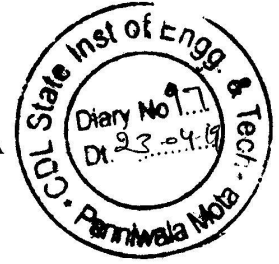


G2
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23/4/19
① STI Acad. Raju 24/04/19
② STI EXAM.
P.T.O.

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



No./Acad./AC-II/19/ _____
Dated: _____

To

The Controller of Examinations,
CDLU, Sirsa

Sub: Follow up action on resolution no. 20 of 54th Executive Council meeting .

R/Sir/Madam,

Kindly find enclosed herewith the copy of the Authenticate Ordinance of B.Tech./M.Tech. approved by the Executive Council was held 27.02.2019 resolutions no. 20.(copy enclosed).

DA: As above (01 to 16 Pages)

Yours faithfully

Assistant Registrar (Academic)

Endst. No./Acad./AC-II/19/ 246-251 Dated: 16/4/19

The copy of the above is forwarded through e-mail to the following for information and further necessary action:

1. Dean of Colleges , CDLU, Sirsa.
2. Chairperson Deptt. of CSA, CDLU, Sirsa.
3. The Director, University Computer Centre, CDLU, Sirsa. The soft copy of the syllabus is already sent through email on websitcdlu@gmail.com and is requested to upload on the University Website and sent the compliance to this office.
4. The Principals of all the affiliated Engg.Colleges (through e-mail) are requested to consult the university website www.cdlu.ac.in and download the ordinance for implementing the same.
5. The AC-I set, Academic Branch, CDLU, Sirsa w.r.t. follow up action.

Assistant Registrar (Academic)

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



Minutes of the
54th meeting
of the
Executive Council
(Emergent)

Held on
27.02.2019
At 11.00 A.M

Venue:

NIC OFFICE, MINI SECRETARIAT, SIRSA

the Additional Chief Secretary to Govt. Haryana, Higher Education Department, Chandigarh.

17. Noted the action taken by the Vice-Chancellor under section 11(6) of the University Act to allow twenty Assistant Professors (Contract) engaged in various University Teaching Departments to continue to work in their respective departments on the basis of availability of workload and satisfactory work and conduct of these teachers for the Academic Session 2018-19 w.e.f. 01.06.2018 on the same terms & conditions.

Further, resolved that the engagement of Part Time Teachers be made as stop gap arrangement.

18. Noted the action taken by the Vice-Chancellor under section 11(6) of the University Act regarding extension in engagement for another one year w.e.f. 30.01.2019 to Sh. Bhim Singh, Assistant Professor (Contract), University Centre for Distance Learning (UCDL).

19. Noted the action taken by the Vice-Chancellor on 29.05.2018 under Section 11(6) of Chaudhary Devi Lal University, Sirsa Act 2003 regarding approval of the change/amendments in the Inspection Proforma of D.P.Ed., B.Ed., B.A./B.Sc. B.Ed., M.Ed. being run by Self-Financed Colleges of Education.

Further, resolved to add the column "Recommendation of the Inspection Committee" in the Inspection Proforma.

20. Noted the action taken by the Vice-Chancellor under section 11 (6) regarding approval of Ordinance of B.Tech/M.Tech. Course.

Further, resolved that the uniformity regarding Scheme and Syllabus of the courses of B.Tech and M.Tech should be maintained from the Academic Session 2019-20.

21. Noted the action taken by the Hon'ble Vice-Chancellor under section 11(6) of the University Act 2003 in approving the minutes of HBI Committee and Admissions guidelines for 2018-19 for UCDL courses and to introduce PG Diploma DCS courses afresh alongwith introduction of M.Com. and M.A (History) courses for the academic session 2018-19 onwards under UCDL.

22. Noted the action taken by the Vice-Chancellor under Section 11(6) of University Act, regarding sanction of posts in the Department of Botany and Zoology and in the University College.

23. Considered and approved the order of the Haryana Govt., Information, Public Relations & Languages Department regarding extension in period of deputation in respect of **Sh. Vinender Singh Chauhan as Deputy Chairman, Haryana Granth Academy for a period of another one year i.e. from 19.07.2018 to 18.07.2019 on the same terms and conditions of deputation.**

**ORDINANCE FOR
CREDIT BASED SYSTEM FOR
COURSES OF STUDIES IN THE
UNIVERSITY TEACHING
DEPARTMENTS AND
AFFILIATED INSTITUTIONS**



**(w.e.f. Academic Session
2011-2012)**

**Guru Jambheshwar University of
Science & Technology, Hisar**

A handwritten signature or mark, possibly in ink, located below the university name. It appears to be a stylized name or initials.

**ORDINANCE FOR CREDIT BASED SYSTEM FOR
COURSES OF STUDIES IN THE UNIVERSITY TEACHING
DEPARTMENTS AND AFFILIATED INSTITUTIONS
(w.e.f. 2011-12 and amended upto 08.10.2012)**

- 1.1 This Ordinance applies to all the UG and PG regular programmes (other than Ph.D.) in the University Teaching Departments and affiliated institutions. The duration for various programmes for which the Ordinance is applicable is given in the Appendix-I. Each year shall be divided into two semesters. Each semester shall be of 21 weeks approximately inclusive of admissions and examinations etc. Eligibility criteria, Fee structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus as well as in relevant ordinances.
- 1.2 The prominent features of the credit based system are continuous evaluation of a student's performance, and flexibility to students to progress as per one's ability or convenience, subject to fulfilling minimum requirement for continuation. Each academic programme (degree/ diploma) has a certain number of credits. A student's performance is evaluated by the number of credits that he/she has completed satisfactorily.
- 1.3 Every course / paper* is coordinated by a member of the teaching staff of the Department/Institution offering the course/ paper in a given semester. This faculty member shall be called the Course Coordinator. He/ She has the responsibility for conducting the course paper holding the minor tests and assignments, internal assessment, etc. For any difficulty, the student is expected to approach the Course Coordinator for advice and clarification.
- 1.4 Each course/ paper has a certain number of credits, which reflects its weightage. Credits of a course / paper are determined as under:-
- (a) For all lecture courses, one credit per lecture (one hour duration) per week per semester will generally be adopted. The course scheme for each programme will clearly indicate the credits assigned to each course/ paper.
 - (b) One laboratory hour per week per semester will be assigned half credit. Courses with odd numbers of laboratory hours having fractional credits will be taken into account.

*The terms course and paper are used interchangeably.



- 1.5 Every candidate shall be examined in the course (s)/ paper (s) as laid down in the syllabus approved by the Academic Council from time to time. The credits for each paper and the contact hours per week will be specified in the course / paper scheme.
- 1.6 Each paper will have Maximum Marks 100 in the ratio of 70% external and 30% internal, irrespective of the credits assigned to it. The marks obtained by a student out of 100 will be treated as notional marks. These notional marks (marks obtained) will be multiplied by the Credits to get grade point for each paper/ course.
- 1.7 The grade awarded to a student in any particular course / paper will be based on performance of the student in minor tests, attendance and co-curricular activities (assignment, viva-voce, lab. work, seminar, workshop, presentations, group discussions, quiz, etc.) and external Major test (End Semester examination) conducted at the end of semester. The distribution of the weightage of marks will be as under:-
- | | |
|--|---|
| Minor Tests | 20% or 20 marks |
| Attendance & Co-curricular Activities | 10% or 10 marks
(4 marks for attendance) |
| Major Test/ End Semester Examinations. | 70% or 70 marks |

*Distribution of marks for attendance and co-curricular activities are as under:-

- | | | | |
|------|--------------------------|---|---------|
| i) | Attendance | = | 4 marks |
| | Classification: | | |
| | (a) 65% to 70% | = | 1 marks |
| | (b) 71% to 75% | = | 2 marks |
| | (c) 76% to 80% | = | 3 marks |
| | (d) 81% onwards | = | 4 marks |
| ii) | Assignment/ Presentation | = | 4 Marks |
| iii) | Overall performance | = | 2 Marks |

- 1.8(a) The End Semester examination (Major tests) for the Odd semesters shall ordinarily be held in the month of December and for the Even semesters in the month of May, on such dates as may be scheduled by the University. It will be an external examination. to be conducted by the Examination Branch of the University.



1.8(b) The tentative schedule for holding End Semester Examinations (Major Tests) and Minor tests is as under:

Odd Semester

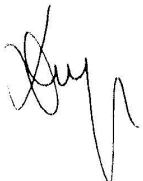
1st Minor Test	2 nd week of September
2 nd Minor Test	3 rd week of October
End Semester Examinations (Major Tests)	1 st week of December onwards

Even Semester

1st Minor Test	2 nd week of February
2 nd Minor Test	3 rd week of March
End Semester Examinations (Major Tests)	1 st week of May onwards

Provided further that, in view of the performance and attendance of the students in the earlier two tests, if a teacher feels that there is a need for conducting one more test, the teacher may conduct the subsequent test for internal assessment in the semester concerned. For the purpose of internal assessment, the highest marks obtained by a student in the tests taken by him/her will only be considered.

- 1.8 (c) The re-appear End Semester examinations for Odd semester will be held alongwith the Odd Semester regular End Semester examinations and for Even Semester re-appear End semester examinations alongwith Even Semester regular End Semester examinations. However, those candidates who have already appeared in their final semester examination and having re-appear in any semester may appear in Odd and Even semester examinations simultaneously.
- 1.8(d) The exact date and time for holding minor tests will be finalized by the Course Co-ordinator concerned in consultation with the Chairperson of the Department/ Director-Principal of the Institution.
- 1.8(e) For End Semester examinations (Major Tests), the Examination Branch of the University will formally announce the date sheet at least one week before the commencement of the examinations.
- 1.8(f) For minor tests, the syllabus for examination will be what is covered in a particular term. The end semester examinations(Major Tests) will be based on the entire syllabus.
- 1.8(g) The rules for revaluation of papers and improvement of division/ marks in theory course(s)/ paper(s) shall be applicable for end semester examinations (Major Tests) only.



- 1.8(h) The result of the students admitted through LEET in B.Tech./ B.Pharm. Courses will be declared on the basis of 3 years results, i.e., 2nd to 4th year and the words "Under Lateral Entry Scheme" will be shown in the Result/ DMC/ Degree of such students.
- 1.8(i) For deciding the topper/gold medalist the percentage of marks will be taken as the base which will be calculated by multiplying the CGPA by 10. In case of tie of CGPA, the student senior in age will be the topper.
- 1.09 The marks/ awards of minor tests including co-curricular activities shall be shown to the students by Course Co-ordinator/ teacher concerned before submitting to the Chairperson of the Department/Director-Principal of affiliated Institution. The Department/ Institution shall forward these marks to the Controller of Examinations at least one week before the commencement of the end semester examinations (Major Tests).
- 1.10. The Unfair means cases reported in the End Semester examinations (Major Tests) shall be referred to Controller of Examinations of the University and these would be decided by the Standing Committee on Unfair means Cases.
- 1.11 (a) The evaluation of practical component of each course/ paper will consist of two parts: (i) 30% at internal level to be conducted by the Departments/ Institutions and (ii) 70% End Semester examination to be conducted by the Examination Branch of the University.
- 1.11 (b) Final Practical [as in 1.11 (a) (ii) above] and viva voce examination wherever applicable will be conducted by a team of two examiners (one internal and the other external) except otherwise mentioned in scheme of examination of a particular programme. In case, the external examiner does not come for the purpose at the appointed time, the Chairperson of the University Teaching Department/Director- Principal of the Institution may appoint an examiner in his/her place from the University Teaching Department(s)/Institution itself. Under such circumstances one teacher from other department may also be appointed as Observer by the Controller of Examinations. If the examiners are unable to agree and there is difference in the awards, the average of the both shall be taken as the final award.
- 1.11 (c) For the External courses/ papers, each Board of Studies will recommend a panel of at least four paper-setters (which may include not more than two from the University). Out of these one will set the question paper. While appointing paper setters it will be ensured that not more than 50% papers are set internally. Paper setters may also evaluate the answer books, if the number of candidates is about 250. In case of more than 250 candidates, more than one evaluators may be appointed.



1.12 End Semester examinations (Major Tests) shall be open to a regular student who:

- i) has been on the rolls of the Department/Institution during the semester ; and
- ii) has completed atleast 75% of the lectures in aggregate of each paper, seminar, case discussion, field trips, tutorials, etc. and not less than 50% in any one of these. The Chairpersons/Directors will take care of this condition at the time of allowing candidates to appear in minor tests as well. A deficiency upto 10% may be condoned by the Chairperson of the Department/Director-Principal of Institution.

1.13 The Dean of Faculty shall ensure that total credits in similar type of Academic Programmes do not vary significantly. For example, all B.Tech. programmes should have equal number of total credits. Likewise all M.Tech. programmes, M.Sc. programmes, M.B.A. etc. may be identified as separate groups to have equal number of total credits within their own group for the purpose of uniformity.

1.14 The medium of instruction and examination shall ordinarily be English except otherwise decided by the Board of Studies.

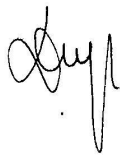
1.15(a) Under Credit Based System there will be no condition of passing papers for promotion to higher semester/ year in any academic programme. The candidates will have to complete the degree within the maximum period allowed under the Ordinance.

1.15(b) If a candidate has, after attending the course of studies in the University Teaching Departments / Colleges/ Institutions, either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, he/she can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, pursue his/her studies for the next semester and appear in the examination (s) for the same alongwith the examination for the lower semester(s).

1.15 (c) For B.Tech. students, the scaled marks for determining the division will be as under:-

<u>Name of Examination</u>	<u>Scaled Marks</u>
1st & 2 nd Semester	40%
3 rd & 4 th Semester	60%
5 th & 6 th Semester	80%
7 th & 8 th Semester	100%

For diploma holder admitted under lateral entry scheme, the scaled marks will be as under:-



3 rd & 4 th Semester	60%
5 th & 6 th Semester	80%
7 th and 8 th Semester	100%

- 1.16(a) The subject/ topic of Research Project, wherever applicable will be approved by the Departmental Research Committee. In case of affiliated Colleges/ Institutes, the Departmental Research Committee comprising of 3 senior teachers including guide will be constituted by the Director-Principal.
- 1.16(b) The candidate shall be required to submit one copy of his/her project report with simple tape binding.
- 1.16 (c) Project Report/ Dissertation/ Portfolio /Assignments etc. are considered as separate paper and will be evaluated by the external as well as internal examiner in the manner as approved by the respective Board of Studies.
- 1.17 The candidate shall be required to undergo practical training/ internship wherever required/ provided in the scheme of examination, normally in the summer vacation. He/ She shall be required to submit a comprehensive report before the commencement of the next semester examination for the Programme but not later than 30th June of the year concerned. Training Report will be completed under the supervision of the officer of the Company/ Institution where the training was completed by the candidate at that institute/ organizations/ company. **The candidate will add supervisor's certificate in the beginning of the report stating that the report is an out-come of work done by the candidate during his/her training.**

In case of late submission i.e. after 30th June, the Controller of Examinations/ Vice-Chancellor shall have the power to grant extension of date of submission or condone delay in receipt of a thesis/ dissertation/ project report, for an examination, other than Ph.D. as under :-

Duration	Powers vested in	Late fee as prescribed time to time (Rupees) from
Upto one month	Controller of Examinations	Rs. 100/-
Beyond one month and upto two months.	-do-	Rs. 500/-
Beyond two months and upto three months.	Vice-Chancellor	Rs. 1000/-
Beyond three months and upto twelve months.	Vice-Chancellor	Rs. 2000/-



Beyond Twelve months onwards upto to the end of duration of course.	Vice-Chancellor	Rs. 3000/-
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Late Fee as prescribed in each case will be chargeable.

Provided that if a candidate fails to submit the dissertation etc. even during the extended period of three months i.e. 30th September, he/she will be considered to have absented in the dissertation etc. paper and his/her result will be declared accordingly.

- 1.18. A candidate who has passed the final examinations of this University and is desirous of improving his/her performance, will be allowed to appear in the end semester examinations (Major Tests) only as an ex-student in even/ odd semester examinations, as and when held, twice within the maximum period permissible. Such a candidate in the first instance shall be required to intimate all the paper(s) in which he/ she would like to improve his/her performance. He /She will then appear in the concerned paper(s) at the respective semester examinations as and when held. If he/she does not improve his./her performance, he/she shall be eligible to do so in the following examinations which would be treated as second chance. The candidate shall appear in examinations as per current syllabus, provided for students of that academic session. If any paper has been deleted altogether from the course/ paper, the question paper will be supplied according to the syllabus of the last examination held by the University in that paper. The candidate can appear for improvement examination within maximum permissible period for the programme concerned after passing the final examination.
- 1.19 The students who have failed in Internal assessment/ Minor Tests as well as in aggregate will have the option to improve their score in the Minor Test also to be conducted by the respective department giving a special chance to such students. However, no student will be eligible to improve his score of internal assessment, if he/she has already secured 40 per cent marks in aggregate as well as in external /End Semester examination. A student who couldn't secure 40% marks in external / End Semester examination will have to re-appear in the external End Semester examination of the respective paper. A student who has already secured pass marks in Internal assessment based on minor tests, attendance and Co-curricular Activities etc. will not be allowed to improve his/her score of internal assessment.
- 1.20 The Controller of Examinations shall publish the result within fifteen days after receipt of complete awards.



- 1.21 A candidate who has passed the theory papers and practical of semesters I & II examinations, and has worked for dissertation in semesters III & IV shall submit the dissertation not later than 30th June of the year concerned. At the time of submission of dissertation, a candidate shall produce a certificate from his supervisor that he has worked for dissertation for at least two semesters in M.Tech. courses.
- 1.22 A candidate who is not able to submit his/her dissertation by 30th June may be allowed to submit the same by 30th September of the concerned year with late fee as per provision in clause 1.17 above.
- 1.23 A candidate who does not submit Dissertation / Research Project report etc. or who fails in Dissertation/ Research Project etc. shall be allowed to revise and resubmit the same during the maximum duration of that particular programme (Refer to Appendix 'I'): If a candidate is not able to pass Dissertation/ Research Project etc. even during the maximum duration of the programme, he/she shall be deemed to have failed in the whole examination.
- 1.24 Notwithstanding the integrated nature of the programme wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

The Grading System

- 2.1 The grading system will be based on the performance of a student in internal and external examinations. The evaluation of different components of a course/ paper shall be done in terms of marks first. The aggregate marks (internal + external) obtained in a course / paper will be taken as notional marks. The notional marks will be multiplied by credits assigned to the course/ paper and divided by 10 to obtain Grade Point (GP).
- 2.2 The sum of Grade Point of all the courses/ papers in a particular semester divided by the total number of credits in that semester will determine the Semester Grade Point Average (SGPA.)

The SGPA will be calculated only on passing of all courses/ papers of a semester.

- 2.3 The Cumulative Grade Point Average (CGPA) will be determined on the basis of sum of GP of all courses /paper upto that semester divided by the number of total credits upto that semester.

The CGPA will be calculated only on passing of all papers of the preceding semester (s).



2.4 The GP, SGPA and CGPA will be calculated by the following formula:

- i) $GP = \frac{\text{Notional Marks} \times \text{No. of credits of course/ paper}}{10}$
- ii) $SGPA = \frac{\text{Sum of GP of all Courses/ papers}}{\text{Total Number of Credits in Semester}}$
- iii) $CGPA = \frac{\text{Sum of GP upto that Semester}}{\text{Total Number of Credits upto that Semester}}$

2.5 The overall percentage of marks obtained will be determined by multiplying the SGPA or CGPA, as the case may be, by 10. **Further it may only be reflected in the DMC of final year/ semester from the session 2011-12.**

2.6 The Letter Grades will be determined on the basis of overall percentage of marks as per the following table:

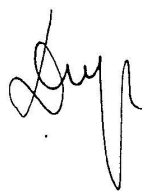
Marks (%)	Letter Grade	Marks(%)
75 \geq	A+	\leq 100
70 \geq	A	\leq 74
60 \geq	B+	\leq 69
55 \geq	B	\leq 59
50 \geq	C+	\leq 54
45 \geq	C	\leq 49
40 \geq	D	\leq 44

Note: A candidate securing 85% and above marks will be awarded A+ grade with "**distinction**".

2.7 The academic performance of a candidate will be determined on the basis of Letter Grades and will be displayed in final DMC, as under

Letter Grades	Academic Performance
A+	Outstanding
A	Excellent
B+	Very Good
B	Good
C+	Average
C	Below Average
D	Marginal
E	Fail
F	Detained student
X	Incomplete Project

- Note: i) D and higher grades are the pass grades.
ii) E and F are Fail grades.
iii) Students detained for not fulfilling the attendance requirements shall be given F grade.



- 2.8 **The successful candidates shall be classified into divisions on the basis of marks obtained by them and the division will be indicated in their degree as given under:-**

(i) First Division with Distinction	If marks are 85% or more in first attempt.
(ii) First Division	If marks are 60% or more and less than 85%.
(iii) Second Division	If marks are 50% or more and less than 60%
(iv) Third Division	If marks are less than 50%

Continuous Absence

If a student is absent from the classes continuously for fifteen days without intimating to the Chairperson of the Department/ Director-Principal of the college/ institute, his/her name shall be removed from the roll of Department's. He/she may be allowed re-admission by the Chairperson / Director-Principal on payment of a fee of Rs. 500/- taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the Major Tests. For the students detained for entire semester/ session the prescribed full fee will be charged in addition to re-admission fees.

Award of 'X' Grade

A student who is unable to complete his/her Project/ Dissertation etc. may be awarded an 'X' grade.

A student who has been awarded 'X' grade shall be required to complete his/her project in the next semester.

GENERAL:

- i) The Department / Institution will notify at the start of each semester the names of course Co-ordinators for each course. The course Co-ordinators will ensure the implementation of the course / paper programme as per provisions of this Ordinance.
- ii) The preparation of question papers, evaluation of answer books, and maintenance of records of minor tests will be the responsibility of the teacher concerned till the declaration of result of semester concerned. Result of every minor test will ordinarily be declared within three days of the holding of examination. Evaluated answer books are also to be shown to the candidates. The conduct/ evaluation etc. of end semester examinations (Major Tests) will be the responsibility of Examination Branch of the University.
- iii) The Examination Branch of the University will supply the blank Answer Sheets of 12 pages each for minor tests.
- iv) The University rules for grace marks, re-evaluation and mercy chance are reproduced at APPENDIX-II.



APPENDIX-I

NORMAL AND MAXIMUM DURATION FOR ALL THE PROGRAMES OFFERED BY THE UNIVERSITY TEACHING DEPARTMENTS/ INSTITUTIONS.

<u>Programmes</u>	<u>Normal duration (In Years)</u>	<u>Maximum duration (In Years)</u>
Bachelor of Technology (B.Tech.)	Four	Seven
Bachelor of Architecture (B.Arch.)	Five	Eight
Bachelor of Physiotherapy (B. Physiotherapy)	Four & Half	Seven & half
Bachelor of Pharmacy (B.Pharm.)	Four	Seven
Bachelor of Administration (BBA)	Three	Five
Bachelor of Computer Applications (B.C.A.)	Three	Five
Master of Sciences (M.Sc.)	Two	Four
Master of Business Administration (MBA)	Two	Four
Master of Business Administration MBA (Evening)	Three	Five
Master of Computer Applications (M.C.A.)	Three	Five
Master of Commerce (M.Com.)	Two	Four
Master of Physiotherapy (M.P.Th.)	Two	Four
Master of Technology (M.Tech.)	Two	Four
Master of Pharmacy (M.Pharm.)	Two	Four



APPENDIX-II

RE-EVALUATION RULES

- 1. GENERAL** 1.1 These rules may be known as the Guru Jambheshwar University of Science & Technology Re-Evaluation Rules (except 100% Credit Based System).
- 2. SCOPE** 2.1 Re-evaluation will be permitted only for the theory / External Examinations conducted by this University.
- 2.2 No re-evaluation is allowed for examination in practical/ Viva-Voce/ Training Report/ Project Report etc. or any other paper wherein there is a joint evaluation by two examiners.
- 3. Application Form** 3.1 (i) A candidate of University Teaching Departments may apply for re-evaluation of answer-books(s) in theory papers only on the prescribed form in an examination taken by him/her within 21 days of the date of declaration of the result or the dispatch of D.M.C. from the University, whichever is later, and within 30 days of the declaration of result or dispatch of DMC whichever is later in respect of the courses being run through distance education. **enclosing therewith the Original Detailed Marks Card/ downloaded DMC from University website and fee as prescribed for re-evaluation.**
- (ii) The Vice-Chancellor in exceptional cases, may permit, with a late fee of Rs.400/- in case of a candidate who submits the re-evaluation form after stipulated period but not later than 90 days of the dispatch of DMC.
- No re-evaluation form will be accepted thereafter under any circumstances.
- 3.2 The re-evaluation form will be free of cost. Its format will be available in the Hand Book of Information/ Prospectuses of various courses.
- 3.3 University will not be responsible for postal delay in receipt of the form from the candidate.
- 3.4 Application form once submitted may be withdrawn on written request in respect of one or all papers applied for re-evaluation provided that the answer-books have not been sent to the re-evaluator. No fee refund, however, will be permissible under such a situation.
- 4. FEE** 4.1 A) The re-evaluation fee is Rs.200/- per answer book.



(Deposit & Refund)

B) It should be deposited with the University Cashier or through Bank Draft drawn in favour of the Registrar, Guru Jambheshwar University of Science & Technology, Hisar & payable at Panjab National Bank, Guru Jambheshwar University of Science & Technology, Hisar.

4.2 **Refund** of fee will be admissibile only in the following cases:-

- i) 50% of the fee paid in case the application form is rejected/ in admissible being time barred under clause 3.3.
- ii) 100% when re-evaluation is not possible due to some administrative technical reason.
- iii) 100% in case the candidate withdraws his/her application for re-evaluation due to the reason that his/her result has been revised due to rechecking of marks but before the re-evaluation.

5. Identification of Answer-book

5.1 On a written request a candidate may be permitted to see his/her re-evaluated answer-book for identification purpose only.

5.2 Such request should be submitted, alongwith a fee of Rs.100/- per answer book within 15 days of the communication of re-evaluated result.

Award of Re-Evaluation Marks/ Score:

6. Re-evaluated Result

6.1 When Increase/ Decrease is upto 15% of the Maximum Marks of the paper concerned.	Average of the Original Examiner & Re-Evaluator to be given.
6.2 When Increase/ Decrease is more than 15% of the Maximum Marks of the Paper concerned.	Answer Book to be sent to the second Re-Evaluator and Average of two highest scores out of the original Examiner and both the re-evaluators, to be given.

6.3 The final result of re-evaluation favourable or not will be binding upon the candidate and subject to above provisions it will supersede, suo moto, the original score/ result.

7. Re-Appear Exams/

7.1 In case the re-evaluation result has not been declared and the next supplementary/ re-appear examinations are to be held,



Supplementary Exam.

candidates should apply for such re-appear examination without waiting for the re-evaluation result.

7.2 On a written request his/her re-appear examination result will be kept pending till finalization of his/her re-evaluation result and he/she will be given the benefit of the best score out of the re-appear/supplementary exam and the 're-evaluated score'.

7.3 In case of re-appear/ fail candidates if the answer-books is lost/ spoiled/ damaged or not available for re-evaluation, he/she may be given a chance to appear in that paper in the next re-appear examination without paying any examination fee.

OR

The candidate may be given the option for refund of the re-evaluation fee in full.

7.4 In case of already pass candidate he/she may be given a chance for improvement in that paper or he/she may be given the option for refund of Re-Evaluation Fee in full.

8. Remuneration to the Re-evaluator (s)

The re-evaluator will be paid a Remuneration Rs.10/- per answer book, subject to a minimum Rs.100/- per subject/ paper.

9. General Instructions

9.1 Ignorance of the titles/ codes of any paper shall not be accepted as a plea for wrong entry in the application form.

9.2 Incomplete application forms, forms deficient in fee shall be rejected and no fee refund is permissible under such situation.

9.3 In case of any clarification/ ambiguity the power to interpret the rules vests with the Vice-Chancellor and in case of any dispute the decision of the Vice-Chancellor will be final and binding.

9.4 The candidates should plan their future programme of taking examinations/ admissions in accordance with their original result already communicated by the University till it is actually superseded by the re-evaluation result. The University does not take any responsibility of any consequences arising out of the delay in completion of the process of re-evaluation and declaration of re-evaluated result. The university shall also not be responsible if the re-evaluation result of any candidate is delayed or some mistake/ discrepancy is found in the original evaluation/ re-evaluation of the answer-book.

9.5 All disputes are subject to the jurisdiction at Hisar.



AWARD OF GRACE MARKS

A. For Passing:

1. A candidate, who fails in one or more paper(s)/ Subject (s) and/or in the aggregate, shall be given grace marks upto 1% of the aggregate, marks of that semester examination excluding sessional marks provided that by addition of these marks he/she passes the examination or is placed under compartment or earns exemption.
2. The grace marks shall be added to the paper(s)/subject (s). The remaining grace marks, to the extent still necessary, shall then be added to the aggregate and the same number of marks shall be added to a subject in which the candidate secured the lowest percentage of marks.
3. While awarding grace marks, fraction upto .5 or above shall be rounded to the whole number and fraction below .5 shall be ignored.

B. For Improvement of Division

For a candidate who appears or re-appears in the following examinations in one or more Paper (s)/ Practical (s) etc. shall be given grace marks, as under, for the award of higher division/result, as the case may be:-

- (i) Bachelor's and Master's Degree in Faculties other than the Faculties of Law, Engg. and Technology and Medical sciences.

Grace marks upto 1% of the total marks of the Previous and final year exams. excluding sessional marks. provided that with these marks he/she improves his/her division from III to II or II to I, or the result from 54.5 to 55% marks. Provided that rules of improvement from 54.5 to 55 shall be applicable for Master's degree only.

- (ii) In case of Bachelor/ Masters degree in Faculties of "Engineering and Technology" and "Pharmacy" the grace marks upto 1% of the total marks of the last two semesters/ annual examination excluding sessional marks, subject to a maximum of 15 marks may be awarded provided that with these marks a candidate improves his division from III to II or II to I or he improves the score from 54.5 to 55% provided that rule of improvement of score from 54.5 to 55% shall be applicable only for Master Degree only.

MERCY CHANCE

Grant of Mercy chance is allowed to those students who got re-appear and could not pass the examination within maximum duration of programme on the recommendation of the committee constituted for the purpose and for those students who want improvement of "Division"/ "Score" after maximum duration of programme. Such candidates will have to pay a fee of Rs 5000 - per paper subject to a maximum of Rs. 10,000/-.

