

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY
MURTHAL (SONEPAT)
ORDINANCE FOR CREDIT BASED SYSTEM**

For
**BACHELOR OF TECHNOLOGY
(wef from the academic session 2008-09)
(Including amendment suggested by 2nd meeting of the Academic Council)**

1 Preliminaries

1.1 This ordinance shall apply to UG programme in the University Teaching Departments.

UG Programme

Courses	Normal duration	Extended duration
B. Tech.	Four Years (08 semesters)	Seven Years

An academic year shall consist of two semesters (**odd & even**) of approximately **20 weeks** duration inclusive of the period of examination and semester break. The eligibility criteria for admission to each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the prospectus.

2. ORDINANCE: BACHELOR OF TECHNOLOGY

Notwithstanding anything contained in any other ordinance with regard to the matter hereunder, the courses of study for the Degrees of Bachelor of Technology and the conditions for admission thereto shall be as under:

2.1 The Bachelor of Technology Degree courses shall extend over a **minimum period of four academic years. However students will be admitted on the basis of 3 years diploma directly in the 2nd year under the LEET scheme.** Teaching in each academic year shall be divided into two semesters, each semester extending to 20 weeks including practical, semester examination and semester break. Teaching for odd semesters will normally be from August to December and for even semesters from January to May.

2.2 At the end of the each semester, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as First Semester Examination, Second Semester Examination, and Third Semester Examination and so on.

2.3 The Examination for all semester will normally be held in **December/January** and also in **May/ June** on such dates as may be fixed by the Controller of Examination as per the Schedule provided by the University. The date(s) of commencement of examination as well as the last date(s) for the receipt of examination forms and fees shall also be notified by the controller of Examinations to the concerned University Teaching Departments.

2.4.1 The courses of the study and the subjects of examinations shall be as approved by the **Academic Council from time to time**. The medium of instructions and Examination shall ordinarily be **English** except otherwise decided by the Academic Council. The question paper will be set in English, except otherwise decided by the board of studies concerned and approved by the Academic Council. Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council from time to time. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.

Evaluation Process:

a. Major Test (Theory Examination):

Written question papers for the semester examination shall be set by an **External/Internal paper setter** appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department and the answer sheets shall generally be evaluated by the **internal examiners** but can be evaluated from **outside experts** with the permission of the Vice-Chancellor. At the most 50% question papers can be set by the external examiners. In case a question paper is not received in time from an external examiners or he refuses to set the question paper, the paper can be got set from an internal examiner. The evaluation of answer sheets will be done by the examiners as per the procedure laid down by the University for the purpose.

b. Practical Examination:

Examination in practical and viva-voce shall be conducted jointly by the external and Internal Examiners appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned. If an External Examiner is not able to join, alternate examiner (including those of the same University dept) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order:

- i) From outside
- ii) from DCRUST Murthal

c. Sessionals (Internal Assessment):

Sessional (internal assessment)works shall be evaluated by the teachers of the various subjects based on the work done during semester on the basis of the following weightage:

I. For Theory subjects:

- i) Minor Test óI 30% of the weightage of the sessional
- ii) Minor Test-II 30% of the weightage of the sessional
- iii) Assignment/Performance 20% of the weightage of the sessional

- in the class
- iv) Surprise Quiz/Tutorial Tests (2+2=4) 20% of the weightage of the sessional

II. For Practical/Project/Seminar/Drawing:

- i) Viva-Voce/ Test 30% of the weightage of the practical
- ii) Laboratory Record/ Project Report/Seminar Report/Drawing Sheet 40% of the weightage of the practical
- iii) Objective Tests/Multiple Choice Questions 30% of the weightage of the practical

d. General Proficiency

I. Field Work 40% of the weightage
(Technical Activities/ Extra Curricular Activities/ Industrial, Educational tour/ Sports/games/community Service/ Hostel Activities) (equal weightage of each)

II. Presentation/Viva -Voce 40% of the weightage

III. Faculty Counselor Assignment 20% of the weightage

The I and II components will be evaluated by a **committee, preferably interdisciplinary** constituted by the Vice-Chancellor on recommendation of the Dean Academic Affairs. A **Faculty Counselor** will be attached to group of students which will remain associated with him /her during the entire period of the degree programme in the University. Each faculty member will serve as a faculty counselor. They will act like a local guardian for the students associated with him / her and will help them in terms of carrier guidance, personal difficulties

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

The examination shall be open to a candidate who:

- has attended regularly the prescribed courses of studies for the relevant semester examination in the department recognized by the University for the degree of Bachelor of Technology.

- has his/her name submitted to the Controller of Examinations by the Chairperson of the department.
- has a good moral character (certificate be issued by the chairperson of the department concern if required).
- has attended **not less than 75% of the total classes held in each theory / lab/project/ seminar/ drawing etc.** This requirement shall be fulfilled separately for each subject of study. A deficiency up to **10% may be condoned by the Chairman** of the department. A further condonation of **5% in attendance** may be allowed in severe/ Compassionate circumstances by the Vice-Chancellor. **However it may not be treated as a matter of right by the students.** (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester , he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)
- whose result declaration is delayed for no fault of his/her or has applied for revaluation may attend classes of the next higher semester provisionally at his /her own risk and responsibility subject to his/her passing the concerned semester Examination. Such a candidate shall also be governed by the clause 2.6 given below. In case the candidate fails to pass the concerned Semester Examination, his / her attendance and studies in the next higher semester in which he /she was allowed to attend classes provisionally, shall stand cancelled.

2.6 If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, he/she can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, prosecute his / her studies for the next semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

2.7 The examinations for reappear in any subject(s) in the **odd semester** and that of in the **even semester** shall be held in the respective semesters along with the regular students. In addition to above, examination for reappear in the subjects in odd semesters will also be held during the even semesters examinations and vice-versa.

A candidate shall be eligible for promotion to (Effective from session 2009-10)

5 th semester	if passed all papers of semester 1 st semester.
6 th semester	if passed all papers of 1 st and 2 nd semesters.
7 th semester	if passed all papers of 1 st , 2 nd and 3 rd semesters.
8 th semester	if passed all papers of 1 st , 2 nd , 3 rd and 4 th semesters.

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

5 th semester	if passed all papers of 3 rd semester.
6 th semester	if passed all papers of 3 rd and 4 th semesters.
7 th semester	if passed all papers of 3 rd , 4 th and 5 th semesters.
8 th semester	if passed all papers of 3 rd , 4 th , 5 th and 6 th semesters.

The amount of Exam/Reappear/ Re-evaluation/ Improvement fee to be paid by the candidates shall be as prescribed by the University from time to time. A candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay his dues again on re-admission after fulfillment of above conditions.

Re-evaluation is permitted only for major tests (Theory course) as per University Rules for Re-evaluation. **The Re-evaluation is not permitted in the Studio Examination or in an examination which involve more than one examiner.**

A candidate who is unable to pass the Bachelor of Technology Course within a maximum of **seven consecutive academic years** from the date of his admission shall **lose the right to pursue the degree programme. In exceptional cases, mercy chance can be given by the Vice-Chancellor to a candidate if he/she applies.**

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

- i. 40% in each major test (theory paper).
- ii. 40% in each Practical Examination/Viva-Voice Examination
- iii. 40% in aggregate of sessionals and end semester theory examinations for each theory and practical subject **provided that a candidate, who fails to obtain the requisite marks in aggregate of sessionals and end semester theory examination, shall be required to reappear in the concerned subject in the subsequent theory/practical examination(s) subject to clause 2.7.** Such candidates will not be required to repeat the sessional (internal assessment) works.
- iv. Minimum pass grade in each course is $\neq \emptyset$ grade. Grade will be awarded after adding the marks of sessional (internal assessment) and major test/practical examination.
- v. Grade D in General Proficiency
- vi. SGPA of 4.0
- vii. Where a course is evaluated on the basis of sessional (internal assessment) marks only i.e. there is no end-semester examination, the candidate will be required to secure at least 40% marks to pass the course.

A candidate who fails to obtain the requisite marks/grade in any course shall **be required to appear** in the concerned course in the subsequent examination(s) as per the clause 2.6&2.7.

- 2.9 If a candidate has completed his/her degree with a **CGPA ≤ 6.5 and he/she wants to improve his/her grade**, he/she may be allowed to improve by depositing the requisite fee as per the University Rules. He/she is allowed to appear in **at the most half of the theory papers only** of a semester along with the regular candidates of that semester and the sessional (internal assessment) part will be retained. Such opportunity may be given only twice in succession, subject to the condition that he/she have to complete the degree within 7 consecutive years of his/her registration. If the improved CGPA is less than the original, then the original will be retained.
- 2.10 The result of a student at the end of each semester Examination and after completion of course shall be declared on the basis of the **SGPA & CGPA (cumulative grade point average)** obtained by the student. However result of a student admitted through **LEET SCHEME** for the diploma holders will be declared on the basis of CGPA of the grades obtained by him/ in this University only.
- 2.11 At the end of each semester examination, the COE shall publish the result, provided that in a case where candidate who was permitted to take examination for higher semester but has not cleared the lower semester examination his result for the higher semester examination will be declared provisionally. Each successful candidate shall be issued a copy of the result card on having passed the semester examination.
- 2.12 Notwithstanding the integrated nature of the course wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the semester and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

3. SCHOLARSHIP:

Scholarship may be awarded to students as per the terms and conditions stipulated by the funding agencies. However, it should be mentioned in the prospectus.

4. THE CREDIT SYSTEM:

The University has introduced credit system of study for all the Under Graduate and Post Graduate programs for all the students admitted from the **Academic Year 2008-09**. The prominent features of the credit system are the process of continuous evaluation of a student's performance, and a flexibility to allow the student to progress at an optimum pace.

Each Academic Program has a certain number of **credits** which describe its weightage. A student's performance is measured by the number of credits that he/she has completed

satisfactorily. A minimum grade point average is required to be maintained for satisfactory progress.

Each subject (component) has a certain number of credits which reflect its weightage and is normally decided on the basis of effective contacts hours. It is mentioned in the scheme of studies and examinations.

- 4.1 The semester examination for the odd semesters shall ordinarily be held in the month of **December/January** and for the even semesters in the month of **May/June**, on such dates as may be fixed by University authority. The concerned teacher/ course coordinator should ensure that 100% syllabus is covered in each subject before the Semester Examination.
- 4.2 A faculty member shall be appointed as a **course-coordinator** by the **Chairperson** of the department who shall have the full responsibility for conducting the minor tests, coordinating the work of evaluation with other faculty members involved in the course and awarding of grades. A common paper will be set for the minor tests of the common courses.

In case of perceptible deviation in the awards given by different teachers of the same course, the **course co-ordinator will moderate the awards by calling meeting** of the teachers associated. However, where a single teacher is associated with the course, moderation of awards will be done in consultation with the chairperson of the department.
- 4.3 For the time being the existing system of centralized examination will be followed for conducting the Semester Examination. However the system may be reviewed as the University grows and more and more number of departments/courses/students are added to it.
- 4.4 The marks/grade awarded to a student in any particular subject will be based on the performance of the student evaluated throughout the semester. **The syllabus of the minor tests will be what is covered in that particular term.** The Semester Examination will be based on the entire syllabus.
- 4.5 The marks/grades will be displayed on the notice board of the department by the Chairperson before forwarding it to the Examination Branch.
- 4.6 The Chairperson of the department shall forward the awards/grades to the Examination Branch within a week after the semester ends and examination process starts. The evaluated answer sheets of minor tests are to be kept by the course so-ordiantor for at least one year. The Examination Branch will keep the evaluated answer sheets of the semester examination for **at least one year**.

5. GRADING SYSTEM:

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:

5.1 Award of Grades Based on Absolute Marks

The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (**after applying moderation if any**) as given below:

<u>Range of Marks (%)</u>	<u>Grade</u>
90 to 100	A+
80 to 89	A
70 to 79	B+
62 to 69	B
55 to 61	C+
46 to 54	C
40 to 45	D
Less than 40	F

Note:

- (i) The awards/grades shall be submitted by the teacher concerned through course coordinator to the Chairperson of the department. **The awards/grades should be finalized within 7 days** of the semester examination.
- (ii) In case of any difficulty/issue related to **courses/conduct/moderation of awards/grades/reconduct of paper**, the matter will be referred to a **departmental monitoring** committee comprising of **Chairperson, senior most teachers by rotation, course coordinator and faculty nominee of the Dean of Faculty**. The committee will be headed by the chairperson. The committee, on receipt of complaint from student or teacher, shall meet at the earliest and will give its decision within one week. The decision of the committee shall be final.
- (iii) The procedure for evaluation and award of grades for professional training shall be decided by the respective Chairman/Chairperson of the department. The candidate shall be required to **submit a comprehensive report within one month of completion the training**. Training Report will be completed under the supervision of the officer of the company/institution under whose guidance and supervision the training was completed by the candidate in that company/institute. The candidate will add supervisor's certificate in the beginning of the report stating that the report is an out-come of work done by the candidate during his/her training.
- iv While calculating percentage of marks to award grades, 0.5 or higher fraction may be raised to the next higher whole number.

5.2 GRADE POINTS:

The grading point of academic performance will be as under:-

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Very Poor	F	0
Absent	G	-
Audit Pass	AP	-
Audit Fail	AF	-
Incomplete Dissertation	X	-

Note:

1. Pass Grade is Grade D and higher grades
2. Grade F is Fail grade.

'F' Grade

The F grade denotes poor performance, i.e. failing a subject (or subject component). A student has to reappear in the semester examination only, in which he/she obtains 'F' grades, until a passing grade is obtained, within the stipulated time of completion of that programme.

'G' Grade

If any student, who is otherwise eligible for appearing in the semester examination as per the ordinance, but he/she is unable to appear in the semester examination then he /she will be awarded -Gøgrade. The candidate will be allowed to take up the examination next time along with regular students and he /she will be awarded the grade as per grade system explained above.

AP/AF Grade

These grades are awarded to qualifying/Non-Credit subject(s) (as per scheme supplied by concerned departments). The candidate **will not be eligible for award of degree** without qualifying these courses.

Continuous Absence

If a student is continuously absent from the Department for **more than four weeks** without intimation to the Chairperson of Department, his/her name will be struck off from the roll of department. The re-admission shall not be allowed to the candidate during the same academic session.

‘X’ Grade

This grade is awarded for incomplete Project work as per guidelines given below and will be converted to a regular grade on the completion of the Project work and its evaluation.

A student who is unable to complete his/her Project may be awarded an $\bar{X}\emptyset$ grade by the Chairman/Chairperson/chairperson on the recommendation of his/her supervisor.

A student who has been awarded $\bar{X}\emptyset$ grade shall be required to formally register for the next semester and pay the requisite fee.

$\bar{X}\emptyset$ grade will be awarded in exceptional circumstances beyond student’s/supervisor’s control. Normally, the following grounds may be considered for the award of $\bar{X}\emptyset$ grade:

- (a) Technical reasons/grounds such as Supervisor/equipment not being available.
- (b) Any other reason to the satisfaction of supervisor.

5.3 Evaluation of Performance

The performance of a student will be evaluated in terms of Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point of time.

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

- Regarding evaluation of performance.

The formula for calculating SGPA is as mentioned below:

$$SGPA = \frac{\sum_{SEM} (\text{Total credits earned in a subject} \times \text{Grade points out of total marks in a concerned subject}) \text{ except audit courses}}{\sum_{SEM} (\text{Total credits earned in a subject}) \text{ except audit courses}}$$

Illustration for calculating SGPA/CGPA:

Ist Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	C+	5	6	30
CSLXXX	4	C	4	5	20
PHLXXX	4	A+	4	10	40
PHPXXX	1.5	B+	1.5	8	12
MELXXX	4	F	0	0	00
AMLXXX	4	B	4	7	28

Credits registered in the semester (total of column 2) = 22.5

Earned Credits in the semester = 18.5

Total of column 4 (total of column 2 excluding F grade)

Point secured in this semester in passed courses = 130

$$\text{SGPA} = \frac{\text{Points secured in passed courses}}{\text{Credits earned}} = \frac{130}{18.5} = 7.027$$

IInd Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	D	5	4	20
EELXXX	5	F	0	0	00
CYLXXX	4	B	4	7	28
CYPXXX	1.5	C+	1.5	6	09
MELXXX	4	A	4	9	36
HULXXX	2	AP	2	N.A.	00

Credits registered in the semester (total of column 2) = 21.5

Earned Credits in the semester = 14.5

Total of column 4 (total of column 2 excluding F&AP grades)

Cumulative Earned Credits (earned credits in previous semesters and current semester)
= 18.5+14.5=33.0

Points Secured in this semester in passed courses = 93

Cumulative points secured (total of point secured in previous semesters and current semester)
= 130 + 93 = 223

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit courses}} = \frac{130 + 93}{18.5 + 14.5} = 6.757$$

Each successful candidate shall be issued a copy of the result card on having passed the semester examination.

- **Regarding Conversion of CGPA into Marks**

The CGPA if multiplied by 9.5 will give the equivalent marks in %age.

Candidates who pass all the prescribed subjects for all the semesters, but obtained:-

- | | | |
|-------|--------------------------------|---|
| (i) | Less than CGPA of 5.26 | Pass class |
| (ii) | $5.26 \leq \text{CGPA} < 6.32$ | 2 nd Division |
| (iii) | $6.32 \leq \text{CGPA} < 7.9$ | 1 st Division |
| (iv) | CGPA of 7.9 or more | 1 st Division with Honours provided that they have passed all the semester examinations in single sitting within the normal period of course and without reappear in any paper throughout the programme. |

will be awarded aforesaid division.