Divisions as below:

- (d) Second Division: A candidate obtaining a Cumulative Performance Index (CPI) at the end of the Programe of 50 and above but below 60 shall be placed in Second Division.
- (e) First Division: A candidate obtaining a CPI at the end of the Programe of 60 and above but below 75 shall be placed in the First Division.
- (f) First Division with Distinction: A candidate obtaining a CPI at the end of the Programe of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt.

Division Improvement/Qualifying Audit Course(s)

- (i) **Division Improvement:** A student having second division can avail the option to improve his/her division by appearing in external theory paper(s) during year end examinations in subjects having less than 60% marks. The student can avail this option only during the year following the year of completion of the academic program.

- (ii) **Qualifying Audit Course(s):** A student who has any course(s) reflected as 'AU'-Audit Course(s) in the consolidated mark-sheet in any year of the academic program, shall have the option to improve his/her performance in such course(s). Only one chance shall be given in the year following the year of completion of the program for improvement in each audit course.

The examination in case of students opting for Division Improvement/Qualifying Audit Course(s) shall be as per the prevailing syllabus of the program, unless there is a change in nomenclature with substantial change in the contents of the course(s), in which case the candidate shall be examined as per the old syllabus studied. In both cases student will have to submit the examination form, pay the applicable re-appear fee within thirty days of issuance of consolidated marks sheet and attach the consolidated mark sheet and yearly mark sheet(s), if issued, of the year in which s/he is planning to re-appear.

In case, after the student has re-appeared in the subjects, and succeeds in either improving his/her division with the revised marks and obtains a first division, or clears the Audit course(s); only then will the student be issued a fresh consolidated marks sheet/ transcript mentioning at the bottom a remark '**Consolidated marks sheet/ transcript after improvement of division**', or '**Revised consolidated marks sheet/ transcript after passing the audit paper(s)**', as the case may be. In case there is no improvement in division or the student does not clear the Audit paper(s) the original marks sheet/ transcript will be returned.

Students who have been issued a migration certificate shall be allowed only after they submit back the original migration certificate to the University and get the same cancelled.

Note: For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 12 and shall be based only on revised marks obtained in courses for which credits have been earned.



(Aditya Sharma)
Registrar