

Act and Statute

The Acts and Statutes govern affiliated colleges, providing a sound, structured, and law-based framework. The statutory guidelines ensure that each Institution shares the same regulatory standard by maintaining quality and consistency among academic, administrative and financial practices. The acts define policies on admissions, examinations, syllabus development, faculty appointments, and students' welfare, thus allowing stability and uniformity.

Acropolis Institute of Management studies & Research, Indore, was established as a private self-finance college affiliated to Devi Ahliya Vishwavidyalaya (DAVV), Indore in 2008. It received its affiliation with AICTE in 2024 and with Bar Council of India in 2022. The college is established as per bye-laws of DAVV. College is also recognized by Higher education, MP.

AIMSR College, since its inception has meticulously worked, to uphold a robust academic environment, supporting the Institution's goal of offering quality education and training to its students.

The Links to the Acts and Statutes which govern the college are as under:-

Common Ordinance	https://www.dauniv.ac.in/common-ordinance
Old Ordinance	https://www.dauniv.ac.in/old-ordinance
Regulation	https://www.dauniv.ac.in/public/frontassets/statute/regulation.pdf
Adhiniyam	https://www.dauniv.ac.in/public/frontassets/rules/adhiniyamhindi.pdf

Some of the Important Statutes, Ordinances and Acts have been given in subsequent pages.

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017)

ORDINANCENO.7

ADMISSION OF STUDENTS TO A COLLEGE, UNIVERSITY TEACHING DEPARTMENT OR SCHOOL OF STUDIES, TRANSFER OF STUDENTS AND MAINTENANCE OF DISCIPLINE

(Refer clauses (i,viii & xvii) of section 37)

1. In this ordinance, unless there is anything repugnant in the subject or context:-
 - (a) "equivalent examination "means an examination which has been conducted by
 - (i) any recognized Board of Higher Secondary Education, or
 - (ii) any Indian University other than this university incorporated by any law in force for the time being and recognized by the University as equivalent to its corresponding examination or the final examination held under the M.P. Madhyamika Shiksha Adhiniyam 1955 as the case may be,
 - (b) Qualifying examination means an examination the passing of which makes a student eligible for admission to a particular year / semester in a course of study leading to a bachelor's or postgraduate degree or diploma conferrable by this university.
 - (c) Admissions to all courses except Engineering, Medicine, B.Ed., and Ayurveda and other courses where the admission is governed by an external agency shall be governed by the following principles.
 - (i) Admission shall not be a matter of right.
 - (ii) Eligibility certificate will be issued by the university but it shall not entitle for conferment of admission.
 - (iii) Admission in all institutions affiliated to the university shall be governed as per instructions issued by the university and the State Government from time to time.
2. A student seeking admission to a college can submit his application on prescribed form for admission as per the schedule notified by M.P.Higher Education Department from time to time

Admissions in the Teaching Department will be regulated on merit and according to norms prescribed by the rules of admission, either through common entrance test (CET) or through criteria prescribed time to time. Admission in affiliated colleges both government and non-government shall be regulated according to the rules of admission made by the State Government from time to time. The Executive Council of the University shall frame rules for admission to the School of Studies applying general conditions of admission laid down in the admission rules of the State Government.

- 3 The application for admission shall among others be accompanied by
 - (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student,
 - (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to

the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a university other than this university, he shall submit in addition to the school or college leaving certificate an eligibility or a Migration Certificate from the Secretary or Registrar of such Board or university as the case may be together with immigration fee of rupees as prescribed by the Executive Council.

Provided that if it does not become possible for the applicant to obtain a migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the university may specify. Provided also that no immigration fee shall be payable by a student migrating from any statutory university in Madhya Pradesh or a statutory Board of Secondary Education or Intermediate Education in Madhya Pradesh.

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- (1) No student shall be admitted to an institution for pursuing a course of study for the initial year of the first degree under any faculty unless he has passed the final examination held under the Madhya Pradesh Madhyamik Shiksha Adhiniyam 1965 (23 of 1965) or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
 - (2) No student enrolled in the University shall be admitted to any subsequent higher class / semester in any institution unless he has passed the semester examination qualifying him to appear for the examination for which he will be preparing. Provided that a student who is eligible to appear at supplementary second examination or ATKT examination may be provisionally admitted to a subsequent higher class but he shall revert to the lower class, if he is not declared successful at such examination.

Provided further that the Kulpati shall have powers to grant admission in cases of candidates

- (i) Who qualify for admission as a result of revaluation and who seek admission within 15 days from the date of declaration of the result their attendance to be counted from the date of such admission?
- (ii) Candidates coming on transfer from other universities because of the transfer from of their parents/guardians beyond the last date for admission is given above on the clear understanding that their attendance shall be counted from the date of commencement of the session.
- (iii) No student migrating from any other university shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student of the university.
- (iv) Without prejudice to the provision contained in sub-clause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Executive Council wherever by any general or special direction, such permission is necessary.
- (v) An applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.

5.(1) No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Kulpati in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of Studies in case of post-graduate examination.

(2) No person who is under sentence of rustication or has been disqualified from appearing at the examinations from another university or a teaching institution connected with that university shall be admitted to any course of study in any institution maintained by or affiliated to this university during the period of rustication or disqualification.

6. (i) Admission of students to all institution except those for Ayurveda, Engineering, Pharmacy, and Medicine in case academic year shall be completed by the first day of the academic session concerned.

Provided that the Head of an institution may, in his discretion, admit a student to the institution till the as per the date specified by the State Government and for special reason 15 days will be extended with permission of the Kulpati.

Provided also that if procedure of admission demands different set if dates as decided by the state Govt. of M.P. Higher Education the dates may be followed as decided for the purpose.

Provided where the last date of the admission is a holiday the next workingday will be the last date in each case. in each case. in institution for Ayurveda, Engineering, Pharmacyand medicine the corresponding last date of admission shall become as presented / decided by the State Govt. of Madhya Pradesh Higher Education Department from time to time.

Provided that a student who is eligible for second or supplementary examination or ATKT examination of the university shall be permitted to take provisional admission to the next higher class/semester within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination or ATKT examination the provisional admission in the higher class/semester or ATKT examination shall stand as cancelled.

Provided further that the Kulpati shall have power to grant admission in caseor genuine hardship beyond the last date for admission as given above on the clear understanding that the attendance of all such student admitted under the provision shall be counted from the date of commencement of the session.

- (ii) A complete list of all students admitted to the institution by 15th September shall be forwarding by the Head of the Institution to the Registrar of the University by the last Monday in August collage of Engineering, Ayurveda, Pharmacyand Medicine shall forward such list by the next Monday of the Last date of the admission as prescribed /decided by the State Govt.of Madhya Pradesh Higher Education Department from time to time.
 - (iii) Admission to various courses being regulated by different regulatory bodies in affiliated colleges shall be made as per the guidelines circulated by the MP Higher Education, however, the number of seats in such courses shall be decided by the University. In no case candidates admitted by the college more than the seats allotted to the college concerned shall be allowed to appear in examinations by the university and the college concerned shall be solely responsible for violating these rules.
7. (1) A student shall be enrolled as a member of an institution as soon as he is admitted by the Head of the institution and has paid the prescribed fees.
- (2) A student seeking admission to an institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he migrates from another institution in the university and paid his fees in the former institution upto the preceding month.
8. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Kulpati, to change the Faculty till 15th September. No change thereafter shall be permitted.

9. No student shall be allowed to migrate from one institution to another under the jurisdiction of this university without a transfer certificate and no transfer from one such institution to another shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the university.
10. (1) Subject to the provision contained in para 9 a student, who during an academic session desires to leave the institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons there for and further stating the name of the institution; if any, which he wishes to join.

If the change is to another institution in the same city, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass orders, accordingly.

- (2) On such orders being passed, the student in question shall-
- (i) Make payment of all fees due to the institution up to the month of the application for the transfer certificate; and
 - (ii) refund whatever, if any, scholarship or studentship has been paid to him from the funds of the institution, if required by the Head of the Institution to do so.
- (3) When the student has made all the aforesaid payment, the Head of the Institution shall issue a transfer certificate.
- 11 A student migrating from one institution to another under the jurisdiction of the university shall not be required to pay such installments of tuition fees as he has already paid in the Institution from which he is migrating.
- 12 Every student in the university shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the university.
- 13 (1) When a student has been guilty of breach of discipline within or outside the precincts of the university or an institution or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying the Kulpati, the registrar, the Dean of the student welfare may according to the nature and gravity of the offence:-
- (a) Suspend such a student from attending classes for not more than a week at a time; or
 - (b) Expel such a student from his institution;

- (c) disqualify such a student from appearing at the next ensuing examination; or,
(d) rusticate such a student.
- (2) Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (3) The Head of the Institution, concerned shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.
- (4) The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (5) A student who has been rusticated shall not be admitted to another institution within the jurisdiction of this university. Ordinarily, the period of rustication shall not exceed two year. Other universities shall be informed of the fact of the rustication.
- (6) The rustication of a student from an institution shall entail the removal of his name from the register of enrolled students.
- 14 (1) There shall be a Proctorial Board whose constitution / powers / duties shall be such as may be prescribed by Regulations.
- (2) There shall be an Academic Flying Squad consisting of the following members, which shall visit the UTD, School of Studies and Colleges to see if the education standards are maintained;
- | | |
|--|----------|
| (i) DCDC or Senior Professor nominated by VC if there is no DCDC | Chairman |
| (ii) Any three Deans of faculties | Member |
| (iii) Principal of a College | Member |
| (iv) Additional Director (HE) or nominee | Member |
| (v) Nominee of Vice-Chancellor | Member |

Minimum three members can visit to any College/UTD/School of Studies. The Academic Flying Squad will be constituted every three years. It may discharge duties to improve standard of education, which may be assigned by the Executive Council from time to time.

There shall be a code of conduct for students as may be prescribed by Regulations. It shall be compulsory for all students comply with its provisions. In the event of non-observance of the code by a student, it shall be the duty of the Principal of the college / Head of University school of studies / Registrar of the University to take disciplinary action against him under paragraph 13 above

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017)

ORDINANCENO.14

CHOICEBASEDCREDITSYSTEM

(As per UGC Guidelines on Adoption of Choice Based Credit System and UGC-Credit Framework for Online Learning Courses through SWAYAM, Regulation, 2016)

1.The Ordinance will provide flexibility in designing curriculum and assigning credits based on the course content and hours of teaching in University Teaching Departments (UTDs) and Autonomous colleges affiliated to University. Hence, here after it is referred as an Ordinance for academic programmes in UTDs.

2.The Ordinance will be applicable to all regular full-time and part-time undergraduate and post-graduate programmes conducted in UTDs.

3.The UTD of the University will be responsible for Instituting, Planning, Monitoring, and Assessing their educational programmes. The departmental committee of the concerned UTD will take such decisions.

4.1 New academic programmes, in UTDs, will be introduced and governed by the Regulations duly approved by the Executive Council of the University.

4.2 The existing academic programmes will be modified by the departmental committee of the UTD and/ or concerned Board of Studies.

5.Head of a concerned UTD will ADMIT students in to different programmes as per the criteria evolved by the UTD/ University / Government.

6.1 The semester will consist of 16-18 weeks of academic work. One credit is equivalent to one hour (60 minutes) of teaching (lecture or tutorial) or two hours (120 minutes) of practical work/ field work per week in a semester. The credits associated with the courses will be valid credits, while credits associated with comprehensive viva-voce will be virtual credits.

6.2 The concerned UTD must work out the required minimum number of Credits for the award of the degree on an average of valid 20 credits per semester for all the programmes, except B.E./ B.Pharm. / Honours programmes where required minimum number of credits will be worked out on an average of valid 24-26 credits per semester. The distribution of the credits among theory, practical, field work, project work, etc. in a semester will also be worked out by the concerned UTD.

In case of admissions through lateral entry in some programmes, the required minimum number of credits for the award of the degree will be calculated in the same manner as described above but for remaining duration of the programme.



6.3 The required minimum number of credits for each programme may be distributed among the courses under Core, Ability Enhancement and Skill development, Electives-Discipline Centric and Generic categories and notified by the concerned UTD.

7.1. The UTD will offer the courses of 20-30 credits for full-time programmes and 12-18 credits for part-time programmes in a semester.

7.2 The UTDs will offer elective-generic courses in each programme to its own students and the students of other programmes under choice on first come first served basis. The number of seats in the course will depend on available facilities in the UTD.

7.3 The students will have the choice to opt a course in each semester under elective-generic category available within the UTD or in other UTDs but from same level of the programmes. An alternate choice will also be available to the students to opt a course in each semester under elective-generic category including skill development course from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) platform.

7.4 The students can also opt a course under elective-Discipline Centric category from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) platform.

7.5 The university will take a decision for allowing the online courses of SWAYAM if:

- (i) Suitable teaching staff is not available in the Institute / School for running the course.
- (ii) The facilities for offering the elective courses sought for by the students are not available in the institution but available on the SWAYAM platform.
- (iii) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.

7.6 Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the fee to SWAYAM for registering the course, if required.

7.7 While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the institution. The parent institution must designate a course coordinator/ facilitator to guide the students throughout the course and to facilitate/ conduct the lab./practical sessions/ examinations.

7.8 The Institution can only allow up to 20% of the total courses being offered in a particular program in a Semester through the online learning courses provided through SWAYAM platform.

7.9 The requirement of project / dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National Laboratories / Institutes / Universities / Government approved Companies / Industries. Minor project in any semester should not exceed 4 credits while major project / dissertation should be of maximum of 12 credits in a semester.

7.10 The minimum duration of a programme shall be as per guidelines of the UGC and other statutory bodies like AICTE/BCI/NCTE/PCI etc. The maximum duration of a programme shall be twice of the minimum duration of the programme.

8. Requirement of attendance will be as per University Ordinance governing the examinations



or the guidelines of the statutory body. In general attendance of at least seventy-five percent of lectures and practicals separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor.

9. A student will be eligible for award of a degree when he/ she earns minimum required number of valid and virtual credits specified for the programme within maximum duration of the programme, but not before minimum duration of the programme.

10.1 Each course will be assessed for 100 marks, out of which 60 marks will be for end- semester examination and 40 marks will be for continuous evaluation. In case of Laboratory / Field / Project work based courses, appropriate distribution of marks for Practical Record/ Project Report, Practical end-Semester exam, viva, if any be decided by the UTD.

10.2 During the semester, a teacher offering the course will do the continuous evaluation of the student at three points of time by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test / Quiz / Seminar/ Assignment for theoretical courses. Marks obtained in two best tests out of three will be awarded to the student. In each course, there shall be End Semester Exam of 60 marks. Each student has to appear in at least two tests and End Semester Examination; otherwise, the student will be awarded Ab Grade in that course.

10.3 The Teacher offering the course will be responsible for setting the question paper and evaluating the answer books of tests and end-semester examination of that course. If due to some unavoidable reasons, it is not possible, then the concerned Head / Director will make an alternate arrangement in consultation with Chairman, BOS for the conduct of examination.

10.4 Total of marks obtained in end-semester examination and best two tests under continuous evaluation will decide the grade in the course.

10.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39

F	0	Fail	0-34
Ab	0	Absent	Absent

10.6 Incase statutory bodies of the programme issue the guide lines regarding minimum passing percentage of marks then grading will be done in the following manner:



If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

- 10.7 If a student obtains F or Ab Grade in any course, he /she will be treated to have failed in the course. He / she has to reappear in the examinations of the course as and when conducted or arranged by the UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course.
- 10.8 The theoretical and practical courses can be repeated whenever offered or arranged by the UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- 10.9 The UTD, where students from other UTDs are registered for choice based elective - generic category course(s), will send the Grade to the concerned UTD where the student is enrolled. The semester / final result will be declared by the UTD where the student has taken admission.

10.10 Evaluation and Certification of MOOCs:

The host institution and the PI shall be responsible for evaluating the students registered for the MOOCs course launched by him/her.

The evaluation should be based on predefined norms and parameters and shall be based on a comprehensive evaluation throughout the length and breadth of course based on specified instruments like discussions, forums, quizzes, assignments, sessional examinations and final examination.

Whereas an online examination would be the preferred mode, the PI shall be authorised to decide on the mode of conducting the final examination. This shall be announced in the overview of the Course at the time of offering the course.

In case, a pen and paper final examination is to be conducted, the same shall be offered through any college/school volunteering to conduct the same. The decision in this respect will be of the PI and the host institution.

After conduct of the examination and completion of the evaluation, the PI through the host institution shall award marks/grade as per the evaluation scheme announced.

The final marks/grade shall be communicated to the students as well as the parent institution of the student, within 4 weeks from the date of completion of the final examination.

The parent Institution shall, incorporate the marks /grade obtained by the student, as communicated by the Host Institution through the PI of the SWAYAM course in the marks sheet of the student that counts for final award of the degree/diploma by the University with the proviso that the programs in which Lab / Practical Component is involved, the parent institution will evaluate the students for the practical/Lab component and accordingly incorporate these marks/grade in the overall marks/grade.

A certificate regarding successful completion of the MOOCs course shall be signed by the PI and issued through the Host Institution and sent to the Parent Institution.

The parent Institution shall give the equivalent credit weightage to the students for the credits earned

through online learning courses through SWAYAM platform in the credit plan of the program.

- 11.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of valid and virtual credit points secured by the student, except the credits of additional courses, if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- 11.2 SGPA is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e. $SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ where C_i is the number of credits of the i th course in a semester and G_i is the grade point scored by the student in the course.
- 11.3 CGPA is a measure of over all cumulative performance of a student overall these mesteres completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in the i th semester.

12. On completing all requirements for award of the degree, the CGPA will be calculated and this value will be indicated on the degree along with Division. The Final degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree in first attempt with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 or above
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than Pass division The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00



In case of B.Pharm./ M.Pharm. programmes first division will be awarded if the student obtains CGPA of 6.50 or above in first attempt. No pass division will be awarded.

13. The student will be promoted to the next semester if he / she secures at least 12 valid credits in a semester. In case the students secures less than 12 valid credits in any semester, then the student will be declared fail in that semester and he/ she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least 12 valid credits and fails in one or more courses offered in that semester then he/ she will be promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/ she fails.

In case of B.E./ B.Pharm. programmes the students will be promoted as per following conditions:

- The student should not carry more than 5 courses (combining theory and practical) in Ist year, IInd year or IIIrd year to be promoted to the next year.
- The student cannot be promoted to IIIrd year, if he/ she carries any course of Ist year with F or Ab grade.
- The student cannot be promoted to IV year, if he/she carries any course of IInd year with F or Ab grade.

14.1 Repetition of a theory / practical course is allowed only to those candidates who get F or Ab in the course. The student has to pay the prescribed fee for repeating the course.

14.2 On account of valid reasons, a student may withdraw from a semester. In such case the semester will be treated as zero semester.

14.3 In case of zero semester, the student will not be promoted to the next semester till he / she clears that semester. The UTD may allow such a student to register in that semester again whenever it is offered by the concerned UTD. The student has to pay semester fee again in such cases. If the student withdraws within one month from starting of the semester then semester fee will not be charged again.

14.4 The practical course can be repeated as and when it is offered.

15. Evaluation will be internal with feedback system i.e., marked answer books will be shown to the student for his /her perusal and will be collected back by the teacher for record for six months after declaration of the result.

16. The decision of the teacher regarding the evaluation and the grade shall be final. However, a student can submit in writing for review of his Marks/Grade to the Head/ Director who will place the case before the Board of comprehensive *viva-voce*. The decision of the board will be final. Result of there view will be declared by the concerned Head / Director.



Review is effective only if the grade improves. Review will be allowed if-

- The prescribed fee is paid.
- The candidate applies within 7 days of the declaration of the grade in that course.

17. The practical will be assessed continuously and at the end of each semester evaluation of practical will be done by two examiners. The grades obtained in the practicals will be shown separately in the grade-sheet.

18.1 Dissertation / project report/ internship of 3-6 credits will be assessed by the internal supervisor, in general, however, UTD may get it assessed by an internal supervisor and an external expert.

18.2 The dissertation / major project/ internship report of 12-18 credits will be assessed by one external examiner to be appointed by the Vice-Chancellor from the panel of examiners suggested by Head/ Director and the supervising teacher / the examiner appointed by the Head/ Director of the UTD.

- 1 A comprehensive viva-voce of 4 virtual credits will be conducted at the end of each semester of the programme by a board of four examiners, at least ONE of whom shall be external. The Vice-Chancellor will appoint the external examiner in consultation with Head/Director of the UTD. Three will form a quorum. Head/Director will coordinate the comprehensive viva -voce. The grades awarded in the viva-voce shall be shown separately in the grade-sheet.
- 2 If a programme has large number of students then more number of boards may be constituted as per requirement. The board may include at least two experts including one internal and one external.
- 3 The external expert of comprehensive viva-voce board shall also conduct an academic audit and make an assessment of overall knowledge gain by the students in the semester, standard of the question papers, syllabus covered, marking in valuation of the answer books, etc. and shall submit its report to the Vice Chancellor through Head/ Director.
- 4 An honorarium of Rs. 2000/- per day shall be paid to each examiner of the Board of Comprehensive Viva-Voce. It may be revised by the Executive Council of the University from time to time.



20.1 The Grade sheet in each pre-final semester will be prepared in two copies and signed by the Programme Co-ordinator and Head/ Director. Out of the two one will be issued to the student and the other will be kept in the UTD office as record.

20.2 The Grade sheet in final semester will be prepared in Triplicate by the UTD. These will be signed by the Programme Co-ordinator, Head/ Director of UTD and the Controller of Examinations of the University. One copy will be kept by the Exam. Section of the University, the second one will be issued to the student and the third one will be kept for record in the UTD.

20.3 Suggestive formats of the Grade sheet for pre-final and final semesters are provided in the Annexure-A and Annexure-B. However, minor changes can be made by the concerned School/ Institute as per requirement of the programme.

21. The UTDs will manage their own examination expenditures within the available income of 90% of their respective examination fees.

22. In case any dispute arises regarding interpretation of these rules or in giving effect to the provisions of this Ordinance the matter shall be referred to the Vice Chancellor whose decision thereon will be final.

23. The conversion of CGPA in to percentage will be as follow to facilitate its application in other academic matters:

Equivalent Percentage = CGPA x 10

The percentage will be rounded off upto second decimal point.

24. The provisions here in will super sedeth eexisting Ordinance (s) / Regulations for regular UG and PG programmes in UTDs, to the extent herein prescribed.

25. The guidelines issued by the statutory bodies e.g. UGC / AICTE / BCI / NCTE/PCI issued time to time will be adopted for implementation.

26. In matters not covered under this Ordinance, general rules of the University shall be applicable.

27. If UGC notifies any change in future in its Regulations governing Choice Based Credit System (CBCS) / MOOCs, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University.

ANNEXURE-A

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Name of the University

NAAC ACCREDITED“_____” GRADE

GRADESHEET

University Logo

Name of the Institute/ School of Studies:

Address of the Institute / School of Studies:

Name of the Programme:

Batch:	Semester:.....
Enrolment No.:	Roll No.:
Name of the Student:	Examination:December-2015
Father's/Husband's Name:	Mother's Name:

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1				
	Course 2				
	Course 3				
	Course 4				
	Course 5				
	Course 6				
TOTAL					
SGPA					

*Grade in Repeat Examination.

RESULT SEMESTER-WISE										
SEMESTER	I	II	III	IV	V	VI	VII	VIII	IX	X
CREDITS										
SGPA										
ATTEMPT										
RESULT										

SGPA: Semester Grade Point Average

Date of Result:

Co-ordinator	Head/ Director
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(sample copy B) Logo in watermark

ANNEXURE-B

Name of the University

NAAC ACCREDITED “_____” GRADE

University Logo

GRADE SHEET

Name of the Institute / School of Studies:

Address of the Institute / School of Studies:

Name of the Programme:

Batch: 2015-17	Semester:
Enrolment No.:	Roll No.:
Name of the Student:	Examination: December-2015
Father's/Husband's Name:	Mother's Name:

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course1	4	A	8	32
	Course2	3	C	5	15
	Course3	4	B+	7	28
	Course4	4	O	10	40
	Course5	3	B	6	18
	Course6	6	P*	4	24
TOTAL		24	-		157
SGPA					6.54

*Grade in Repeat Examination.

RESULT SEMESTER-WISE										
SEMESTER	I	II	III	IV	V	VI	VII	VIII	IX	X
CREDITS										
SGPA										
ATTEMPT										
RESULT										

SGPA: Semester Grade Point Average

FINAL RESULT: PASS

TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

Equivalent Percentage = CGPA x 10

Grade Point Average

CGPA: Cumulative

Date of Result:

Co-ordinator	Head/ Director	Controller of Examinations
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Ordinance: <https://www.dauniv.ac.in/common-ordinance>