

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY, MURTHAL,
SONEPAT- 131 039 (HARYANA)**

ORDINANCE FOR B. TECH. (WEEKEND)

1. The ordinance shall apply to Bachelor of Technology (Weekend) 4 year degree programme for Diploma holders hereafter called 'programme'.
2. Programme shall be run in the respective Departments mainly on weekend (Saturday and Sunday). However, in case of requirement, teaching and related activities can also take place on other holidays/ vacations.
3. The programme shall be in self-finance mode. The fee to be charged shall be decided by the university. All students have to pay same fee irrespective of the category of admission.
4. The normal duration of the programme shall be of eight semesters (four academic years). However, the students may complete the degree within extended duration of seven years from the date of registration. Candidates having 3 years or more Diploma in appropriate branches approved by the Directorate of Technical Education (Haryana) or equivalent will be eligible. Admission shall be based on merit. Reservation policy of the state shall be followed.
5. An academic year shall consist of two semesters (odd & even) each of approximately 45 teaching days on Saturdays and Sundays followed by semester-end examination. The information regarding available disciplines, number of seats, eligibility criteria, fee structure, counselling/admission etc. shall be published in the prospectus.
6. At the end of each semester, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. The semester examinations shall be designated as First Semester Examination, Second Semester Examination and Third Semester Examination and so on.
7. The Examination in odd semester subjects and even semester subjects will be conducted at the end of respective semesters on such dates as may be fixed by the Controller of Examinations. The date(s) of commencement of examination as well as the last date(s) for the receipt of examination forms and fees, if any, shall also be notified by the Controller of Examinations.
8. 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 Instruction and Examination shall be English. The credits for each subject and the contact hours will be mentioned in the scheme of studies approved by the Academic Council.
9. Evaluation process shall be as under:
 - a. Theory Examination(Major Test):

Written question papers for the semester-end 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 also 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 examiner or he refuses to set the question paper, the paper can be got set from an internal examiner. Teachers who teach the course shall be called internal (even if he is not from this university).

b. Practical Examination:

Examination in Practicals 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 Department. If an external examiner is not able to join, alternate examiner (including those from the same university) may be appointed by the Chairman of the concerned Department with the intimation to the Controller of Examinations.

c. Sessionals:

Sessionals shall be awarded by the concerned teachers based on the performance of students during semester on the basis of the following:

I. For Theory subjects		
i)	Minor Test –I	30% of the weightage of the sessionals
ii)	Minor Test-II	30% of the weightage of the sessionals
iii)	Assignment/ Performance in the class	20% of the weightage of the sessionals
iv)	Surprise Quiz/Tutorial Tests (2+2=4)	20% of the weightage of the sessionals
II. For Practical/Project/Seminar /Drawing etc.		
i)	Viva-Voce/ Test	30% of the weightage of the sessionals
ii)	Laboratory Record/	40% of the weightage of the sessionals project report/seminar report/drawing sheet
iii)	Objective Tests/Multiple Choice Questions	30% of the weightage of the sessionals

Every student has to appear in both the minor tests. If a student does not take a minor test, he/she shall be shown absent and considered to have obtained zero marks in that test. The marks obtained in sessionals are to be submitted to the examination branch duly signed by the concerned teacher and Coordinator within the stipulated time. The examination branch/Course Coordinator shall convert the marks into equivalent grades as per the grading system.

10. The examination shall be open to a student who:

- has attended regularly the prescribed courses of studies for the relevant semester examination.
- has his/her name submitted to the Controller of Examinations by the Chairman of the Department.
- has a good moral character (certificate to be issued by the Chairman of the Department concerned 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 Programme Director. A further condonation of 5% in attendance may be allowed in exceptional circumstances by the Vice-Chancellor. However it may not be treated as a matter of right by the students.

11. 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.

12. If an eligible student does not appear in the examination or fails in one or more paper(s), he/she can reappear for such paper(s) without attending a fresh course of studies for that semester. The Examination for these subjects will be conducted along with regular examination in the respective semester. However, such a student is allowed to attend classes of next higher semester. A student shall be eligible for promotion to:

5 th semester	if passed 1 st semester
6 th semester	if passed 1 st and 2 nd semester
7 th semester	if passed 1 st , 2 nd and 3 rd semester
8 th semester	if passed 1 st , 2 nd , 3 rd and 4 th semester

13. The examination fee for Reappear/ Re-evaluation/ Improvement is to be paid by the students as prescribed by the University from time to time. A student 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 courses) as per University rules for re-evaluation. The re-evaluation is not permitted in an examination which involves more than one examiner.

14. The student whose result declaration is delayed or has applied for re-evaluation 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. 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.

15. A candidate who is unable to pass the Bachelor of Technology programme within a maximum of seven consecutive academic years from the date of his registration shall lose the right to pursue the

programme. In exceptional cases, mercy chance can be granted by the Vice-Chancellor to a candidate on his/her request by depositing the requisite fee as prescribed by the university.

16. The minimum passing marks/grade for passing any semester examination shall be:
 - i. 40% in each Theory Paper(major test).
 - ii. 40% in each Practical Examination/Viva-Voice Examination
 - iii. 40% in aggregate of sessionals and semester-end examinations for each theory and practical subject. A candidate, who fails to obtain the requisite marks in aggregate of sessionals and semester-end examination, shall be required to reappear in the concerned subject in the subsequent theory/practical examination(s). Such candidates will not be required to repeat the sessionals.
 - iv. Grades will be awarded after adding the marks of sessionals and major test/practical examination. Minimum pass grade in each course is 'D'.
 - v. SGPA of 4.0
 - vi. 40% in sessionals for courses where no external examination is being conducted.

17. If a candidate has completed his/her degree with a CGPA \leq 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 of a semester along with the regular candidates of that semester and the sessional part will be retained. Such opportunity may be given only twice in succession subject to the condition that he/she has to complete the degree within 7 consecutive years of his/her registration. If the improved CGPA is less than the original, the original will be retained.

18. The result of a student (after completion of course and semester-end examination) shall be declared on the basis of the Semester Grade Point Average(SGPA) and Cumulative Grade Point Average(CGPA) obtained by the student.

19. Programme shall run on self-financing basis and hence no scholarships or fee concession will be awarded to any student. In case any student applies for cancellation of admission before start of the classes and seat is filled by some other student, the fee deposited by the student shall be refunded after deduction of processing fee. In case, the seat is not filled or application of cancellation of admission is received after the start of the classes, only security deposits shall be refundable.

20. The sessionals will be displayed on the notice board of the Department by the teachers before sending it to the examination branch. The evaluated answer sheets of minor tests are to be kept by concerned teacher for at least one year. The examination branch will keep the evaluated answer sheets of the end semester theory examination for at least one year.

21. Moderation committee consisting of Programme Director, Programme Co-ordinator, Course Co-ordinator and nominee of the Dean of Faculty may in case of any notable aberration in sessionals meet and finalize sessionals. The committee may also decide to reconduct minor test if required.

22. In Theory and Practical courses, the grades shall be awarded on the basis of % marks obtained together with sessionals. Grading and the award of grade points shall be as shown below:

Range of Marks (%)	Academic Performance	Grades	Grade Points
90-100	Outstanding	A+	10
80-89	Excellent	A	9
70-79	Very Good	B+	8
62-69	Good	B	7
55-61	Average	C+	6
46-54	Below Average	C	5
40-45	Marginal	D	4
Less than 40	Very Poor	F	0
Absent	--	G	--

Note: 0.5 or higher fraction may be raised to the next higher whole number while calculating percentage of marks to award grades.

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

24. 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 'G' grade. 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.

25. If a student is continuously absent for more than four weeks without intimation to the Programme Director his/her name will be struck off the rolls. Re-admission shall be allowed to the candidate during the same academic session on the payment of readmission charges with the approval of the Vice- Chancellor on the recommendation of the Coordinator.

26. 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 pass grades as under:

$$CGPA = \frac{\sum (Course\ credits \times Grade\ points)}{\sum (Credits\ earned)}$$

Illustration for calculating SGPA/CGPA:

Ist Semester

Course No. (1)	Course Credits (2)	Grades Awarded (3)	Credits Earned (4)	Grade Points (5)	Points 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 earned in the semester(total of column 4) = 18.5
 Point secured in the semester(total of column 6) = 130

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

IInd Semester

Course No. (1)	Course Credits (2)	Grades Awarded (3)	Credits Earned (4)	Grade Points (5)	Points 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

Credits earned in the semester(total of column 4) =14.5
 Point secured in the semester(total of column 6) =93

$$SGPA = \frac{\text{Points secured}}{\text{Credits earned}} = \frac{93}{14.5} = 6.414$$

$$CGPA = \frac{\sum(\text{Points secured})}{\sum(\text{Credits earned})}$$

$$= \frac{130 + 93}{18.5 + 14.5} = 6.757$$

27. There is no method by which CGPA could be converted into % marks. Since CGPA is based on averaging the performance, tentative average % could be obtained multiplying CGPA by 9.5. Students who pass all the prescribed subjects for all the semesters, but obtain

- (i) $4.0 \leq CGPA < 5.26$ will be awarded "Pass Class"
- (ii) $5.26 \leq CGPA < 6.32$ will be awarded "2nd Class"
- (iii) $6.32 \leq CGPA < 7.9$ will be awarded "1st Class"
- (iv) $CGPA \geq 7.9$ will be awarded "1st Class with Honours" provided that they have passed all the semester examinations in single

sitting within the normal period of course and without having reappear in any paper throughout the programme.

28. If the University authorities are not satisfied with the character, past behavior and antecedents of a candidate, they may refuse to admit him/her in the University. In order to ensure academic standards, discipline and peaceful atmosphere in the University, the Vice-Chancellor of the University may cancel the admission of any student for a specified period.

29. All disputes pertaining to counselling/ admissions are subject to the jurisdiction of Sonapat only. University shall be the legal authority in whose name the state may sue or may be sued for this purpose. No suit, prosecution or other legal proceedings shall lie against any officer of the university for anything which is in good faith done or intended to be done for the purpose of counselling/ admissions.

30. All the rules and regulations for submission of migration certificate by the candidates who have passed the qualifying examinations from other Universities/Boards will be applicable as per the rules of the University.

31. Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent. The ragging is defined as any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness, indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.