

Minutes of the 5<sup>th</sup> Meeting of the Academic Council of JK LakshmiPat University held at JK LakshmiPat University, Near Mahindra SEZ, Mahapura, Ajmer Road, Jaipur on Friday, 9<sup>th</sup> January, 2015 at 11.00 A.M.

**Present:**

Dr. Devi Singh	Vice Chancellor (In Chair)
Dr. G.S. Gupta	RBI Professor of Management IIM, Ahmedabad
Dr. Mangesh G. Korgaonker	Director General, National Institute of Construction Management and Research, Mumbai
Dr. A. Sridharan	Former Professor and Deputy Director, IISc. Currently, Professor at IISc.
Mr. Sanjay Jain	Company Secretary cum G.M. (Accounts) Mahindra World City, Jaipur
Dr. Swapan Kumar Majumdar	Director - IM
Dr. Anupam Kumar Singh	Director - IET
Dr. Amit Jain	Associate Professor - IM
Dr. Sandeep Tomar	Associate Professor – IET

**In Attendance:**

Col. S Manohar, Officiating Registrar as non-member Secretary.

1. The Chairman welcomed all the members to the meeting and introduced Dr. G.S. Gupta to the members and welcomed the new member to the Council.
- He thanked all the members for their support and requested for their continued guidance for taking the University forward. He informed that the University is open to suggestions from Industry and experts for revision and we value your support.



Date: February 10, 2015

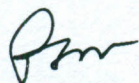
Dr. Anupam Kumar Singh  
Director  
Institute of Engineering and Technology  
JK Lakshmipat University  
Jaipur

Respected Sir,

Kindly find enclosed the Minutes of the Fifth Meeting of the Academic Council of our University held on January 9, 2015 at JK Lakshmipat University, Near Mahindra SEZ, Mahapura, Ajmer Road, Jaipur for your kind perusal and information.

Thanking you,

Yours faithfully,



(Prasanta Swarnakar)  
Assistant Registrar

File-AC

3/2/15  
11/02/15



- Being a new University, we have the flexibility to experiment, however, we are also conscious that we comply to UGC and other statutory requirements. The University has taken initiative for implementation of UGC guidelines for Choice Based Curriculum from 2015 session and the same will be discussed in this meeting.
  - In an effort to make JKLU a broad based University we have started B.Com (Hons) + MBA (5 years) – Integrated Dual Degree Programme from the session 2014-15 and going forward we are exploring the possibility of introducing programmes in B.A. (Economics) Honours and B.Com (Honours).
  - The Promoters aim to build this University into an institution known for its quality and excellence.
2. Leave of absence was granted to Prof. I.K. Bhat and Mr. Sanjeev Kumar Gupta.
  3. Minutes of the last Academic Council Meeting held on April 19, 2014 were noted and confirmed.
  4. Action Taken Report based on the Minutes of the last Academic Council Meeting held on April 19, 2014 was also noted and the Council was informed that all the points raised / suggested have been incorporated wherever possible.
    - Dr. Mangesh G. Korgaonker commenting on Point 1 of the ATR with reference to decision taken about CAD-CAM in the last meeting felt it should be revisited and these should be taught separately as the syllabi is too vast.
    - The Vice Chancellor briefing about the progress on the report of the UGC inspection and their observations on the fulfillment of deficiency of Faculty in IET informed that all efforts are being taken for recruiting senior faculty and positions are expected to be filled very soon.
  5. **Presentation on Academic activities for the period July 2014 to December 2014 by Director IM and IET.**
    - **Director IM**
    - The Director IM made a presentation on the Academic activities for the period July 2014 to December 2015. Copy of the presentation is attached as Appendix- 'A' to these minutes.

- Commenting on the presentation, Dr. Mangesh G. Korgaonker observed that B.Com (Hons.) + MBA (5 Years) - Integrated Dual Degree Programme was recommended to be introduced only as a B.Com (Hons.) and MBA should be optional. He felt that offering integrated is too risky in the initial stages of the University. The Chairman observed that a student is given the option to leave after B.Com (Hons) and he continues for MBA only if he so desires.
- Dr. Mangesh G. Korgaonker – suggested a few Major parameters on which the Academic progress report by the Directors should be based. The same are as follows:
  - Facts of how each programme progressed.
  - Admission data for all programmes to include number of students Applied and joined.
  - Placement data of all batches with details of placement.
  - Facts of academics in terms of courses, specialization details, projects and internship details.
  - Data on the conduct of programmes by MDC – with details such as topic, number attended etc. should be provided.
- Commenting on very low strength in a few programmes he felt that if there are less than 5 students in a Programme, the programme should be dropped for the year.
- Dr. G.S. Gupta commenting on the curriculum for all the programmes observed that execution of Curriculum is more important than Curriculum design.
- The Council suggested that the faculty should endeavor to publish their research work in reputed journals and publications with good Impact factor and Citation Index.
- Academic progress of last 6 months should be documented and sent to the members in advance prior to the meeting.
- Dr. G.S. Gupta insisted the importance of attendance of students in the class.



- Dr. G.S. Gupta also suggested that exam questions should be framed carefully, covering all the syllabus / content. Open book exams require a very serious preparation and hence should be given only after careful thought.
- Answering the query on the reasons for low admission rate, the Chairman briefed about the improving positivity due to improvement in the facilities, availability of lab facilities, faculty and rationalisation of the fee structure. With the ongoing extensive marketing effort, the Chairman expressed hope that the admissions would pick up well in the ensuing session.

### **Presentation by Director IET**

Briefing the Council the Director-IET highlighted the Academic progress of the Institute. The points covered are as under.

- Seminars and workshops were held for students to prepare them for placement.
- The Council was informed of the equipping and establishment of 22 new labs.
- Establishment of a work station in the workshop for students to experiment and work on projects. The students have been utilizing the same and have constructed a Hovercraft, Robot, and undertaken other projects. They have also participated in competitions/fests organized by reputed Institutions.
- The question paper pattern has been reviewed and the same has been now *adopted* based on Blooms Taxonomy.
- The Director informed the Council that all the eligible final year students have been placed for practice school – II which will last for nearly the complete semester. A few students have also been offered stipend for the internship period.
- Placement of the final year B.Tech students is underway and we are confident all the eligible students will be placed by the time they pass out.
- Dr. Mangesh G. Korgaonker – speaking on the attendance of students, observed that it should be voluntary and students should feel motivated to attend classes. He also felt that use of lab is more important and delivery of the content by the faculty is much more important. Faculty should take necessary care to ensure



- effective delivery. Surprise Checks / Class visits by colleagues and Director to review the faculty's class work and offering them feedback would improve their performance. Dr. G.S. Gupta suggested examining possibilities of team teaching.
  - Dr. Mangesh G. Korgaonker was sceptic about the full six months internship with industry, especially when the number of students will grow in the future, it may be difficult for the University to manage internship for all its students.
  - The Chairman brought out that internship in Industry has been a tested method followed by many reputed Institutions and it is an add value. However, he recommended that it can be tried for 3 years and based on its success, continuation may be reviewed thereafter. Also, from next year internship programme will be shifted to Semester-VII .The Council approved the same.
  - Prof. A. Sridharan addressing the issue of attendance suggested appointment of a Counselor to assess the interest of the students in a course and motivate them.
  - Dr. G.S. Gupta suggested organizing a 2 or 3 days workshop, where experts can address the students on the lines of finishing school. The council was informed that workshops and seminars on the same lines were already being organized for the final year students.
6. Tabling the minutes of Third Board of Studies meeting of Institute of Management.
- The Minutes of the Third BoS Meeting of Institute of Management held on January 07, 2015 along with the programme-wise Curricula and Syllabi for 2015 batch MBA Programme, BBA + MBA (5 years) – Integrated Dual Degree and B.Com(Hons) + MBA (5 years) – Integrated Dual Degree were tabled for the Members of the Council to note.
  - The recommendations of the BoS were accepted with few points/suggestions for B.Com(Hons) + MBA (5 years) – Integrated Dual Degree as under:
    - The chapter heading in course code BCH 402 "Introduction to various Methods of Costing" to be replaced as "Introduction to Methods of Costing".
    - The subject title for course code BCH 505 to be named as "Fundamentals of Insurance".
  - The Minutes of the Third BoS Meetings of Institute of Engineering held on January 06, 2015 along with the programme-wise Curricula and Syllabi were tabled for the Members of the Council to note.



- The Director Institute of Engineering briefed the salient points of the BoS to the Council and went on to present the Branch wise curriculum frame work.
  - The Council approved the tabled Curricula and the Detailed Syllabi for B.Tech and M.Tech Programmes offered by the University.
7. Tabling of the revised Regulation on Examination and Evaluation for various Programmes offered by JKLU in compliance with UGC guidelines
- The Council was presented the brief on the UGC guidelines on "Adoption of Choice Based Credit System" and its compliance requirement from the session 2015-16.
  - Keeping in view this requirement, the existing Regulations on Examination and Evaluation for various Programmes offered by JKLU has been revised and the same was tabled for the Members of the Council to note.
  - The Council after review and discussion on the various aspects of the Regulation approved the same. The revised Regulation will be effective for the B.Tech programmes from 2014-15 session for the students of 2014 batch and other programmes from 2015-16 session. The revised Regulation is attached to these minutes as Appendix 'B'.

There being no other points, the meeting ended with Vote of Thanks to the Chair.

  
Vice Chancellor



## **Mission, Motion and Making of Institute of Management, JKLU**

**Dr. S. K. Majumdar**

## **Industry Manufactures Goods IM Educates People to Manage Industry**

**- Dr. S. K. Majumdar**

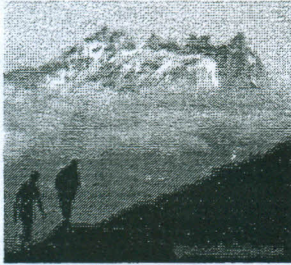
2/2/2015

Dr. S. K. Majumdar, Director, IM

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## **Goals of IM**

- 1. Transform  
Admitted Students  
as Industry Ready  
Professionals**
- 2. Provide Thought  
Leadership  
Services for  
Industry....**



2/2/2015

Dr. S. K. Majumdar, Director, IM

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## **My Believes Are....**

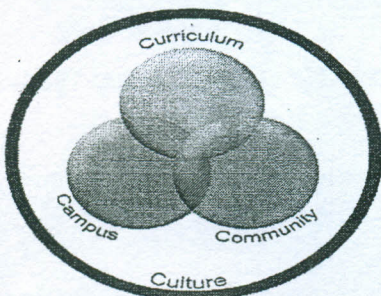
- 1. Human Potentials are  
Unlimited, Success  
Depends on the ways of  
Unleashing**
- 2. IM Focuses on Holistic  
Development**

2/2/2015

Dr. S. K. Majumdar, Director, IM

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## **4Cs of Holistic Development**



2/2/2015

Dr. S. K. Majumdar, Director, IM

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## **What Happened in June- July 2014?**

- 1. Drastic Fall in Admissions**
- 2. Change in Guard**
- 3. Dr. Devi Singh (2 Times Director  
of IIM-L) Has Joined as VC**

2/2/2015

Dr. S. K. Majumdar, Director, IM

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## What IM Has Done to Turnaround?

1. Introduced BCom (Hon) + MBA in 2014
2. MBA Curriculum Have Been Refreshed
  - i. Introduced Dual Specialization
  - ii. Added A New Specialization: Consulting and Strategy
3. Added 2 New Faculty from Premier Academic Institutions (1 Joined + 1 about to Join)

Continued ....

2/2/2015

Dr. S. K. Majumdar, Director, IM

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## What IM Has Done to Turnaround?....

4. Conducted 3 Academic Events  
[HR Summit (11.10.14), How to Crack MAT? (15.11.14) and 3G International Conference (19-21 December 2014)]
5. Conducted 5 MDPs  
[2 In company – BKT by SK (25.7.14) & Gravita by Amit & SK (25-26 Aug + 30<sup>th</sup> Sept'14); 1 Open MDP by SK (29-30 Aug'14) and Two 4-Day On-Campus MDP by IM Faculty]

Continued ....

2/2/2015

Dr. S. K. Majumdar, Director, IM

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## What IM Has Done to Turnaround?

6. New Placement Officer has Joined  
(9 Students have been Placed; 7 in Vodafone + 1 JKP + 1 JE)
7. An Incubation and Entrepreneurship Center has been Created  
(2 Group of Students are Perusing their Dreams)

2/2/2015

Dr. S. K. Majumdar, Director, IM

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## Revised MBA Curriculum?

1. 21 Core Course (8 + 8 + 3 + 2)
2. 2 Compulsory Audits
3. 8 Electives (4 + 4)

2/2/2015

Dr. S. K. Majumdar, Director, IM

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## What is Opinion of Bos?

1. Introduced BCom (Hon) is an well Designed Programme
2. MBA Curriculum of JKLU is at Par with Top Academic Institutes of the Country
3. Dedication of IM Faculty is Exemplary

2/2/2015

Dr. S. K. Majumdar, Director, IM

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## Journey of IM Towards Excellence is on...

1. A Book "Growth, Globalization & Governance: Promises' and Challenges" Has Been Published; ISBN: 978-93-83842-98-8; Excel India; Edited by Swapan, Lokanath, Punam and Sheetal of JKLU
2. IM Faculty Have Published 12+ Articles in International & National Journals with High Impact Rating
3. IM Faculty Have Attended National and International Seminars and Conferences

2/2/2015

Dr. S. K. Majumdar, Director, IM

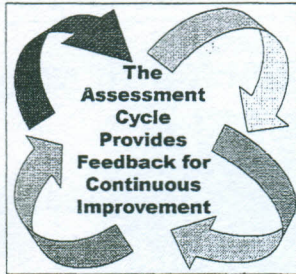
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## The Cycle Continues

**Use...**  
Results...  
To improve  
teaching and  
learning

**Assess...**  
Student  
achievement  
against those  
goals or  
outcomes



**Plan...**  
Establish  
Learning Goals  
Learning  
Outcomes

**Implement...**  
Provide  
Opportunities for  
students to achieve  
those goals

2/2/2015

Dr. S. K. Majumdar, Director, IM

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## Some Moments...

2/2/2015

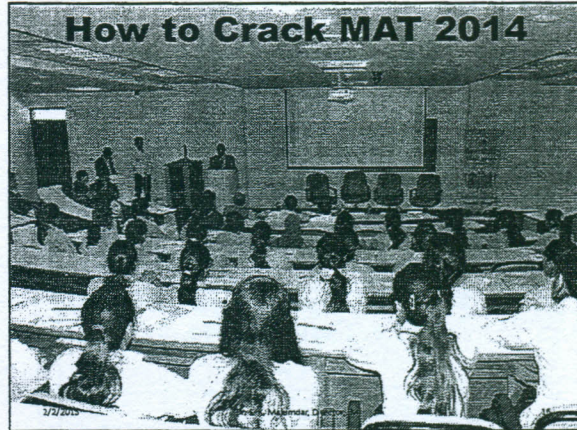
Dr. S. K. Majumdar, Director, IM

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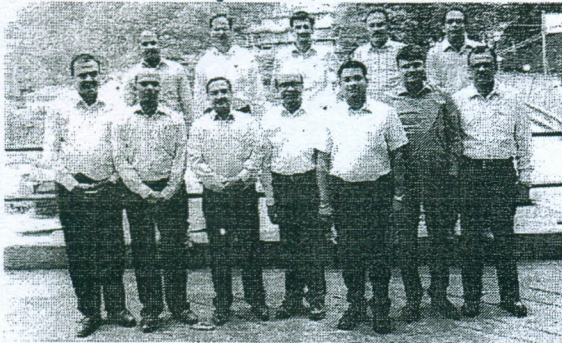
## HR Summit 2014



## How to Crack MAT 2014



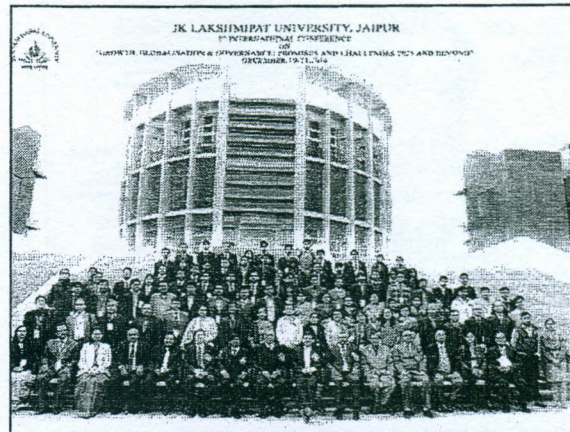
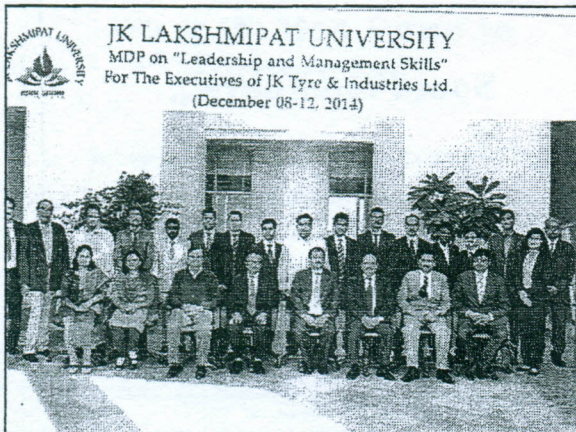
**JK LAKSHMIPAT UNIVERSITY, JAIPUR**  
MDP on "Zen and Art of Executive Leadership"  
August 29-30, 2014 at Mussoorie



**JK LAKSHMIPAT UNIVERSITY**  
MDP on "Leadership and Management Skills"  
For the Executives of JK Tyre & Industries Ltd.  
(November 17-21, 2014)








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**Seminar on future challenges at JKL**



Institute of Management, JK LakshmiPat University, Jaipur organised its 3rd International Conference on "Growth, Globalization and Governance: Promises and Challenges 2015 and Beyond". The conference was organised in association with St. Cloud State University, USA. Dr. SD Mundhra, Chairman & MD, Simplex Infrastructures Limited inaugurated the conference as the chief guest and keynote speaker. In his address, he threw light upon the significance of being rooted in one's own ethos and culture. Citing examples of success made by great seers of ancient India, Dr. Mundhra reiterated that situation is not as gloomy as it appears and innovative ways will certainly emerge in future that will lead us from starvation to prosperity. Dr. Devi Singh, vice chancellor, JKL and conference patron delivered the welcome address. Dr. SK Majumdar, director, IM, JKL and conference chair highlighted the purpose of organizing the conference. Dr. Dan Gregory, professor, St. Cloud State University, USA and conference co-chair characterized growth as a complex phenomenon that means different things to different people. The conference saw participation of over 50 delegates from different parts of the country and abroad. An edited book titled "Growth, Globalization & Governance: Promises and Challenges" was also released during the inaugural ceremony of the conference. Papers of 34 delegates from different parts of the country and abroad were presented during the conference. Two panel discussions were also organised on this occasion. Recipient of Padma Shri award, Jaggan Guha, chairman, Hosiworld Ceramics Private Limited was the chief guest during the valedictory ceremony of the conference.

**To Be Continued ....**

**Thank You**



2/2/2015 Dr. S. K. Majumdar, Director, IM 23



# JK Lakshmipat University, Jaipur

## REGULATION ON EVALUATION & EXAMINATION SCHEME FOR VARIOUS PROGRAMMES

1. **APPLICABILITY:** This Ordinance shall apply to all programmes leading to Undergraduate and Postgraduate Degrees from 2011-12 batches.
2. **DEFINITIONS**
  - (a) Academic Programme shall mean a programme of courses and/or any other components leading to Undergraduate and Postgraduate Degrees.
  - (b) An Academic Year/Session is a period of 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examination of a programme.
  - (c) Semester System - a programme wherein each Academic Year is apportioned into two semesters.
  - (d) Board of Studies (BoS) shall mean the Board of Studies of the University.
  - (e) Academic Council shall mean the Academic Council of the University.
  - (f) Course means a component of the academic programme, carrying a distinct code number and specific credits assigned to it.
  - (g) Student shall mean a person admitted to any programme offered by the University.
  - (h) University shall mean JK Lakshmipat University, Jaipur.
  - (i) "CGPA" means the Cumulative Grade Point Average obtained by a student.
  - (j) "GPA" means Grade Point Average obtained by a student in the particular Semester.
3. **SEMESTER**
  - (a) An Academic Year shall be divided into two semesters. Each of the two semesters shall be of a duration of 20 weeks. The duration of Odd and Even Semesters in a year with summer vacations and other breaks shall be notified by the University every year. A number of courses as notified shall be offered in each Semester before the commencement of the Academic Session.
  - (b) Each course shall have credit/s assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours assigned for lecture, tutorial and laboratory classes (whichever applicable). The credits for the Project and the Seminar shall be based on the quantum of work expected.
  - (c) Each credit shall be equal to One hour/week/Semester for Theory/Lecture (L)/Tutorials (T); and, Two hours/week/Semester for Laboratory/Practical(P) Courses. Other student activities not demanding intellectual work or enabling proper assessment like, practical training, study tour and guest lecture will not carry Credits;



#### 4. BOARD OF STUDIES

- (i) There shall be a Board of Studies for Management and Engineering disciplines separately. The Board of Studies shall be constituted by the Vice Chancellor as follows:
  - (1) Director of the Institute as Chairman.
  - (2) Atleast one Faculty Member of each functional area of the Institute of Management in the case of Board of Studies – Management and atleast one Faculty Member of each branch in the case of Board of Studies –Engineering and Technology.
  - (3) Atleast two external experts for each functional area/branch, of which one shall be from the Industry.
- (ii) The basic responsibilities of the Board of Studies shall be:
  - (1) To review periodically the curricula and syllabi.
  - (2) To suggest changes/additions/deletions in the curricula and syllabi.
  - (3) To suggest new Programmes/Courses.
  - (4) The recommendations of the Board of Studies shall be forwarded to the Academic Council for consideration and approval.

#### 5. ATTENDANCE

- (a) Every student is expected to put in 100% attendance. The minimum attendance for appearing in Mid Term/End Term examination for every student is 75% in every course. A student, who has attendance lower than 75%, will not be permitted to appear in the Mid.Term/End Term Semester examination of the course(s) in which the shortfall exists. The requirement of fulfilling the criteria for attendance shall be followed as per the Regulations on Student Attendance.
- (b) If a student who has not been allowed to appear in the End term examination due to deficiency in attendance in a course, he/she shall be awarded "I" grade (where "I" stands for incomplete for want of minimum attendance) in that course. This grade shall appear in the Grade Card till the course is successfully completed.
- (c) A student awarded "I" grade in a course has to appear in it compulsorily when the course is offered next. A student can appear in the examination as per the schedule of the University to clear the course/s any number of times within the total duration of the programme and grace period.
- (d) A student securing "I" grade in more than three courses shall not be promoted to the next Semester. In case the student secures more than three "I" grades in the first Semester the student may re-register as a repeater with the next batch. If the student secures more than three "I" grades in the second Semester or thereafter, he may not be allowed to continue in the programme. However, he may re-register in the respective semester when it



is offered by the University to continue the programme but he/she has to complete the programme within the stipulated grace period.

## 6. EVALUATION & EXAMINATION

- (a) The University follows the system of evaluation by the full time faculty. Normally, a full time faculty who has taught a course during the semester shall be appointed as examiner for that course. A visiting faculty may be appointed as examiner of the course taught during the semester by him/her with the approval of the Vice Chancellor.
- (b) In case of at least 50% of core courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the semester shall be undertaken by external examiners from outside the university conducting examination, who may be appointed by the Vice Chancellor subject to availability of examiners. In such courses, the question papers will be set as well as assessed by external examiners.
- (c) The examiner shall set the question paper only on the approved syllabus of the course.
- (d) The examiner shall ensure that question paper shall carry correct title and code of the course. He shall also ensure the incorporation of the duration of the examination and the maximum marks allotted to question paper. The examiner shall indicate the permissible use of mathematical and statistical tables, charts, data or any other relevant material permitted to be used by the examinee during the examination, on the top of the question paper.
- (e) The examiner shall arrange to deliver the hard copy of two sets of question papers to the Examination Section of the University in person in a sealed cover marked "CONFIDENTIAL" on the date stipulated or one week before the commencement of the examination of the first course of the End Term examination without fail.
- (f) The overall weightage of a course and Scheme of Teaching & Examination shall be determined in terms of credit/s assigned to the course as mentioned in the detailed examination scheme of the respective Programme after the approval of the Academic Council.
- (g) The evaluation of students in a course shall have three components unless specifically stated otherwise in the Scheme of Teaching & Examination:
  - (i) Mid Term Examination
  - (ii) Other Continuous Evaluation components such as Quiz, Assignments and class participation
  - (iii) End-Term Examination
- (h) In case of the assessment of practical component of such core courses, the team of examiners shall be constituted on 50 – 50 % basis. i.e. half of the examiners in the team shall be invited from outside the university conducting examination.
- (i) In case of the assessment of project reports / thesis / dissertation etc. the work shall be undertaken by internal as well as external examiners.
- (j) The Programme wise components of evaluation shall be as specifically provided in the syllabus and scheme of examination of the respective Programme/course.
- (k) Mid Term Examination



- (i) Will be conducted by the respective Institutes under the supervision of the Director.
- (ii) The schedule of the examination shall be as per the annual calendar approved by the Vice Chancellor. The date sheet of the examination shall be circulated to the students atleast 15 days prior to the commencement of the examination.
- (l) Continuous Evaluation
  - (i) Shall normally constitute of Class Assignment, Role Play, JAM, Group Discussion, Mock Interview, Presentation, Discipline, Punctuality, Attendance, Class participation and Viva Voce.
  - (ii) Composition may, however, vary depending upon the nature of course and as mentioned in the scheme of Teaching and Examination.
- (m) End-Term examination
  - (i) All End-Term examinations shall be conducted by the University.
  - (ii) The Schedule of Examination shall be notified by the respective Institute after approval of the Vice Chancellor at least fifteen (15) days prior to the first day of the commencement of End-Term Examination.
  - (iii) The seating plan for the examination, invigilation duty and other aspects of the conduct will be finalized by the Institute Examination committee under the chairmanship of the Director of the Institute. The approved details will be forwarded to the Examination section to facilitate issue of question paper and attendance sheet for the examination.
- (n) The Examination Committee headed by the Director of the respective Institute and approved by the Vice Chancellor shall be responsible to oversee the administration of various examination and ensure the conduct of the examination smoothly.
- (o) The Examination Committee shall ensure that all the components of the examination are conducted as per schedule and record is maintained properly. It is the responsibility of the Examination Committee to ensure the confidentiality, rigor and soundness of the academic system.
- (p) The Examination in theory and lab shall be conducted as per the approved schedule and no deviation shall be permitted without the prior approval of the Vice Chancellor atleast 10 days prior to the required change of date.
- (q) For any other type of examination, not covered by sub-clauses (g) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Director on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.
- (r) General Instructions for Invigilators:
  - (i) Invigilators shall reach the examination hall 20 minutes prior to the commencement of the examination.
  - (ii) Invigilators shall ensure that students bring their ID Cards and keep them on the table during the examination.
  - (iii) The invigilators shall make sure that the students do not enter the examination hall with mobile phone or any other material which comes under the purview of unfair means.
  - (iv) The students may be allowed to leave the examination hall only after 2-hours after the commencement of the examination.
  - (v) The invigilator shall clearly mention his/her name and sign at the relevant place in all the answer books and supplementary copies given to the students during the examination.



- (vi) While collecting the answer books, the invigilator shall ensure all the blank pages of the answer books are struck off by the students.
- (vii) The invigilator shall remain vigilant by taking rounds during the exam and shall restrain from reading, working on the laptop or being occupied in any other activity which is likely to hinder invigilation.
- (s) The Examination Oversight and Reforms Committee shall also act as Flying Squad during the End Term Examination. The Committee members shall conduct surprise visits to the examination halls and ensure compliance of examination procedures.
- (t) Compiling of the grades
  - (i) A hard copy of the result sheet for each course containing the absolute marks of all the components of the assessment duly signed by the respective faculty member along with a soft copy should be submitted to the concerned Examination Committee Chairman (Director) within seven days of the conduct of the respective End Term examination.
  - (ii) A final meeting of the Examination Committee shall be convened within ten days after the last day of the End Term examination. After finalization of the marks at the Examination Committee Meeting, the hard copy with the absolute marks of all the components of the assessment of all the courses of the respective semester of the Programme duly signed by the respective faculty member, shall be forwarded by the Examination Committee Chairman (Director) to the Examination Section along with a soft copy.
  - (iii) The absolute marks received from the Examination Committee Chairman shall be compiled by the Examination Section showing the grades, GPA and CGPA. The same shall be verified by the Examination Committee and the hard copy of the verified result shall be forwarded to the Examination Section.
  - (iv) The result shall then be declared by the Examination Section after the approval of the Vice Chancellor. However, after scrutiny of the detailed result, if it is observed that there has been a distinct change of standard in the examination as a whole or in a particular course, it may be referred to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor before declaring the result.
  - (v) The Award List showing the Grade obtained by a student in various courses shall be issued by the Examination Section, at the end of each semester, within one month after the declaration of the result.
  - (vi) All the End Term examination answer books and Mid Term examination answer books shall be forwarded by the Institutes to the Examination Section for record along with the marks list.

## 7. GENERAL GUIDELINES FOR THE AWARD OF GRADES

- (a) The following are the general guidelines for the award of grades:
  - (i) All evaluations of different components of a course shall be done in marks assigned for the course for each student.
  - (ii) The marks of various components viz., Mid Term Examination I and II, End-Term Examination, Internal Assignments, Quiz for the Theory Papers, Practicals and Sessionals, shall be as per the Scheme of Teaching and Examination approved by the Academic Council and scaled to a 100-points scale. The rounding off shall be done on the higher side if the marks are 0.5



and above. However, it shall be done on the lower side if marks are less than 0.5.

(iii) If a course contains theory as well as practical content then the ratio of weightage between theory and practical content shall be 60 : 40 respectively for awarding the Grade in that particular course.

(iv) Grade and Grade Points:

- There are eight letter grades: O, A+, A, B+, B, C, P and F that have grade points with values distributed on a 10 point scale. The letter grades and the corresponding grade points on the 10-point scale are as given in following Table. In addition to these, the letter grade "I" is used for Incomplete.
- All non-credit courses are to be graded as 'Satisfactory (S)' or 'Unsatisfactory (U)' and they will not be considered for calculation of CGPA.
- The students who have not been allowed to appear in the End term examination due to deficiency in attendance in a course will be awarded 'Incomplete (I)' grade.

**Table 1: Grade and Grade Points**

Academic Performance	Grades	Grade Point
Outstanding	O	10
Excellent	A+	9
Very Good	A	8
Good	B+	7
Above average	B	6
Average	C	5
Poor	P	4
Very poor/Absent/("Fail")	F	0
Incomplete	I	0
Satisfactory	S	NA
Unsatisfactory	U	NA

(b) The University shall be following Absolute Grading Scheme for all courses of the programmes offered by various Institutes, where the number of students is less than 25.

(c) The award of grades based on absolute marks out of 100 shall be based on the marks distribution as given in Table below:

**Table 2: Grades according to absolute marks**

Marks	Grade	Marks
90 ≤	O	≤ 100
80 ≤	A+	< 90
70 ≤	A	< 80
60 ≤	B+	< 70
50 ≤	B	< 60
40 ≤	C	< 50
30 ≤	P	< 40
	F	< 30

(d) The Grading Scheme to be followed in all programmes of the University having strength of 25 or more shall be Relative Grading Scheme. The relative grading is



based on the statistical method with marginal adjustment for natural cut off. The mean and the standard deviation ( $\sigma$ ) of marks obtained for all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 3 given below:

**Table 3: Relative Grades according to Normal Distribution**

Lower Range	Grade	Upper Range
Mean + 2.25 $\sigma$ ≤	O	
Mean + 1.75 $\sigma$ ≤	A+	< Mean + 2.25 $\sigma$
Mean + 1.25 $\sigma$ ≤	A	< Mean + 1.75 $\sigma$
Mean + 0.75 $\sigma$ ≤	B+	< Mean + 1.25 $\sigma$
Mean + 0.25 $\sigma$ ≤	B	< Mean + 0.75 $\sigma$
Mean - 0.25 $\sigma$ ≤	C	< Mean + 0.25 $\sigma$
Mean - 0.75 $\sigma$ ≤	P	< Mean - 0.25 $\sigma$
	F	< Mean - 0.75 $\sigma$

(e) Important Remarks

- (i) The student has to score 90% or more marks for earning 'O' grade which is necessary condition, but not sufficient. In case, none of the students is able to earn 'O' grade, the grading will start from A+ grade.
  - (ii) 'P' grade shall not be awarded for percentage of marks less than 30% in any case.
  - (iii) Further no student having 40 % or more marks would be awarded failing grade 'F'.
  - (iv) However, moderation committee will be authorized to intervene and to take final decision in the case (i) and (ii), if needed.
- (f) For calculation of total marks, mean,  $\sigma$  and the grade boundaries, the following process shall be adopted:
- (i) Total marks are to be rounded off to integers.
  - (ii) Average and  $\sigma$  are to be rounded off to two decimal places.
  - (iii) Grade boundaries are to be rounded off to integers.
- (g) The courses having both theory and lab component shall be evaluated in the ratio of 60% marks for theory and 40% marks for practical. The marks of various components shall be added to get total marks secured on a 100 point scale for both theory courses component and laboratory courses component.
- (h) The student has to clear both theory and practical components by securing 30 % in each of the component independently to consider 60:40 ratio of obtained marks for awarding pass grade for that course. If the student fails either in theory or in lab component, he/she shall be awarded 'F' in that course.
- (i) The dissertation, project courses, seminars, Viva-voce, industrial trainings are to be graded absolutely. The courses having 100% practical component will also be graded absolutely. The courses having combination of theory and practical components will be graded as per the grading policy of theory courses.
- (j) The grade boundaries as indicated above may be marginally adjusted in terms of the upper and lower limits by the moderation committee in case of rare



exceptional situation arising in a particular course. Such a decision will require the due approval of Hon'ble Vice Chancellor.

- (k) A student has to secure a minimum CGPA of 5 at the end of the Programme to qualify for a degree.
- (l) In above case, if a student has a CGPA of less than '5' he/she may apply to improve the courses in which he has 'C' or 'P' grade. However, the highest grade secured by the student will be considered as final grade. A student will be permitted at the most one opportunity for improvement in a course. It should be noted that such improvement will not be permitted through 'special backlog' examination and he/she has to appear when the course is offered by the University.
- (m) The Grading Scheme will be applicable to each course. A student shall be allowed to carry a combined backlog of Five 'F' Grades to the next semester. However, he/she will not be allowed to carry a combined backlog of more than Six 'F' Grades to the next semester any time during the programme.
- (n) A student who has secured 'F' Grade in the preceding End-Term Examination may appear in the Special Examination offered within one month of the notification of the result. However, a student securing 'I' Grade cannot appear in the Special Examination. He has to appear when the course is offered next time.
- (o) A student who has more than Six 'F' Grades may be permitted to continue in the next Semester subject to the student registering for appearing in the special examination offered within one month of the publication of the result. In case he clears any of the six backlog courses and reduces his backlog to five courses or less or the student clears all the courses, he shall be allowed to continue the next Semester.
- (p) A student who has not appeared in the End-Term Examination of a particular course shall be awarded 'F' Grade in that course, irrespective of the marks obtained by him/her in the Mid-Term Examination and other components of the Continuous Evaluation Scheme.
- (q) If a student is awarded 'F' Grade in a particular course, he/she shall be given an opportunity to clear his back paper(s) by either -:
  - (i) re-appearing in the special examination within one month after declaration of the Semester examination results in both the theory and lab component. In this case, the student's mid-term examination and internal assessment marks of the said semester (applicable for both theory and lab) shall be added to his special component to arrive at the grades.
  - or
  - (ii) re-appearing as and when the Mid Term and End Term examination is offered along with the students of the relevant semester the following year. However, the student may be given a choice to appear in the Mid-Term theory and lab (where applicable) with the next batch of the Semester concerned. The internal assessment marks of his first attempt shall remain unchanged.
  - (iii) The student has an option to choose either of the examinations mentioned at Para q(i) and q(ii) for his first attempt. He, however, has to execute his option to appear in the special examination within ten days after the publication of the result or by the date notified by the University by paying the necessary special examination fee.



- (r) However, if the student fails to clear the backlog in his first attempt he shall have to appear in the next special examination or the relevant semester exam whichever is held earliest.
- (s) A student failing to clear his backlog either in the relevant End Term Examination the following year or the Special examination shall have to appear along with the students of the next relevant End Term Examination the subsequent year or the subsequent special examination respectively.
- (t) The students of final year irrespective of the programme, however shall be entitled for an Additional Special Examination for the backlog courses of the Even Semester/Odd Semester as applicable.
- (u) A student is expected to complete the programme in which he/she is admitted as per Curriculum /Regulation approved by the competent authority. However, if a student has backlog courses yet to be cleared even after the completion of the stipulated duration of the programme, the student shall be permitted to complete all the courses and credit requirements specified in the Curriculum with an additional grace period. A student can appear in the examination / special examination as per the schedule of the University to clear his/her backlog/s any number of times within the total duration of the programme including grace period. The additional grace period for clearing all the courses of the programme is as mentioned below:

(i)	MBA	- 1 Year
(ii)	M.Tech	- 1 Year
(iii)	B.Tech	- 2 Years
(iv)	BBA+MBA	- 2 Years
(v)	B.Tech+M.Tech	- 2 Years
(vi)	B.Tech+MBA	- 2 Years

- (v) However, the student has to satisfy para 7 (p) of the Regulation for being promoted to the next semester and availing the additional grace period mentioned above.
- (w) Under no circumstances, the period of study shall be extended beyond the additional grace period mentioned above and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard shall be sent to the student.
- (x) The Grading of the students appearing for back examination shall be done on Absolute/Relative Grading Scheme, as applicable and decided by the University.
- (y) If the student with backlog appears in the End-Term Examination offered along with the students of the relevant semester the following year, he shall have to attempt in the same question paper of the relevant semester irrespective of changes, if any, in the course content. No separate question paper shall be set for backlog students. The Grading shall be done on Absolute/Relative Grading Scheme, as applicable, along with the students of the relevant batch or as decided by the University as per the Regulation applicable to the respective batch.
- (z) However, if the course has been discontinued in the next batch, a separate question paper shall be set by the respective faculty for the backlog students.



The grading shall be on Absolute / Relative Grading Scheme, as per the Regulation applicable to the respective batch.

8. RE-EVALUATION OF END-TERM EXAMINATION ANSWER BOOKS

- (i) A student shall be given an opportunity for re-evaluation of End-Term Examination Answer Books upto a maximum of two courses, provided that he/she applies for the same within 10 days after the declaration of the result. The marks of End-Term Examination will be changed only if there is a change exceeding 10% of the maximum marks of the End-Term Examination of that particular course.
- (ii) The Practical component of the course shall not be re-evaluated. If a course has both Theory and Practical components a student can apply only for re-evaluation of the Theory component.

9. ANSWER BOOK VIEWING BY STUDENTS

- (i) Mid-Term and End-Term Examination answer books will be shown to the students after evaluation by the faculty. The respective faculty may arrange for showing the End-Term Examination answer books to the students prior to finalizing/submitting the final marks to examination section to enable correct entry after modifications due to students observation if any.
- (ii) However, if the last few examination answer books are not shown because of lack of time due to commencement of vacation, the same will be shown after the students return back. The final marks however, will be forwarded to the Examination Section by due date. Modification of marks after the answer books are shown to the students, if any will be informed to the Examination Section for necessary amendment to the student grades if applicable.
- (iii) The students will be required to sign on the cover page of the answer book along with their roll number and name acknowledging having seen the answer book before returning it to the examiner. The student has to review the answer books within the period stipulated/notified by the respective faculty.
- (iv) Once all the End Term answer books have been shown to the students, the same along with the Mid Term answer books will be forwarded by the respective faculty to the examination section for records. The answer books shall be forwarded within 15 days of registration date of the succeeding semester.

10. COMPUTATION OF GPA AND CGPA

- (i) The GPA (Grade Point Average) will be calculated as per the following formula at the end of the semester. The GPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{GPA (Si)} = \Sigma(\text{Ci} \times \text{Gi}) / \Sigma \text{Ci}$$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.



- (ii) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \Sigma(C_i \times S_i) / \Sigma C_i$$

where  $S_i$  is the GPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

- (iii) The GPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

#### 11. MAKEUP EXAMINATION

Students who have missed Mid Term examination for valid reasons shall apply to the concerned Director through the concerned faculty indicating the reasons for the absence and the faculty shall consider these requests suitably.

#### 12. DISCIPLINE

(a) Act of indiscipline:

- (i) Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute, damage to the property or mis-conduct.
- (ii) A student having any case of indiscipline against him will not be awarded the Degree.

(b) Ragging:

- (i) Ragging of any dimension is a crime and non-bailable offence in our country.
- (ii) Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute.

(c) Use of Unfair Means during Examinations:

If the student is detected to be using unfair means, he shall invite disciplinary action as per "Regulations Relating to Unfair Means Cases".

#### 13. AWARD OF DEGREE

The Degree shall be awarded on the recommendation of the Academic Council and approval of the Board of Management. The Degree shall be jointly signed by the Chancellor and the Vice Chancellor of the University.

#### 14. AUTHORITY TO AMEND

Notwithstanding all that has been stated in the regulation, the Academic Council has the right to amend any of the regulations from time to time.