

Annexure-6/1

**ORDINANCE : CONDUCT AND EVALUATION OF EXAMINATIONS FOR PROGRAMMES LEADING TO ALL BACHELOR'S/MASTER'S DEGREES AND POST-GRADUATE DIPLOMAS**

**1. GENERAL**

- (1) This ordinance shall apply to all programmes leading to all Bachelor's/Master's degrees and Post-Graduate diplomas following semester System. However, a programme may have additional requirements, which will be specified in regulations for that programme.

**2. DEFINITIONS**

- (1) **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to a Degree/Diploma.
- (2) **An Academic year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- (3) **Board of Studies (BOS)** shall mean the Board of Studies of the Department concerned.
- (4) **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
- (5) **End-Term Examination** shall mean the examination conducted at the end of the semester.
- (6) **External Examiner** shall mean an examiner who is not in the employment of the University.
- (7) **Mid-Term Examination** shall mean the examination conducted during the semester.
- (8) **Paper Setter** shall mean a person who has been assigned the work of paper setting, may be the teacher of the University or outside teacher who is not under employment of the University.
- (9) **Semester System** – a programme wherein each academic year is apportioned into two semesters
- (10) **Student** shall mean a person admitted to the Department of the University for any academic programme to which this Ordinance is applicable.
- (11) **Unfair Means Committee** shall mean a Committee for examining the cases of unfair means and for recommending punishment, if any, in such cases.
- (12) **University** shall mean Indira Gandhi Delhi Technical University for Women.

3. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/ Master's degrees, Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.

4. Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in the University for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.

*Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfilment of such conditions as may be laid down by the Academic Council from time to time.*

*Provided further, that a student, may be debarred from appearing in the end-term examination as provided in Clause 7 of this Ordinance or as provided in any other Ordinance of the University.*

## 5. Programmes Content and Duration

- (1) A Bachelor's/Master's degrees and post-graduate diploma programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
  - (2) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
  - (3) The maximum permissible period for completing a programme for which the prescribed programme duration is  $n$  semesters, shall be  $(n + 4)$  semesters. All the programme requirements shall have to be completed in  $(n + 4)$  semesters.
  - (4) For continuing in the undergraduate programme the student has to show satisfactory academic performance as defined in the clause 10(6) of the Ordinance. If the academic performance falls short, a student may be asked to repeat a year or her programme may be terminated.
- (5) Audit Course
- i). A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination and Syllabi, or one of the course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course, or as prescribed in clause 12(1).
  - ii). The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.

iii). Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purposes of declaration of results.

## 6. Semester

- (1) An academic year shall be apportioned into two semesters. Each semester shall consist of 22 weeks duration including the Examination period. There shall be a break of 2 weeks after the first semester and a vacation of 6 weeks after the second semester.
- (2) The Academic Calendar shall be notified by the University each year, before the start of Academic Year.
- (3) The academic break-up of the semesters devoted to instructional work shall be as below:  

Imparting of instructions and/or laboratory work (including class tests)	18 Weeks
Preparatory Leave	01 Week
Semester-end Examination, including Practical/ Laboratory Examination	03 Weeks

## 7. Attendance

- (1) A student has to put in a minimum of seventy-five percent attendance in aggregate of all the courses taken together in a semesters:

Provided that the Dean of Faculty/Dean (Academic Affairs)/Head of the Department may condone attendance upto 10% for individual student for reasons to be recorded in writing;

Provided further that, under exceptional circumstances, the Vice-Chancellor may further relax the minimum attendance up to five percent;

Provided furthermore that under no circumstances a student who has an aggregate attendance of less than sixty percent in a semester shall be allowed to appear in the end-term examinations.

- (2) The relaxation provided in clause 7(1) may be considered by the Dean of Faculty/Dean(Academic Affairs)/Head of Department on production of documents showing that the student was:

- (i) Busy in authorized activities
- (ii) Suffering from any disease/disorder

Note:- (a) A student should submit the documents to the above effect within seven days of resuming the studies. Documents submitted, thereafter, shall not be considered.  
(b) No relaxation in attendance beyond clause 7(1) shall be allowed in any case

- (3) Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and she will be required to take re-admission and repeat all courses of the said semester with the next batch of students.
- (4) The University Enrolment number of such student shall, however, remain unchanged and she shall be required to complete the programme in a maximum permissible period of  $(n+4)$  semesters as mentioned in Clause 5(3)
- (5) Head of the Department shall announce the names of all such students who are not eligible to appear in the end-term examination, at least 5 calendar days before the start of the end-term examination and simultaneously intimate the same to the Controller of Examinations.
- (6) In case any student appears by default, who in fact has been detained by the Department, her result shall be treated as null and void.

## 8. Evaluation

- (1) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (2) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:
  - (i) Evaluation through end-term examination
  - (ii) Continuous evaluation by the teacher(s) of the course.
- (3) The distribution of weightage for various components of evaluation shall be as below:

Theory Courses	Weightage for End-Term Examination	Weightage for Continuous Evaluation by the Teacher
Theory Courses	60%	40%
Practical/Laboratory Courses	60%	40%
Dissertation/Thesis External Examiner Internal Examiner	60%	40%

- (4) For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies with the approval of the Vice-Chancellor.

(5) Teacher's Continuous Evaluation

i). Course Components and Apportioned Marks

COURSE COMPONENTS	APPORTIONED
<b>Theory Courses:</b> The teacher's continuous evaluation shall be based on the following:	
• Two Class Tests*	15 Marks for each
• Assignment/Group Discussion/ Viva-Voce/ Additional Test/Quizzes/ Attendance etc	10 Marks
* The two class tests shall ordinarily be held after 6 weeks and 12 weeks of teaching in accordance with the University Academic Calendar	
<b>Practical/Laboratory Courses</b>	
The teacher's continuous evaluation shall be based on performance in the laboratory, attendance, practical exercises/assignments, quizzes, etc.	15,15 and 10 Marks

- ii). For dissertation/thesis, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 40%, and the external examiner(s) out of 60%. The examiners shall be appointed by the Vice-Chancellor, out of a panel of three or more names suggested as specified in clause 9 of the Ordinance.
- iii). The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- iv). End-Term practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners.
- v). For any other type of examination, not covered by clause 8(5)(i) and 8(5)(ii), 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 Controller of Examinations on the recommendation of the Board of Studies with the approval of the Vice-Chancellor.
- vi). The results of a semester (including both the end-term examinations and teacher's continuous evaluation) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in particular course, he/she may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.

- vii). The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

## 9. Conduct of semester end-term examinations

- (1) All end- term examinations shall be conducted by the Controller of Examinations.
- (2) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of end-term examinations.
- (3) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.  
Provided that the Vice-Chancellor may, at his/her discretion, delegate the authority for approval of examiners.
- (4) Recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened. In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.
- (5) The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him from Boards of Studies /HOD before the list is submitted to the Vice-Chancellor for approval.
- (6) After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject-wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.
- (7) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course

## 10. Criteria for Passing Courses, Marks and Division

- (1) Obtaining a minimum of 50% marks in aggregate in each course including the end-term examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
- (2) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed

fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned end-term examination.

- (3) A student obtaining less than 50% of maximum marks (including end-term examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a end-term examination of the course in a subsequent semester(s) when the course is offered, subject to maximum permissible period of  $(n+4)$  semesters as mentioned in clause 5(3). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the student will request for such improvement in the beginning of the said semester to the Head of Department and the improved internal marks, if received from the Department concerned at least 7 days before the commencement of end-term examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification. In such cases where the students opt to improve the two class tests performance with the next batch of students, the marks obtained in two class tests will be proportionately increased to include the component of assignment / group discussion / viva voce/additional test/quizzes etc.

No extra fee shall be charged from the students in this regard.

- (4) A student who has to reappear in a end-term examination in terms of clause 10(3) above shall be examined as per the syllabus which will be in operation during the subsequent semester(s). In case, the course content or syllabus of the subject is revised, a failed student in particular subject/subjects have to appear in the examination of the said course/courses as per the revised course contents. In case a particular subject is discontinued, the department can specify another equivalent subject in lieu of the discontinued subject, in such a case the failed candidate will be required to appear in both the mid-term and end-term examination.
- (5) Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the Department to be allowed to reappear in an examination and pay the fees prescribed by the University.

#### **(6) Criteria for Promotion to the Next Year**

- i). A student will be promoted to the next academic year only if such student has obtained at least,
  - a) 50%, (accurate upto two decimal digits) of the total credits of the ensuing academic year from which the promotion to next academic year is being sought, and
  - b) 90%, (accurate upto two decimal digits & rounding of thereafter to full digits) of the total credits of the previous year excluding the credits of the ensuing academic year from which the promotion to next academic year is being sought.

- ii). All such students who fail to get promoted to next academic year for the reason of deficiency in required credits as stated here in above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year. Academic Break shall be applicable only to students:
- a) Who do not attend any classes in a particular year of the program as per norms of the University
  - b) Who are detained due to shortage of attendance?
  - c) Who are not able to secure/obtain 50% credits in a particular year/semester(s)
- iii). Only two academic breaks are permissible for a student for the completion of the academic programme/course. In no situation a student will be allowed to take more than two academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the course/programme. A student who has exhausted two academic breaks and a further occasion arises for her to take academic break because of non promotion or detention, in such cases the admission of such student would automatically stand cancelled right at the time such an occasion of more than two academic breaks arise.

(7) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits subject to prescribed guidelines of the concerned statutory or regulatory authority, if any.

(8) **Award of Division-** The successful candidates will be placed in Divisions as below:

- i). **Second Division:** A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60 shall be placed in Second Division.
- ii). **First Division:** A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division
- iii). **First Division with Distinction:** A candidate obtaining a CPI of 75 and above at the end of the programme shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which she has earned credits. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided she has passed all the courses for which she has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.

- iv). For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 12(1) and shall be based only on marks obtained in courses for which credits have been earned.

## 11. Award of Degree/Diploma

- (1) A student shall be awarded a degree/diploma if:
- (2) A student becomes eligible for the award of the Degree/Diploma after fulfilling all the academic and non-academic requirements prescribed by the Academic Council and as specified in the Ordinance:

Provided (a) student has successfully earned the minimum credits as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme (b) there are no dues outstanding in student's name to a Department/University and (c) no disciplinary action is pending against the student.

- (3) Criteria for Passing courses and award of credits - Obtaining a minimum of 50% marks in aggregate in each course including the semester-end examination and the teacher's evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% marks in a course, shall be deemed to have failed in that course and no credits will be awarded for that course to the student.
- (4) Under exceptional circumstances, where gross violation of the graduation requirements or use of dishonest means is detected at a later stage, the Academic Council may recommend to the Board of Management to withdraw an already awarded degree.

## 12. Calculation of Cumulative Performance Index (CPI)

- (1) A student having earned minimum credit as required for the degree/diploma will be eligible for the award of degree/diploma provided she has not skipped or disqualified in more than four credits in Core Subjects. The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index} = \frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

Where  $C_n$  is the number of credits earned for the course n in any semester and  $M_n$  is the marks obtained by the student for the Course n. N is the total number of Courses over which the performance is being measured. All courses shall have maximum marks of 100 irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the student has appeared but secured less than 50% marks shall be treated as "Audit Courses" and the same shall be reflected in the Final mark sheet accordingly.

- (1) CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering her performance in the subjects, wherein she has secured highest marks. However, in the marksheet, the maximum credits earned by the candidate shall also be reflected.
- (2) For the purpose of equivalence CPI of the student shall be considered equivalent to the percentage of Marks.

### **13. Use of Unfair Means**

- (1) All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Scrutiny Committee/s for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall be specified in a separate regulations approved by the Academic Council.

### **14. Students Grievance Committee**

- (1) In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Head of Department, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.
15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
16. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Head of Department. The decision of the Vice-Chancellor shall be final.