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REGULATIONS RELATING TO BS PROGRAMMES

(Approved by the Syndicate in its 155th meeting held on 25.6.2011)

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REGULATIONS RELATING TO BS PROGRAMMES

1. Duration of the Programme

- 1.1. The programs leading to BS shall be of four years duration, equally divided into eight regular semesters excluding summer semesters.
- 1.2. Each regular semester shall be spread over eighteen weeks, sixteen weeks for teaching and two weeks for preparation and the conduct of examinations.

2. Promotion & Probationary Period

- 2.1. If a student scores CGPA less than 1.0 at the end of any semester during the program of studies, he/she shall be dropped from the university rolls (for first semester students, the GPA at the end of the first semester would be considered for the above purpose).

2.2. Probation

- 2.2.1. Whenever any student's CGPA falls between 1.0 and 2.0 he/she shall be put on probation.
 - 2.2.2. A student shall be allowed three chances to remain on probation during the entire BS Programme of Studies.
 - 2.2.3. A student failing to achieve the required CGPA of 2.0 for the fourth time shall cease to be the student of the University.
- 2.3. The student eligible to continue the study program and having failed in a compulsory course(s) shall repeat the course(s) whenever such course(s) shall be offered by the department / school / institute provided the contents of the study program remain unchanged.
 - 2.4. A student shall have to complete the BS Programme within twelve (12) regular semesters or six years, but he/she shall not be allowed to avail more than three attempts to clear a given course.

3. Registration of Courses

- 3.1. At the beginning of each semester, a student shall register in the course(s) being offered by the department/school/institute in a prescribed format.

4. Freezing of a Semester

- 4.1. If a regularly registered student does not wish to pursue his/her studies in a particular semester he/she may request for freezing of the said semester. If the permission is granted, the student can continue his/her studies after the said period is over. A student will not be allowed freezing of the first semester of his/her studies.
- 4.2. A student shall be allowed to apply for freezing of at the most two semesters in his/her entire program of studies. The application must be submitted within four weeks from the commencement of classes. Only in exceptional circumstances of

medical emergency of the student or fatality of immediate family member, the University may allow freezing of semester after four weeks.

- 4.3. The case for freezing of the semester shall be placed before the Dean of the faculty by the Chairperson/Director of the respective department/ school / institute and the decision shall be communicated to the Controller of Examinations.
- 4.4. Being allowed a semester freeze by the Dean of the faculty, the student who has deposited / paid the tuition fee for the frozen semester may request for refund. In such case the University shall deduct 25% of the tuition fee deposited and remaining 75% shall be reimbursed to student.
- 4.5. Being allowed a semester freeze by the Dean of the faculty, the student shall resume the program in the next semester provided he/she has the option of registering in at least 12 credit hours of course work. Otherwise, the student will re-join the program after a total lapse of two semesters. However, the student has to complete the degree requirements within 6 years from the date of his/her first admission (including the period of the semester(s) declared to have been frozen).

5. **Course Limit**

- 5.1. A student is required to take 15-18 credit hours coursework per regular semester.
- 5.2. However, the Chairperson/ Director of the department / school / institute may allow a maximum of 21 credit hour coursework in one semester on the approval of the Dean.
or minimum of 12 credit hours

6. **Credit Hours**

- 6.1. A credit hour means teaching a theory course for 60 minutes each week throughout the semester.
- 6.2. One credit hour in laboratory or experimental work would require lab conduct of at least two hours per week for the first four semesters' courses while for the remaining semesters' laboratory courses one credit hour would require three conduct hours per week.
- 6.3. A course with 3 credit hours for theory and one credit hour for laboratory work will be denoted as 4 credit hours course i.e. (3+1).

7. **Examinations**

- 7.1. Eligibility to appear in the terminal examinations of a semester
 - 7.1.1. No student shall be eligible to appear in the terminal examination unless he/she is registered at the University for the respective study programme and has paid all the required dues.
 - 7.1.2. A student must have attended at least 80% of the classes held in a course in order to be allowed to sit in the terminal semester examinations. However, the Chairperson/Director may grant a relaxation of 10% of the attendance in lieu of his/her participation in extracurricular activities duly recommended / nominated by the University.

- 7.1.3. Students having class attendance less than the prescribed in 7.1.2 in a particular course will be required to repeat the course or its substitute course as and when offered.
- 7.1.4. A student must have submitted all assignments, term papers and reports by the end of teaching for semester.

7.2. **Special Examination**

- 7.2.1. **A special examination shall be conducted for a student who is unable to appear in the terminal examination of course(s) on medical grounds or the demise of parent, spouse, children or brother/sister provided the incident / medical conditions occur during or within two weeks prior to terminal examination.**
- 7.2.2. A student must have met the eligibility criteria to appear in the terminal examination of the semester
- 7.2.3. The student shall have to produce the death certificate of the kin referred to above.
- 7.2.4. A student shall have to submit an application of illness to the Dean of faculty on or before the date of commencement of the examination / paper as the case may be.
- 7.2.5. In case of serious illness of the student, he/she must provide evidence of having been hospitalized or receiving indoor treatment in a recognized private or a public sector hospital.
- 7.2.6. A student shall have to apply to the concerned department to appear in a special examination. The case shall be examined by the '**Departmental Grievance Committee**' and recommendations of the committee shall be placed before the Dean through the chairperson / director of the department / school / institute for approval.
- 7.2.7. Special terminal examination of a semester shall take place during the semester break before the commencement of the next semester.
- 7.2.8. Chairperson /Director of the department / school / institute will monitor the special examinations and ensure the standards.
- 7.2.9. There would be only one chance on medical grounds to appear in a specially conducted examination during entire program of studies.

7.3. **Departmental Grievance Committee**

- 7.3.1. There shall be a '**Departmental Grievance Committee**' comprising of:
 - a. Chairperson /Director of the departments / School / Institute
 - b. Two senior most faculty members other than the faculty member against whom any complaint is registered (if any). In case the complainant is a female student, at least one of the Committee members must be female or be co-opted from the department/school/institute/faculty for this purpose.

7.3.2. The committee will address the grievances of the students about any course instructor or grade or for any other academic or fairness issues.

7.3.3. Appellate body against the decision of the said committee will be the Dean of the faculty.

7.3.4. **Grievance on Grade**

7.3.4.1. A student must approach the chairperson /director of the department / school / institute for a grievance regarding the received grade within three (3) working days of the display of the results on his / her respective department / school / institute notice board / webpage / website.

7.3.4.2. The chairperson / director of the department / school / institute may forward the grade grievance to the **departmental Grievance Committee** if deem necessary / appropriate.

7.3.4.3. It will be binding on the committee to hear both sides (student and instructor), and give the final decision within 5 days or before the start of the date of registration for the new semester whichever comes earlier

7.3.4.4. The Committee may for reasons to be recorded in writing, decide to:

- i. Reject the student's application;
- ii. Ask the concerned teacher to review his/her grading and satisfy the Committee. The Committee shall forward its report / recommendations to the Dean.

7.4. **Evaluation**

7.4.1. There shall be a perpetual evaluation system of the students' performance. In addition to home assignments, term papers, quizzes class presentations and lab work, the following examinations in each course during the semester shall be held: -

7.4.1.1. Mid Semester Examination of 1½ -3 hours duration having weightage from 25 to 30%.

7.4.1.2. Semester's Terminal Examination of 3-4 hours duration having a weightage of 50%

7.4.2. In case of Laboratory courses or courses requiring extensive field work / computation etc. 50% of the weightage would continue to be assigned to terminal examination while the remaining 50% weightage would be given to continuous evaluation with the distribution according to the needs of the particular course.

7.4.3. There shall be 100 marks assigned to each course.

The mid semester examination shall be held by the end of the 8th week of commencement of classes for each course. The terminal examination of the semester shall be held at the end of the semester.

7.4.4. Marks, Grade Points, Letter Grades

7.4.4.1. The progress of a student shall be monitored in each semester on the basis of his / her academic performance in the semester as measured by the number of courses passed and Grade Point Average (GPA). The GPA for each semester shall be calculated as follows:

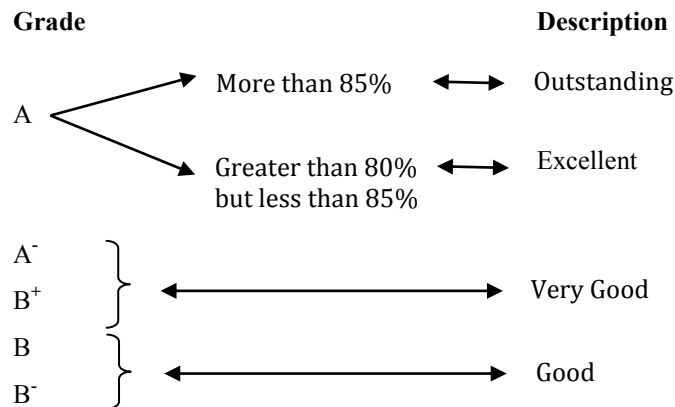
$$\text{GPA} = \frac{\sum (\text{credit hours of each course registered} \times \text{grade point earned in each course})}{\sum \text{credit hours registered in the semester}}$$

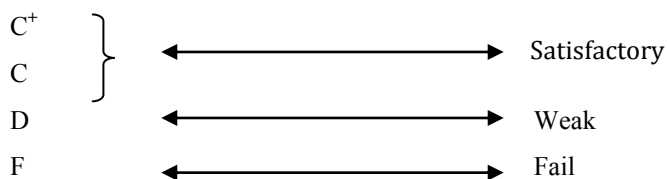
7.4.4.2. Letter grades will be used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below:

Mark Range	Grade Point	Grade
80 and above	4.00	A
76-79	3.80	A ⁻
72-75	3.50	B ⁺
68-71	3.00	B
64-67	2.80	B ⁻
60-63	2.50	C ⁺
55-59	2.00	C
50-54	1.00	D
0-49	0	F

*fraction is to be rounded to the nearest whole Number.

7.4.4.3 The general expectation associated with each letter grade is as follows:





- 7.4.5. The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether they are relative grades or absolute grades.
- 7.4.6. **Honor Board**
- 7.4.6.1. There shall be an honor board maintained in the respective Deans' office.
- 7.4.6.2. The names of those students earning 3.8 CGPA or better shall be displayed on honor board.
- 7.4.6.3. Name of student would remain on honor list if he/she maintains a CGPA of 3.8 or better.
8. **Summer Sessions:** Summer sessions if offered provide opportunities to the students who fail or withdraw from a course and those who wish to improve their GPA to qualify to the next semester.
- 8.1. During the semester break, a department / school / institute may offer at least one intensive session of 48 contact hours with courses of its choice.
- 8.2. Students who fail or withdraw from a course or courses can register for course(s) offered during the Summer Semester.
- 8.3. Students who obtain D or C grade i.e. less than 60% in a course or courses can opt to repeat the course or courses to improve their CGPA. However, grade improvement would not be allowed in more than four (4) courses during the entire study program of studies.
- 8.4. The students can register for up to two courses during summer semester.
- 8.5. A student, who has taken examination in the semester immediately prior to the said summer semester and has failed in certain courses according to departmental result sheet, can register for summer semester on recommendation of the chairperson /director countersigned by the Dean concerned.
- 8.6. A student shall have to achieve 80% attendance target, complete tasks for sessional marks, and appear for mid and terminal semester examinations for each course registered for summer semester
- 8.7. Special examination shall not be allowed for summer semester courses
- 8.8. The Dean of the faculty in consultation with the Chairperson /Director of respective department / school / institute may decide about the number of students to be registered for a particular course that is being offered in a summer semester.
- 8.9. All other conditions regarding pre-requisite courses, duration and weightage of mid and terminal examinations, shall remain the same. The mid examination will be held immediately after half of the classes have been completed.

9. **University Dues**

9.1. Each student of the BS Programme of Studies shall be required to pay tuition fee and such other dues as may be determined by the Syndicate from time to time.

10. **Course File:** Maintenance of course file is compulsory for the teachers. It will have a complete record of all academic activities during the semester. The course file will contain:

10.1. Description of courses

10.2. Course coding

10.3. Weekly teaching schedule

10.4. Date of mid-semester examination

10.5. Grading policy identifying each activity, such as homework, quizzes, mid-semester examination, terminal examination, term paper

10.6. Record of each homework assignment evaluation

10.7. Copy of each quiz given

10.8. Copy of mid-semester examination

10.9. Grading sheets of the course detailing statistical data on the grades obtained by the students.

10.10. Difficulties/problems faced during classroom/course delivery

10.11. Number of lectures hours.

11. **Award of Degree:**

11.1. After successful completion of all the academic requirements of the program, the University shall award BS-4 Years degree to s student.

11.2. A student after successfully completing minimum 62 credit hours course work may have the option to seek / obtain BSc/BA Pass degree.