



29<sup>th</sup> Nov. 2005

**Office of the Registrar**

F.5/Notification/L/O/2005

**Notification**

This is to notify for information of all concerned that the Executive Council (EC-III/05) in its meeting held on 13.10.2005 vide its Resolution no. 4(5) has approved the following amendments/additions in Ordinance-X pertaining to the "University Examinations": -


- (i) The proposed amendments in various clauses of the exiting Ordinance-X as recommended by the Examination Ordinance Review Committee and Ordinance Committee and approved by the Academic Council were approved as given at **Annexure-I**.
- (ii) The newly formulated Examination Ordinance for the following courses as recommended by the Ordinance Committee and approved by the Academic Council were approved by the Executive Council, as given at **Annexure-IA** to be added to the Annexure-X-B of Ordinance-X.

1. B.Tech\*
2. B.Arch.
3. B.A.LL.B.
4. LL.M.
5. M.B.A. (Full Time)
6. M.Sc.Tech.(Industrial Mathematics with Computer Application)
7. Master's Degree/P.G. Courses in Deptt. of Computer Science
8. M.I.B.
9. M.A. in HRDE/M.A. in Publication Administration.
10. M.Sc. Biotechnology
11. M.Sc. Bioscience
12. B.Sc.(Hons.) Bioscience/B.Sc.(Hons.)Biotechnology (Voc.)
13. B.Ed (Distance Mode)
14. Diploma in Power Generation Engineering (Distance Mode)
15. P.G. Diploma in Educational Management
16. P.G. Diploma in NGO Management
17. Certificate in Uzbek Language

\* This Ordinance for B.Tech. Courses (semester system) will supersede the earlier Examination Ordinance for the said course as approved by the Executive Council vide its meeting held on 04.9.2003 (Resolution 7).

These amendments will come into force with effect from this academic session (2005-2006).

These amendments have been carried out in the concerned Ordinance-X "University Examination" which is displayed on the Jamia's Website <http://jmi.nic.in>. The copies of the same may also be referred to in the Office of the Controller of Examination and in the respective Departments and Dean's Offices of the Faculty as well as from the Legal/Ordinance Branch of Registrar's Office.

  
(S.M. Afzal)  
I.P.S.  
Registrar

Copy for information and further necessary action to:

1. The Controller of Examinations (alongwith the enclosures (Annexures-I&IA).
2. All the Deans of Faculties (alongwith the enclosures (Annexures-I&IA). with the Request to kindly circulate the same among their Head, of the Departments for implementation.
3. The Director of the Centers /AJKMCR. (with related enclosures).
- ✓ 4. The Director, CIT, for updating the Website.

  
(M.Hifzur Rahman)

Ordinance of the following Courses for addition to the  
Annexure X-B of Ordinance- X vide pare -14

S.No.*	Courses
19.	B. Tech.
20.	B. Arch.
21.	B.A. L.L.B.
22.	L.L.M.
23.	M.B.A (Full Time)
24.	M.Sc. Tech (Industrial Mathematics with Computer Application)
25.	Master's Degree/P.G. Courses in Department of Computer Science
26.	M.I.B.
27.	M.A. in HRDE/M.A. in Public Administration.
28.	M.Sc. Bio-Technology
29.	M.Sc. Bio-Science
30.	B.Sc. (Hons.) Bio-Science/B.Sc. (Hons.) Bio-Technology (Voc.)
31.	B.Ed (Distance Mode)
32.	Diploma in Power Generation Engineering. (Distance Mode)
33.	P.G. Diploma in Educational Management
34.	P.G. Diploma in NGO Management
35.	Certificate in Uzbek Language

- These Serial Numbers will be added to the Existing Serial Number of the Annexure- XB of Ordinance-X

## Bachelor of Technology (B.Tech.) Programme (Semester System)

Notwithstanding anything contained to the contrary, the following Ordinances shall apply to the B. Tech programme of the Faculty of Engineering & Technology under the Semester System.

1. The degree of Bachelor of Technology (B. Tech) shall be awarded to candidates who have successfully undergone at this University, a regular program of study of minimum four academic years (eight semesters) in the relevant branch of Engineering and who satisfy other academic requirements as specified by the Academic Council from time to time.

### Evaluation

2. A course may be a theory course or a practical course (including project, seminar, field work, industrial training etc.). A course will carry a specified number of credits decided by the concerned Board of Studies. Each credit will be equivalent to 25 marks.
  - (a) In each semester, for each prescribed theory course there shall be a Mid Semester Evaluation and an End Semester Examination.
  - (b) The Mid Semester Evaluation shall have a weightage of 40% while the remaining 60% weightage will be for End Semester Examination.
  - (c) The marks in respect of the Mid Semester Evaluation of a course shall be notified by the Head of the Department concerned before the commencement of the End Semester Examination. The Mid Semester Evaluation (40%) shall comprise the following:
    - i. 30% for two mid semester tests, both of equal weightage;
    - ii. 10% for other modes of sessional evaluation (to be specified by the Faculty Committee and notified before the commencement of teaching of each course.)
3. A student has to secure at least 35% marks in each component (i.e. Mid Semester Evaluation and End Semester Examination) in order to pass the course. In order to be eligible to appear in the End Semester Examination of a particular course, a student must get the required minimum of 35% marks in the Mid Semester Evaluation of that course.
4. There will be no Mid Semester practical tests. In a practical course/project/seminar/industrial training/field work, the End Semester Examination shall have a weightage of 40% while the performance of the student as evaluated by the teacher concerned during the semester (i.e. Mid Semester Evaluation) shall have a weightage of 60%.
5. The marks of each course shall be the combined marks obtained by the student in the Mid Semester Evaluation and the End Semester Examination.

### Promotion

6. If a student is detained due to shortage of attendance in any semester, he/she will not be promoted to the next semester. He/she will also be detained for the subsequent semester. Thereafter he/she will become a regular student of the same semester in which he/she was detained. As a regular student, he/she will appear in the mid semester tests as well as the End Semester Examination.
7. (a) Every student shall be promoted from an odd semester to the next even semester except those detained due to shortage of attendance (as in clause 6 above).  
  
(b) A student will be promoted from an even semester to the next odd semester (except those detained due to shortage of attendance as in clause 6 above), provided the total number of his/her uncleared credits does not exceed 22.
8. A student who is not promoted as in 7 (b) above; due to uncleared courses exceeding 22 credits, will be detained for a whole year and will appear (as an ex student) in the End Semester Examinations of all his/her uncleared courses (held in that year, in both semesters). He/she may, however be permitted to attend classes of the uncleared courses, with the permission of the Head of the Department. However, he/she will have to reappear in the Mid Semester Evaluation of only those courses in which he /she could not secure the required minimum of 35% marks (specified in clause 3).
9. A promoted student will not appear in the Mid Semester Evaluation of uncleared courses, provided he/she had obtained the required minimum of 35% marks in the Mid Semester Evaluation of that course. The marks obtained by him/her in the Mid Semester Evaluation (as a regular student) will remain valid.

### Use of unfair means

10. (a) If the result of a student is cancelled on account of using unfair means, his/her previous Mid Semester Evaluation marks shall remain valid and will be taken into account for the award of grades whenever he/she is subsequently permitted to appear in the End Semester Examination  
  
(b) The cases of students resorting to unfair means shall be referred to the Examination Committee.

### Re-evaluation

11. There shall be no re-evaluation in any B.Tech. (Semester System) Courses.

### Compartmental Examinations

12. Compartmental examinations will be held only for regular students, in the theory courses of VII & VIII semesters, after the declaration of VIII semester results.

**Maximum Time Limit**

13. No student shall be allowed to appear in the examination after the expiry of seven annual academic sessions including the one in which he/she was first admitted to the Bachelor of Technology programme.

14. **Attendance:**

The provisions of the University Ordinance-X in this respect shall be applicable.

15. **LETTER GRADES**

The Letter Grades will be awarded in each course on the basis of the combined marks obtained by the student in the two components of evaluation (Mid Semester Evaluation and End Semester Examination) mentioned in Clauses 3 and 4. Letter grades on 10-Point Scale will be awarded as described here in below. On obtaining a pass grade, the student will be supposed to have earned the credits assigned to that course and no chance for improvement of this grade shall be provided.

16. **GRADING:**

16.1 A letter grade shall be awarded in each course and on obtaining a pass grade A, B, C or D, the student shall be supposed to have earned the credits assigned to the course.

16.2 The combined marks obtained by a student in the two components of evaluation (Mid Semester Evaluation & End Semester Examination) of a course shall be the basis of award of letter grades (A, B, C, D and F) on 10-Point Scale in accordance with the table given below

Range of Marks Obtained	Letter Grades	Grade Points	Significance
75% and above	A	10	Outstanding
60% and above but less than 75%	B	8	Very Good
45% and above but less than 60%	C	6	Good
35% and above but less than 45%	D	4	Satisfactory (Minimum Passing Grade)
Less than 35%	F	0	Unsatisfactory (Fail Grade)

17. **Submission of Grade Award List:**

The Grade Award list of a course shall be prepared by the teacher(s) concerned in triplicate and shall be submitted along with evaluated answer scripts (if any) for tabulation of results.

18. Semester Performance Index (SPI):

It is the weighted average of the grade points of all courses during the semester and shall be calculated as follows:

$$SPI = \frac{\sum(\text{Credits assigned to a course}) \times (\text{Numerical value of the grade awarded})}{\sum \text{Credits}}$$

$$SPI = \frac{\sum C_i W_i}{\sum C_i}$$

where the sum run over all courses of that semester.

Cumulative Performance Index (CPI):

19. The final CPI (Cumulative Performance Index) of a student shall be calculated on a base of 10 and shall be on the basis of the candidate's performance, spread over the first year, the second year, the third year and the fourth (Final) year of Bachelor of Technology Programme. The relative weightage assigned to each of the four years shall be as follows.

- |                              |  |
|------------------------------|--|
| (i) The first year           | 25% (of the sum of SPI of I and II Semesters)      |
| (ii) The second year         | 50% (of the sum of SPI of III and IV Semesters)    |
| (iii) The third year         | 75% (of the sum of SPI of V and VI Semesters)      |
| (iv) The fourth (Final) year | 100% (of the sum of SPI of VII and VIII Semesters) |

where SPI (Semester Performance Index) will be calculated according to the provision given in Clause 18 herein above.

Division

20. The Division will be awarded in the following manner (with maximum CPI of 10 as base):

<i>I Division with honours</i>	CPI $\geq$ 8.5
<i>I Division</i>	6.5 $\leq$ CPI < 8.5
<i>II Division</i>	CPI < 6.5

21. Conversion Formula of Cumulative Performance Index (CPI):

For the purpose of conversion of CPI after Final Year B. Tech. Examination into an equivalent Percentage of Aggregate Marks (Y %), the following formula may be used:

$$Y\% = (20X^3 - 380X^2 + 2725 X - 1690) / 84$$

Where, X is the CPI of the student.

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## Bachelor of Architecture (B.Arch.)

### **1.0** CURRICULUM

- 1.1 The entire curriculum of five years will be divided into Two STAGES, first Three years will constitute STAGE-I devoted to Basic Course and next Two years will constitute STAGE-II.
- 1.2 The First term of the Fifth year will be dedicated to Thesis and teaching of Professional Practices and one elective, and the Second term of the Fifth year will be devoted to Practical Training in established and recognized professional organizations as approved by the HEAD of Department of Architecture.

### **2.0** DURATION

- 2.1 Duration of the undergraduate program leading to the award of Bachelor of Architecture (B. Arch) shall be of five years with each academic year comprising of the two terms of 16 teaching weeks each.
- 2.2 A student failing twice in first year and ineligible for the carry over system (Clause 8) shall not be permitted to continue further.
- 2.3 A student shall be required to pass STAGE-I within FIVE years and the full course within a maximum period of Eight years from the time of his admission. If a candidate, at any stage is found to be unable to complete his full course of Five years in the stipulated period of Eight years, shall not be allowed to continue any further.

### **3.0** ATTENDANCE

- 3.1 Each student is normally required to attend all the lectures, tutorials and, the studio classes in every subject, as also the curricular and co-curricular activities. However, attendance of 75% will be necessary.
- 3.2 A student who fails to achieve the minimum prescribed attendance as per the provisions of the Clause 3.1 shall not be allowed to appear at the examinations and shall be deemed detained.

### **4.0** QUALIFYING STANDARDS

- 4.1 **Sessionals:** A student shall be required to obtain minimum 50% of allotted maximum marks for the 'Sessional' in each subject including Dissertation / Thesis. The provision of grace marks shall not be invoked to enable a student to pass in the Sessional.
- 4.2 **Theory:** A student shall be required to obtain a minimum of 45% of the allotted maximum marks for the Theory of a subject to pass in that subject. For such a subject where, Viva-voce is also conducted in addition to Theory Examination, the combined minimum pass marks of Theory and Viva-voce examination shall be 45% of maximum marks allotted.
- 4.3 **Viva-Voce:** A student shall be required to obtain a minimum of 50% of allotted maximum marks for the Practical/ Viva-Voce' to pass in that subject. Similarly, 50% of allotted maximum marks will be required to pass Thesis Jury. The provision of the Grace Marks shall not be invoked to enable a student to pass in the 'Practical / Viva-Voce ' of any subject.

- 4.4 **Aggregate:** A student will be required to obtain a minimum of 50% marks in aggregate of the Sessionals, Theory Examination, Viva-Voce and General Proficiency in each year to pass the examination.

Type of Assessment	Minimum Marks Required
Internal Assessment (Sessional)	50%
Viva Voce / Thesis Jury	50%
Theory Examination	45%
Theory Examination with Viva Voce	45%
Aggregate	50%

5.0 **EXAMINATION**

- 5.1 A Student's performance will be evaluated for the 'SESSIONAL' through continuous assessment in the form of Class-Tests, Assignments, and Viva-Voce / Practical etc. A 'YEARLY EXAMINATION' shall be held at the end of each year for all the subjects by means of Theory Papers, Practical, Viva-Voce and Dissertation / Thesis or by means of any combination of these methods.
- 5.2 The distribution of marks for the Sessionals, Theory, Practical, Viva-Voce, and Dissertation / Thesis shall be as per the prescribed 'Scheme of Teaching and Examination.'
- 5.3 The maximum marks for each subject shall consist of marks allotted for 'Yearly Examination' and 'Sessional Work'.
- 5.4 Student who has passed in the internal assessment (Sessional) shall only be permitted to appear in the Final Examination of the respective year.

6.0 **SPECIAL BACK PAPER EXAMINATION / IMPROVEMENT**

- 6.1 A student who does not satisfy the qualifying standards prescribed in Clause-5 above, can be awarded 'Grace marks' not exceeding a maximum limit of 03 marks, which may be distributed among any number of subjects in a single examination.
- 6.2 Special Back Paper Examinations be held for clearing the Back Papers of Stage-I and Stage -II after one month of the declaration of the result of Third year and Fifth year respectively.
- 6.3 Student may improve the aggregate / marks of the subjects, they have passed with Grace Marks / Low percentage, by reappearing in the same paper in the subsequent examination of the next year. Improvement examination will be limited up to four paper of one class.

7.0 **PROMOTION RULES**

- 7.1 A student satisfying all the standards as provided in Clause- 5 herein above shall be declared to have 'Passed' the academic year and promoted to the next year.
- 7.2 A student not satisfying all the criteria of qualifying standards of Clause-5, and has invoked the provisions of Clause-6.1, shall be declared as 'PASS with Grace Marks' (PGM) and shall be promoted to the next year.



7.3 A student not satisfying all the criteria of qualifying standards of Clause-5, even in conjunction with the provisions of Clause-6 (grace marks), but failing in not more than 04 subjects of a class shall be declared to have been 'Promoted with Carry Over Papers' (PCP) and, will be governed by Clause-8.

A student so declared as (PCP) will have to clear the carry over papers, as and when the respective examination is held next year.

7.4 Students who are not covered by provisions of Clause-7.1 to 7.3 shall be declared to have 'Failed'. Such students will be required to repeat the said year, either as a regular student or as 'ex-student', in accordance with Clause-9.

#### **8.0 PROMOTION UNDER CARRY OVER SYSTEM**

8.1 A candidate covered under Clause-7.2 shall become eligible for provisional promotion to the next higher class of the course and, shall get chance to clear the said 'Carry Over Papers' in the next examination of the concerned year, under a 'Carry-Over System'.

8.2 A candidate shall not be promoted to Fourth year unless he/she passes all the examinations of First, Second and Third year.

8.3 Marks obtained by a student to clear a carry over paper shall replace the original marks.

#### **9.0 EX-STUDENTSHIP**

9.1 A student opting to clear a examinations as an ex-student shall be required to inform the Dean / Head of the Department in writing, within 15 days of start of the next academic session.

9.2 An ex-student shall be required to appear at the 'Theory' and 'Practical / Viva-Voce' examination of all the subjects, of the concerned class. However, the marks, for the 'Sessionals' of all the subjects and 'General Proficiency' in the earlier regular attempt, shall be retained as obtained by him.

9.3 If a student opts to repeat the academic year, as a Regular Student, the new marks awarded to him for 'Sessionals' and 'General Proficiency' will replace the old marks obtained by him in the earlier attempt.

#### **10.0 RESULTS**

10.1 The examination result of a student for the year shall be declared to indicate his performance and carry over papers / Grace Marks to indicate the status of his promotion to the next higher class.

10.2 For the award of merit / scholarship, all such students who have been declared as Promoted with Grace Marks or Provisionally Promoted with Carry Over Papers will be excluded.

- 10.3 The 'Final Result' for the award of degree shall be prepared on the basis of the cumulative performance of student by computing the marks with weightage to marks obtained by him in each year, as noted in the following table-

Class	Total Marks	Percentage Value	Numerical Value
First Year	2000	10	200
Second Year	2000	10	200
Third Year	2000	20	400
Fourth Year	2000	30	600
Five Year	2000	30	600
<b>Grand Total</b>	<b>10000</b>	<b>100</b>	<b>2000</b>

11.0 AWARD OF DIVISION

- 11.1 The division to a student will be awarded on the basis of final result of Five years computed in accordance with weightage given in Ordinance- 10.3 at the end of the final year.
- 11.2 A student securing 75% or more in the Final result will be graded as First Division with Honours provided he has cleared all classes in the first attempt without invoking the grace Marks.
- 11.3 A student will be said to have secured the 'First Division' who has obtained 60% or more marks in the 'Final' result.
- 11.4 A student will be said to have secured the 'Second Division' who has passed the examination of all the classes and obtained the minimum qualifying marks but has secured less than 60% marks in the 'Final' result.

12.0 AWARD OF GENERAL PROFICIENCY MARKS

- 12.1 The marks for 'General Proficiency' will be awarded, by the HEAD of Department of Architecture in consultation with the Course Coordinator, keeping in consideration the performance of a student in the co-curricular & extra curricular activities, general discipline in the following manner.
- (i) Co- curricular & Extra-curricular activities (Games, Sport, Cultural and Literary activities etc.)
  - (ii) Discipline (Inside and Outside Campus)

- 12.2 There is no minimum qualifying marks for 'General Proficiency'. However the marks awarded for General Proficiency will be added for the purpose of declaring result for each year.

13.0 PRACTICAL TRAINING

- 13.1 During the Second Term of the Fifth year a student will be required to do a 'Practical Professional Training' for a period of not less than 16 weeks in a Architectural Firm of repute where a student can get the opportunity for sufficient exposure of field conditions to be able to enter the profession after graduation.
- 13.2 The Practical Training will commence during the Second Term of the Fifth Year after passing the Thesis Jury during the First Term of the Fifth Year.

- 13.3 Head of Department of Architecture will approve the Architectural Firm for the 'Practical Professional Training' for a student.
- 13.4 A student will be required to submit a performance report from the Architect under who Training was completed as well a detailed report on the work carried out by him during the training in a format prescribed by the Department of Architecture.
- 13.5 The marks for Practical training will be awarded to each student by the Head of the Department in consultation with the course coordinator,
- a. On the basis of the performance report from the Architect under whom the training was carried out.
  - b. On the assessment of the report of works rendered by the student during the training.

14.0 THESIS EVALUATION

- 14.1 On the commencement of the Fifth year the student shall submit two synopses for Thesis projects. HOD / Coordinator appointed by HOD will approve One out of the Two synopses, as well assign a Guide amongst the faculty members to each student which shall be evaluated by the panel of jury, where the student will be present to defend the Thesis presented by him. The supervisor of the student may be also present in the jury.
- 14.2 The jury shall include Five Members in all. Dean/Head will be the Chairman. Minimum three members shall be external and one internal member from the faculty, in addition to the chairman.
- 14.3 A student who fails in the Thesis evaluation will be allowed to resubmit the modified Thesis after a minimum period of Three month with due approval of the Head of the Department.

15.0 USE OF UNFAIR MEANS IN EXAMINATION

The cases of students using 'Unfair means' at the examinations shall be dealt in accordance with the Provisions of Ordinance-X.

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## B.A. LL.B.(Hons.) 5- Year Course

### 1. COURSES, CREDITS AND THEIR DISTRIBUTION:

Each semester shall have not more than six credit courses and each course shall carry 3 credits. Provided, however, the courses in English Language, Foreign Language and Computers shall be non-credit courses but students shall have put in the required attendance and pass an examination conducted at the end of the course. In such cases, these courses will be taken as a 'course' for purpose of promotion under Clause 5(ii) herein below.

### 2. Attendance:

No student shall be permitted to take the semester examination in a given course unless he/she has fulfilled the course requirements and has secured not less than 75% of attendance in each Semester provided that a student must have secured atleast 66% of total attendance as per the requirements of the Bar Council of India, following computation of all permissible relaxation like sickness/medical disability, participation in University functions and/or the prescribed educational tours, field trips/field work, moot court, wherever necessary.

### 3. Evaluation shall have two components ( in each paper):

- |    |                                  |   |           |
|----|----------------------------------|---|-----------|
| 1) | <u>Continued assessment</u>      | - | 25 marks  |
|    | a) Assignments (written)         | - | 20 marks] |
|    | b) Oral Test                     | - | 5 marks]  |
| 2) | <u>End Semester Examination-</u> |   | 75 marks  |

(All assignments to be completed before the End Semester Examination)

Provided in case of Clinical and Seminar Courses the scheme of evaluation shall be as under:-

- |     |   |   |           |
|-----|---|---|-----------|
| (3) | <u>Clinical Courses</u>                               |   |           |
|     | i) Written Report/Paper                               | - | 50 marks  |
|     | ii) Oral Presentation/Defense                         | - | 25 marks  |
|     | iii) Record of daily work maintained in a record book | - | 25 marks. |
| (4) | <u>Seminar Courses</u>                                |   |           |
|     | i)Written paper                                       | - | 75 marks  |
|     | ii)Presentation                                       | - | 25 marks  |

4. The evaluation shall be through grades in a nine point scale with the corresponding grade value as under:-

	<u>Percentage of marks</u>	<u>Grade</u>	<u>Grade Value</u>
i)	75% and above	O	9
ii)	70 to 74%	A+	8
iii)	65 to 69%	A	7
iv)	60 to 64%	B+	6
v)	55 to 59%	B	5
vi)	50 to 54%	C+	4
vii)	45 to 49%	C	3
viii)	40 to 44%	D	2
ix)	Below 40%	F	1

In order to be declared pass/successful in any course, a student shall have to secure the following Grades:

- (i) "C" Grade in Theory
- (ii) "C" Grade in Internal Assessment
- (iii) "C+" Grade in Aggregate

Those who are unable to secure the required grades, as mentioned above, shall be deemed to have failed in the course concerned.

5. Promotion Scheme

- i) A student shall be promoted automatically from an odd semester to next even Semester.
- ii) Provided that a student shall not be promoted from an even Semester to next odd Semester, if he/she has failed in more than four courses/subjects.
- iii) Every student who has failed in more than four courses at the end of a given academic year or who has failed to clear requisite number of courses of the preceding years before being eligible to be promoted to the next odd Semester, shall be entitled to appear as an ex-student for the same year in respect of the courses to be cleared by paying such fee as may be prescribed from time to time.

In respect of such students there will be no requirement of compulsory attendance in such courses. However, such students will have to complete all other requirements of the course/courses as prescribed for the regular students.

6. Improvement

A Student obtaining a passing grade in any course other than a Clinical or a Seminar Course may, if he/she so desires, repeat the examination in that course for improving the CGPA only once. Such students shall have to appear for improvement of preceding years examinations in the ensuing respective Semester Examination.

7. The maximum permissible time limit for passing the B.A., LL.B. course shall be 8 years (16 semesters) inclusive of the year of admission.

8. Award of the Degree

A Student will be eligible for the award of B.A., LL.B (Hons.) Degree only when he/she has successfully completed all the prescribed 60 credit courses with a total of 180 credits and obtained a CGPA of 4.00 and above out of 9.00, and has also qualified in all non-credit courses.

9. Cumulative Grade Point Average (CGPA):

Cumulative Grade Point Average (CGPA) will be arrived at by dividing the sum of the products of Grade Values and the Course Credits in each course by the Total number of credits in all the courses.

ILLUSTRATION

<u>First Semester Course</u>	<u>Course Credit</u>	<u>Grade Obtained</u>	<u>Grade Value</u>	<u>Grade X Course Value Credits</u>
1.1 Contract	3	A	7	21
1.2 Torts	3	B+	6	18
1.3 Legal Method	3	C+	4	12
1.4 Sociology	3	B	5	15
1.5 Economics	3	A+	8	24
1.6 Pol. Science	3	C+	4	12
Total	18			102

Sum of the products of grade value and course credits (X).....102  
Total number of credits (Y).....18

$$CGPA = (X) / (Y) = 102/18 = 5.666.$$

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## Master of Laws (LL.M)

1. The examination for the degree of Master of Laws (LLM) shall comprise of four Semesters. There shall be one examination at the end of each Semester, the academic year being divided into two Semesters.
2. No. student shall be permitted to take the Semester examination in a given course unless he/she has secured at least 75% attendance in a given Semester.
3. Each paper in a Semester shall carry 100 marks.
4. In the first, second, third and fourth Semesters, there shall be a general viva-voce of 50% marks (on all the papers of a Semester).
5. The Dissertation shall carry 150 marks. The dissertation shall be submitted within a period of four months commencing from the date of the conclusion of the fourth Semester examination. However, in exceptional circumstances on the recommendations of the supervisor, the Dean may grant extension of time not in any case exceeding one month. The topic of dissertation shall be approved by a committee appointed by the Dean.

### 6. Pass percentage:

To pass a Semester examination, a candidate must obtain at least-

- (i) 45% of marks in each written paper (Theory)
- (ii) 45% of marks in the viva-voce examination.
- (iii) 50% marks in the aggregate.

### 7. Promotion

(i) Candidates who fail to qualify a Semester, shall be allowed to take the subsequent examination only in the paper/papers/ viva-voce/dissertation in which they have failed and the marks of the paper/papers/ viva-voce/ dissertation, in which they have already passed shall be taken into account at the subsequent examination.

(ii) Candidates who have failed in the aggregate, shall be required to appear only in such written paper/papers/viva-voce in which they have obtained less than 50% marks and the marks of the paper/papers/ viva-voce in which they have already secured 45% marks or more and the marks of the dissertation in which they have passed shall be taken into account at the subsequent examination

(iii) Promotion from one Semester to the next Semester shall be automatic. However, for promotion from the first year to the second

year, a student will have to clear 4 out of 6 papers. No student shall be promoted unless he/she obtains 50% of marks in aggregate in theory and viva-voce together.

8. Division

(i) 60% marks and above

First Division

(ii) Less than 60% but not less than 50%

Second Division

(iii) A candidate securing 75% marks & above shall be placed in distinction in the concerned paper(s)

9. Maximum Time Limit

In order to be eligible for the award of Master's Degree, a student shall have to pass all the papers prescribed within a Maximum Time Limit of four years inclusive of the year of admission.



## Scheme of Evaluation:

1. Each theory paper shall be of 3 Credits and will be of 100 marks divided as under:
  - a. Internal Assessment of 30 marks, which shall be based on class participation assignments, presentation, quizzes, case-discussion, group works and sessionals;
  - b. Semester End Examination of 70 marks, which shall be of 3 hours duration. The teacher concerned shall, at the beginning of the course, inform students about the pattern of question paper, which may be a blend of Multiple Choice Objective type Questions (MCQ), Short Answer Type Questions (SAQ), Long Answer Type Questions (LAQ) & Case Studies.
  - c. The question paper shall be moderated by a Moderation Committee comprising Director, Centre for Management Studies, two of the full-time internal faculty members and one External Expert to be appointed by the Vice Chancellor.
2. The Summer Training Project Report, which shall have to be submitted by each student within 3 weeks from the commencement of Semester III, shall be of 3 credits and will be 100 marks awarded as under:
  - a. 30 marks by the assessment by the project supervisor in the industry.
  - b. 70 marks based on the viva-voce to be conducted by a committee consisting of the Director, Centre for Management Studies, the project supervisor and one External Expert to be appointed by the Vice Chancellor.
3. The Comprehensive Project Report shall commence from Semester III and will have to be submitted before the commencement of the semester end examination of Semester IV.
4. The Comprehensive Project Report shall be of 6 credits and 200 marks awarded as under:
  - a. 50 marks for the evaluation by the project supervisor.
  - b. 150 marks for the Viva Voce to be conducted by a committee comprising the Director, Centre for Management Studies, Project Supervisor and one External Expert to be appointed by the Vice Chancellor.

## Promotion Rules:

- 1) The minimum duration of the program shall be two years divided into Part I and Part II. Part I shall comprise Semester I and Semester II while Part II shall comprise Semester III and Semester IV. The maximum span of the program shall be 4 years.
- 2) The minimum marks required to pass shall be 50% in each paper.
- 3) To be eligible for promotion from Part I to Part II, a student must pass in at least 12 out of the 16 prescribed papers.
- 4) If a student fails to pass in all or some of the papers, or does not appear in one or more examinations, he/she shall be required to reappear in the concerned paper (s) along with the semester end examination of the next year.
- 5) If a student has passed one or more papers in the first attempt but desires to improve his/her marks, he/she may, subject to the surrender of marks obtained in the first attempt, be allowed to reappear for improvement along with the semester-end examination of the next year.
- 6) The degree shall be awarded to students who have passed all the papers including Summer Training Project and Comprehensive project within the maximum span of the program.
- 7) Division shall be awarded as under:
  - a. First Division to Students securing 60% marks or above
  - b. Second Division to all others

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## M.Sc. Tech.(Industrial Mathematics) with Computer Applications

### 1. Weightage

Year-wise distribution of number of papers and marks allotted to each paper (theory/ practical /project) shall be as prescribed in the syllabus as approved by the Academic Council from time to time.

### 2. Promotion

(i) If a student has cleared not less than  $3/4^{\text{th}}$  of the total number of papers including both theory and practical of Ist year my be promoted to II year.

(ii) If a student fails to pass in  $3/4^{\text{th}}$  of the Ist year papers (theory & practical papers taken together), he/she shall be declared as failed. Such student will be required to appear as an Ex- student in all the theory and practical papers next year. However, the sessional marks obtained by him /her in the previous examination, shall be retained in which, he/she had been declared pass.

(iii) If a student has passed in  $3/4^{\text{th}}$  of the total number of papers (Theory and practical papers taken together), of IInd year alongwith the remaining papers of Ist year, shall be promoted to the IInd year.

(iv) If a candidate fails to satisfy the above criteria, he/she shall be declared as failed and will be required to appear as an Ex- student in all the papers of IInd year and the remaining papers of Ist year in the next Annual Examination. However, the sessional marks in which he/she had passed shall be retained

### 3. Pass percentage of Marks:

- i. 40% in each of theory paper
- ii. 40% marks in practical
- iii. 40% marks in sessional test
- iv. 50% marks in Project

### 4. Division:

- a. 75% and above-Distinction
- b. 60% and above but less than 75%- I Division
- c. 50 % and above but less than 60%- II Division
- d. 40% and above but less than 50 % - III Division

### 5. Maximum Time Limit

The Maximum Permissible time limit for passing the M.Sc. Tech.(Industrial Mathematics with Computer Applications) shall be five years, inclusive of the year of admission.

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## Master Degree/Post Graduate Courses in Computer Science

(1) Semester Examination: Not with standing any thing contained to contrary, the following ordinance shall apply to the Post Graduate Course the Deptt. Of Computer Science under Semester System,

(2) Award of the Degree: A candidate shall be eligible for the award of degree/diploma provided he/she has passed all the prescribed papers in the course of study and satisfy other academic requirement of the course specified by the Academic Council from time to time.

(3) Maximum time Limit:

Maximum time limit of a course shall be 'two additional years to the prescribed duration of the course' or 'twice of the prescribed duration of the course', whichever is less.

(4) Weightage:

- |   |     |
|---|-----|
| i) Theory papers  | 70% |
| ii) Internal Assessment<br>(Sessional Test/assignments, quizzes and demonstration etc.) | 30% |

(5) Pass Percentage & Promotion Rules

Results shall be prepared on the completion of each years of study as per criteria laid down herein below:

- a. pass/fail percentage: A candidate shall be declared 'passed' in paper provided he/she has secured at least 50% marks, in the aggregate of marks obtained in sessionals and semester examinations of the concerned paper. Otherwise the candidate shall be declared as 'failed' in the concerned paper.
- b. Promotion: A candidate shall be promoted to the next year of study provided he/she has secured at least 50% marks in the aggregate of all the papers offered in the current year of study, without taking into account the number of papers in which he/she has failed. Such promoted students shall appear in the following year(s) in the papers in which they were declared as 'failed';
- c. Sessionals: The candidates, who are eligible to reappear in a paper, shall retain the marks obtained in the sessional of the respective papers.
- d. Ex. Student: A candidate, who has not been promoted to the following year as per criteria in 5 (b) above, shall have to appear in all the papers in following year of study as an ex-student.

- e. Re-evaluation: A facility of re-evaluation of the answer scripts of the semester examinations theory papers only would be admissible to a candidate, in a maximum of one-third number of papers, in accordance with University Ordinances, provided he/she applies in the prescribed form within five working days after the declaration of the result.
  - f. Improvement: No improvement facility would be admissible to any candidate, pursuing a course from this Department, at any stage of the course duration.
  - g. Cancellation of Admission: Admission of a candidate shall stand cancelled, provided he/she has failed twice in the first year of study.
- (6) Award of the Division: A candidate shall be awarded the Division of follows, provided he/she has successfully completed all the requirements of the course and has passed all the prescribed papers in the course structure .
- a. First Division with distinction , provided he has secured 75% or more marks, in the aggregate;
  - b. First Division, provided he/she secured 60% (or more) and less than 75% marks, in the aggregate; and
  - c. Second Division, provided he/she has secured 50% (or more) and less than 60% marks, in the aggregate.

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## MASTER OF INTERNATIONAL BUSINESS(M.I.B) PROGRAMME

1. Each paper will be of 100 marks, excepting papers MIB-3.7 and 4.7, divided into two parts:

Semester Exam: 75 Marks  
Internal assessment/evaluation: 25 Marks

2. Internal evaluation will include periodical class test held in a given semester (15 marks), assignment based class participation (5 Marks) and active participation in routine class instruction deliveries (5 marks). The teacher concerned may give different than the mentioned weightage to any of the components of internal assessment.

3. The papers MIB: 3.7 Training Report and Presentation and MIB 4.7 Project Report viva-voce, will be evaluated as given below:

MIB-3.7

- Training Report/Presentation 25 Marks
- Evaluation of class seminar (Presentation) based on training report 25 Marks

50 Marks

MIB-4.7

- Evaluating of Project Report 40 Marks
- Viva-voce on the project Report 10 Marks

50 Marks

4. Pass Percentage  
(i) A student who obtains not less than 50% of marks in MIB-3.7 and MIB 4.7 (both the components of each taken together) shall be declared as successful in these courses:  
(ii) a student who obtains not less than 50% of marks in each theory paper (both the Internal Assessment and Semester End Examination taken together shall be declared as passed in each course.

5. Promotion:

- (i) Students having passed not less than 10 papers of both semesters of 1st year of the MIB will be promoted from the first year to the second year of the MIB Programme. A student can apply for revaluation of answer script(s) of any paper(s) of Semester Examinations of MIB. The rules for revaluation applicable to annual examinations in JMI will be applicable to examinations of each semester of MIB Programme. There will be no revaluation for internal assessment.

- (ii) A candidate who wants to attempt more than one time for passing a paper or improving the marks of a paper will be allowed to do so. A student will appear in the examination for clearing or improving the marks of a paper alongwith the examinations of the semester to which the paper belongs.
- (iii) A candidate will submit assignments and appear in class test etc. afresh for a paper as requirements of internal assessments in which the candidate is appearing for passing or bettering the marks.
- (iv) Also, such a candidate has to appear in the examination as per the course outline operational for regular teaching of a semester. There will be one paper in the subject for regular as well as for students appearing in the examinations for passing a paper or bettering the marks of a paper. No paper will be set based upon a course outline for a paper than that which is currently in operation for the course in a semester.
- (v) A candidate appearing in the examination for passing a paper in which the candidate failed or for bettering the marks of a paper shall pay the required fee as prescribed by the Academic Council from time to time, alongwith the application for such an examination.
- (vi) The rules for taking examination more than one time for passing a course or for improving the marks in a paper will not be applicable to papers MIB-3.7 and MIB -4.7. If a student could not complete these courses within the stipulated time period, he/she will be given the opportunity to complete the same in future within the permissible maximum time limit of the course.

6. Award of Division:

Division will be awarded on the basis of aggregate of marks for all the papers at the completion of the Course, as mentioned below:

Ist Division	60% and above
IInd Division	Less than 60% but not less than 50%

7. Maximum Time Limit

The time limit for completion of MIB Programme (including the attempts for bettering the marks) will be four years.

8. Award of Degree:

Award of Degree: The degree shall be awarded to students who have passed all the paper including MIB-3.7 and MIB-4.7, within the maximum time limit of, 4 years of the MIB Programme.

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## M.A. in HRDE & M.A. in Public Administration

1. The M.A Programme in Public Administration & M.A in HRDE consists of a total number of ten papers in each course. Five papers are covered in previous year and another five papers in the final year. In the previous year, there are three compulsory and two optional papers and two compulsory and three optional papers in final year.

2. There shall be viva-voce examination in the final year and shall carry 100 marks.

3. Pass percentage:

(a) Minimum 40% marks in each paper is required to be declared as pass and 40% marks in aggregate is required for promotion to the next class

(b) The candidate will appear in the remaining papers of M.A Previous with the examination of M.A Final.

4. Division:

Division will be awarded on the basis of aggregate marks of all the papers at the completion of the course.

(a) First Division	60% Marks and above
(b) Second Division	50% or more but less than 60%
(c) Third Division	40% or above but less than 50%

Note: The provision of re-evaluation, re-checking & improvement will be as per the Jamia's Examination rules.



## M.Sc. Biotechnology

1. Semester examinations of theory and Lab papers shall be conducted after the conclusion of each of the semesters, as follows: The details of the course structure will be provided in the syllabus as approved by the Academic Council.

(A) Internal Assessment 25% Marks  
(Internal assessment to be made by concerned teachers, may be based on written tests.)

(B) Semester End Examination 75% Marks  
(C) Project 100 Marks

- (a) A research project will be carried out in an Industry/Institution/University.
- (b) The Viva-Voce of the Project will be conducted after the evaluation report is received from the Industry/Institution/University, as per the procedure laid down in the Syllabus or as prescribed by the Board of Studies

(D) Seminar 100 Marks

- (a) Each student would be required to give seminar presentation based on published data.
- (b) Seminar would be prepared under general guidance of a supervisor.
- (c) Presentation would be evaluated by the supervisor and an examiner appointed by the HOD.
- (d) Pass marks in the seminar presentation will be 40%.

### 2. Pass Percentage:

The minimum marks required for passing M.Sc Biotechnology Examination shall be as follows.

- 33% in each internal assessment
- 33% in each theory paper
- 40% in aggregate of internal assessment and the theory examination of each paper
- 40% in each seminar presentation
- 40% in project



### 3. Promotion Criteria:

a) A candidate shall be promoted to 2<sup>nd</sup> year provided:

- he/she has secured at least pass marks in at least 11 papers including theory and lab both) out of 15 prescribed in Semesters I & II taken together; and
- Aggregate of marks in all papers of Semesters I & II taken together is at least 40%.
- Such a candidate shall be required to reappear in uncleared papers along with the papers of Semester III and/or Semester IV when these course(s) are offered again, so as to satisfy the pass criteria.

b) A Candidate who fails to satisfy the criteria laid down in Para 3(a) above, for the promotion to 2<sup>nd</sup> year shall be detained in M.Sc I<sup>st</sup> Year.

c) In case a student fails to submit his project report by the deadline specified by the HOD/CC or his/her works is found unsatisfactory, he/she may be asked to do more work and submit the project report within stipulated time, on the advice of the course coordinator and the supervisor(s). His/her result will be announced separately.

d) provided that a candidate has secured pass marks in the project and has failed to secure pass marks in any of the papers prescribed in semesters I to IV, he/she will have to reappear in those theory paper in the following semester examinations, so as to satisfy the criteria for passing out M.Sc. Course, laid down in para-2 herein above. He /she will however, retain his/her project marks.

e) A promoted candidate, who has to reappear in the examination of a paper, will retain internal assessment marks.

### 4. Award of Division

(a) The result of successful candidates, who fulfill the criteria for the award of M.Sc., shall be classified at the end of the Course as follows, on the basis of aggregate of Marks obtained by the candidate in all papers.

I<sup>st</sup> Division:  $\geq 60\%$  (Marks in aggregate)

II<sup>nd</sup> Division:  $> 50\%$  and  $< 60\%$  (Marks in aggregate)

(b) A candidate securing at least 75% marks in aggregate and having passed all the semester examination in the first attempt shall be declared to have obtained Distinction.

5. Award of the M.Sc Degree

A candidate will be deemed to have satisfied the examination requirements for the award of M.Sc Degree provided he/she fulfills the criteria for passing the examination of 1<sup>st</sup> & 2<sup>nd</sup> year, and all other requirement as laid down in the ordinances and as prescribed by the Academic Council from time to time.

6. Improvement

Candidate shall reappear in the examination of their unclear papers; and for the purpose of improvement in following semesters, when these papers are offered again.

7. Re-evaluation

Candidate can apply for re-evaluation as per Jamia rules.

8. Supplementary Compartmental Examination

There will be no supplementary/compartmental examination for this course.

9. Maximum Time Limit of the Course.

All the students shall have to complete all the requirements for the award of M.Sc Degree within Maximum time limit of four academic years inclusive of the year of admission to the course.

## M.Sc. Bioscience

### (1) Pass percentage:

A candidate shall be declared Pass if he/she secures the following marks:

- (i) 33% marks in each paper or part thereof;
- (ii) 40% marks in practical/Internal Assessment/Project/Viva Voce/Dissertation;
- (iii) 40% marks in the aggregate of each Part

### (2) Promotion rules

- (i) For promotion from M.Sc. Ist year (Previous) to IInd year (Final) Student has to pass 4 Papers
- (ii) If failed in more than two papers of a year, he/she has to appear for all the papers of that year in the next annual examination as an ex student.

### (3) Division

The Division shall be awarded to the successful candidates on the basis of aggregate marks as follows :

- (i) Ist Division:  $\geq 60\%$  (Marks in aggregate)
- (ii) IInd Division:  $> 50\%$  and  $< 60\%$  (Marks in aggregate)
- (iii) A candidate securing at least 75% marks in aggregate and having passed all the semester examination in the first attempt shall be declared to have obtained Distinction.

### (4) Maximum Time Limit of the Course.

All the students shall have to complete all the requirements for the award of M.Sc Degree within Maximum time limit of four academic years inclusive of the year of admission to the course.

## B.Sc.(Hons.) Bio-Science/ B.Sc.(Hons.) Biotechnology (Voc.)

### (1) Pass Percentage:

A candidate shall be declared Pass if he/she secures the following marks:

- (i) 33% marks in each compulsory paper;
- (ii) 33% marks in each paper;
- (iii) 33% marks in Practical/Internal Assessment/  
viva/OJT/Project (if any)
- (iv) 40% marks in the aggregate of all parts.

### (2) Promotion rules

(i) A candidate will be declared to have passed the course or part of the course, provided that he/she secured the minimum percentage of marks in each of the compulsory and optional subjects as specified herein above.

(ii) For promotion from B.Sc 1 year to B.Sc II year and B.Sc II year to B.Sc III year, a student has to pass 2/3<sup>rd</sup> of the total number of papers in a particular year.

(iii) A Student of B.Sc. III year can appear in compartmental examination if he/she secured at least 25% marks in the aggregate of III year and had passed 2/3<sup>rd</sup> of the total number of papers of III year.

### (3) Division

(a) The Division shall be awarded to the successful candidates on the basis of aggregate marks as follows :

I<sup>st</sup> Division:  $\geq 60\%$  (Marks in aggregate)

II<sup>nd</sup> Division:  $> 50\%$  and  $< 60\%$  (Marks in aggregate)

(b) A candidate securing at least 75% marks in aggregate and having passed all the semester examination in the first attempt shall be declared to have obtained Distinction.

### (4) Maximum Time Limit of the Course.

All the students shall have to complete all the requirements for the award of B.Sc Degree within Maximum time limit of six academic years inclusive of the year of admission to the course.

## B.Ed (Distance Mode) Examinations:

(1) Evaluation:

The examination for the degree of B.Ed. (Distance Mode) shall comprise:

- a. Theory papers
- b. Practice Teaching
- c. Practical Work

(2) Theory Papers:

(a) Each Theory Paper shall be of 100 marks.

(b) 30% marks in each of the theory papers shall be allotted to assignments.

(c) 70% marks in each theory paper will be allotted to Term-end Examination.

(3) Practice Teaching:

The total marks allotted to Practice Teaching will be 300. For evaluating the teaching skills acquired by each student in teaching two school subjects, the distribution of marks will be as follows:

(a) The Teacher Educator will observe 10 lessons (5 in each subject).

200 marks (100 marks in each subject) will be awarded by the Teacher Educator for evaluating the Practice Teaching of both the school subjects.

(b) The remaining 100 marks will be awarded by the Programme Incharge of the Programme Centre, taking into consideration the evaluation of the mentors appointed in the practicing school. Programme Incharge with the help of subject experts will evaluate each student on his/her performance in planning of lessons and Simulated Teaching during Workshop-I.

(4) PRACTICAL WORK:

The total marks allotted to practical work will be 300. The break up of these marks will be as follows.

(a) School Based Practicals – 200 marks:

The report of the school-based practicals will be submitted by each student in the Workshop-I as well as Workshop-II (details of practical activities to be submitted in Workshop I and II are enumerated in the Scheme of Study). 100 marks will be allotted to the Reports, submitted in each Workshop. The Programme Incharge will get these reports evaluated by the experts in each workshop for each student and send the marks obtained by each student (out of 100 in each workshop) to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia at the end of each Workshop.

(b) Workshop based Practicals – 100 marks:

To complete the B.Ed. (Distance Mode) programme successfully each student will participate in two workshops organized during summer vacation. He/she will attend workshop-I first and later on workshop-II. In each workshop his/her participation in different activities will be evaluated by various experts appointed by Programme Incharge.

The overall evaluation of the student's participation in different group discussions in each workshop will be awarded marks out of 50 to each student. In Workshop-I evaluation will be on the basis of all the components except preparation of lesson plans and simulated teaching. In Workshop-II evaluation will be based on overall participation in all activities.

After the completion of each workshop the marks obtained (out of 50) by each student will be sent by the Programme Incharge to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025

The marks awarded in Assignments, Practice Teaching and Practical work will be moderated by a committee of experts appointed by the Director, Centre for Distance & Open Learning.

(5) Pass Percentage and Promotion of Students

To pass the B.Ed. (Distance Mode) examination a candidate must obtain:

- a. At least 33% marks in each component of theory papers (mentioned above), i.e. in assignments and Term-end (Annual) Examination separately.
- b. An aggregate of at least 40% marks, based on all theory papers; and
- c. At least 40% marks in Practice Teaching and Practical Work separately.

(6) Award of Division

Division shall be awarded separately in each of the three parts of the examination, viz Theory, Practice Teaching and Practical Work on the basis of the marks obtained in the relevant part as given below:

- a. First Division to those who obtain 60% marks or more
- b. Second Division to those who obtain less than 60% but not less than 50% marks.
- c. Third Division to those who obtain less than 50% but not less than 40% marks.
- d. A candidate shall be awarded a distinction in Theory, practice Teaching or practical Work if he/she obtains 75% marks or more in that part.

- (7) Re-totaling of marks and Re-evaluation of Answerscripts will be allowed as per University ordinances.

(8) IMPROVEMENT OF RESULT:

A student may be allowed to appear in the examination for improving his/her result provided that:

- (a) The student has successfully completed all the requirements/clearance of all papers for the award of B.Ed.
- (b) The student shall be given only one chance for improvement and that too in the successive (Term End Exams) following the declaration of his /her final year result.
- (c) The student shall be allowed improvement in a maximum of four theory papers of the final year, excluding assignments, practical and project.
- (d) Better of the two marks obtained by the student will be considered as final.
- (e) In case of students who apply for improvement but do not appear in desired paper(s), their previous marks in these paper(s) shall be counted.
- (f) The students will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However if the paper is changed (title & contents) then the student would appear as per the old syllabus of the paper(s).
- (g) The period after final year Exams till the exams for improvement will not be counted for the maximum time limit of six years.

(9) Maximum Time Limit

If a student fails to qualify any component of the B.Ed. (Distance Mode) programme he/she will have to repeat the same component during the subsequent years, upto the maximum duration of 6 years from the date of registration.



## Diploma Power Generation Engineering (Distance Mode) Examination

1. The Examination of Diploma in Power Generation Engineering (Distance Mode) shall be of three years duration.
2. Pass percentage and promotion of students:
  - (a) 30% of the total marks in each of the theory & practical shall be allotted to assignments whereas 70% of the marks in each theory & practical shall be allotted to Term End Examination.
  - (b) The student must secure at least 40% marks to pass in each theory course, i.e. in each theory paper examination and assignments.
  - (c) The student must secure at least 40% marks to pass in each practical course, i.e. in each practical examination and assignments.
  - (d) He/she must secure at least 50% marks in the aggregate, (only for those candidates who have cleared all the papers and assignments of the current year).
  - (e) The annual examination (Term End Exam) shall be conducted by the end of each session i.e. I & II & III years. Normally a student shall be required to complete the course within its duration, i.e. 3 years. However, he/she may be permitted to clear the un-cleared papers/practical papers /practicals /assignments/sessional work, within maximum 6 years from the date of admission.
  - (f) A student shall be declared successful only after completion and clearance of all the theory and practical courses alongwith the assignment and practical of each course within the prescribed maximum time limit mentioned herein above.
  - (g) If a student is unable to clear the requirement of the course within the maximum time limit, his/her admission shall be deemed as cancelled and no extra time/chance shall be given to him/her.
  - (h) If a student has missed annual examination or assignments /practical of any course for any reason, he/she may appear in the subsequent annual examination or clear the assignments/practical with the next batch next year. This facility will be available until a student secures the minimum passing marks, but only up to a period of six years from the date of admission.



(i) Promotion from I year to II year and from II year to III year:

Clearance of I year and II year Exam is not mandatory for being promoted to III year. The First and Second year is only for the purpose of delivery of instructions.

3. Award of Division:

A student who is declared passed and has obtained the required percentage of marks in aggregate shall be placed in the following divisions.

- |  |                                      |
|--|--------------------------------------|
| (i) 75% of marks or more                           | First Division with Distinction      |
| (ii) 60% or more but less than 75% Marks           | First Division                       |
| (iii) Less than 60% but not less than 50% of marks | Second Division                      |
| (iv) 75% of marks or more in a theory subject.     | Distinction in the subject Concerned |

4. Compartmental Examination: There shall not be any compartmental or supplementary Examination for any of the I, II or III years.

5. Re-totaling of marks and re-evaluation of answer script will be allowed to a student as per the university ordinance.

6. Improvement of Result:

A student may be allowed to appear in the examination for improving his/her result provided that:

- The student has successfully completed all the requirements/clearance of all papers for the award of the Diploma.
- The student shall be given only one chance for improvement and that too in the successive (Term End Exams) following the declaration of his/her final year result.
- The student shall be allowed improvement in a maximum of four theory papers of the final year, excluding assignments, practical and project.
- Better of the two marks obtained by the student will be considered as final.
- In case of students who apply for improvement but do not appear in desired paper(s), their previous marks in these paper(s) shall be counted.
- The students will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However if the paper is

changed (title & contents) then the student would appear as per the old syllabus of the paper(s)

(g) The period after final year Exams till the examination for improvement will not be counted for the maximum time limit of six years.

7. Maximum Time Limit

The Maximum time limit of the course shall be Six years. No permission for examination shall be granted to any student beyond this period in any circumstances.

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POST GRADUATE DIPLOMA IN EDUCATIONAL  
MANAGEMENT

(1) The Examination for the Diploma Course shall comprise:

(i) <u>Theory Papers</u>	100	Marks each paper
(a) written paper - 75 % each paper		
(b) Sessional - 25 % each paper		
(ii) <u>Project Work</u>	100	Marks
(iii) <u>Viva-Voce Examination</u>	100	Marks

(2) Pass percentage:

To pass the examination for the Diploma, a candidate must obtain at least:

- (i) 33% marks in each written paper,
- (ii) 33% marks in the sessional work relating to each paper
- (iii) 40% of the total marks in each paper,
- (iv) 45% marks each in project and viva-voce and,
- (v) 48% marks in the aggregate of all the papers, project & viva-voce examination.

(3) Award of Division

The students who have successfully completed the course and passed in all the subjects obtaining the following percentages of marks in aggregate will be placed in the divisions mentioned against each

- |   |                                 |
|---|---------------------------------|
| (a) 75% or more                             | First Division with Distinction |
| (b) 60% or more but less than 75% of marks. | First Division                  |
| (c) 48% or more but less than 60% marks     | Second Division                 |

(d) Those who obtain less than 48% of the marks in aggregate of four papers, the project and viva-voce examination, shall be deemed to have failed

(4) General

- (a) A Candidate who fails in project only, but obtains not less than 36% marks in the project may be permitted to resubmit his project after due revision within a period fixed by the Controller of Examinations and within this period he/she shall keep his/her name on the rolls of the Jamia as an ex-student;
- (b) A Candidate who fails in project only and secures less than 36% marks may submit a project on a new topic formally approved by the Head, Department of Educational Studies provided that he/she keeps his/her name on the rolls of the Jamia as an ex-student;

- (c) A candidate who has failed to secure the minimum pass marks in the written papers but has obtained not less than 45% marks in project shall be exempted from submitting fresh project at the next examination provided that if he/she desires to submit a fresh report on the same topic or a different topic he/she may be permitted to do so.
- (d) If a candidate fails in one paper, he/she may be allowed to re-appear in that paper only.
- (e) If a candidate fails in aggregate, he/she may be allowed to repeat one or more papers.
- (f) If a candidate fails in sessional work(s) he/she may be allowed by the Department to repeat altogether once only in any of the two consecutive academic sessions provided:
- (i) He/she is otherwise eligible to appear in the term-end examination as an ex-student.
  - (ii) He/she seeks permission in writing from the Head of the Department not later than 30 days after the commencement of the academic session in which he/she wants to repeat sessional work or declaration of the result whichever is later.

(5) Improvement

- (a) If a regular student, who has passed the examinations wants to improve marks, he/she will be allowed to take the examination in not more than two papers. The examination will be held next year with the annual examination.
- (b) The application of the candidate wanting to take such an examination is to be submitted on or before the date prescribed by the University. An admission card and roll number be issued to the Candidate(s) by the office of the Controller of Examinations.

(6) Maximum Time Limit

The Maximum Time Limit passing the Course shall be three years inclusive of the year of admission. No permission shall be granted in any circumstances for appearing in the examinations beyond this time limit.

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## Post Graduate Diploma in NGO Management

1. The minimum duration of the Programme shall be one year divided into two semesters I and Semester II
2. Each theory paper shall be of 100 marks divided as under:
  - a. Internal assessment - 25 Marks  
(Based on class participation, assignments, presentation, case-discussion, group work and sessionals).
  - b. Semester End Examination - 75 Marks
3. Pass percentage  
The minimum marks required to pass shall be as follows:
  - a. 50% in each paper
  - b. 50% in Aggregate
4. Promotion:
  - (a) A student will be promoted from Ist semester to IInd semester automatically.
  - (b) If a student fails to pass in all or some of the papers, or does not appear in one or more examination, he/she shall be required to reappear in the concerned paper(s) along with the semester end examination of the next semester only.
5. Improvement  
If a student has passed in all the papers in the first attempt, but desires to improve his/her marks of the same subject/papers, he/she may be allowed to reappear for improvement along with the semester end exam of the next semester. The higher marks obtained in two such examinations shall be taken into account for determination of his/her final result.
6. Maximum Time Limit:  
The diploma shall be awarded to only those students who have passed all the papers and successfully completed the course within the maximum time limit of the programme; i.e. 2 years. No permission shall be granted, in any circumstances, to appear in the examination after the expiry of the maximum time limit of the Course.
7. Award of Division:  
Division shall be awarded to the students securing the following percentage of marks in the aggregate:
  - a. First Division - 60 % marks or above
  - b. Second Division - 50% but less than 60%

## Certificate in Uzbek Language

- (1) The Examination for the certificate in Uzbek Language will comprise:
  - (a) Written Paper - 100 Marks
  - (b) Viva-Voce - 100 Marks
- (2) Pass Percentage  
To pass the Certificate Course examination the Candidate must obtain at least 40% Marks in the written paper and as well as in the viva-voce.
- (3) Award of Division:  
The candidate who successfully complete the course and secure the following marks in aggregate, will be placed in the Division noted against each:
  - (i) 75% or more marks - First Division with Distinction
  - (ii) 60% or more but less than 75% Marks - First Division
  - (iii) 50% or more but less than 60% Marks - Second Division
  - (iv) 40% or more but less than 50% marks - Third Division
- (4) No candidate shall be admitted to the examination unless he/she has attended at least 75% of the total lectures delivered during the academic year.
- (5) A candidate who fails to appear or having appeared fails to pass the examination shall be allowed to appear for the examination again on his being enrolled as ex-student.
- (6) Candidate shall be allowed to appear in the examination not more than twice within a maximum time limit of two years inclusive of the year of admission.

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11/10/05

ANNEXURE - I  
(E.C 13-10-05)  
Res. No. 4(S)U

AMENDMENTS IN ORDINANCE - X "UNIVERSITY EXAMINATIONS"

Para	Existing Para(s)	Proposed Para(s)
6.5	One extra hour will be given to the blind candidates.	One extra hour will be given to the blind candidates for exams of 3hrs duration.
X.12	<b>Time Limit for passing an Examination</b>  <u>University Polytechnic</u> DIPLOMA COURSES IN ENGG. (PART TIME) 6 Yrs	<u>University Polytechnic</u> DIPLOMA COURSES IN ENGG. (PART TIME) 7 Yrs
20.2	Grace marks shall be given only to those candidates, who by obtaining them are able to either pass the Examination or secure a Compartment or granting the divisions. The award of grace marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.	Grace marks shall be given only to those candidates, who by obtaining them are able to either pass/promote the Examination or secure a Compartment or granting the divisions. The award of grace marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.
20.4	The grace marks awarded shall not be counted in computing the percentage or Grand total or aggregate.	The grace marks awarded shall be counted in Grand total.
21 A	Students of Class B.A./B.Sc./B.Com. (Pass/Hons)/B.C.A., B.B.S., B.I.B.F., B.Sc. Instrumentation, M.A./M.Sc./M.S.S./M.Sc. (Elect.)/M.Com./M.Ed./LLB. applying for improvement in one paper not more than once.	"Students of Class B.A./B.Sc./B.Com. (Pass/Hons)/B.C.A., B.B.S., B.I.B.F., B.Sc. Instrumentation, M.A./M.Sc./M.Sc. (Elect.)/M.Com./M.Ed./LLB. Or any other course as may be added/deleted/replaced under this category by the academic council from time to time" can improve in a particular paper only once.
23.3	Re-evaluation shall not be permitted in the Practical Examinations, Viva-Voice, Project Report/Sessional/Internal Assessment and Dissertation, as also the answer scripts any Examination which have already been valued in full by joint Examiners/Board of Examiners.	Re-evaluation shall not be permitted in the Practical Examinations, Viva-Voice, Project Report/Field Work/Sessional/Internal Assessment and Dissertation, as also the answer scripts of any Examination, which have already been valued in full by joint Examiners/Board of Examiners.
23.5	The Controller of Examinations will select an Examiner for re-evaluation from amongst a panel of at least three Examiners in each paper recommended by the Board of Studies. The said panel shall exclude the name of the initial examiner.	The Controller of Examinations will select an examiner for re-evaluation from amongst a panel of at least three Examiners in each paper recommended by the Board of Studies. The said panel shall exclude the name of the initial examiner.  " However, in case of an extra-ordinary circumstances, the Head of the Department may be requested to decide about the appointment of the re-evaluator."



23.6	The merit list, declared in the results of the respective Examination shall not be prejudiced owing to re-evaluation of scripts.	The merit will be awarded after re-evaluation process is completed.
23.8(i)	If the award of the Re-evaluator (Second Examiner) varies from the original award up to and including $\pm 5\%$ of the maximum marks secured earlier, the original award shall stand.	If the award of the Re-evaluator (second examiner) varies from the original award up to and including $\pm 5\%$ of the maximum marks of the paper concerned, the original award shall stand.
23.8(ii)	If the award of the Re-evaluator varies from the original award up to and including $\pm 20\%$ of the maximum of marks secured earlier, then the answer script shall be sent to the second re-evaluator (Third Examiner).	If the award of the Re-evaluator (Second Examiner) varies from the original award to more than $\pm 20\%$ of the maximum marks of the paper/subject concerned, then the answer script shall be sent to the second re-evaluator (Third Examiner)
23.8(iv)	No provision.	If the marks awarded by the re-evaluator is more than $\pm 5\%$ but less than $\pm 20\%$ of the maximum marks of the paper concerned the new marks will be awarded to the candidates.
23.9	All cases of re-evaluation of answer scripts shall be reported to the Examination Committee.	All cases of re-evaluation of answer scripts in which the variations between the Initial examiner and the first re-evaluator (Second Examiner) exceeds more than $\pm 20\%$ shall be referred to Examination Committee.
24.3	A candidate failing in Practice Teaching/practical Examination(s) will not be promoted to the next higher class.	A candidate failing in Practice Teaching will not be promoted to the next higher class.
26	In any case where it is found by the Results Committee that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, it shall report the matter to the Examination Committee, which shall have the power to amend such result in such a manner as shall be in accordance with the true position and to make such declaration as it may consider necessary in that behalf. Provided that no result shall be amended after the expiry of three months from the date of publication of the result.	In any case where it is found by the Results Committee that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, it shall report the matter to the Examination Committee, which shall have the power to amend such result in such a manner as shall be in accordance with the factual position and to make such declaration as it may consider necessary in that behalf.



**ANNEXURE X-B (vide Para 14 of Ordinance X)**

**Pass Percentage and Promotion of Candidates:**

Para No.	Existing Paras	Proposed Amendments/Modification
14.I	Master of Arts (M.A.)/Master of Science (M.Sc.)/Master of Commerce (M.Com.), Master of Software System (M.S.S.), M.A./M.Sc. Extension Education.	Master of Arts (M.A.)/Master of Science (M.Sc.)/Master of Commerce (M.Com.), M.A./M.Sc. Extension Education/ "The list is subject to change as notified by the Academic Council from time to time."
14.I(a)	The M.A./M.Sc./M.Com./M.S.S./M.A.in (Mass Communication)/M.A./M.Sc. Extension Education will be of two years duration and the examination shall be held in two parts – previous and Final as per schemes/syllabus prescribed course.	The M.A./M.Sc./M.Com./M.A.in (Mass Communication)/M.A./M.Sc. Extension Education will be of two years duration and the examination shall be held in two parts – previous and Final as per schemes/syllabus prescribed course.
14.I(b)	To pass the M.A./M.Sc./M.Com./M.S.S./M.A. (Mass Communication), M.A./M.Sc. Extension Education Examination, a candidate will be required to secure the following minimum percentage of marks:	To pass the M.A./M.Sc./M.Com./M.A. (Mass Communication), M.A./M.Sc. Extension Education Examination, a candidate will be required to secure the following minimum percentage of marks:
14.I(b)(i)	<p>M.A./M.Com.</p> <p>33% in each paper or part thereof; 40% marks in Viva-Voce/Project/Dissertation (if any); 33% marks in Internal Assessment of each paper (if any); and 40% marks in the aggregate of each part. (ii) M.Sc. (Including M.A. Geography): 33% in each paper or part thereof; 40% marks in Practical/Viva-Voce/Project/Dissertation (if any); 33% marks in Internal Assessment of each paper (if any); and 40% marks in the aggregate of each part.</p>	<p>M.A./M.Sc./M.Com (All the P.G.(Master's Degree) courses of Faculty of Natural Science, Social Sciences and Humanities &amp; Languages, except semester courses)</p> <ul style="list-style-type: none"> <li>• 40% Marks in Aggregate of Theory and Internal Assessment of each paper</li> <li>• 40% Marks in Practical/Viva-Voce/Project/Dissertation/Field Work/Seminars (if any).</li> </ul>

14(b)(ii)	No provision	<p><u>Promotion</u></p> <p>(a) The candidates will be promoted from previous to Final year (to the next higher class) if he/she fails in not more than 25% of the papers including practicals;</p> <p>(b) Provided that a student of M.Com. will be promoted from previous to final if he/she has passed in at least 50% of the total number of papers; and</p> <p>(c) If a candidate fails in the practical examination he/she will be allowed to appear in the next annual examination. There will be no sessional and re-evaluation in practical examination.</p> <p>(d) If a candidate gets less than 40% marks in aggregate of all parts, his/her result will be declared as failed in aggregate and he/she will be allowed to appear in 1/3<sup>rd</sup> of the final year Theory papers in the next Annual Examinations.</p> <p>(e) "If the students obtain passing marks i.e. 40% marks, in the total of a paper (Sessional+ Theory Combined together), he/she shall be declared passed in that paper."</p> <p>(f) There will be no Compartment/Supplementary examination for postgraduate Courses.</p>
14(b)(i)	<p>M.A. Mass Communication:</p> <p>3. In case a student fails in the re-examination either in M.A. Previous or Final year, he/she shall not be given another chance to repeat and his/her admission will stand cancelled.</p> <p>4. If a student fails in more than one papers, he/she will be declared failed. However, he/she may be allowed only once to appear as an ex-student in the subsequent annual examination.</p>	<p>* In case a student fails in the re-examination he/she may be allowed to appear in the papers in which he/she failed in the next annual examination till the permissible maximum time limit of passing the course."</p>
14.2(a)(i)	<p>B.A./B.Sc.(Pass)</p> <p>33%marks in each Compulsory Paper;  33%marks in each paper (qualifying marks);  33%marks in Practical and Viva-Voce (if any);  33%marks in each subject; and  40% marks in the aggregate of all parts.</p>	<p>B.A./B.Sc./B.Sc. Instrumentation...</p> <p>33%marks in each Compulsory Paper;  33%marks in each paper;  33%marks in Practical/Viva-Voce/Internal Assessment/ Dissertation/Field Work/Seminar (if any);  33%marks in each subject; and  40% marks in the aggregate of all parts.</p>

14.2(a)(ii)	<p>B.A./B.COM. (Hons)/BBS</p> <p>33% Marks in each Compulsory Paper, except General English;  33% in each Honours Paper (Qualifying Marks);  33% marks in each subsidiary papers (qualifying papers);  33% marks in Practical/Internal Viva-voce Assessment (if any);  33% marks in each subject (Honours and Subsidiary);  33% marks in General English of each part;  40% marks in aggregate of subsidiary subjects of parts I &amp; II;  and  40% marks in aggregate of the main subjects of all parts.</p>	<p>B.A./B.COM. (Hons)/BBS/B.S.W</p> <p>33% Marks in each Compulsory Paper;  33% in each Honours Paper;  33% marks in each subsidiary papers;  33% marks in Practical/Internal Assessment/Viva-Voce/Dissertation/Field Work/Seminar, (if any);  33% marks in each subject (Honours and Subsidiary);  40% marks in the aggregate of all parts.</p>
14.2 (a) (iv)	<p>B.I.B.F. (Hons.)</p> <p>40% Marks in each paper; and  50% Marks in aggregate of subjects in each paper</p>	<p>B.I.B.F. (Hons.)</p> <p>33%marks in each Compulsory Paper,  40% Marks in each paper; Field Work/Project/Viva-Voice/Survey Report (if any);  50% Marks in aggregate of all parts.</p>
14.2 (a) (v)	<p>No provision.</p>	<p><u>Promotion</u></p> <p>(a) If a candidate of I<sup>st</sup> yr/II<sup>nd</sup> yr passes in 1/3<sup>rd</sup> of the subjects/papers (as the case may be) he/she will be promoted to next higher class.</p> <p>(b) Provided that a students of B.Com.(Hons.) shall be promoted to the next higher class if he/she has passed in at least 50% of the papers of the respective years.</p> <p>(c) For promotion purposes practicals will be treated at par to those of theory papers. No practical examination will be held along with the Compartment Examination.</p> <p>(d) If a candidate of III<sup>rd</sup> yr gets less than 40% marks (50% for B.I.B.F.) in aggregate he/she will be declared failed in Aggregate and he/she will be allowed to appear in 1/3<sup>rd</sup> of the Final year Theory papers (to obtain 40% (50% for B.I.B.F.) marks in all parts), in the next Annual Examinations. (Fresh candidate of III<sup>rd</sup> yr will be allowed in compartment examination once).</p> <p>(e) If a student obtains passing marks in a paper (Marks of sessional + theory combined together) he/she shall be declared passed in that paper.</p>

	Existing	Proposed
14.2(b)ii	B.A./B.Sc./B.Com.(Hons.) and B.C.A./B.B.S./B.I.B.F./B.Sc. Instrumentation: The Division shall be awarded in the main subject only for B.A./B.Com (Hons.). However, B.Sc.(Hons.) courses, the Division shall be awarded in the total of the main and subsidiary subjects.	B.A./B.Sc./B.Com.(Hons.) and B.C.A./B.B.S./B.I.B.F./B.Sc. Instrumentation: The Division shall be awarded in the total of the marks of the main and subsidiary subjects.
14.3	Advanced Diploma, Diploma and Certificate Courses: (a) To pass an Advanced Diploma/Diploma/Certificate Course in Modern Arabic, a candidate has to secure at least 40% marks in each Theory Paper and Viva-Voce (if any) separately.	P.G Diploma, Advanced Diploma, Diploma and Certificate Courses: (a) To pass a P.G. Diploma/Advanced Diploma/Diploma/Certificate Courses in Faculty of Humanities & Languages, Social Sciences and Natural Sciences (unless and otherwise provided separately) a candidate has to secure at least 40% marks in each Theory Paper and Viva-Voce/Dissertation/Field Work (if any) separately.
14.9(b)(1)	Diploma Courses in Engineering. A candidate shall be declared to have passed the Examination, if he/she has obtained at least: (i) 40% marks in each Theory Paper; (ii) 40% marks in each Sessional Work; (iii) 40% marks in each Practical and Project; and (iv) 50% marks in the aggregate.	Diploma Courses in Engineering. A candidate shall be declared to have passed the Examination, if he/she has obtained at least: (i) 40% marks in each Theory Paper; (ii) 40% marks in each Sessional Work; (iii) 40% marks in each Practical and Project; and (iv) 50% marks in the aggregate of all theory papers and practicals.  Note: The condition of 50% marks in the aggregate of all theory papers and practicals to pass an examination as given above, will not be applicable to students promoted to next higher class.
14.9.1(iv)	Diploma Courses in Engineering. If a candidate has passed all the theory/practical papers but failed in aggregate will be promoted to the next higher class and will be allowed to appear in not more than two papers in the next annual examination to improve his/her aggregate.	Diploma Courses in Engineering. If a student has passed all the theory/practical subjects but failed in aggregate, he/she will be promoted to the next higher class and will be allowed to appear in not more than three papers in the next annual examination to improve his/her aggregate in the corresponding years.
14.9.4	A Candidate shall be complete all the prescribed requirement for the Diploma within three academic year after his/her admission. However he/she may be permitted to complete the requirements within next three additional academic years.	A candidate shall have to complete all the prescribed requirements for the Diploma Engineering Day and Evening Courses within a minimum of three(3) and four(4) academic years respectively inclusive of the year of admission to these courses. However, he/she may be permitted to complete the requirements within next three academic years. i.e. within a maximum time limit of 6 and 7 years respectively, inclusive of the year of admission.

Proposed changes in Ordinance - X for Bachelor of Library & Information Science Course

14.5(c)

The Viva-Voce shall be conducted at the conclusion of the Annual Examination of the aforesaid Report submitted by the candidate. Marks shall be awarded to the candidate out of the maximum marks allotted to the Report and Viva-Voce, as indicated below:

Report	:	15 Marks
Viva-Voce	:	10 Marks
Total	:	25 Marks

The above mentioned 25 marks shall be added to the paper - vi, which shall be of 75 marks, as against seven (7) Papers, which shall be of 100 marks each.

The Existing and proposed provisions need not be mentioned in the ordinance. It should be replaced by the criteria of passing the Course. However, the details of the papers and their weightage should be mentioned along with the course structure in the syllabus as approved by the Academic Council from time to time.