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Ordinance 15 (XV)

The University Examinations: General Guidelines

1. Admission to the University Examinations

Examinations of the University shall be open to the following Categories of candidates:

- Regular Students;
- Ex-Students;
- Private Candidates;
- Candidates of Distance & Open Learning Programmes.

1.1 Regular Students:

Students who are duly admitted and are studying in various courses of the University and attending the respective classes, will be called Regular Students.

1.2 Ex-Students:

(i) A regular student who has failed to pass or is unable to appear for the Examination of the University (except due to shortage of attendance) in any of its courses of study, may be allowed to appear at the same Examination as an Ex-Student.

(ii) An ex-student will forfeit his right as an ex-student as soon as he/she takes an admission to a regular programme of study. However he/she will be allowed to improve his/her performance of past examination.

1.3 Private Candidates:

The following categories of candidates may be permitted by the Majlis-i-Talimi (Academic Council) to appear as Private Candidates at the University Examinations:

- Women,
- Permanent Teachers and other Employees of Jamia Millia Islamia,
- Defence personnel in uniform,
- Urdu Medium candidates; and
- Physically handicapped candidates.

Provided that no male applicants will be allowed to appear as Private candidate in Class X and XII Examinations under the "Urdu Medium candidates" except the Madrasa students whose degree is recoonized by Jamia Millia Islamia for having passed the examination in English of Sr. School Certificate separately for admitting to B.A. (Pass/Hons.) 1st year courses in Jamia Millia Islamia.

Provided further that no permission shall be given to appear at the examination as a Private Candidate in a course for which a practical examination/field work/teaching practice/outdoor practice is prescribed as a part of the curriculum.

The candidates shall be required to fulfill the following requirements as mentioned under each Category:

(a) Women:

(i) Candidates who have not studied in any recognized Institution during the academic year at the end of which they wish to appear at the University Examinations.

(ii) Their applications for admission to the Examination are supported by an Affidavit certifying the condition laid down in Sub-Para 1.3 (a)(i) above.

(Note: Foreign women candidates may be considered, in case they are holding a valid visa, except tourist visa.)

(b) Teachers and other Employees of the Jamia Millia Islamia:

(i) The candidates must be a permanent whole-time teacher/ employee of the University.

(ii) His/her application for admission to the Examination is certified and recommended by the Head of the Department/ Institution/ Office concerned.

(c) Defence Personnel in Uniform:

(i) Defence Personnel in uniform (i.e. Officers, NCOs, JCO's, other Ranks, Non-Combatants, enrolled in the Indian Army and corresponding rank in the Air Force and the Navy), who are in active service.

(ii) Their applications for admission to the Examinations are certified and recommended by their respective Commanding Officers.

(d) Urdu Medium Candidates:

(i) The candidates must have studied Urdu upto class X and their medium of instruction and examination must be Urdu upto Class X.

(ii) Their applications for admission to the Examinations are certified by the Board or at least by the principal of the recognized school concerned.

(e) Physically Handicapped Candidates:

Physically handicapped students will have to produce a certificate from a competent authority.

The minimum requirements for appearing at an Examination as Private Candidate shall be the same as prescribed for admission to the regular Programme.

(f) Candidates of Distance & Open Learning Programmes:

Candidates who have been admitted to various postgraduate/ undergraduate/ diploma/ certificate programmes offered by the Centre for Distance and Open Learning of the University.

2. Attendance (*for Regular Students*)

The minimum requirement of attendance for appearing in examinations will be as per the Ordinance 35 (XV) (Academic).

3. Application for Registration

3.1 Application for registration (on prescribed form) for the ensuing Examination together with the Receipt for the payment of the prescribed Registration Fee for Private candidates and Ex-students for permission to appear at the University Examinations should reach the office of the Controller of Examinations on or before 15th September each year. Provided that as a special case the Controller of Examinations may entertain such applications alongwith the Registration Fee upto 15th October or any other date notified by the Controller of Examinations on payment of a late fee (non-refundable) by Ex-Students and Private Candidates, as prescribed by the Ordinance.

3.2 The following documents shall be submitted along with the Registration Form for fresh registration of Private candidates:

(i) Proof of passing the last examination (Attested copy).

(However, in case of women candidates appearing for Class Xth examinations as private candidates, no proof of passing the last examination will be required).

(ii) Certificate of marks obtained at the last examination (Attested copy).

(iii) Age Certificate based on Secondary/High School Examination (Attested copy).

(Note: In the absence of acceptable Age Certificate, an Affidavit duly notarized in original to be produced for appearing at the Middle School/Secondary School Certificate Examination only).

(iv) Character Certificate (Attested copy).

(v) Written permission from the Employer, if employed.

(vi) Three copies of recent photographs of passport size to be affixed on the Application Forms for Registration (Form B) and Examination (Form C).

(vii) Certificate from Principal or Board concerned, that the candidate has studied Urdu upto Class X and his/her medium of examination and instruction was Urdu upto Class X (for Urdu medium category).

(viii) Medical Certificate from a Government Hospital for Physically challenged category of candidates.

(ix) Migration Certificate/ Transfer Certificate from the school/college last attended.

(Note: The documents mentioned above shall be compared with the original documents in the office of the Controller of Examinations. The documents, once enclosed with the Form, will not be returned to the candidate).

3.3 Ex-students should submit their Application Forms for Registration for the ensuing Examination through the Dean/Director/Head of the Faculty/Centre/ School last attended.

3.4 Private Candidates shall submit their application forms along with the Students' Record Card to the Controller of Examination.

3.5 The Receipt for the payment of Examination Fee and Enrollment fee (if required), shall reach the office of the Controller of Examinations along with the Examination Forms.

4. Application for Admission to Examination

4.1 All applications for permission to appear at any of the Examinations of the University shall be submitted on the prescribed Forms and forwarded to the Controller of Examinations through the Dean of the Faculty/Head of the Institution/School concerned. Provided that the Private Candidates shall submit their applications on the prescribed Forms direct to the Controller of Examination.

4.2 In forwarding the applications of the Regular Students, the Dean of the Faculty/ Director of the Centre/ the Head of the School concerned shall certify that:

(i) The candidate has satisfied him/her by the production of the Certificate of a competent authority that he/she has passed the Examination which qualifies him/her for admission to the Examination;

(ii) The candidate has studied a regular programme of study for the period prescribed and that he/she fulfills the requirements of attendance;

(iii) His/her conduct is satisfactory.

Note: The Certificate at Sub-Para 4.2 (ii) above will be provisional and can be withdrawn at any time before the Examination, if the applicant fails to attend the prescribed percentage of lectures, tutorials, practicals etc. before the end of his/her University terms.

4.3 An application along with the Receipt for the payment of the prescribed Examination Fee, set out in these Ordinances submitted by a Regular Student for permission to appear at the Examination shall, reach the office of Controller of Examinations on or before the date announced.

Provided that Private Candidates shall submit their applications and the receipts for the payment of the prescribed Fee on or before the date announced.

4.4 A candidate may be permitted by the Controller of Examinations to submit his/her Application Form for Annual Examination along with the Examination Fee with the prescribed Late Fee within 30 days of the specified last date.

4.5 Application for Compartmental/Supplementary Examinations where applicable should reach the office of the Controller of Examinations within 30 days of the announcement of the result.

4.6 Examination Fees, once paid shall not be refunded.

4.7 Save as otherwise provided, a candidate, who fails to appear at an Examination, may be permitted by the Majlis-i-Talimi (Academic Council) for sufficient cause to appear at the next Examination without further payment of fees.

4.8 No application for adjustment of the Examination Fee shall be entertained if it does not reach the office of the Controller of Examination within one month of the completion of the Examination concerned.

5. Appointment of Amanuensis

5.1 An amanuensis shall be allowed in case of:

(a) Blind Candidates; and

(b) The candidates, who are disabled due to an accident or disease and are unable to write with their own hands.

Candidates under 6.1(b) above shall have to produce a medical certificate from the Medical Officer, Jamia.,

(c) Candidates who are suffering with writing disabilities and cannot write with their own hands would be entitled to seek assistance of computers for purpose of typing only subject to the conditions that the computers/laptops shall be provided by the University on advance intimation of at least two weeks by the concerned candidate.

Provided further that the University shall ensure that the computer provided to the candidate does not have any data stored in it which is relevant to the examination in which the candidate is appearing, and that it does not have Internet facility. Such benefits to the physically challenged persons shall be allowed on production of a medical certificate from the designated authority.

5.2 The Controller of Examinations, on receiving an Application from the candidate one week before commencement of Examination, will arrange for the appointment of an amanuensis and shall inform the Superintendent of the Examination concerned.

5.3 The amanuensis shall be a person of a lower qualification than the candidate concerned.

5.4 The Superintendent of Examination shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office .of the Controller of Examinations.

1.5 One extra hour will be given to the blind candidates for exams. of 3 hrs. duration.

5.6 The remuneration to the amanuensis will be given by the Office of the Controller of Examination at the existing approved rate.

6. Special provision for candidates suffering from dyslexia and other such disabilities:

Candidates suffering from dyslexia or other such disabilities may be exempted to appear-in traditional forms of theory examinations and instead they may be evaluated by the concerned department under the overall supervision of the Dean/Head/Director. The mode of such examination could be assignment/face-to-interview etc.

Provided that the candidate shall have to submit an application along with the relevant medical records for seeking permission for being evaluated by an alternative mode of examination other than the traditional one within one month of the commencement of the classes.

Provided further that approval of the competent authority of Jamia shall be required to permit the candidate for being evaluated by an alternative mode of examination.

6(A) Special provision for candidates suffering from hearing impairment.

The Controller of Examinations is authorized to issue extra time schedule for the candidates suffering from hearing impairment determining the benchmark disabilities.

The Controller of Examinations, on receiving an Application along with the relevant medical records from the candidate one week before commencement of Examination, will arrange for the appointment of a Sign Language Expert and shall inform the Superintendent of the Examination concerned.

The Superintendent of Examination shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.

7. Issue of Admission Card

A candidate, whose application has been accepted for admission to an Examination shall be issued an Admission Card containing the Name of the Candidate and the Examination and Roll Number assigned to him/her. Regular Candidates and Ex-students shall be issued the Admission Card through the Dean of the Faculty/ Director of the Centre/ Head of the School concerned, provided that there are no dues of the University outstanding against their names. The Admission Cards shall be issued to the Private Candidates by the office of the Controller of Examinations.

8. Withdrawal of Permission to take Examination

Permission granted to a candidate to appear at an Examination may be withdrawn before or during the course of Examination for his/her misconduct/indiscipline, which in the opinion of Examination Committee justifies the candidate's exclusion.

9. Withholding of Admission Card

If a candidate for any University Examination owes any money to the University on any account and fails to pay the dues or has borrowed any book, apparatus or other property belonging to the University or any kit supplied by the N.C.C. and fails to return the same, the Controller of Examination may withhold the Admission Card if the Admission Card has already been issued to him/her. The Controller of Examinations may also suspend the admission card till all such dues have been paid or such property returned by the candidate to the University.

10. Examination Fee and other Fees

1.1 The Examination Fee, Tuition Fee and any other Fees to be charged from students shall be decided by the Majlis-i-Talimi (Academic Council) and notified by the University from time to time.

10.2 A candidate who fails to present himself/herself for Examination, shall not be entitled to any refund of the Fee or to have it kept in deposit for a subsequent Examination. However, if a woman candidate is unable to appear at the Examination for maternity reasons her Fee may be held over for the next Examination, provided that the application for crediting the Fee for the next Examination must be made to the Controller of Examinations within three months of the completion of the Examination concerned and shall be supported by a Medical Certificate.

10.3 No application for adjustment of the Examination Fee shall be entertained, if it is not submitted to the Controller of Examinations within one month of the end of the Examination concerned.

10.4 A candidate, who falls ill during the Examination, he/she may be permitted by the Majlis-i- Talimi (Academic Council) to appear at the next Annual Examination without further payment of Examination Fee.

10.5 For Private Candidates the Examination Fee shall not be carried over in any circumstances, whatsoever.

11. Refund of Fees(s)

11.1 The Examination Fee, mentioned in the Prospectus once paid shall not be refunded in any case.

11.2 A candidate shall not be entitled to the refund of the Examination Fee paid by him/her:

If permission accorded to him/her to take an Examination is subsequently cancelled as a result of mis-statement of facts or suppression of material fact or for want of relevant information in his/her application for admission to the Examination.

12. Time limit for passing an Examination

Unless and otherwise provided, no student shall be allowed to appear in the Examination after the expiry of the periods as specified in the following:

Minimum duration of the programme/ course of study	Maximum time-limit for passing the programme/ course of study
One semester	Two semesters
One year / Two semesters	Two years/ Four Semesters
One & half years/ Three semesters	Three years/ Six semesters
Two years/ Four semesters	Four years/ Eight semesters
Three years/ Six semesters	Five years/ Ten semesters
Four years/ Eight semesters	Six years/ Twelve semesters
Five years/ Ten semesters	Seven years/ Fourteen semesters
	Provided that the University may grant a student further extension of one year to take the examination in exceptional cases, on case to case basis, beyond the aforesaid maximum period. Provided further that, in arriving at any such decision, the University shall take into account the following exceptional circumstances as evidencing the bonafide inability of the student to complete the course within the prescribed period, 1. Pursuit of excellence in sports, performing arts, literary arts and sciences especially at national and international level (where schedule of events are such as to merit exception). 2. Entrepreneurial pursuits (where students drop out to establish successful start-ups and then wish to re-join and complete their education). 3. Medical emergency including accidents directly affecting the student/spouse/parents only. 4. Pregnancy of the female candidate(s). 5. Any other relevant factor may also be taken into account.

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13. Holding of Examinations

13.1 The Annual Examination will normally be held in April/May every Year, whereas the Semester-end Examinations will normally be held as per the provisions laid down in the concerned Ordinance, or as decided by the Majlis-i-Talimi (Academic Council) from time to time.

13.2 The Compartment Examinations, if applicable to a programme of study/course, will normally be held in August/ September every year or as decided by the Majlis-i-Talimi (Academic Council) from time to time.

14. Pass Percentage and Promotion of Candidate

The pass percentage and promotion of candidates of various programmes/courses of study shall be as set out in the Ordinances 15-A, 15-B, 15-C, 15-D and 15-E.

15. Declaration of Results

15.1 The results of Annual Examinations will be declared normally in June/July each year, subject to the completion of Examinations in time or as decided by the University from time to time.

15.2 The result of Compartment Examination will be declared normally in November; December, subject to the completion of the aforesaid Examinations in time, or as decided by the University from time to time.

15.3 The results of the Semester Examinations will normally be declared in January and June/July each year, subject to the completion of examinations in time, or as decided by the University from time to time.

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16. Issue of Marks Sheets/Grade Cards/Certificates

16.1 The Marks Sheets/ Grade Cards will be supplied to candidates from the offices of the respective Faculties/Centres/Schools, and to the Private Candidates from the office of the Controller of Examinations after ten days of the declaration of results.

16.2 Provisional Certificates will be issued after five days of depositing the required Fee along with the application.

16.3 A Marks Sheet/ Grade Card/ Certificate may be withheld by the Controller of Examinations on reasonable grounds.

17. Obtaining Certificates on false statement/grounds

17.1 Subject to Statute 30, the Majlis-i-Muntazimah (Executive Council) shall have the power to withhold or withdraw Degree/ Diploma/ Certificate or any other academic distinction and disqualify a person, if he/she is found guilty of obtaining or attempting to obtain a Degree/ Diploma/ Certificate fraudulently for which he/she is not entitled. The period of such disqualification will be according to the circumstances, as stated below:

(i) from appearing at any Examination of the University for a specified period, if he/she makes a correct statement of facts and surrenders the Degree/Diploma/ Certificate voluntarily; and

(ii) from appearing at any further Examination of the University, if he/she has deliberately lied to cheat the University.

18. Issue of Duplicate Degrees/Diplomas/Certificates:

In case of loss or destruction of a degree/diploma/certificate, a candidate may obtain a duplicate degree/diploma/certificate on submitting an application along with the receipt of the prescribed fee, stating that the applicant has a real need for the duplicate degree/ diploma/ certificate and submitting an Affidavit signed and certified by a First Class Magistrate, showing that the original has been lost/destroyed.

19. Change of Date of Birth:

The date of birth as entered in the Register of Student, shall not be altered except:

On the Controller of Examintltions being satisfied that there has been a clerical error in the University Office, or

Provided that the Majlis-i-Talimi (Academic Council) may on a reference by the Controller of Examinations and after consideration of such documentary evidence as may be produced in any case, direct and alteration to be made in the record of the Register of Students.

20. Grace Marks:

If the Examination Committee considers it necessary, it may award grace marks on the following pattern:

20.1 A maximum of three (3) grace marks in all programmes of study of the University will be permitted. This shall apply to all programmes of the University, whether conducted in the annual or the semester mode.

20.2 Grace marks shall be given only to those candidates, who by obtaining them are able to either pass in the Examination concerned or can be promoted in the Examination concerned or are able to secure a Compartment or where the same may be necessary for the grant of divisions. The award of grace marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.

20.3 Only minimum grace marks, as required to pass the Examination or to secure a Compartment, shall be awarded.

20.4 The grace marks awarded shall be counted in the Grand total.

21. Improvement of the Division:

(i) Unless otherwise provided, a candidate will be allowed to appear at the Examination to improve upon his/her performance in the Examination held in the preceding year.

(ii) If a candidate appears at the Examination in order to improve upon his/her previous marks of the same Subject/Course, higher marks as obtained in his/her two such Examinations shall be taken into account for determination of his/her final result.

(iii) A candidate desiring to improve his/her Percentage of Marks will have to submit an application to the Controller of Examinations latest by 15th September of the Year in which he/she passed the Subject/Course, or as notified by the Controller of Examinations.

(iv) To improve upon the Division or Percentage of Marks, a candidate maybe allowed to appear at the next Annual Examination only in Course (s) concerned.

(v) The syllabus of the Examination will be the same as the one prescribed for the year, when the candidate appeared at the Examination in the Course concerned.

(vi) The provisions for improvement in examinations for various courses are given in the concerned Ordinances 15-A, 15-B, 15-C, 15-D and 15-E.

22. Retotalling of Answer Scripts:

22.1 The marks of the candidate shall be retotalled on an application received from the candidate on payment of the prescribed fee per Course. The above Fee will be refunded, if the total is found to be incorrect.

22.2 No application for retotalling shall be entertained, unless it is made within fifteen days of the publication of the result.

23. Re-Evaluation of Answer Scripts:

Unless and otherwise provided, there will be no re-evaluation in the Semester-based Examinations. However, for the Annual-based Examinations, the following provisions will be applicable:

23.1 (i) Any candidate, intending to apply for re-evaluation of answer scripts (s) of any Course/Subject of his/her written Examination, may do so on the prescribed Application Form within 15 days from the date of issue of marks sheet.

(ii) The re-evaluation of scripts will not be allowed in more than one-third of written Papers of an Annual Examination.

23.2 Each application for re-evaluation shall be accompanied by the original Statement of Marks issued to the candidate.

23.3 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.

23.4 The candidate applying for re-evaluation shall be required to pay the prescribed Fee per Course or part thereof; no refund shall be made in any case except if marks increased more than 20% in a course/subject.

23.5 The Controller of Examinations will select an examiner for re-evaluation from amongst a panel of at least three Examiners in each course recommended by the Board of Studies. The said panel shall exclude the name of the initial examiner.

"However, in extra-ordinary circumstances, the Head of the Department may be requested to decide about the appointment of the re-evaluator."

23.6 The merit will be awarded after re-evaluation process is completed.

23.7 If there be any change in the result of the Examination due to re-evaluation of answer scripts, no examinee can complain in the Court of Law, nor any action can be initiated against the Examiner (s) concerned.

23.8 (i) If the award of the Re-evaluator (second examiner) varies from the original award up to and including ±5% of the maximum marks of the course concerned, the original award shall stand.

(ii) If the award of the Re-evaluator (Second Examiner) varies from the original award to more than ± 20% of the maximum marks ***of the course/subject concerned,*** then the answer script shall be sent to the second re-evaluator (Third Examiner)

(iii) The average of the marks awarded by the Second and Third Examiners shall be final.

(iv) If the marks awarded by the re-evaluator is more than ±5% but less than ±20%, of the maximum marks of the course concerned the new marks will be awarded to the candidates.

23.9 All cases of re-evaluation of answer scripts in which the variation between the initial examiner and the first re-evaluator (Second Examiner) exceeds more than ±20% shall be referred to Examination Committee.

23.10 Applications for re-evaluation of answer scripts only for Annual Examination shall be accepted.

23.11 Answer scripts of those examinees who appeared for improvement of division or Percentage of Marks shall be final and shall not be subject to re-evaluation.

24. Carry Over System/Compartment Examination:

24.1 The procedure for Carry Over/Promotion of candidates of various programmes shall be incorporated in the relevant ordinances dealing with the concerned programmes of study.

24.2 The syllabus of the Examination will be the same as prescribed for the semester/year in which the candidate reappears at the Examination in the course/subject concerned.

24.3 A candidate failing in Practice Teaching will not be promoted to the next higher class.

24.4 There will be no Compartment Examination in the programmes where 'Carry Over System' is in operation. However, candidates failing in the **final** year/**final** two semesters of any programme/course, may be allowed to appear in the Compartment Examination which will be held after the **final (last)** annual/**final (last)** semester-end examination. The date(s) of such examinations will be notified by the Controller of Examinations.

24.5 There will no provision of compartment examination in any programme/course run under the 'distance mode'.

25. Results Committee:

25.1 There shall be a Results Committee consisting of the following members:

(i) Nominee of the Shaikhul Jamia (Vice-Chancellor);
(ii) One of the Tabulators, nominated by the Controller of Examinations; and
(iii) Controller of Examinations (Convener).

25.2 The Results Committee shall:

(i) Ensure the compliance of the prescribed rules of the Programmes;
(ii) Consider and award grace marks as per the provisions of the Ordinances;
(iii) Do sample checking of answer books/award lists, if required;
(iv) Prepare a Report for the Examination Committee to be finally submitted to the Majlis-i-Talimi (Academic-Council) for its consideration.

26. Amendment of Results:

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.

27. Examiners:

27.1 The Controller of Examinations shall issue instructions to Examiners with regard to due provisions for secrecy and any other matters incidental thereto.

27.2 (i) Examiners shall send their Papers to the Controller of Examination in sealed covers before a date to be notified on their appointment by the Controller of Examination under instructions of the Majlis-i- Talimi (Academic-Council).

(ii) The appointment of an Examiner may be cancelled, if he fails to send the Question Paper by the date so-fixed in this regard.

27.3 Examiners shall submit the results to the Controller of Examinations in sealed covers before a date fixed by the Controller of Examinations.

28. Tabulators and Tabulation of Results:

28.1 The results of Examinations shall be tabulated by two Tabulators appointed by the Shaikhul Jamlia (Vice-Chancellor) on the recommendation of the Controller of Examinations.

28.2 The Tabulators shall tabulate the results independently; one from the foils of the marks sheets and the other from the counterfoils. They shall draw the attention of the Controller of Examinations to any discrepancy in the result.

28.3 (i) The two Tabulators shall compare the Tabulation Sheets in the presence of the Controller of Examinations or a person appointed for the purpose by him, before these are submitted to the Examination Committee.

(ii) The Controller of Examinations shall also check that the marks entered in the foils and counter-foils of the Mark Sheets also tally with the marks entered in the answer books. The discrepancy, if any, shall be certified by the Controller of Examinations.

29. Answer Books:

29.1 The Examiners' awards, as shown in the result statements submitted by them, shall be final, provided that the errors may be rectified by the Controller of Examinations after checking the answer books.

29.2 The answer books shall be preserved and be in the custody of the Controller of Examinations, till the expiry of three months from the publication of the results.

29.3 The Controller of Examinations on the instruction of the Examination Committee will be empowered to issue appropriate instructions/directions from time to time for the proper and effective conduct of the Exams.

30. Instructions to candidates for Examination:

30.1 The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.

30.2 A candidate may not be admitted into the Examination hall, if he/she fails to present to the invigilator his/her Admission Card and/or satisfy the Superintendent of Examinations that it will be produced within a reasonable time.

30.3 All candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives not later than 30 minutes after the time fixed for the Examination, the Invigilator may allow him/her to appear at the Examination with the permission of Superintendent of Examinations. No

candidate shall be allowed to appear in the examinations after 30 minutes of commencement of the examinations.

30.4 The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators or any Official of the University connected with the Examinations.

30.5 The candidates shall maintain and observe strict discipline in and/or near the Examination Centre/Hall and shall not indulge in any such act as misbehaviour/nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.

30.6 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.

30.7 No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he /she has handed over his/her answer book to the Invigilator concerned.

30.8 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.

30.9 As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.

30.10 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examinations or the lnvigilator in the Examination Hall.

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31. Use of Unfair Means /Misbehaviour in Examinations:

31.1. No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials which may be used by him/her in connection with the Examination, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall.

31.2. No candidate shall note or write anything on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.

31.3. No candidate shall assist or receive assistance from any other candidate or person at an Examination or make use of any dishonest or unfair means in connection with the Examination.

31.4. Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an lnvigilator or an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding three years.

31.5. Any candidate detected using unfair means in an Examination Hall shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or by an Official of the

University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may, if satisfied that the facts alleged are true but do not disclose any premeditation, disqualify the candidate from passing that Exmnination and debar him her from appearing at any University Examination for a period not exceeding two years.

31.6. Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by, the Superintendent of Examinations or through him by an invigilator or by an Official of the University, as the case may be, and the Examination Committee may, if satisfied that the facts alleged are true but that the candidate has not made and use thereof, disqualify the candidate from passing that Examination.

31.7. Any candidate, who in the opinion of the Superintendent of Examinations is guilty of any misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid sub-paras 31.1 to 31.6 of this Ordinance, may be expelled by the Superintendent of Examinations for that course and shall be reported to the Examination Committee by the Controller of Examinations. The said Committee may, if satisfied that the facts alleged are true, disqualify him/her from passing the Examination for that year.

31.8. Any candidate approaching an Examiner directly or indirectly or seeking ways or means of bringing pressure to bear on the Examiner, so that higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in his office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and debar him/her from appearing at any Examination for a period not less than one year.

31.9. Any candidate found guilty of seeking ways and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examinations or Invigilator or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and/or expel hin/her from the University and declare him /her to be not a fit and proper person to be admitted to any future Examination of the University.

31.10. Any candidate who has been punished under Sub-Paras 31.4 to 31.9 above, shall not be admitted to any programme of study as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only in which he/she is entitled to appear as an Ex- Student after the expiry of the period of punishment.

31.11. In case, a person, who is not a bonafide candidate, is found to be taking an Examination on behalf of a bonafide candidate, it will be assumed that impersonation is being done at the instance and with the connivance of the

bonafide candidate and action against such person and such bonafide candidate would be taken as under:

(i) The bonafide candidate, who did not take the Examination himself/herself shall be debarred from pursuing any programme of study or from appearing at any Examination of the University in future.

(ii) In case, the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.

(iii) If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.

31.12. In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair means, the result of his/her Examination in the Course(s) in which he/she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Grade/Division/ Percentage of Marks.

31.13. Any punishment imposed on the erring student shall be following due consideration of the defence presented by him/her.

32. Appointment of Invigilators and Superintendent of Examinations:

The Majlis-i-Talimi (Academic Council), on the recommendation of the Examination Committee, shall appoint Invigilators and Superintendents of Examinations, who will be responsible for the proper conduct of the Examination. In case of an emergency, the Shaikhul Jamia (Vice-Chancellor) or in his absence the Controller of Examinations shall appoint Invigilators or Superintendents of Examinations, as the case may be.

Provided that the Head of the Department concerned (Principal, in case of Senior Secondary School) shall be the incharge of the Practical Examinations, who shall act as Superintendent of Examinations for Practical Examinations of his Department or School.

33. Directions to Superintendents of Examinations:

33.1. The Superintendent of Examinations shall see that the doors of the Examination Hall are open half an hour before the time specified for the distribution of the Question Paper on the first day and a quarter of an hour before on subsequent days.

33.2. The Superintendent of Examinations will be supplied by Controller of Examinations before the commencement of the Examination, with the List showing the names of the candidates who will appear at his Centre of Examination and their Optional Subjects and a Statement showing the number of candidates appearing in each Subject of Examination.

33.3. The Superintendent of Examinations shall not admit any candidate whose name is not shown in the List or shall not allow any candidate with an Optional Subject, other than that shown against his/her name, provided that in doubtful cases the Superintendent of Examinations may allow a candidate to appear at the Examination of the Paper and immediately refer the matter to the Controller of Examinations.

33.4. The Superintendent of Examinations or invigilator authorized by him/her may require any candidate to show his/her Admit Card /Hall Ticket.

33.5. The Question Paper set "for the Examination shall be despatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent of Examinations in the presence of at least one lnvigilator. The Superintendent of Examinations and the Invigilators(s) shall certify that the sealed cover was in proper condition and that it was opened in the Examination Hall at the proper time. The Certificate shall be forwarded to the Controller of Examinations on the same day.

33.6. Before the commencement of the Examination, the Superintendent of Examinations shall see that satisfactory arrangements are made for the examination. Candidates must be seated well apart to prevent collision.

33.7. A Card giving the Roll Number of each candidate shall be fixed on each table so that the candidate may readily find out his/her place.

33.8 Blank Answer Books will be supplied from the office of the Controller of Examinations. The Superintendent of Examinations shall see that a second answer-book is not issued to a candidate until the first is fully used and that the two answer-books are at once stitched together.

33.9. The Superintendent of examinations and the Invigilators shall remain in the Examination Hall during the time allocated to each Course; they shall on no account speak or permit any one to speak to a candidate on any subject pertaining to the Questions during the hours of examination, except for the purpose of correcting misprints or other errors which might mislead the candidate. The Superintendent of Examinations shall without loss of time draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity, which may have come to his notice and shall be communicated to the Examiner.

33.10. As soon as the allotted time has expired the answer-books shall be carefully collected and arranged in numerical order and delivered to the Controller of Examinations reporting names and/or Roll Numbers of absentees.

33.11. Any attempt to use unfair means to pass the Examination or any violation of the Ordinance by the candidates shall be immediately reported by the Superintendent of Examinations to the Controller of Examinations who shall place it before the Examination Committee for consideration.

33.12. The Superintendent of Examinations shall see that no candidate is permitted to leave the Examination Hall witllout being accompanied by a trustworthy escort, to prevent his/her communication with outsiders and that he/she does not use absence, from the Hall for any purpose other than that for which he/she had taken leave. The Superintendent of Examinations may fix a time, if necessary, within which the candidate must return to his/her seat.

34. Duties of Invigilators:

34.1. An Invigilator should report himself/herself on duty to the Superintendent of Examinations half an hour before the commencement of Examination.

34.2. Invigilators shall remain in the Examination Hall during the time allotted for each Course and shall not leave the Hall without the permission of the Superintendent of Examinations.

34.3. Invigilators shall help the Superintendent of Examinations in the distribution of Question Papers and answer-books etc. to the candidates and in collecting the answer-books from the candidates at the close of Examination. They shall also help the Superintendent of Examinations in arranging the answer-books for dispatch.

34.4. The invigilators shall help the Superintendent of Examinations, preparing a List of Candidates present at the Examination and in verifying their identity by comparing their signatures with those on record.

34.5. During the course of Examination, the Invigilators are expected to move about the Examination Hall and not to engage themselves in study or conversation.

34.6 The Invigilators shall be responsible for the maintenance of general discipline in the Examination Hall and shall exercise their discretion for the purpose. In case they feel that a situation has arisen which is beyond their control, they shall, without loss of time, report the matter to the Superintendent of Examinations for the necessary action.

34.7. If a candidate is found to resort to unfair means at the Examination or to create disturbance/nuisance or act in any manner so as to cause inconvenience to the other candidates, the Invigilator shall, without loss of time, report the matter to the Superintendent of Examinations.

34.8. The Invigilators shall also bring to the notice of the Superintendent of Examinations any complaint or other difficulties pointed out by any candidate(s) regarding the Question Paper set for the Examination.

34.9. Invigilators are expected to help the Superintendent of Examinations in any other matter connected with the conduct of the Examinations.

34.10. In case, an Invigilator is unable to be present on account of unavoidable circumstances, he/she shall give at least 24 hours notice to the Controller of Examinations through the Superintendent of Examinations.

35. Appointment of Examiners and Moderators and Constitution of Moderation Committees:

35.1 Appointment of Examiners and Moderators:

(i) The list of Examiners and Moderators for all Examinations other than those of the Schools, shall be drawn up by the Board of Studies concerned.

(ii) The list of Examiners and Moderators for the School Examinations, conducted by the Controller of Examinations, shall be drawn up by the Committee of Courses for Schools and submitted to the Board of Management for Schools for approval.

35.2 Moderation Committee:

Except for the Senior School/Secondary School Certificate Examination and Middle School Examination, the Question Papers of all Examinations in each subject shall be moderated by a Moderation Committee consisting of:

(i) The Head of the Department of Studies concerned (Chairperson).

(ii) Two persons having expert knowledge of the subject concerned, provided that one of them shall belong to the Department concerned and the other person not engaged in Teaching in the University nominated by the concerned Board of Studies/Committee of Studies; and

(iii) The Controller of Examinations or his nominee shall be the Ex-officio Secretary.

36. Credit Transfer for Students under the University's Scheme of International Mobility

In order to facilitate international mobility of students between Jamia Millia Islamia and its partner Foreign Universities/Academic Institutions with which the JMI has entered into Memorandum of Understanding (MOU) which provides for exchange of students for an academic year or a semester. There shall be the following special provisions in the Examination Rules:

36.1 A bonafide student of a Partner Foreign University may be permitted to join a programme of study in JMI for an academic year or for a single semester, with the prior consent of the concerned Head of Department, Dean of the Faculty of Director of the Centre.

36.2 An inbound exchange student describe under Para 36.1 above may be permitted to take some or all of the courses prescribed for the programme, which he/she joins and that he/she would be issued Marks Sheet/ Grade Card for the courses that he/she has successfully completed.

36.3 A bonafide student of JMI, as selected by the Partner University, may be permitted to join a course/programme in the Partner University for a single semester or an academic year. Such a Student shall herein after referred to as outbound exchanged student.

36.4 An outbound exchanged student shall be required to obtain prior approval of the concerned Dean of the Faculty/ Head of the Department/ Director of the Centre of JMI before joining a Partner University abroad.

36.5 While granting approval to such request, the Dean of Faculty/ Head of the Department / Director of the Center shall ensure that the said student

(i) agrees to take as many courses or equivalent thereof in the Partner University as he/she may be required to take in JMI during the concerned semester/academic year;

(ii) agrees that he/she shall not take those or similar courses as he/she had already studied in JMI in the programme that he is presently pursuing;

(iii) is allowed to join a programme of study in a Partner University for a semester only if he/she is enrolled in a semester-based programme; whereas a student pursuing a programme in Jmaia Millia Islamia that has annual system of examination will be required to join a Partner Foreign University of at least two semesters in a row;

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36.6 The courses taken and successfully completed by the outbound exchange student, in the Partner foreign University shall be accepted by JMI for the award of degree from JMI, as if those courses were taken and completed in JMI.

36.7 Given the variation in temporal plan and evaluation pattern, the following may be adopted as a basis for equivalence:

(i) A 2-credit course of a semester taken in a Partner University shall be accepted by JMI as equivalent to 50 Marks of a Semester programme;

(ii) A 4-credit course of a semester taken in a Partner University shall be accepter by JMI as equivalent to 100 Marks;

37. Examination Expenses and Rates of Remuneration

Examination expenses, specially those expenses concerning printing of Question Papers etc. shall be kept under extra-ordinary secrecy. The Controller of Examinations shall be fully responsible for all the examination expenses. The Controller of Examinations shall submit the accounts of examination expenses without details concerned and their approval by the Shaikhul Jamia (Vice-Chancellor) shall be sufficient.

The rates of remuneration payable to the Examiners, Tabulators, Superintendents/Asstt. Superintends of Examinations, Invigilators and other staff engaged in examinations shall be notified by the University from time to time.

38. Subject to this Ordinance, the University may frame further Ordinances/ Regulations for various postgraduate/undergraduate/diploma/certificate programmes under credit-based semester system/ annual system of examinations.

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Updated Vide E.C. Resolution No. EC-2016 (II):3.51, dated: 28.06.2016;
Notification No. 03/L&O/RO/JMI/2016, dated: 17.08.2016

Ordinance 15-A (XV-A)

University Examinations in Postgraduate Programmes under Credit-based Semester System

1. Definitions

1.1. 'Programme' means the entire course of study and examinations.

1.2. Unless otherwise provided for, 'Semester' means a term consisting of a minimum of 90 teaching days.

1.3. 'Course' means a segment of subject matter to be covered in a semester.

1.4. 'Grade' in a course is a letter symbol (A^+, A, B^+, B, C^+, C, D) which indicates the comparative level of performance of a student in a course.

1.5. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the performance of a student in a course.

1.6. 'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course.

1.7. 'Credit Point' (P) of a course is the value obtained by multiplying the grade point (G) by the credit (Cr) of the course: P = G x Cr.

1.8. 'Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

1.9. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all courses taken by the student for the entire programme by the total number of credits and shall be rounded off by two decimal places.

1.10. 'Grade card' is a card containing grades secured by a student in each course in a semester-based programme, together with his/her SGPA and CGPA, and Division.

2. General

2.1. Notwithstanding anything contained to the contrary, the following Ordinance shall apply to all Postgraduate Programmes (except for the M.Phil. programme) offered by the University under the 'semester system'.

2.2. An academic year will consist of two semesters.

2.3. The odd and even semesters will commence from July and January, respectively, or as decided by the Academic Council from time to time.

2.4. This Ordinance shall be applicable to the programmes as incorporated in Annexure 15A-1, which may be modified by the Academic Council from time to time.

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2.5. The programmes governed by respective regulatory councils such as Council of Architecture, All India Council for Technical Education, Dental Council of India, NCTE, etc. shall be governed by the rules of respective councils. Provided that, if the detailed rules are not provided for by the respective councils, the provisions contained herein shall apply to such courses also.

2.6. A student shall be allowed to complete a programme within a maximum period of four semesters if the duration of the programme is of two semesters, within six semesters for a programme of three-semester duration, within eight semesters if the duration of the programme is of four semesters, and within ten semesters if the programme is of six-semester duration.

2.7.1 For each semester-based postgraduate programme, the concerned Board of Studies/Committee of Studies shall determine the number of courses to be offered in each semester, assigning the number of credits to each course.

2.7.2 In a Theory/Tutorial course, a course of 'n' hours a week will be assigned 'n' credits; whereas in a Laboratory course of '2n' hours a week 'n' credits will be assigned. The latter will also be applicable to Field Work/Teaching Practice or such activities as decided by the Academic Council from time to time.

2.7.3. The number of credits to be assigned to various courses offered in a semester will be between 20 and 30, depending upon the requirement of the programme.

2.7.4. To be declared successful, a student shall have to secure the minimum number of credits as prescribed by the concerned Faculty/Board of Studies/Committee of Studies, which will in no case be less than 40/60/80/120 credits in a two/three/four/six semester programme, respectively.

3. Attendance

For appearing in semester examinations, the provisions of Attendance as prescribed in the academic Ordinance 35 (XXXV), shall be applicable.

4. Evaluation

4.1. A programme may be comprised of some of the following components: theory courses, laboratory courses, field work, block placement, project, dissertation, seminar, industrial training etc. as prescribed by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council on recommendation of the concerned Board of Studies/ Committee of Studies. For various components, the weightage of marks will be as follows:

For Theory Course

Internal Assessment 25% of allocated marks

End Semester Examination	75% of allocated marks

For Laboratory/ Practical Course

Internal Assessment	50% of allocated marks
Practical Examination and Viva Voce Examination	50% of allocated marks

For M.Ed. Course under the Credit Based Semester System

Internal Assessment	30% of allocated marks
End Semester Examination	70% of allocated marks

4.2. In case of other components, such as Project/ Dissertation/ Industrial Training/ Field Work/ Teaching Practice etc., the distribution of marks may be decided by the concerned Board of Studies/ Committee of Studies.

4.3. Internal Assessment

4.3.1. The Internal Assessment in a theory course may comprise of written tests, assignments, presentations, seminars, tutorials, term papers etc. as prescribed by the concerned Board of Studies/ Committee of Studies from time to time.

4.3.2. In a laboratory course, each practical performed by a student will be evaluated by the concerned teacher(s). Evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.

4.3.3. In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.

4.3.4. In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.

4.3.5. The modalities of evaluation of various components in para # 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies/ Committee of Studies from time to time and shall be duly approved by the concerned Faculty/Board of Management.

4.3.6. The concerned Department/ Centre shall maintain the complete record in respect of the Internal Assessment and display it in the respective departments/centres.

4.4. Semester-End Examination

The Semester-End Examination will ordinarily commence during the first week of December/ first week of May for the Odd Semester/ Even Semester courses, respectively or as decided by the Academic Council from time to time.

5. Award of Grades

5.1. Letter Grades and Grade Points

Students will be awarded letter grades on 10-Points Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:

5.1.1. All evaluations will be done in marks.

5.1.2. The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/ Teaching Practice/ Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.

5.1.3. Letter grades will now be awarded for each course as per the following table:

Grade	Range of Marks (M)[#]	Grade Point (G)
A+	$85 \leq M \leq 100$	10
A	$70 \leq M < 85$	9
B+	$60 \leq M < 70$	8
B	$55 \leq M < 60$	7
C+	$50 \leq M < 55$	6
C	$40 \leq M < 50$	5
D	$M < 40$	0

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[#]M: Marks obtained by a student on the 100-point scale.

(i) For the programmes listed in Annexure 15A-1, the lowest passing grade in a course and also for awarding a degree will be 'C' and a candidate having obtained the 'D' grade in a course shall be declared as failed in that particular course.

(ii) For the programmes listed in Annexure 15A-2, the lowest passing grade in the Internal Assessment as well as in the Semester-End Examination of a course will be 'C' separately for each component, whereas the combined marks of Internal Assessment and Semester-End Examination will be 'C^+', and a student having secured a grade lower than this shall be declared as failed in that course.

5.2. Credit Point (P)

It is the value obtained by multiplying the grade point (G) by the credit (C) of the course:

$$P_n = G_n \times Cr_n.$$

where,

'P_n' is the Credit point for the 'n'th course,

'G_n' is the Grade point awarded in the 'n'th course,

'Cr_n' is the number of credits assigned to the 'n'th course,
'n' is the number of course in which a student is appearing in a semester.

5.3. Semester Grade point Average (SGPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$SGPA = \frac{P_1 + P_2 + \ldots\ldots + P_n}{Cr_1 + Cr_2 + \ldots\ldots + Cr_n}$$

5.4. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$CGPA = \frac{(SGPA)_1 S_1 + (SGPA)_2 S_2 + \ldots\ldots\ldots\ldots + (SGPA)_n S_n}{S_1 + S_2 + \ldots\ldots + S_n}$$

where $(SGPA)_n$ is the SGPA of the n-th semester and S_n is the total credits taken in the n-th semester.

6. Promotion of Candidates:

6.1. For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para no. 5.1 and 5.2 shall apply respectively.

6.2. The lowest passing grade for Internal Assessment/End-Semester Examination in each theory/laboratory course/field work etc. shall be 'C', separately for each component.

6.3. If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internet Assessment, he/she may be given another chance to appear in the Internal Assessment of the said course before the commencement of the End-Semester Examination.

Provided that if the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End examination in the said course.

Such a student may however be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

Provided further that his/her promotion to the next semester will, however, be determined as per the promotion rules.

6.4. Subject to the provisions of Para 6.1 and 6.2 above, the following shall apply:

(a) In a two-semester programme, a student of the first semester shall have to fulfill the minimum requirement(s) of attendance as also Internal Assessment, and obtain passing grades in at least 50% of the courses in the Semester-end Examination, failing which his/her admission shall stand cancelled. However, such a student may be given re-admission in the same semester in the next year as per the provisions of Ordinance 5 (V) (Academic).

Provided that in a two-semester programme, a student will become an ex-student if he/she has fulfilled the minimum requirement of attendance and Internal Assessments, but has failed to secure passing grades in 50% of the courses of the first and the second semesters combined.

(b) In a programme of three or more semesters duration, a student will automatically be promoted from the odd semester to the even semester, provided that he/she has fulfilled the minimum requirement of attendance and field work wherever applicable, failing which he/she may be permitted to appear as an ex-student in the next odd/even semester examination, as the case may be.

6.5. A student who failed in a semester examination or could not appear in the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to reappear as an ex-student in the next odd/even semester examination, as the case may be.

6.6. A student of other than 1st semester of any programme who has not taken examinations due to shortage of attendance may be given re-admission in the consecutive concerned semester of the programme. In case, he/she fails to fulfil the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

6.7. No candidate shall be permitted to move to the third semester if he/she has a backlog of more than 50% of the courses of the first and second semesters combined. For the programmes of the duration of six semesters, promotion from the fourth semester to the fifth semester, a student will be required to clear at least 75% of the courses upto 4th semester.

In case the value of 50% or 75% of the courses comes out to be a non-integer, it will be rounded off to the nearest integer.

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6.8. In case a student is unable to clear the required number of courses in the second semester (in a programme of four semester duration) or fourth semester ((in a programme of six semester duration) in accordance with para # 6.6 above, he/she shall be declared as failed. However, such a student may appear as an ex-student in the ensuing semester examinations.

6.9. An ex-student will be required to appear only in such courses in which he/she has failed to obtain the minimum passing grade, with the odd/even semester examination as the case may be.

6.10. A candidate will be declared as passed in a programme if his/her CGPA is not less than 5 and that he/she has obtained the minimum passing grade in any course.

6.11. If the Examination Committee considers it necessary, it may award a maximum of three (3) grace marks in all post graduate programs of study of the University.

7. Division

Division will be awarded in the following manner (with maximum CGPA of 10 as base)

$10.0 \leq CGPA \geq 8.0$	First Division with Distinction
$6.5 \leq CGPA < 8.0$	First Division
$5.5 \leq CGPA < 6.5$	Second Division
$5.0 \leq CGPA < 5.5$	Pass without Division

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8. Re-evaluation of Answer Scripts

No request for re-evaluation of the result declared in any course shall be entertained. However, the retotalling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations.

9. Moderation of Examination Results *and Redressal of Grievances*

9.1. For each Faculty there shall be an "Examination Results Moderation-cum-Grievance Committee" comprising of the following members:

(a) Dean of the Faculty (Chairperson),

(b) Head of the concerned Department,

(c) One faculty member of the concerned department to be nominated by the Head of the Department,

(d) One faculty member of the concerned Faculty to be nominated by the Vice-Chancellor.

9.2. In the case of *AJK-Mass Communication Research Centre*, the composition of the committee shall be as follows:

(a) Director of AJK-MCRC,

(b) One faculty member of the centre to be nominated by the Director,

(c) Two faculty members of Jamia to be nominated by the Vice-Chancellor.

9.3. For Other *Centres*, the composition of the Committee shall be as follows:

(a) Dean, Faculty of Humanities and Languages/ Dean, Faculty of Natural Sciences/ Dean, Faculty of Social Sciences (Chairperson)

(*for centres engaged in study and research in the fields of Languages & Culture/ Sciences/ Social Sciences, respectively*),

(b) Director of the concerned Centre,

(c) One faculty member of the Centre nominated by the Director of the Centre,

(d) One faculty member from amongst the Centres to be nominated by the Vice-chancellor.

9.4. The quorum for holding a meeting of the Committee shall be 3/4th of the total number of committee members.

9.5. Prior to declaration of results, the committee shall have the right to moderate the results of examinations.

9.6. Following moderation, in case the Committee is of the opinion that there are discrepancies in the results, it will submit recommendations to the Examination Committee for appropriate decision thereon.

9.7. Following declaration of results, the Committee may, in its discretion, on any complaint received, call for answer books, inspect the same and submit its report/recommendation(s) to the Examination Committee through the Controller of Examinations for appropriate action.

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10. Improvement Examination

10.1. A student may be allowed to improve his/her grade in any two of the courses in the next semester. However, the improvement of the odd/even semester course will be permitted in the next odd/even semester examination only.

10.2. Improvement examination will be held in Theory courses only.

10.3. The appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.

10.4. For the purpose of determining the final division/ grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

11. Compartment Examinations:

As per the provisions laid down in Para No. 24.4 of Ordinance 15 *(academic)*, candidates failing in the final year/final two semesters of any programme/course may be allowed to appear in the Compartment Examination which will be held after the final annual/ semester-end examination is over. The date(s) of such examinations will be notified by the Controller of Examinations.

12. Ranking of Successful Students

The ranking of successful students of a programme shall be determined on the basis of the CGPA obtained by them in all semester examinations within the minimum prescribed period of the programme. In the case of tie, the students shall be awarded

ranking on the basis of the grades obtained in theory courses. In case there is still a tie, the students will be awarded the same ranking.

13. Grade Card

At the end of each semester, a student will be given a 'Grade Card' which will contain grades secured by him/her in each course, together with his/her SGPA in that semester. On the completion of the programme, a Final Grade Card will be issued to the student, giving full semester-wise details about the grades obtained by him/her in each course together with his/her SGPA and also the CGPA and Division awarded to him/her.

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Annexure 15A-1

List of Postgraduate Programmes under Credit-based Semester System in which the minimum passing grade in each course is 'C':

1. Master of Arts (M.A.)
2. Master of Science (M.Sc.)
3. M.Sc. Tech.
4. Master of Computer Applications (M. C.A.)
5. Master of Education (M.Ed) / M.Ed. (Elementary Education)/ M.Ed. (Special Education)
6. Master of Fine Arts (M.F.A.)
7. Master of Commerce (M.Com.)
8. Master of Law (LL.M.)
9. Master of Physiotherapy
10. P.G. Diploma in Computer Applications (PGDCA)
11. P.G. Diploma in Remote Sensing and GIS Applications,
12. P.G. Diploma in Computer Assisted Cartography
13. PG Diploma in Management of NGOs
14. Master of Architecture (M. Arch)
15. Master of Ekistics (M. Ekistics)
16. Master of Technology (M.Tech.)
17. Master of Business Administration (M.B.A.) (Full-Time).
18. Master of Business Administration (M.B.A. Executive).
19. Master of Business Administration (M.B.A) - (International Business).
20. *Any other programme added to this list from time to time*.

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Updated Vide EC Resolution No. EC-2017 (IV):3.26, dated: 27.09.2017;
Notification No. 03/L&O/RO/JMI/2017, dated: 20.12.2017

Ordinance 15-B (XV-B) (Academic)

University Examinations in

Undergraduate Programmes under Credit-based Semester System

1. Definitions

1.11. 'Programme' means the entire course of study and examinations.

1.12. Unless otherwise provided for, 'Semester' means a term consisting of a minimum of 90 teaching days.

1.13. An 'academic year' will consist of two semesters.

1.14. 'Course' means a segment of subject matter to be covered in a semester.

1.15. 'Compulsory' courses mean such courses that a student has to compulsorily study during the semesters as prescribed by the University.

1.16. 'Optional' courses mean such courses that a student can opt for out of various courses as prescribed by the University.

1.17. A 'Subject' is the main discipline of a department of study. If there is only one Course in a Subject in any Part, the Course shall be treated as a subject.

1.18. 'Part' means the first year/ second year /third year of a three-year programme.

1.19. 'Grade' in a course is a letter symbol (A^+, A, B^+, B, C^+, C, F) which indicates the comparative level of performance of a student in a course.

1.20. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the performance of a student in a course.

1.21. 'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course.

1.22. 'Credit Point' (P) of a course is the value obtained by multiplying the grade point (G) by the credit (Cr) of the course: $P = G \times Cr$.

1.23. 'Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

1.24. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all courses taken by the student for the entire programme by the total number of credits and shall be rounded off by two decimal places.

1.25. 'Grade Card' is a card containing grades secured by a student in each course in a semester-based programme, together with his/her SGPA and CGPA, and Division.

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2. General

2.1. The odd and even semesters will commence from July and January, respectively, or as decided by the Academic Council from time to time.

2.2. The duration of the Bachelor's programme in Sciences, Social Sciences and Humanities & Languages shall be six (6) semesters (3 academic years), whereas in Fine Arts, the duration of the course shall be eight (8) semesters (4 academic years). However, a student will be allowed to complete the 6-semesters programme within the maximum period of 5 academic years (10 semesters) and that of the 8-semesters programme within the maximum period of 6 academic years (12 semesters) .

2.3. For each semester-based undergraduate programme, the Academic Council/ Faculty/Board of Studies/Committee of Studies, as the case may be, shall determine the number of compulsory and optional courses to be offered in each semester, assigning the number of credits to each course.

2.4 In the case of 'Theory' and 'Tutorial' courses, a course of 'n' hours a week will be assigned 'n' credits; whereas in a Laboratory Course/ Field Work/ Teaching Practice of '2n' hours a week, 'n' credits will be assigned to such component. The latter will also be applicable to any other such academic activities as decided by the Academic Council from time to time. In case 'Project' is a compulsory component of the programme, the concerned Board of Study/ committee of Study may assign six (6) credits for such component.

2.5. The number of credits to be assigned to various courses offered in a semester will be between 20 and 30, depending upon the requirement of the programme.

2.6. To be declared successful, a student shall have to secure the minimum of credits as prescribed by the concerned Faculty/Board of Studies/Committee of Studies, which will in no case be less than 120 credits in an undergraduate programme of six semesters.

2.7. For computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average), the grades obtained by a student in 'compulsory' courses shall (unless otherwise expressly provided for) not be counted.

Provided that in the case of Complulsory Urdu as well as General English courses taught in each semester, the grades obtained by a student shall be counted for computation of SGPA and CGPA.

2.8. For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para no. 5.1 and 5.2 shall apply respectively.

3. Attendance

The provisions of attendance as prescribed in the academic Ordinance 35 (XXXV) shall be applicable for appearing in the examinations.

4. Evaluation

4.1. A programme may be comprised of some of the following components: theory courses, laboratory courses, field work, project, industrial training etc. as prescribed by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council. For various components, the weightage of marks will be as follows:

For Theory Course:

Internal Assessment	25% of allocated marks
Semester End Examination	75% of allocated marks

For Laboratory Course:

Internal Assessment	50% of allocated marks
Practical Examination and Viva Voce Examination	50% of allocated marks

4.2. In case of other components, such as Field Work/ Industrial Training/ Project etc., the distribution of marks may be decided by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council.

4.3 Internal Assessment:

4.3.1 The Internal Assessment in a theory course may comprise of written tests, assignments, etc. as prescribed by the concerned Board of Studies/ Committee of Studies from time to time.

4.3.2 In a laboratory course, each practical performed by a student will be subjected to continuous evaluation by the concerned teacher(s). The evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.

4.3.3 In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.

4.3.4 In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.

4.3.5 The modalities of evaluation of various components in para # 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies/ Committee of Studies from time to time and shall be duly approved by the concerned Faculty/Board of Management.

4.3.6 The concerned Department/ Centre shall maintain the complete record in respect of the Internal Assessment Marks of each student and display it in the respective departments/centres. The departments shall submit the Internal Assessment marks to the Controller of Examinations at least one week prior to the commencement of the concerned examination.

4.3.7 If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internet Assessment, he/she may be given another chance to appear in the Internal Assessment of the said course before the commencement of the Semester-End Examination.

In case the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End examination in the said course. Such a student will however be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

His/her promotion to the next semester will, however, be determined as per the promotion rules as given in Para # 7.

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4.4 Semester-End Examination

The End Semester Examination will ordinarily commence during the first week of December/ first week of May for the Odd Semester/ Even Semester courses, respectively or as decided by the Academic Council from time to time.

5. Award of Grades

5.1. Letter Grades and Grade Points

Students will be awarded letter grades on 10-Points Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:

5.1.1 All evaluations will be done in marks.

5.1.2 The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.

5.1.3 Letter grades will now be awarded for each course as per the following table:

Grade	Range of Marks (M)#	Grade Point (G)
A+	$85 \leq M \leq 100$	10
A	$70 \leq M < 85$	9
B+	$60 \leq M < 70$	8
B	$55 \leq M < 60$	7
C+	$50 \leq M < 55$	6
C	$40 \leq M < 50$	5
F	$M < 40$	0

M: marks obtained by a student on the 100-point scale.

5.2. Passing Grade

5.2.1. The lowest passing grade in a course and also for awarding a degree will be 'C'. A candidate having obtained the 'F' grade in a course shall be declared as failed in that particular course.

5.2.2. The lowest passing grade for Internal Assessment/End-Semester Examination in each theory course/laboratory course/field work etc. shall be 'C', separately for each component.

5.3. Credit Point (P)

It is the value obtained by multiplying the grade point (G) by the credit (C) of the course:

$$P_n = G_n \times Cr_n.$$

where,

'P_n' is the Credit point for the 'n'th course,
'G_n' is the Grade point awarded in the 'n'th course,
'Cr_n' is the number of credits assigned to the 'n'th course,
'n' is the number of course in which a student is appearing in a semester.

5.4. Semester Grade point Average (SGPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$SGPA = \frac{P_1 + P_2 + \ldots\ldots + P_n}{Cr_1 + Cr_2 + \ldots\ldots + Cr_n}$$

5.5. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$CGPA = \frac{(SGPA)_1 S_1 + (SGPA)_2 S_2 + \ldots\ldots\ldots\ldots + (SGPA)_n S_n}{S_1 + S_2 + \ldots\ldots + S_n}$$

where $(SGPA)_n$ is the SGPA of the n^{th} semester and S_n is the total credits taken in the n^{th} semester.

6. Re-admission, Cancellation of Admission, and Eligibility for becoming an Ex-Student

6.1. For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para no. 5.1 and 5.2 shall apply respectively.

6.2. A student who failed in an odd/even semester examination or could not appear in the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to reappear in the concerned next odd/even semester examination as an 'Ex-student'.

6.3. In case a student who has been granted re-admission following shortage of attendance in a semester and if he/she again fails to fulfil the requirement of attendance for the second time, his/her admission shall stand cancelled.

7. Promotion of Candidates

7.1. Bachelor of Arts (B.A.)/ B.A. with Computer Applications (B.A.C.A.)/ B.A. (Hons.)/ B.Com. (Hons.)/ B.B.S. (Hons.) Programme

7.1.1. Subject to fulfilling the minimum requirement of attendance, a student will be automatically promoted from the odd semester to the even semester.

7.1.2. If a student fails in the Internal Assessment of any of the semester courses, in spite of being given the additional chance before the Semester-End Examination as per the provision of Para No. 4.3.7 of this Ordinance, he/she will not be allowed to appear in the Semester-End Examination of the said course and will be considered as failed in that course.

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7.1.3 For promotion from the 2nd semester to the 3rd semester, a student shall have to pass at least one-half (50%) of the total of compulsory and optional courses, including practical courses, if any, of the 1st and 2nd semesters combined.

7.1.4. A student will be promoted from the 4th semester to the 5th semester if he/she has cleared 3/4th (75%) of the total of compulsory and optional courses, including practical courses, if any, of the 1st to 4th semesters combined.

7.1.5 If a student is unable to clear the required number of courses in the 2nd semester/4th semester, as the case may be, he/she shall be declared as failed. Such a student may however appear as an Ex-Student in the ensuing odd/even semester examinations wherein the student will be required to appear only in such course(s) in which he/she failed to obtain the minimum passing grade.

1.1.6 A student will be declared as passed if he/she has obtained the minimum passing grade in each course separately and that his/her CGPA is not less than 5.

1.1.7 If the Examination Committee considers it necessary, it may award a maximum of three (3) grace marks in all under-graduate programs of the University, whether they are conducted in the annual or semester mode.

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7.2. Bachelor of Science (B.Sc.)/ B.Sc. with Instrumentation/ B.Sc. (Hons.) Programmes

7.2.1. Subject to fulfilling the minimum requirement of attendance, a student will be automatically promoted from the odd semester to the even semester.

7.2.2. If a student fails in the Internal Assessment of any of the semester courses, in spite of being given the additional chance before the Semester-End Examination as per the provision of Para No. 4.3.7 of this Ordinance, he/she will not be allowed to appear in the Semester-End Examination of the said course and will be considered as failed in that course.

7.2.3. If a student fails in the Practical Examination in any of the semester I-V, he/she will be allowed to be promoted from the even semester to the next odd semester. Such student will however also be allowed to re-appear in the practical examination in the ensuing odd/even semester.

7.2.4. For promotion from the 2nd semester to the 3rd semester, a student shall have to pass at least one-half (50%) of the total number of Theory courses (including the compulsory courses) of the 1st and 2nd semesters combined.

7.2.5. A student will be promoted from the 4th semester to the 5th semester if he/she has cleared 3/4th (75%) of the total number of the courses (including the compulsory courses, if any) of the 1st to 4th semesters combined.

7.2.6. If a student is unable to clear the required number of Theory courses in the 2nd semester/4th semester, as the case may be, he/she shall be declared as failed. Such a student may however appear as an Ex-Student in the ensuing odd/even semester examinations wherein the student will be required to

appear only in such course(s) in which he/she failed to obtain the minimum passing grade.

7.2.7. A student will be declared as passed if he/she has obtained the minimum passing grade in each course separately and that his/her CGPA is not less than 5.

7.3. Bachelor of Fine Art (B.F.A.) Programme

7.3.1. Subject to fulfilling the minimum requirement of attendance and any other requirement(s) as given in this ordinance, a student will be promoted from one semester to the next one, provided that he/she has passed all Practical courses and certain specified number of Theory courses as given in the following sub-paras.

Provided that if a student fails in any Practical course in the 1st semester, his/her admission shall stand cancelled and he/she will no longer remain a student of the University.

7.3.2. For promotion from the 2nd semester to the 3rd semester, a student shall have to pass all Practical courses of the 1st semester and 2nd semester separately and at least one-half (50%) of the total number of Theory courses (including the compulsory courses) of the 1st and 2nd semesters combined.

7.3.3. A student will be promoted from the 4th semester to the 5th semester if he/she has cleared all Practical courses of the 3rd semester and 4th semester separately and 3/4th (75%) of the total number of the Theory courses (including the compulsory courses, if any) of the 1st to 4th semesters combined.

7.3.4. A student will be promoted from the 6th semester to the 7th semester if he/she has cleared all Practical courses of the 5th semester and 6th semester separately and 3/4th (75%) of the total number of the Theory courses of the 1st to 6th semesters combined.

7.3.5. If a student is unable to clear the required number of Practical/Theory courses from the 2nd semester onwards, he/she will be declared as failed. Such a student may, however, appear as an Ex-Student in the ensuing odd/even semester examination in the next academic session, wherein the student will be required to appear only in such course(s) in which he/she had failed to obtain the minimum passing grade.

7.3.6. A student will be declared as 'passed' if he/she has obtained the minimum passing grade in each course separately and that his/her CGPA is not less than 5.

Note: If the fraction ½ (50%) or ¾ (75%) of the courses in the above comes out to be a non-integer, it will be rounded off to the nearest integer.

8. Division

Division will be awarded in the following manner (with maximum CGPA of 10 as base)

CGPA ≥ 8.5	First Division with Distinction
6.5 ≤ CGPA < 8.5	First Division
5.5 ≤ CGPA < 6.5	Second Division
5.0 ≤ CGPA < 5.5	Pass without Division

9. Re-evaluation of Answer Scripts

No request for re-evaluation of the result declared in any course shall be entertained. However, the retotalling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations.

10. Moderation of Examination Results and Redressal of Grievances

The constitution of the "Examination Results Moderation-cum-Grievance Committee" will be as per the provision laid down in Para 9 of the academic Ordinance 15-A.

11. Improvement Examination

11.1. A student may be allowed to improve his/her marks in *any two* of the courses (compulsory/optional) in the concerned next odd/even semester examination only.

11.2. Improvement examination shall be held in Theory courses only. However, a candidate will be allowed to appear in the improvement examination in a course only once. No further chance will be given for improvement in the same course under any circumstances.

11.3. For the purpose of determining the final division/grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

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12. Compartment Examinations:

As per the provisions laid down in Para No. 24.4 of Ordinance 15 *(academic)*, candidates failing in the final year/final two semesters of any programme/course may be allowed to appear in the Compartment Examination which will be held after the final annual/ semester-end examination is over. The date(s) of such examinations will be notified by the Controller of Examinations.

13. Ranking of Successful Students

The ranking of successful students of a programme shall be determined on the basis of the CGPA obtained by them in all semester examinations within the minimum prescribed period of the programme. In the case of tie, the students shall be awarded ranking on the basis of the grades obtained by them in theory courses. In case there is still a tie, the students will be awarded the same ranking.

14. Grade Card

At the end of each semester, a student will be given a 'Grade Card' which will contain grades secured by him/her in each course, together with his/her SGPA in that semester. On the completion of the programme, a Final Grade Card will be issued to the student, giving full semester-wise details about the grades obtained by him/her in each course together with his/her SGPA and also the CGPA and Division awarded to him/her.

Updated Vide E.C. Resolution No. EC-2017(I):21, dated: 10.03.2017;
Notification No.03/L&O//RO/JMI/2017, dated: 08.05.2017

Ordinance 15-C (XV-C)

University Examinations in Programmes Regulated by Statutory Bodies

The following undergraduate/diploma programmes are regulated by the respective statutory bodies mentioned herein:

• Bachelor of Education (B.Ed.)/B.Ed. Nursery Education	National Council for Teacher Education (NCTE)
• B.Ed. Special Education	Rehabilitation Council of India (RCI)
• Diploma in Elementary Education	National Council for Teacher Education (NCTE)
• Bachelor of Technology (B.Tech.)	All India Council for Technical Education (AICTE)
• B.A. LLB	Bar Council of India
• Bachelor of Architecture (B.Arch.)	Council of Architecture (COA)
• Bachelor of Dental Surgery (B.D.S.)	Dental Council of India (DCI)

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Note:

1. In programmes/courses of study under the 'Annual Mode', the provisions of Para No. 20 and 23 of Ordinance 15 [academic] will be applicable for award of Grace Marks/Re-evaluation of Answer Scripts, respectively.
2. In programmes/courses of study under the 'Semester Mode', there will be no provision of Grace Marks/Re-evaluation of Answer Scripts.

   However, in the Semester Mode, there will be provision of Moderation of Examination Results and Redressal of Grievances as provided in Para No. 9.5 – 9.6 of Ordinance 15-A [academic].

1. Bachelor of Education (B.Ed.)/ B.Ed. Nursery Education/ B.Ed. Special Education:

(a) To pass the B.Ed. Examination, a candidate must obtain at least:
   (i) 33% marks in each Theory Course and 33% marks in Sessional Work separately.
   (ii) 40% marks in the aggregate, based on all the Theory Courses; and
   (iii) 40% marks in Practice Teaching and Practical Work separately with at least 33% in each component of Practice Teaching and Practical Work separately.

(b) If a candidate has obtained less than 40% marks in the aggregate but not less than 38% marks and has obtained at least 33% marks in each Theory Course, he/she shall have to appear at the Supplementary Examination in not more than two Theory Courses, in order to obtain the required aggregate of 40% marks for

passing the Examination. The choice of Theory Courses shall be left to the candidate.

(c) If a candidate fails in or is absent from the Examination in internal assessment and/or external examination in not more than two Theory Course, he/she shall be allowed to submit the internal assessment related to the sessional work and be examined in it before the Compartment Examinations and/or appear in Compartmental Examinations provided that he/she has obtained at least 40% marks in aggregate of all the Theory Courses. In case he/she fails to obtain at least 33% marks in his/her sessional work before Compartmental Examination and/or fails to appear/pass in the Compartmental Examinations, he/she shall be allowed to complete his/her sessional work before the subsequent annual examinations and/or appear in the subsequent annual examinations.

(d) If a candidate fails in or is absent from the Examination in more than two Theory Courses and Passes in the Practice Teaching and Practical Work, he/she shall have to reappear as an Ex-student in all Theory Courses at the next Annual Examination.

(e) If a candidate fails in either Practice Teaching or Practical Work, he/she shall be required to get himself/herself registered as an Ex-student and fulfill the requirements during the next session, as directed by the Head, Department of lASE (Institute of Advanced Studies in Education).

(f) **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 candidate, who is declared passed and has obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

75% of marks or more in Theory Paper(s)/course(s), Teaching Practice and Practical Work	:	First Division with Distinction in that /those paper(s)/course(s) in Theory, Practice Teaching and Practical Work.
60% of marks or more	:	First Division
Less than 60%, but not less than 50% of marks	:	Second Division
Less than 50%, but not less than 40% of marks	:	Third Division

(g) (i) All candidates, who have not studied Urdu upto class VIII shall be required to undergo a course of study in Easy Urdu, to appear at an Examination at the end of the Course and obtain at least 33% of marks.

(ii) 50% marks shall be allotted to the Sessional Work related to Easy Urdu, which shall be assessed internally.

(iii) Marks obtained in Easy Urdu shall not be added for the purpose of awarding Division. Passing the Easy Urdu Examination shall, however, be essential for the award of B.Ed. Degree.

(iv) Candidates, who fail in the Easy Urdu Examination, shall have four more chances at subsequent Examinations, viz. the supplementary Examination and the subsequent Annual Examinations.

2. Diploma in Elementary Teacher Education

(a) To pass the Examination for the Diploma in Elementary Teacher Education, a candidate must obtain at least:

(i) 33% marks separately in Internal and External Assessment in each Theory Paper;

(ii) 40% marks in the aggregate, based on all the Theory Courses, (including Internal Assessment); and

(iii) 40% marks in Practice Teaching and Practical Work separately.

(b) If a candidate has obtained less than 40% marks in the aggregate but not less than 38% marks and has obtained at least 33% marks in each Theory Paper at either the Part l or Part II Examination in not more than two Theory Courses in order to obtain the required aggregate of at least 40% marks for passing the Examination. The choice of Theory Courses shall be left to the candidate.

(c) (i) If a candidate is absent or fails in sessional work/external examination at Part I Examination in two Theory Courses, he/she shall be allowed to pursue the course of studies for Part II and to clear his/her sessional work/external examinations along with his/her part II course provided he/she has obtained at least 40% marks in aggregate of all the Theory Courses at Part I Examinations.

(ii) If a Diploma II year candidate is absent from or fails to secure at least 33% marks in internal assessment and /or in external examinations in not more than two theory Courses, he/she shall be allowed to submit the internal assessment related sessional work and be examined in before the Compartmental examinations and/or reappear in Compartmental examinations provided that he/she has obtained at least 40% marks in aggregate of all theory Courses, in case he/she fails to clear his/her sessional work before compartmental examinations and/or fails to appear/pass in the compartmental examination, he/she shall be allowed to complete his/her sessional work before the subsequent annual examination and/or appear in the subsequent annual examination.

(d) In case a candidate fails in more than two Theory Paper at the Part I or Part II Examination and passes in the Practice Teaching and Practical Work, he/she shall appear as an Ex-student in all Theory Paper at the next Annual Examination.

(e) If a candidate fails in either Practice Teaching or Practical Work, he/she shall be required to register himself/herself as an Ex-Student and fulfill the requirements during the next academic session, as directed by the Head, Department of IASE.

(f) The candidate, who fails in more than two Theory Courses, Practice Teaching and/or Practical Work in Part I Examination, shall not be allowed to take admission to the Second Year of the Course, until he/she has passed the Part I Examination as an Ex-Student.

(g) 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:

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A candidate, who is declared passed and has obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

75% of marks or more in Theory, Practice	-Distinction in the Teaching and Practical Work paper(s) in which the student obtains 75% of marks or more
60% of marks or more	-First Division
Less than 60%, but not less than 50% of marks	-Second Division
Less than 50%, but not less than 40% of marks	-Third Division

3. Bachelor of Technology (B.Tech.)

Not withstanding 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.

2. **Evaluation**

   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.

11. **Re-evaluation**

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

12. **Compartmental Examinations**

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

13. **Maximum Time Limit**
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-35 (Academic) 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:

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

$$= \frac{\Sigma \, Ci \, Wi}{\Sigma Ci}$$

where the sum run over all courses of that semester.

19. **Cumulative Performance Index (CPI)**

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.

20. **Division**

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

I Division with honours	CPI $\geq$ 8.5
I Division	6.5 $\leq$ CPI < 8.5
II Division	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.

4. B.A., LL.B. (Hons.) *(Five-Year Programme)*

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

The provisions of the University Ordinance-35 (Academic) in this respect shall be applicable.

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

1)	**Continued assessment**	-	25 marks
	a) Assignments (written)	-	20 marks
	b) Oral Test	-	05 marks

2) **End Semester Examination** - 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) **Clinical Courses**

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) **Seminar Courses**

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:

	Percentage of marks	Grade	Grade Value
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.

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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. Compartment Examinations:

As per the provisions laid down in Para No. 24.4 of Ordinance 15 *(academic)*, candidates failing in the final year/final two semesters of any programme/course may be allowed to appear in the Compartment Examination which will be held after the final annual/ semester-end examination is over. The date(s) of such examinations will be notified by the Controller of Examinations.

8. 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.

9. 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.

10. 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

First Semester

Course	Course Credit	Grade Obtained	Grade Value	Grade X Course Value Credits
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.

5. 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.

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3.0 Attendance

The provisions of the University Ordinance-35 (Academic) in this respect shall be applicable.

4.0 Qualifying Standards

4.1 **Sessional:** 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 Courses, 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 Courses 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 Courses 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 Courses' (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.

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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
Grand Total	10000	100	2000

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 than16 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 -15 (academic).

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6. Bachelor of Dental Surgery (B.D.S.)

The performance of each student shall be assessed by evaluation through Internal Assessment and Annual Examination.

1. Internal Assessment Examination:

The internal assessment examination shall be held three times in an academic year, comprising of written, practical and clinical examination.

2. Annual Examination:

(i) The university examination shall be held twice in a year, one regular and the other supplementary, comprising of written, practical and clinical examinations. The supplementary examination shall be held not later than two months from the date of declaration of the result of the regular examination.

(ii) The supplementary examination shall be open to candidates who:

(a) have failed in the regular examination, provided that such candidates shall not appear in the subsequent examination in a subject in which they have already passed.

(b) were unable to appear in the Annual Examination of Theory/ Practical/ Clinical Papers for the reason(s) other than shortage of attendance.

(iii) (a) A candidate who fails in the annual examination shall be permitted to go to the next higher class and appear in those subjects in the supplementary examination in which he/she failed and complete it successfully before he/she shall be permitted to appear for the next higher examination.

(b) The students, who have failed in any BDS Annual Examination, may appear in the Supplementary Examination and they will have to pay only the Examination Fee for the Supplementary Examination.

After passing the Supplementary Examination, such students shall have to pay the entire Fee for the year of the BDS Course which they have been promoted to.

In case they fail in the Supplementary Examination, such shall have to pay the entire Fee for the year of the BDS Course in which they have failed

(iv) The medium of examination shall be English

(v) Any student who does not clear the first year BDS University examination in all subjects within three years from the date of admission, shall be discharged from the programme and his/her admission shall be cancelled.

(vi) The maximum permissible time limit for completion of BDS Programme shall be eight years, inclusive of the year of admission.

(vi-a) Any student who does not clear the BDS Programme in all the subjects within a period of 9 years, including one year compulsory rotatory paid internship from date of admission shall be discharged from the programme.

This provision shall be applicable only to those students admitted into the BDS Programme with effect from 27.04.2015. However, old cases will be dealt with under clauses 6.2 (v) and 6.2 (vi).

(vii) Attendance:

The examination shall be open to candidates who satisfy the requirements of attendance as prescribed in the academic Ordinance 35 (XXXV), progress and other rules laid down by the university.

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3. Methods of Evaluation:

3.1 Written Examination:

(i) There shall be one paper in each subject, containing Part-A and Part-B, one of which shall be set up and examined by an External Examiner.

(ii) Each part of a paper (Part – A & Part – B) shall be of equal marks. In the subjects of Physiology and Biochemistry, and Pathology and Microbiology, each paper will be divided into two parts, A and B of equal marks.

(iii) Each paper shall be of three hours duration and shall have maximum of 70 marks.

3.2 Practical and Clinical Examination:

(i) The clinical and practical examination shall include clinical procedures, laboratory experiments, spotters etc.

(ii) The practical and clinical examinations shall be evaluated by two examiners, out of which one shall be an internal examiner and the other shall be an external examiner.

3.3 Marks Disrubution in Each Subject:

(i) Each subject shall have a maximum of 200 marks, whose distribution will be as follows:

Theory	100
Practical /Clinical	100

Theory		**Practical/Clinical**	
University Written Exam	70	University Exam	90
Viva Voce	20	Internal Assessment	10
Internal Assessment (Written)	10	(Practical/ clinical)	
Total	100	Total	100

(ii) The marks distribution for Pre-Clinical Prosthodontics & Pre- Clinical Conservative Dentistry in IInd BDS examination shall be as follows:

Internal Assessment	-	20
Practical	-	60
Viva Voce	-	20

4. Pass percentage and award of Division & Distinction of Candidates:

The minimum number of marks required to pass in each examination shall be:

- 50% in theory, which includes written, viva voce and internal assessment of each subject
- 50% in the Practical /Clinical Examination including internal assessment of each subject.
- In case of Pre clinical Prosthetic Dentistry and Pre clinical Conservative Dentistry in II Year BDS, where there is no written examination, 50% marks in practical and viva voce including internal assessment, taken together, shall be considered for passing in these subjects.
- Successful candidates who obtain 60% of the total marks or more shall be declared to have passed the examination in the First Division. Other successful candidates shall be placed in Second Division. A candidate who obtains 75% or more in any subject shall be awarded Distinction for that subject.
- Only those candidates who have passed in all subjects of the professional examination in the first attempt shall be eligible for Distinction or Division.

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5. Re-totaling / Re-Evaluation of Answer Scripts:

The Re-totaling and Re-Evaluation of Answer Scripts shall be as per the provisions of Para 22 and Para 23 of Ordinance 15(XV).

6. **Internship of BDS Students:**
After successful completion of final year BDS examination, the students of BDS programme of the Faculty of Dentistry shall undergo compulsory paid rotatory internship for one year as per regulatory requirement of the Dental Council of India".

Updated Vide E.C. Resolution No. 2018 (I):7, dated: 24.1.2018;
Notification No. 03/L&Ord./RO/JMI/2017, dated: 20.02.2018

Regulation R-15C (R-XV-C)

"BDS Internship"

Subject to the provision laid down in Para No. 6.6 of Ordinance 15-C {Academic}, the following rules shall be applicable to the BDS Inrerns of the Facuty of Density:

1. The BDS Interns shall be permitted to avail a total of 12 days leave during the one year of internship period.
2. Monthly attendance of the Interns shall be sent to Accounts Office for the release of their stipend.
3. Internship period shall be extended by number of days equivalent to days of absence beyond the permitted 12 days of leave.
4. The Stipend for the days of absent period will be released only after completion of extended internship period for the same number of days.
5. The last month stipend shall be released only after submission of "No Dues Certificate".
6. After successful completion of Internship period, the Interns shall be awarded "Internship Completion Certificate" by the Dean, Faculty of Dentistry, JMI.
7. GUIDELINES FOR OUTSIDE CANDIDATES WISHING TO DO INTERNSHIP IN THE FACULTY OF DENTISTRY, JMI.

   The Prime responsibility and commitment of the Faculty of Dentistry, JMI is to train its own undergraduates during their rotatory internship period. However, It has been seen that students from outside are also desirous for rotatory Internship training in Faculty of Dentistry, JMI.

   (i) Ordinarily the capacity and infrastructure of the Faculty of Dentistry, JMI is to train only the number of students that they have enrolled. The outside students may apply if there is a clear cut vacancy in the Faculty of Dentistry, JMI provided that the following certificates/documents are provided

      (a) Application of the students giving reasons to do internship and the documentary proof thereof.

      (b) No Objection Certificate from his/her parent Institution clearly stating that the Institution is recognized by the Dental Council of India and during the course of his/her training from the date of admission to his /her passing out, the Institution was not derecognized by Dental Council of India at any time.

      (c) Permission of the University to which the above college is affiliated.

   (ii) Certificate from the Dental Council of India that the Dental College /Institution

where the student is at present studying has been recognized by the Dental Council of India from the year the Student was admitted in that Institution till the year of his/her passing out.

(iii) Certificate of good characters and conduct of the student from the parent Institution.

(iv) An undertaking that the student is prepared to do Internship at the rate of prescribed stipend of Rs. 3000/- only per month.

(a) That he/she would follow the Internship Programme of the Faculty of Dentistry, JMI.

(b) That he/she would maintain good conduct/discipline and decorum of the Institution and the authorities of the University have the right to expel him/her on misconduct, indiscipline and unsatisfactory work.

(v) **Vacancy Position**: - Vacancy position can be determined only when results of Supplementary Examination have been announced. No Outside candidate will be accepted for Internship beyond the number of the students enrolled in the Faculty of Dentistry, JMI as prescribed by DCI/GOI.

(vi) **How to select: -** If there is more than one applicant wishing to do Internship at the Faculty of Dentistry, JMI, they will be selected strictly on the basis of merit. While making the list, consideration will be given all the University Examinations and from the total marks 5% marks will be deducted for each additional attempt. 5% extra marks will be allotted for distinction or medal in any subject. In case of large number of candidates the University may conduct entrance test/Interview as and when required.

(vii) **When to apply: -** All applications of Internship along with the relevant documents should be made to the Dean, Faculty of Dentistry, JMI after Invitation from desirous candidates through an advertisement on the University website within prescribed deadline along with stipulated fee.

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Updated Vide E.C. Resolution No. 2011 (IX):3.11, dated : 28.11.2011;
Notification No. JMI/R.O./L&Ord./2012, dated : 2.1.2012

Ordinance 15-D (XV-D)

University Examinations for Programmes in the Distance Learning Mode

The University offers Pstgraduate, Undergraduate, Postgraduate Diploma, Advanced Diploma, Diploma and Certificate programmes in the Distance Mode. The list of such programmes is given at Annexure 15D-1.

Examination rules for various programmes are given in the following.

1. B.Ed. (Distance Mode)

1.1. Evaluation:

The examination for the degree of B.Ed. (Distance Mode) shall comprise:
a. Theory courses
b. Practice Teaching
c. Practical Work

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1.2. Theory Courses:

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

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

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

1.3. 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.

1.4. 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.

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

1.6. 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.

1.7. Re-totaling of marks and Re-evaluation of Answer scripts:

Re-totaling of marks and Re-evaluation of Answer scripts will be allowed as per the Paras 22 and 23 of the University Ordinances 15 (academic) read with Para 1 of the Ordinance 15-C (academic).

2. Diploma Power Generation Engineering (Distance Mode)

2.1. The Examination of Diploma in Power Generation Engineering (Distance Mode) shall be of three years duration.

2.2. 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 course 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 courses 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 courses/practical courses /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 yeas 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.

2.3. 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

2.4. Compartmental Examination:

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

2.5. Re-totaling of marks and re-evaluation of answer script

Re-totaling of marks and Re-evaluation of Answer scripts will be allowed as per the Paras 22 and 23 of the University Ordinances 15 (academic) read with Para 1 of the Ordinance 15-C (academic).

2.6. 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 courses for the award of the Diploma.

(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 courses 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 course(s), their previous marks in these course(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 course. However if the course is changed (title & contents) then the student would appear as per the old syllabus of the course(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.

2.7. 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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Annexure 15 D – 1

List of Programmes in the Distance Mode

1.	M.A. English
2.	M.A. Hindi
3.	M.A. Sociology
4.	M.A. History
5.	M.A. Human Resource Development
6.	M.A. Public Administration
7.	M.A. Political Science
8.	Master of Commerce (M.Com.)
9.	M.A. Education
10.	Bachelor of Education (B.Ed.)
11.	Bachelor of Arts – General (B.A.)
12.	Bachelor of Commerce (B.Com.)
13.	Bachelor of International Business and Finance (B.I.B.F.)
14.	Bachelor of Business Studies (B.B.S.)
15.	Postgraduate Diploma in Guidance and Counseling (PGDGC)
16.	Postgraduate Diploma in Geoinformatics (PGDGI)
17.	Advanced Diploma in Computer Hardware and Network Technology
18.	Diploma in Electrical Engineering
19.	Diploma in Power Generation Engineering
20.	Diploma in Early Childhood Care and Education
21.	Certificate in Computer & Information Technology
22.	*Any other programme that may be added to this list from time to time*

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Updated Vide E.C. Resolution No. EC-2017(I):3.28, dated: 10.03.2017;
Notification No. 03/L&O/RO/JMI/2017, dated: 28.04.2017

Ordinance 15-E (XV-E)

University Examinations in Certificate/Diploma/Advanced Diploma/P.G. Diploma/ Diploma in Engineering (Day & Evening)/ Bachelor of Engineering (Evening) Programmes/ Bachelor in Physiotherapy Programmes

1. General

Unless and otherwise specified, the following sub-paras no. 1.1 – 1.6 will be applicable to all programmes/courses of study covered under this Ordinance.

1.1 **Attendance:**

No candidate shall be admitted to the examination unless he/she has fulfilled the minimum requirement of attendance as laid down in Ordinance 35 [academic].

For a student of the 1st yeaer/1st semester/ subsequent years/semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para no. 5.1 and 5.2 shall apply respectively.

1.2 **Pass Percentage:**

Unless and otherwise specified, a candidate will be declared to have passed the programme/course, provided that he/she has secured the minimum percentage of marks in each of the courses, as specified hereunder:

(i) 40% Marks in each Theory course;
(ii) 40% Marks in Internal Assessment/Sessional Work relating to each course, if applicable;
(iii) 40% Marks in Practical/ Viva-Voce/Internal Assessment/ Dissertation/Field Work/Seminar/Report.

1.3 **Compartment Examination:**

For Compartment Examinations, the provisions laid down in Para No. 24.4 of Ordinance 15 (XV) (academic) shall apply.

1.4. **Division:**

A candidate who is declared passed and obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

(i)	75% marks or more in the aggregate:	: First Division with Distinction;
(ii)	60% marks or more, but less than 75%	: First Division;
(iii)	Less than 60% marks, but not less than 50%	: Second Division;
(iv)	Less than 50% marks, but not less than 40%.	: Third Division;

1.5. **Grace Marks, Improvement of Division and Retotalling/Re-evaluation of Answer Script**:

For all Programmes/Courses of Study under the annual mode, there will be provision of Grace Marks, Improvement of Division, Retotalling/ Re-evaluation of Answer Script as per the provisions of the academic Ordinance 15 (XV), Para No. 20, 21, 22 and 23, respectively.

1.6. **Maximum Time Limit for Passing an Examination**:

The maximum time limit for passing an examination in a programme/course of study shall be as per the provision of the academic Ordinance 15 (XV), Para No. 12. No candidate will be allowed to appear in the examination beyond this period in any circumstances.

2. Programmes/Courses under the Annual Mode

2.1. Certificate/Diploma/Advanced Diploma

2.1.1. Unless and otherwise specified, all Certificate, Diploma and Advanced Diploma Programmes will be offered in Annual Mode, except for the "Advanced Diploma in Counseling Psychology" which will be offered in the Semester Mode.

2.1.2. The duration of the Certificate/Diploma/Advanced Diploma/Postgraduate Diploma programme/course will ordinarily be of one year, which will be as per the provision of the academic Ordinance 7 (VII).
Provided that in case of Certificate courses of specific nature, the duration of the course may be less than one year/one semester as decided by the concerned Board of Studies/Committee of Studies and approved by the Academic Council.

2.1.3. The maximum time limit for passing a Certificate/ Diploma/Advanced Diploma course will be as per the provision of Para No. 12 of the academic Ordinance 15 (XV). However, for short-term Certificate Courses of less than one semester duration, the maximum time limit for passing the course will be one academic year.

2.1.4. Rules concerning award of grace marks and division, retotalling/re-evaluation of answer scripts and other rules as given in the academic Ordinance 15 (XV) and also mentioned in Para No. 1 of this Ordinance will be applicable.

2.2. Bachelor of Library & Information Science

2.2.1. A candidate shall be declared as passed the Examination if he/she obtained at least:

(i) 40% marks in each course;

(ii) 40% in the Report and Viva-Voce together.

2.2.2. A candidate shall be required to undergo Practical Training for one month at a Library specified for the purpose by the University. The Practical Training shall be arranged ordinarily during the Winter Vacations. On completion of the aforesaid Training, a candidate shall be required to write a Report on the work done by him/her which shall be evaluated and marks awarded.

2.2.3. The Viva-Voce Examination shall be conducted at the conclusion the Annual Examination on the aforesaid Report submitted by the candidate. Marks shall be awarded to the candidate separately for the Report and Viva-Voce Examination.

2.2.4. If a candidate fails in more than two courses, he/she will be treated as failed. However, he/she will be given the opportunity of appearing as an Ex-Student in the next Annual Examination.

Marks of such candidates obtained in Practical/Viva-Voce/Project, if already passed in it, may be retained for the purpose of preparing the examination result.

2.2.5. The candidates who have successfully completed the programme and passed all the courses will be awarded Division as per the provision of Para No. 1.4 of this Ordinance.

2.3. Post Graduate Diploma (P.G. Diploma) in Educational Management

2.3.1. The Programme will comprise of the following:

(i) Theory Courses:	100	marks for each course;
- Written paper:	75%	of marks allocated for each course;
- Sessional:	25 %	of marks allocated for each course;
(ii) Project Work:	100	marks;
(iii) Viva-Voce Examination:	100	marks.

2.3.2. **Pass percentage:**

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

(i) 33% marks in each Written Course,

(ii) 33% marks in the Sessional Work relating to each Course,

(iii) 40% of the total marks in each Course,

(iv) 45% marks each in Project and Viva-Voce, and

(v) 48% marks in the aggregate of all the Courses, Project and Viva-Voce Examination.

Note: Candidates who obtain less than 48% of the marks in the aggregate of four courses, project and viva-voce examination, shall be deemed to have failed.

2.3.3. **General Rules for Failed Candidates:**

(a) A Candidate who fails in Project only, but obtains not less than 36% marks in the Project may be permitted to resubmit his/her Project after due revision within a period fixed by the Controller of Examinations. During 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 Courses, 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 Course, he/she may be allowed to re-appear in that course only.

(e) If a candidate fails in the aggregate, he/she may be allowed to repeat one or more courses.

(f) If a candidate fails in Sessional Work(s) he/she may be allowed by the concerned Department to repeat it altogether once only in any of the two consecutive academic sessions provided that:

(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.

2.3.4. **Award of Division:**

Candidates who have successfully completed the course and passed in all the subjects/courses will be awarded Division as per Para No. 1.4 of this Ordinance. However, there will be no Third Division in the PG Diploma in Educational Management programme.

2.4. P.G. Diploma Programmes of MCRC

2.4.1. The duration of the Post-Graduate/Advance Diploma programme conducted by the MCRC will be one academic year.

2.4.2. The details of the course contents and the marks allotted to each course/ subject will be as prescribed in the respective syllabi as approved by the competent authorities.

2.4.3. **Pass Percentage:**

A candidate shall be declared 'passed' if he/she secures 40% marks in each of the courses separately that include both theory and practical (if any).

2.4.4. **Passing Criteria:**

(a) In case a student fails in one course in the Annual Examination of P.G. Diploma programme, the candidate will be allowed to appear for re-examination in the same course in the next Annual Examination.

(b) In case a student fails in the re-examination, he/she shall not be given another chance to repeat the examination and his/her admission will stand cancelled.

(c) If a student fails in more than one Course, 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.

(d) Marks in sessionals / practicals obtained by the student in the course of his/ her works in the preceding academic year, in which he/she has passed, will remain the same.

2.4.5. **Division:**

The Division will be awarded to a candidate as per the provision of Para No. 1.4 of this Ordinance, except that there will be no Third Division in this programme.

2.4.6. The Maximum time limit of passing the Course will be two years. No candidate will be allowed to appear in the examination beyond this period in any circumstances.

2.5. Diploma in Engineering (Evening) Programme in Civil, Computer, Electrical, Electronics and Mechanical

2.5.1. **General:**

(a) The Diploma of Engineering shall be awarded to candidates who have undergone at this University a programme of study for four academic years in the relevant branch of Engineering and have passed the First, Second,

Third and Fourth Year examinations of the programme prescribed for the said Diploma.

(b) A course may be a theory course or a practical course (including project, field work, industrial training etc.).

(c) **Pass Percentage of Marks:**
A candidate shall be declared to have passed the Examination, if he/she has obtained at least:
(i) 40% marks in each Theory Course;
(ii) 40% marks in each Sessional Work;
(iii) 40% marks in each Practical and Project;
(iv) 50% marks in the aggregate of all Theory and Practical courses.

(Note: The condition of 50% marks in the aggregate of all Theory and Practical courses to pass an examination as given above will not be applicable to students promoted to next higher class).

(d) If a student fails in more than two practical exams, he /she shall be declared to have failed in that examination. However, he may be permitted to appear as an Ex-student in next academic session.

2.5.2. **Promotion:**

(a) A student shall be promoted from 1st year to 2nd year if he/she has not failed in more than one-half (1/2) of Ttheory courses and one-half (1/2) of Practical courses of the first year examination. A student shall be declared failed if he/she has failed in more than one-half (1/2) of the Ttheory courses and more than one-half (1/2) of Practical courses in the Annual Examination of the first year and will have to appear in all Theory courses and uncleared Practical in the next Annual Examination as Ex-Student.

(b) A student shall be promoted from the 2nd year to 3rd year provided he/she has not failed in more than 1/3rd of the total Theory courses and more than 1/3rd of the Practical courses of the first year and second year combined. A student shall be declared failed if he/she has failed in more than 1/3rd of the total Theory courses and more than 1/3rd of Practical courses of the first year and second year combined and will have to appear in all the Theory course(s) of the second year and the remaining courses of the first year (if any) and the uncleared Practicals as an Ex-Student in the next Aannual Examination.

(c) A student shall be promoted from 3rd year to 4th year provided he/she does not fail in more than 1/4th of the Ttheory courses and 1/4th of Practical courses of the 1st to 3rd year examinations combined. A student shall be declared failed if he/she has failed in more than 1/4th of Theory courses and 1/4th of Practical courses of the 1st year, 2nd year and 3rd year combined and will have to appear in all the Theory course(s) of the 3rd year and remaining Theory courses of the 2nd and 1st years (if any) and the uncleared Practical courses as an Ex-Student in the next Annual Examination.

(d) If a student has passed all the theory/practical courses, but has failed in the aggregate, he/she will be promoted to the next higher class and will be allowed to appear in not more than three courses in the next Annual Examination to improve his/her aggregate in the corresponding years.

(e) If a candidate has failed in Sessional Work of any Theory or Practical course, he/she will not be allowed to appear in the Annual Examination. However, he/she may be permitted to appear as an Ex-Sstudent in the next academic session after passing the concerned Sessional Work.

2.5.3. In case, the result of a student is cancelled due to his/her having used unfair means, his/her sessional/practical component in various courses, including

Project Work, shall be taken into account for the result whenever he/she becomes eligible to appear at the University Examination.

2.5.4. If a student does not clear 1st Year Examination within two successive years from the admission, his/her admission will be cancelled and he/she will not be re-admitted.

2.5.5. The maximum time limit for passing the Diploma in Engineering (Evening) programme will be **seven** academic years.

2.5.6. **Division:**
Division will be awarded to a candidate as per the provision of Para No. 1.4 of this Ordinance, except that there will be no Third Division in this programme.

2.6. Bachelor of Engineering (B.E.) (Evening) Programme in Civil, Computer, Electrical, Electronics & Communication, and Mechanical Engineering

2.6.1. The Degree of Bachelor of Engineering. (B.E.) in Civil, Computer, Electrical, Electronics & Communication and Mechanical Engineering shall be awarded to candidates who have undergone at this University a regular programme of study for four academic years in the relevant branch of Engineering and have passed the First, Second, Third and Fourth (Final) Year Examinations of the programme prescribed for the said Degree.

2.6.2. The 1st Year Examination for the Degree of B.E. (Civil, Computer, Electrical, Electronics and Communication and Mechanical Engineering) shall be open to candidates who have undergone a regular programme of study for one academic year at this University and also have fulfilled the requirements of the University Ordinances.

2.6.3. The 2nd Year Examination for the Degree of B.E. (Civil, Computer, Electrical, Electronics and Communication and Mechanical Engineering) shall be open to candidates who have undergone a regular programme of study for one academic year at this University after having passed the First Year B.E. Examination and also have fulfilled the requirements of the University Ordinances.

2.6.4. The 3rd Year examination for the Degree of B.E. (Civil, Computer, Electrical, Electronics and Communication and Mechanical Engineering) shall be open to candidates who have undergone a regular programme of study for one academic year at this University, after having passed the second year B. Tech/B.E. Examination and also have fulfilled the requirements of the University Ordinances.

2.6.5. The 4th (Final) Year examination of the degree of B.E. (Civil, Computer, Electrical, Electronics and Communication and Mechanical Engineering) shall be open to candidates who have undergone a regular programme of study for one academic year at this University, after having passed the 3rd Year B.E. Eexamination and also have fulfilled the requirements of the University Ordinances.

2.6.6. The marks of Theory courses of each programme shall be the combined marks obtained by the candidate in his/her Sessional Work and University Examination. However, the Practical component of a programme shall be tabulated separately. In order to be eligible to appear in the Annual Examinations, a student must obtain certain minimum percentage of marks in the Sessional Work of all the theory courses individually, as recommended by the Board of Studies and Faculty Committee and approved by the Academic Council from time to time.

2.6.7. Each of the examination shall comprise of such courses as may be approved by the Faculty of Engineering & Technology, on the recommendation of the concerned Board of Studies, subject to the ratification of the Academic Council. The credits and relative weightage of various components of each examination shall also be approved by the Academic Council on recommendation of the said Faculty and the concerned Board of Studies from time to time.

2.6.8. (a) If a student of B.E. fails in more than three courses of any examination, he/she will be declared to have failed in the concerned Examination and will be allowed to reappear at the next Annual Examination.

(Note: It is clarified that the practical component of a course shall be treated as a separate course).

(b) The above restriction of three courses for B.E. will not apply to the candidates failing at the Final Year examination.

(c) Compartmental Examination will be held for the Final Year students only after the Annual Examination as per the provision of the academic Ordinance 15 (XV), Para No. 24.4.

2.6.9. After the Annual Exanimation, a student may be promoted to next higher class provided that he/she does not have more than a total number of three uncleared courses in B.E. at that instant of time. In this context, each of the practical components of the courses shall be treated as a separate course.

2.6.10. (a) A student of 1st year of any programme who does not appear in the Annual Examination or was unable to appear at the examination for reasons other than shortage of attendance, will not be given re-admission. However, he/she may be allowed to appear at the next Annual Examination as an Ex-Student. The department may provide to such students the facility of attending practical classes/sessional tests etc., if needed.

(b) For a student of the 1st year/subsequent years of any programme, who is detained due to shortage of attendance, the provisions of Para 5.1 and 5.2 of Ordinance 5 (academic) shall apply.

(c) A student other than of 1st year, who fails in the Annual Examination or was unable to appear in the Annual Examination, for any reason other than shortage of attendance will not be given re-admission. However, he/she will be allowed to re-appear at the next Annual Examination as an Ex-Student. The concerned departments may provide to such students the facility of attending practical classes/sessional tests etc. if needed. These students shall also be required to fulfill other academic requirements that the department may prescribe.

(d) In case the result of a student is cancelled on account of using unfair means, his/her previous sessional practical record shall be taken into account for the award of marks whenever he/she becomes eligible to appear at the University Examination.

2.6.11. A candidate shall fulfill all the prescribed requirements pertaining to the Degree with four academic years after his/her admission to the first year B.E. programme. However, he/she may be permitted to complete the requirements within next three additional academic years.

2.6.12. Final marks shall be on the basis of the candidate's performance spread over first year, second year, third year and Final year of B.E. Programme. The relative weightage assigned to each of the fours years shall be as follows:

(i) For First Year Examination : 25%
(ii) For Second Year Examination : 50%
(iii) For Third Year Examination : 75%
(iv) For Final Year Examination :100%

2.6.13. Passing marks for each course shall be 40%. For this purpose, each Practical course will be treated as a separate course.

2.6.14. **Division**:

The Division will be awarded to a candidate as per the provision of Para No. 1.4 of this Ordinance, except that there will be no Third Division in this programme.

2.7. Bachelor in Physiotherapy (BPT) Programme

2.7.1. About the BPT Programme

The Bachelor in Physiotherapy shall be a regular full-time programme. The total duration of the programme shall be of four and half years, which includes four years of teaching, practicals, community/field visits and research project, followed by six months compulsory Internship.

2.7.2. Evaluation

The BPT programme will comprise the following: Theory Courses, Practicals, Research Projects, Clinical Training, and Community and Field Visits. For various components, the weightage of marks for evaluation will be as follows:

For Theory Courses

Internal Assessment:	25% of allocated marks
Annual Examination:	75% of allocated marks

For Practicals/Research Project

Internal Assessment:	50% of allocated marks
Annual Examination	50% of allocated marks

There will be no evaluation for Clinical Training, and Community and Field Visits.

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2.7.3. Pass Percentage

A candidate will be declared to have passed a course if he/she has secured the minimum percentage of marks in each of the courses, as specified hereunder:

(i) 40% in Internal Assessment,
(ii) 50% in Annual Examination,
(iii) 50% in the aggregate of Internal Assessment and Annual Examination.

2.7.4. Promotion

(a) For a student of the 1st year, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para No. 5.1 and 5.2 shall apply respectively.

(b) A student will be promoted from the 1st year to 2nd year if he/she has cleared at least two-third (2/3rd) of the total number of the Theory and Practical Courses combined of the 1st year.

(c) A student will be promoted from the 2nd year to 3rd year if he/she has cleared all Practical Courses and 4/5th of the Theory Courses of the 1st year AND at least two-third (2/3rd) of the total number of the Theory and Practical Courses combined of the 2nd year.

(d) A student will be promoted from the 3rd year to 4th year if he/she has cleared all the Practical Courses of the 1st year and 2nd year, 4/5th of the Theory Courses of the 2nd year, and two-third (2/3rd) of the total number of the Theory and Practical Courses combined of the 3rd year.

(e) If a candidate is unable to clear the required number of courses in the 1st year/2nd year/3rd year, as the case may be, he/she shall be declared as failed. However, such a student may appear as an ex-student in the ensuing annual examination.

(f) An ex-student will be required to appear only in such courses in which he/she has failed to obtain the minimum passing marks.

Note: In case the value of 2/3rd or 4/5th of the number of courses in the above comes out to be a non-integer, it will be rounded off. For example, if the value comes out as 3.4, the rounded value will be 3. On the other hand, if the value is 2.5 or more, it will be rounded to 3.

3. Programmes of Study under Semester Mode

3.1. Advanced Diploma in Counselling Psychology

The **"**Advanced Diploma in Counselling Psychology" programme will be of two semesters (one academic year) duration and will be governed under the provisions of the academic Ordinance 15-A (XV-A). Moreove, the courses in this programme will be credit-based and grading system will be adopted for examinations.

3.2. Diploma in Engineering (Day Programme) in Civil/ Electrical/ Mechanical/ Electronics/ Computer

3.2.1. **General**:

(a) The degree of Diploma Engineering (Full-time/Day programme) in Civil/ Electrical/ Mechanical/ Electronics/ Computer shall be awarded to candidate who have successfully undergone at this University a regular program of study of minimum six semesters (three academic years) in the relevant branch of Engineering and who satisfy other academic requirements as specified by the Academic Council of the University.

(b) A course may be a theory course or a practical course (including project, field work, industrial training etc.). A course carries a specified number of credits decided by the Board of Studies of University Polytechnic. Each credit will be equivalent to 25 marks. The students will be evaluated on the basis of 'absolute marks' obtained by them in examinations and Diploma will be awarded to them on the basis of absolute marks only. Grading system will not be used in the preparation of Examination Results.

(c) In each semester, for each prescribed Theory course, there shall be a Mid-Semester Evaluation and End-Semester Examination.

(d) The Mid-Semester Evaluation shall have a weightage of 40%, whereas the remaining 60% weightage will be for the End-Semester Examination. The Mid-Semester Evaluation (40%) shall comprise of the following: (i) 30% for two Mid-Semester Tests, both of equal weightage, and (ii) 10% for Internal Assignment as decided by the concerned Board of Studies.

(e) The marks in respect of the Mid-Semester Tests evaluated by the concerned teacher of a course shall be notified by the respective Heads of the Sections, University Polytechnic, before the commencement of the End-Semester Examination.

(f) There will be no Mid-Semester Practical Tests. In a Practical course/ Project/ Industrial Training/ Field Work, the End-Semester Examination shall have a weightage of 40%, whereas the Internal Assessment during the semester shall have a weightage of 60%.

(g) A student shall be declared to have "passed" the examination if he/she has obtained at least:

- 40% marks in Mid-Semester and End-Semester Evaluation of each Theory/ Practical course, and
- 50% marks in the aggregate of each Semester.

(h) No student will be detained on the basis of his/her Internal Assessment or Mid-Semester Evaluation.

(i) For Attendance, the provisions of the academic Ordinance 35 (XXXV) shall be applicable.

3.2.2. **Promotion:**

(a) For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para No. 5.1 and 5.2 shall apply respectively.

(b) Every student shall be promoted from an odd semester to the next even semester except those detained due to shortage of attendance.

(c) A student will be promoted from the 2nd Semester to 3rd Semester if he/she has cleared at least 2/3rd of Theory courses and 2/3rd of Practical courses of the first and second semesters combined.

(d) A student will be promoted from the fourth Semester to fifth semester if he/she has cleared at least 3/4th of Theory courses and 3/4th of Practical courses of the Semesters I - IV combined.

(e) At the end of the second and fourth End-Semester Examinations, if a student clears all Theory and Practical courses, but fails to obtain the minimum percentage in the eggregate of each semester, he/she may be allowed for improvement in not more than two Theory courses in the next corresponding odd/even End-Semester Examination.

(Note: If the fraction 1/2 (one-falf), 2/3rd (two-third) or 3/4th (three-fourth) of the courses in the above comes out to be a non-integer, it will be rounded off to the nearest integer).

3.2.3. **Grace Marks/ Retotalling of Answer Scripts/ Re-evaluation of Answer Scripts:**

For Grace Marks, Improvement of Division, Retotalling of Answer Scripts and Re-evaluation of Answer Scripts, the provisions of the academic Ordinance 15 (XV), Para No. 20, 22 and 23 respectively shall be applicable.

3.2.4. **Improvement Examinations:**

A student may be allowed to appear in the End-Semester Examination for improving his/her results provided that:

(a) He/she has successfully completed all the requirements for the award of Diploma in Engineering.

(b) He/she shall be given only one chance for improvement and that too in the successive examinations following the declaration of his final semester results in a maximum of two theory courses. The higher marks of the two attempts will be considered as final.

3.2.5. **Compartment Examination:**

There will be a provision for Compartment Examination as per Para No. 1.3 of this Ordinance.

3.2.6. **Use of unfair means:**

(a) If the result of a student is cancelled on account of using unfair means, his/her Mid-Semester Examination Marks of Theory courses and Marks obtained in the Mid-Semester/End-Semester Examination of Practical courses and Project Work shall remain valid and will be taken into account for the award of final marks 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 Examinations Committee.

3.2.7. **Maximum Time Limit for passing the Examination:**

No student shall be allowed to appear in the examination after the expiry of **six** academic years including the one in which he/she was first admitted to the Diploma Engineering (*Day programme*).

3.2.8. **Year wise Distribution of Marks:**

The final Mark Sheet of a candidate shall be on the basis of his/her performance spread over the first year, second year and the third (final) year of Diploma Engineering Programme. The relative weightage assigned to each of the three years shall be as follows:

(i) First year : 20% of the sum of the aggregate marks of I and II Semesters;
(ii) Second year : 30% of the sum of the aggregate marks of III and IV Semesters;
(iii) Third year : 50% of the sum of the aggregate marks of V and VI Semesters.

3.2.9. **Moderation of Examination Results and Redressal of Grievances:**

There shall be an Examination Results Moderation-cum-Grievances Committee comprising of following members:

(i) Principal/ Head of the University Polytechnic,
(ii) Head of the concerned section of the University Polytechnic,
(iii) Controller of Examinations or his nominee,
(iv) One faculty member of the University Polytechnic to be nominated by the Vice-Chancellor.

For Moderation of Examination Results and Redressal of Grievances, the provisions as laid down in Para No. 9.5 – 9.6 of Ordinance 15-A [academic], shall be applicable.

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3.2.10. **Division:**

Division will be awarded to a candidate as per the provision of Para No. 1.4 of this Ordinance, except that there will be no Third Division in this programme.

3.3. Certificate Course in Chinese Language

The Certificate Course in Chinese Language will be of two semesters (one academic year) duration. Evaluation will be done in the following manner:

Written Examination:

- Internal Assessment: 25% of allocated marks,
- Semester-End Examination: 75% of allocated marks.

Oral Examination:

- Internal Assessment: 50% of allocated marks,
- Semester-End Examination: 50% of allocated marks.

Allocation of marks and other modalities with regard to the course shall be decided by the concerned Board/Committee of Studies.

Updated Vide E.C. Resolution No. 2016(IV):13, dated: 9.11.2016;
Notification No. 03./L&O/RO/JMI/2016, dated: 23.12.2016

Ordinance 15-E(i)

Governing Award of Post Graduate Diploma in Applied Aeronautics at the Flying Instructors' School of the Indian Air Force, Tambaram, Chennai

1. **Short Title, Commencement and Application.**

1.1 The Ordinance may be called the Jamia Millia Islamia, Flying Instructors' School Ordinance, 2016.

1.2 It shall come into force from 15 April 2016.

1.3 It shall apply to all serving officers of the Indian Air force, Indian Army, Indian Navy, Indian Coast Guard and officers from friendly foreign countries who have successfully completed the All Purpose Flying Instructors' Course(APFIC) / Qualified Flying Instructors' Course(QFIC) conducted by the Flying Instructors' School (FIS) of the Indian Air Force.

2. **Objective.**

Having become a recognized Institution of the University by virtue of the resolution of the Executive Council dated 28.06.2016 in terms of Ordinance 15-E(i) (Academic) of the University for the purpose of offering programme of study leading to award of **Post Graduate Diploma in Applied Aeronautics**, abbreviated as PGDAS at Flying Instructors' School (FIS) of the Indian Air Force.

3. **Definitions.**

3.1 "Committee" means academic Committee constituted under Clause 4.

3.2 "Academic Committee" means the Academic Committee of direction on PG Diploma in relation to the Flying Instructors' School constituted under the Commanding Officer (CO).

3.3 "Aggregate" means the cumulative marks obtained by the candidate as per the weightage awarded to the Theory Subjects.

4. **Constitution of Academic Committee.**

4.1 The Committee of direction on PG Diploma shall consist of the following:-

(a) Commanding Officer of Flying Instructors' School who will be the Chairman of the committee.

(b) Two senior members of the Directing Staff of FIS recognised by the University as the teachers of the University for instruction and guidance of students registered for the PG diploma programme.

(c) One outside senior expert of IAF nominated by the council of the University representing areas of research pursued by FIS.

(a) Two senior Faculty members of the University as observers nominated by the Vice Chancellor.

(b) The Controller of Examinations, JMI for facilitation of the examination process.

5. **Powers and functions of the Academic Committee**

5.1 The powers and functions of the Academic Committee shall be :

(a) To coordinate the teaching in respect of the PGDAS programme.
(b) To appoint examiners and moderators.
(c) To frame general norms and rules for the evaluation of sessional work.
(d) To maintain standards of teaching.
(e) To frame the general time-table of the PGDAS programme.
(f) To consider any proposals regarding the welfare of the students.
(g) To perform all other functions and consider all such matters as maybe necessary for the PGDAS programme.

6. **Meetings**

6.1 Meetings of the Academic Committee shall be either ordinary or special.
6.2 Ordinary meetings shall be normally held at least once in each semester.
6.3 Special Meetings maybe called either by FIS or Jamia Millia Islamia University on their own initiative or on a written request from at least 2 members of the Committee.

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7. **Quorum**

7.1 No valid quorum shall be constituted unless 50% members of the Academic Committee are present.

8. **Notice of Meetings**

8.1 The notice of meetings of the Academic Committee, other than a special meeting, shall ordinarily be issued at least 15 days before the day fixed for the meeting.

8.2 Special Meetings shall require at least 72 hours notice.

9. **Terms of Office.**

9.1 Barring the Commanding Officer all other members of the committee will normally shall hold office for a duration of one year.

10. **Duration of the Programme.**

10.1 PGDAS programme shall be of one year duration extended over two semesters.

10.2 Each semester shall have the following schedule:-

(a) First Semester:-

(i) Basic Theory Phase conducted at respective units of the candidates through the Regular Mode – 26 weeks
(ii) End of semester examination will be conducted at FIS in the first week of arrival as Initial Knowledge Test (IKT).

(b) **Second Semester:-**

(i) Full Time contact programme of Advanced Theory Phase conducted at FIS–25 weeks.

(ii) Application Phase involving Flying Training at FIS– conducted concurrently with Advanced Theory Phase.

10.3 The calendar of events in respect of the programme shall be fixed by FIS in consultation with Jamia Millia Islamia University from time to time.

11. **Eligibility for Admission.**

11.1 Candidates selected to undergo QFIC at FIS shall be eligible to join the programme. Further any Public Sector/Government Organisation/Foreign countries may sponsor a candidate for admission to the programme subject to the approval of Government of India.

11.2 The maximum number of seats under various categories (regular and sponsored candidates) shall be as per the requirements of the Indian Air Force.

11.3 A candidate shall become eligible to enrol for the programme only after successful completion of the First Semester. The date of enrolment shall be the date of commencement of the First Semester.

12. **Removal of Name of Candidate from the Rolls.**

12.1 The Academic Committee may remove the name of a student from the rolls for unsatisfactory performance in Theory subjects and/or Flying training as per the criteria specified by Indian Air Force. The name of a student may also be removed as per any other miscellaneous criteria specified by the Indian Air Force from time to time.

12.2 The removal from the programme will not in any way prohibit the subsequent enrolment of the said candidate, if he/she is again detailed to undergo APFIC / QFIC by the Indian Air Force.

13. **Paper Setting and Evaluation of Theory Answer Papers.**

13.1 The examinations and evaluation of the individual Theory Subjects will be conducted by the Examiners appointed for the purpose by the Academic Committee.

13.2 A viva-voce examination during the second semester in respect of Theory Subjects shall be conducted by the Examiners as appointed by the Academic Committee.

13.3 Final test of Theory Subjects will be conducted by outside Examiners of IAF as approved by the Academic Committee.

13.4 Every candidate will be mandated to research and conduct a classroom lecture on one of the topics allotted by the end of second semester.

14. **Eligibility of Passing.**

14.1 The candidates will be assessed in different Theory Subjects and Flying Tests during the second semester. All the theory subjects have different weightage as laid down by the Academic Committee considering the complexity and quantum of syllabus.

14.2 The pass criteria for the theory subjects including the IKT will be a minimum of 40% or as laid down by the Academic Committee from time to time.

14.3 The minimum pass percentage in the Application Phase Flying Tests conducted at the end of the course will be minimum 60%.

15. **Award of Class and Rank.**

15.1 The eligibility criteria for the award of **Post Graduate Diploma in Applied Aeronautical Sciences** will be twofold.

15.2 The candidate should have passed in all the individual theory subjects of First and Second semester and have an aggregate of minimum 60%.

15.3 The candidate should have successfully passed in the Final Flying Tests of the Application Phase.

15.4 The final aggregate marks obtained by the candidate shall be classified into following alphabetical grading system:

AGGREGATE	CLASS/DIVISION	SYMBOL	Grade
90% and above	High First Class	EX	**A+**
80% and above but less than 90%	Middle First Class	EX	**A**
70% and above but less than 80%	Lower First Class	AA	**B+**
60% and above but less than 70%	High Second Class	HAV > 65% AV<65%	**B**
Less than 60%	Failed	Failed	**F**

16. **Power of Relaxation.**

16.1 Notwithstanding what is contained in the Ordinance, the Commanding Officer of the Flying Instructors' School may in exceptional circumstances and on the recommendations of the Academic Committee, as well as on the merits of each individual case, consider at its discretion and for the reasons to be recorded, relaxation of any of the provisions. The final power of relaxation will vest in the Academic Council.

17. **Termination**

17.1 Jamia Millia Islamia University shall be entitled to terminate the PGDAS programme on its own discretion, provided that, no such termination shall be effective before the conclusion of the ongoing Academic Year.

Updated Vide E.C. Resolution No. 2014(III):3.29, dated: 19.11.2014;
Notification No. JMI/R.O./L&Ord./2015, dated: 12.01.2015

Ordinance 15-F (XV-F)

THE UNIVERSITY EXAMINATIONS FOR PRIVATE CANDIDATES

1. General

1.1. In accordance with the provisions laid down in Para 1.3 of Ordinance 15 (Academic), there shall be examinations for private candidates, which will be in the "Annual" mode.

1.2. Unless and otherwise specified in this ordinance, the General Guidelines for Examinations as given in Ordinance 15 (XV) {Academic} will be applicable to all private candidates.

1.3 The Courses of Study and the Syllabi of Courses for various Undergraduate/Postgraduate Programmes for Private Candidates shall be recommended by the concerned Boards of Studies, and approved by the Academic Council. Such Syllabi shall be revised by the respective Boards of Studies every three years.

2. Acceptance of application forms of Private Candidates

2.1 All private candidates shall be required to submit their Applications for Registration in a prescribed form by a notified date, available from the Office of Controller of Examinations.

2.2. Only complete application forms will be accepted by the Controller of Examinations, provided that they are in accordance with the rules laid down by the University.

3. Pass Percentage

A candidate will be declared to have passed a programme if he/she has secured at least 40% of marks in each course of the said programme.

4. Division

A candidate who is declared passed and obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

(i)	75% marks or more in the aggregate:	: First Division with Distinction;
(ii)	60% marks or more, but less than 75%	: First Division;
(iii)	Less than 60% marks, but not less than 50%	: Second Division;
(iv)	Less than 50% marks, but not less than 40%	: Third Division.

5. Grace Marks, Improvement of Division and Retotaling/Re-evaluation of Answer Scripts

5.1. Grace Marks

Grace marks may be awarded to candidates as per the provision laid down in Para No. 20 of Ordinance 15 (XV) {academic}.

5.2. Improvement in Percentage of Marks/Division

(a) A candidate desiring to improve his/her percentage of marks in a course will have to submit an application to the Controller of Examinations latest by 15th September of the year in which he/she passed the course, or as notified by the Controller of Examinations.

Provided that the candidate will be allowed to improve upon his/her percentage of marks in the course in the examination held in the preceding year.

Provided further that the appearance at an improvement examination in a course will be allowed only once.

(b) For the purpose of determining the final division, the marks obtained by the candidate in the improvement examination only will be taken into consideration.

5.3. Re-totaling/Re-evaluation of Answer Scripts

Re-totaling of marks in answer scripts and re-evaluation of answer scripts of a candidate may be done as per the provision laid down in Para No. 22 and Para No. 23 of Ordinance 15 (XV) {academic}, respectively.

6. Compartment Examination

Candidates failing in the final year of a programme may be allowed to appear in the Compartment Examination which will be held after the final (last) annual examination. The date(s) of such examinations will be notified by the Controller of Examinations.

7. Maximum Time Limit for Passing an Examination

No student shall be allowed to appear in the examination after expiry of the periods as specified in the following:

7.1. For a programme of Two years duration, the maximum time limit for passing the programme shall be Four years.

7.2. For a programme of Three years duration, the maximum time limit for passing the programme shall be Six years.

8. Carry over System

8.1. For a Two-Year Programme

(i) A candidate will be allowed to appear in the annual examination of the 2nd year if he/she has passed one-half (50%) of the courses of the 1st year.

(ii) A candidate who has passed all the courses of the 1st and 2nd years, he/she shall be declared as passed.

(iii) If a candidate is unable to pass all the courses by the end of the 2nd year, he/she shall be declared as failed. However, he/she will be given further chance to appear in the compartment or next annual examination(s), as the case may be, within the prescribed maximum time limit for the programme.

8.2. For a Three-Year Programme

(i) A candidate will be allowed to appear in the annual examination of the 2nd year if he/she has passed one-half (50%) of the courses of the 1st year.

(ii) A candidate will be allowed to appear in the annual examination of the 3rd year if he/she has passed two-third (2/3rd) of the courses of the 1st year and 2nd year combined.

(iii) A candidate, who has passed all the courses of the 1st year, 2nd year and 3rd year, shall be declared as passed.

(iv) If a candidate is unable to pass all the courses of the programme by the end of the 3rd year, he/she shall be declared as failed. The candidate will however be given further chance to appear in the 'compartment' examination or in the next annual examination, as the case may be, within the prescribed maximum time limit for the programme.

8.3 If a candidate is unable to clear all the courses within the maximum time limit prescribed for the programme, he/she shall be declared as failed and no further chance will be given to him/her.

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