

Academic Regulations
for
Undergraduate Degree Programs
Up to 2018.

The ICFAI University
Himachal Pradesh



For The ICFAI University, Himachal Pradesh

Vice Chancellor

19/02/2021

CONTENTS

| | Page No. |
|--|-----------------|
| 1. General | 1 |
| 2. Structure of Degree Programmes | 2 |
| 3. Registration | 2 |
| 4. Teaching and Evaluation | 5 |
| 5. Minimum Academic Requirements | 11 |
| 6. Graduation and Eligibility | 12 |

Academic Regulations for Undergraduate Degree Programs

1. GENERAL

- 1.01 These regulations apply to all the under graduate programs of the University.
- 1.02 Every **Academic Year** shall be divided into two **semesters** known as the **First Semester** and the **Second Semester**, and a term known as **Summer Term**.
- 1.03 The **Student Handbook for each program** provides general information on the operational features of the program and the students' conduct on the campus. However, the same would not be a substitute of the Academic Regulations.
- 1.04 The entry qualification for the undergraduate programs is a pass at the 10 + 2 with an appropriate percentage in aggregate as may be prescribed for each program. Students, whose 10+2 results have not been declared at the time of admission, are given **Provisional Admission** to the Program. The admission is subject to their submitting proof of clearing the prescribed eligibility criteria for admission on or before the specified date for each program. If a provisionally admitted student fails to submit the proof of completion of the above criteria on or before the specified date, his admission to the program shall stand cancelled and the student will cease to be on the rolls of University and will not be permitted to participate in any activity of the University.
- 1.05 The **prescribed program** is defined as the whole series of courses required of students that unfold as a package of courses in the requisite number of semesters. The **prescribed semester** courses are those that appear in each of these semesters. Each **course** is a defined module of knowledge in the area specified through the course content.
- 1.06 The program of studies leading to the award of a degree consists of the prescribed courses sequentially distributed over the required number of semesters known as **Semester-wise Pattern**. Each program has a normal duration indicated either in the **Student Handbook** or prescribed by an appropriate authority. The eligibility for a degree is determined on the basis of number of courses or units completed. While the regulation stipulates certain minimum number of units for each program, for actual requirement of any program the Student Hand book or appropriate authority has to be consulted.
- 1.07 A **unit** is a convenient device to anticipate the number of hours per week of the total effort a student has to put in a course, including the class work. The total number of hours of work per week for each unit is approximately three. Each course is associated with a number of units.

2. STRUCTURE OF THE DEGREE PROGRAMS

- 2.01 The various courses prescribed for a program of studies may be categorized in terms of their academic affinity or their functional objectives. Depending on the overall educational goals of programs, it is possible to have fixed **named courses** in a particular category and to have fixed number of **electives**.
- 2.02 The category called **Elective** is conceptually different and operationally wider. For each program there is a specific number of electives which the student is required to take, but can choose from across the courses offered.
- 2.03 For each program the **number of electives** required to be taken by a student will be prescribed through the Student Handbook.
- 2.04 Once a student is declared to have fulfilled the requirements of graduation except Internship Program II and/or Thesis-Seminar, he can not stay back to take any additional electives.
- 2.05 The courses in each program, outside the elective category are defined as **named courses**, since they have already been specified in the semester-wise patterns given in the Student Handbook. The electives are, on the other hand, selected by the student himself from outside the named courses in his program.
- 2.06 The structure contains a category of courses, such as **Internship Program (IP)** or **Thesis-Seminar (TS)**, which attempts a synthesis of preceding courses as well as their applications. They carry large number of units and are to be exclusively pursued full-time throughout the allotted period. There is no provision for taking any other courses along with these courses.
- 2.07 The semester-wise pattern, consisting of the prescribed courses sequentially distributed over the required number of semesters, leads to the particular degree. This contains a **prescribed number of courses** in each semester, planned for an anticipated normal progress through the program. This number is called the **normal load** for that semester of the program.

3. REGISTRATION

- 3.01 As described earlier, every student admitted to the Institute must pursue the prescribed degree program consisting of a set of courses in successive semesters. Due to various structural flexibilities provided, the semester courses are not always predetermined. One of the objectives of the registration process is to specify the courses at the beginning of each semester after allowing for the students' options and working out the permissible details within the limits prescribed by the rules and the announced **Timetable** for the semester.
- 3.02 Registration for the semester for every student, whether newly admitted or already on rolls will be at the beginning of every semester on the dates announced. Every student is required to register for his semester program and to get his registration completed properly is his own responsibility, failing which he shall not be permitted to attend any

classes or use any facilities of the institute during that semester. The first registration in a semester for a student is called the **original registration**.

- 3.03 A student is not permitted to register in a semester/term, if
- i) the student has dues outstanding to the institute, hostel, or any recognized organ of the institute.
 - ii) the student's grade sheet in the immediately preceding semester is withheld.
 - iii) the student has an Incomplete (I) report (see 4.19) in the immediately preceding semester.
 - iv) the student has been specifically asked to stay away from that semester.
 - v) the student has failed to convert the provisional admission into a regular admission by the specified date.
- 3.04 Registration in certain courses, like IP, may be permitted even if the result of the preceding semester is not available due to small gap between the end of the previous semester and the start of the IP, but the same will be subject to cancellation without notice if the student is found to be defaulting from any of the conditions of clause 3.03, discovered later.
- 3.05 Certain courses have **prerequisite** conditions attached to them. Before registering in a course, the student should have fulfilled the prerequisite conditions. If the prerequisite is a course then the student should have a valid grade, not a report, in the prerequisite course.
- 3.06 A specified **prior preparation** is required for certain courses or a group of courses. These requirements are described in the respective handbook for each program.
- 3.07 A student may at his own responsibility depart from his **prescribed semester courses (PSC)**, when feasible and permissible in these regulations. A student with an intelligent understanding of these rules can make a plan to graduate earlier or later than the normal time.
- 3.08 A student departs from his PSC whenever (i) he repeats a course he has already cleared before the PSC (ii) takes a course which appears later than the PSC (iii) drops a course from PSC, (iv) takes a course from **backlog** (iv) decides to take the electives earlier or later than where they are located in his program.
- 3.09 If a student has **backlog**, that is the named courses of the preceding PSC's not cleared by him, then while registering he should register first for all those backlog courses which are available in that semester and have no timetable clash. Electives are not included in the package of backlog courses.
- 3.10 If the Institute facilities permit, a student who is still in the process of completing the requirement of a degree, may, at his own option, **repeat**, with a view to improving his grade, a course which he has already cleared, provided the course is currently being offered. A student can repeat a course provided he does not have any backlog. He may be allowed to repeat a course only after the full component of backlog courses

and the full component of PSC has been registered for in the semester. A student can not stay back after completing the requirements of graduation only to repeat courses. The courses like IP, TS, and project courses can not be repeated except when the **Academic Counseling Committee (ACC)** (see 5.03) requires a student to register again.

- 3.11 Registering in a course that appears later than the PSC is possible only after the full component of backlog, if any, and the full component of the PSC has been registered for in the semester.
- 3.12 With a view of planning his entire quota of courses under the category of electives, a student may, at his own responsibility, delay or advance taking the electives with reference to their prescribed appearance in the semester-wise pattern.
- 3.13 In an unusual circumstance, the Director / Principal may permit **late registration** of a student. A student whose request for late registration has been accepted will be permitted to register on the specified date, normally one week from the date of original registration, on payment of such late fees as may be prescribed from time to time. Further extension of time will not be granted. Students requesting for late registration will have to apply for the permission prior to the date of original registration.
- 3.14 The registration in a semester, when altered at the initiative of a student will be called an **amended registration** and will be covered by the conditions listed below.
 - i) Any time within two weeks from the beginning of the semester, a student may request for **substitution** of a course, in which he has already registered, by another course being offered during that semester.
 - ii) If a student desires to withdraw from a course, he may submit a formal application for **withdrawal** from the course within ten weeks from the beginning of the semester.
 - iii) In exceptional circumstances, a student may be permitted to completely withdraw from all courses and drop the semester when the Director/Principal is satisfied as to the genuineness of the circumstances.
 - iv) A student who has come under the purview of ACC ceases to have any initiatives in the amendment of his original registration. When any alteration in the original registration is called for, it will be done entirely at the discretion of the ACC.
- 3.15 The **revision of original/amended registration** can be caused by concerned authority any time during the semester/term as per the details listed below.
 - i) If the registration of a student in a course is found to be not in accordance with the regulations, his registration in that course will be cancelled and the grade obtained, if any, will be rejected.
 - ii) The registration of a student in a course or completed set of courses in a semester can be revised through the instrument of RC (see 4.23) by the concerned

authority, when the student is found guilty in cases of unfair means, breach of discipline, etc or when he persistently and deliberately does not clear his dues.

- iii) Concerned authority may cause a revision of registration already done by cancelling registration in all courses, when the student ceases to be on the rolls of the Institute by his own action or by the action of the Institute.
 - iv) ACC may cause a revision of registration already done of a student who is under its purview.
 - v) Concerned authority may cause a revision of registration already done by cancellation of the IP option through the instrument of RRA/DP (see 4.23).
 - vi) The registration already done may be revised by the concerned authority by allowing a student to register in additional courses or by canceling the registration of a course in which the student has already registered, when the situation warrants.
- 3.16 A student is considered to be **on the rolls** of the Institute for a semester if he
- (i) is duly registered in the semester
 - (ii) has been permitted, after registration, to withdraw from the semester
 - (iii) has been given prior permission to stay away for the semester
 - (iv) has been asked to stay away from the institute for the semester
- 3.17 When a student, who has been permitted to stay away from the institute for a semester or more, comes back, his subsequent program would be normally governed by the then current academic structure and regulations.
- 3.18 When a student fails to register in a semester without any prior permission to stay away, his name would be **struck off the rolls** of the Institute and he would no longer be a student of the Institute. His case will be closed. If, however, such a person, after his name has been struck off the rolls of the Institute, is permitted to come back, his case can be treated as in the clause 3.17 above with the provision that all his previous records as a former student are revived under the current structure, regulations and schedule of fees.

4. TEACHING AND EVALUATION

- 4.01 The objective of class room education is to awaken the curiosity of the student, generate habits of rational thinking in him, gear his mind to face the unfamiliar and train him to stand on his own. Class room instruction helps the student in the organization and correlation of facts, comprehension of ideas and the creative use of knowledge.
- 4.02 The teacher also has the added responsibility to make the student search for knowledge on his own and induce him to use additional facilities like the library, laboratory and the environment, to optimize his learning process. Self-study by the student would therefore form an important factor in the planning of teaching and evaluation. The student is required to cooperate and respond to this challenge.
- 4.03 Every course whether single-section or multi-section is conducted by a member of the faculty called **instructor-in-charge**, with the assistance, wherever necessary, of the

required number of instructors who will be partners with him in meeting the full academic perceptions and organizational needs of teaching the course and evaluating the students. Wherever the instructor-in-charge is mentioned hereafter, it connotes the team of instructors, acting as one entity under his captainship.

- 4.04 The instructor-in-charge should make a comprehensive plan in respect of conducting the course even before the semester begins. In a multi-section course, all instructors must remain in continuous interaction in order to ensure a smooth operation of the course. While recognizing variations due to personal attitudes and styles, it is important that these are smoothed out so that the operation and grading in different sections in a course, indeed between courses across the institute, are free from any seeming arbitrariness.
- 4.05 At the beginning of class work, the instructor-in-charge/instructor must announce to his class/section through a **Course Handout**, the necessary information in respect of (i) the operations of the course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.); (ii) various components of evaluation, such as tutorials, laboratory exercises, home assignment, several quizzes/tests/examinations (announced or unannounced, open book or closed book), regularity of attendance, etc., (iii) the frequency, duration, tentative schedule, relative weightage etc. of these various components; (iv) the broad policy which governs decisions about make-up; (v) mid-semester grading; (vi) grading procedure (overall basis, review of border line cases, effect of class average etc.) (vii) Chamber consultation hours and (viii) other matters found desirable and relevant.
- 4.06 Teaching and evaluation form a unity of functions and operate in a climate of mutual understanding and trust. The different components of evaluation should be evenly spread out in the semester and would aim to draw out response from the student in regard to various attributes like spontaneous recall, ability to apply known concepts, capacity to work on his own, competence in conceptualized arguments, ability to face unknown situations etc. At least one of the components (examination) must be comprehensive enough to include the whole course and will be held at the end of the semester.
- 4.07 All written examinations are conducted at specified venues as per the pre-specified schedules. Examination schedules are announced to the students through course handouts and/or student circulars. The written examinations may consists of various types of questions such as multiple-choice questions, problems, short-answer questions, descriptive answer questions etc. The pattern and type of questions may vary depending on the nature of the course. The components and the instruments of evaluation in certain courses like IP, Thesis, Seminar, etc. would follow a different regimen and methodology.
- 4.08 Just as evaluation is done in continuous manner, feedback should also be available in a continuous manner. Thus, the answer scripts must be promptly evaluated, shown to the students for them to obtain any clarification on their performance and returned to the students whenever practical. The performance of the students in the examination should be discussed in the class giving as much details as possible like the highest, lowest and average performances.

- 4.09 **Mid-semester interim grading** for each course will be announced to the students to facilitate them to know their current position relative to other students in that particular course. This grade alert may help the student improve his performance in the remaining components of evaluation.
- 4.10 It shall be the responsibility of the individual student to attend all classes and to take prescribed quizzes, tests, examinations, etc. and to submit, properly and promptly all homework. A student must normally maintain a **minimum of 75% attendance in each of the campus-based courses** without which he shall be disqualified from appearing in the respective examinations.
- 4.11 If a student misses first test due to low attendance and is not able to come up to 75% attendance till the middle of the semester, he may withdraw from the course. However, if a student, who misses the first test due to low attendance, meets the requirement of minimum attendance by the middle of the semester, he may be given a make-up for the missed first test. If a student does not maintain requisite attendance by the end of the semester, his registration in that particular course would be cancelled and he would be required to repeat the course. This even would be reported as **RRA (Required to Register Again)**.
- 4.12 The attendance requirements in the **Internship Program (IP) courses** conducted at other organizations are more stringent. During these courses **100% attendance** is compulsory. However, in genuine cases, the resident faculty member may consider and recommend a few days leave of absence for the approval of the appropriate authority, whose decision would be final in such a matter. During Internship Program, every student must conform to the rules and regulations of the host organization. Any unprofessional behavior, misconduct, indiscipline, irregularity at work or unsatisfactory performance would lead to the cancellation of registration in the course.
- 4.13 Any student who misses any component of evaluation for genuine reasons, must immediately approach the instructor-in-charge/instructor with a request for **make-up examination** stating the reasons. If the instructor-in-charge is satisfied with the request, he may arrange as soon as possible a make-up examination for the component of evaluation which the student had missed. If, on rare occasion, a student anticipates a genuine difficulty in meeting the date of the component of evaluation, he should take his instructor-in-charge/instructor into confidence prior to the event. The decision of the instructor-in-charge in all matters of make-up shall be final.
- 4.14 At the conclusion of the semester a student is awarded a **grade** in each of the courses he has taken during that period. The grade awarded to a student in a course will depend on his total performance in all the components of evaluation as designed by the instructor-in-charge and relative to the performance of all the students evaluated for that course.
- 4.15 The instructor-in-charge is responsible for holding the examinations, awarding final grades and transmitting the grades/reports to the authorities within the deadline set by him.

- 4.16 The list of letter grades, the **grade points** associated with them and their qualitative meanings are given below:

| Letter Grade | Qualitative Meaning | Grade Points attached |
|--------------|---------------------|-----------------------|
| A | Excellent | 10 |
| B | Good | 8 |
| C | Fair | 6 |
| D | Poor | 4 |
| E | Exposed | 2 |

- 4.17 When a student takes up Thesis/Seminar courses in place of Internship Program (wherever such provision exists), he gets **non-letter grades** such as **Excellent, Good, Fair or Poor**. These non-letter grades have no grade points attached with them.
- 4.18 At the end of the course, in certain situations, the instructor-in-charge may report certain events/facts in suitable words, in place of grades discussed earlier. These **reports** are not to be construed as grades. The various reports listed below are elaborated in the subsequent clauses.
- (i) Incomplete (I)
 - (ii) Grade Awaited (GA)
 - (iii) Withdrawn (W)
 - (iv) Registration Cancelled (RC), Required to Register Again (RRA), Discontinued from the Program (DP), and
 - (v) Not Cleared (NC)
- 4.19 If the instructor-in-charge finds a student to have not fulfilled some of the requirements of a course before the final deadline for transmitting the grade, and he is satisfied that he is able to transmit some grade or a report with or without this particular fulfillment, but at his discretion wishes to give the student an opportunity, he may, within the deadline, send a report '**I**' (**Incomplete**) and also inform the student of the same. It shall be the responsibility of the student to contact the instructor-in-charge in time for replacement of the 'I' report within two weeks after the end of the semester (and within one week after the end of summer term, for a summer term course) which may be relaxed by the Principal, failing which the instructor-in-charge will communicate whatever grade/report is possible for the situation. Whenever such relaxation is made, the Principal will specify at his discretion, with the consent of the instructor-in-charge, the date by which 'I' report has to be converted.
- 4.20 The requirement envisaged in clause 4.19 must be completed within the time allowed. If the extra time given goes beyond the registration in the next semester/ term, registration in the next semester/term is not possible. The student in such a situation should seek permission to stay away as per clause 3.16.

- 4.21 There are many situations where operational and practical difficulties may cause a delay in the communication of a grade. Certain situations which are visualized in this connection are : (i) where a case of unfair means is pending; (ii) where a case of indiscipline is pending, and (iii) where the courses are being conducted at an off campus center for IP students, where precise co-ordination between the Institute and these centers may not workout in a timely manner. In these circumstances the Principal may authorize the instructor-in-charge to report **GA (Grades Awaited)**. It shall be the responsibility of the instructor-in-charge to replace GA report by a letter grade or another report within the specified time. Whenever the GA report appears in the grade sheet, permission for further registration of such a student shall be at the discretion of the concerned Principal.
- 4.22 Whenever a student is allowed to withdraw from a course, the same is recorded in his grade sheet as **W (Withdrawn)**. The student will have to register for the course when it is offered next and obtain a valid letter grade. If the course with 'W' report is a pre-requisite course for another course, the registration to the course is possible only on obtaining a valid letter grade in the pre-requisite course with 'W' report. No withdrawal is possible without the approval of the concerned authority.
- 4.23 Where a student's registration for a course has to be cancelled, this fact will be reported in the grade sheet as **RC (Registration Cancelled)**. An event will be reported as RC in the following cases:
- (i) Cancellation is recommended as a part of disciplinary action for resorting to unfair means during examination or other unprofessional behaviour.
 - (ii) A provisionally admitted student fails to submit the proof of necessary documents required for registration and /or does not satisfy the minimum eligibility requirements for the admission within the prescribed time limit.
 - (iii) When a student persistently and/or deliberately does not pay off his dues.
- RC** itself has many meanings and may be reported as the following:
- (i) When it is clearly known that the student will be required to register again in the same course, the event will be reported as **RRA (Required to Register Again)**.
 - (ii) If RC amounts to discontinuation from the program it will be reported as **DP (Discontinued from the Program)**.
 - (iii) If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning of the constraint has to be construed from the context in which the RC is reported.
- 4.24 If a student continued to remain registered in a course but gave the instructor inadequate opportunity to evaluate him by absenting himself from quizzes/tests/examinations/other components of evaluation, or by appearing in the same for the sake of appearance without applying himself to the task in hand or by submitting a blank script (answer book), or has less than the minimum attendance required, this event would be reported as **NC (Not Cleared)**.

- 4.25 Whenever a student gets an NC report in a course irrespective of whether he has a grade in the course or not earlier to this event, the following will govern further action. It is to be noted that an NC cannot be ignored, except under the situations described in (b) and (c) below:
- Whenever a student gets an NC report in a course which is in the compulsory package of his program, he is required to register again in the same course and get a valid grade therein.
 - If a student has an NC report in a course taken as elective, he can either repeat the course to get a valid grade or ignore it to choose another course. However, a student must get valid grades in at least the prescribed number of electives in his program. Whenever a student's record has an NC in a course which remains unaccounted after a process of transfer has been completed, it will not be possible for him to wipe out the NC report in such a course because this course is not a part of his program any more; and he can graduate with this NC.
 - If a student is reported NC in a project course, it will be administratively converted to RC by the Principal and future registration in project courses will be done only if the Principal is satisfied with the genuineness of the candidate's interest in the course.
 - If a student is reported NC in Thesis or Seminar, he will be required to register in the same for one more semester. Operationally, this is to be achieved by requiring him to register once again in as many units of Thesis or Seminar in which he had registered when he was awarded NC. If these two courses get separated due to NC in one of them, there is no need to register in the other.
- 4.26 **The Cumulative Grade Point Average (CGPA)** will be used to describe the overall performance of a student in all courses in which he is awarded letter grades, since his entry into the Institute up to and including the latest semester/term. It is also used for the declaration of division when the program is completed.

CGPA is the weighted average of the grade points of all the letter grades received by the student from his entry into the Institute and is computed as follows:

$$\text{CGPA} = \frac{(u_1g_1 + u_2g_2 + u_3g_3 + \dots + u_n g_n)}{(u_1 + u_2 + u_3 + \dots + u_n)}$$

where $u_1, u_2, u_3, \dots, u_n$ denote units associated with the courses taken by the student and $g_1, g_2, g_3, \dots, g_n$ denote grade points of the letter grades awarded in the respective courses. On the other hand, the reports obtained in a course or non-letter grades obtained in Thesis/Seminar will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

- 4.27 When a student repeats a course in which he has already received a grade, as soon as a new grade is obtained, it will replace the earlier one in the calculation of CGPA. It is to be noted that only the latest grade in a course is taken into account for the calculation of CGPA and not the better of the grades, when a course is repeated.

- 4.28 A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a **grade sheet**, a copy of which will be issued to him. The grade sheet will be withheld when a student has not paid his dues or when there is a case of breach of discipline or unfair means pending against him.
- 4.29 While registration with approval of appropriate authority consistent with these regulations is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/amended/revised registration. The various grades and reports discussed above would be appropriately used to tally the grade sheet with original/amended/revised registration. It would be evident that this tally between what was registered for and what was obtained in terms of grades and reports will apply to all courses except the course, which was originally registered for, but subsequently replaced by another course through **substitution**. The tally is made on a course basis at the end of semester/term to determine which of the courses have been cleared. A course is deemed to have been cleared if the student obtains a grade in the course. However, mere clearing of the prescribed courses does not tantamount to fulfilling the requirements of graduation.
- 4.30 While all the grades secured, reports and other pertinent information for a semesters are given in a grade sheet, the chronologically organized information from the grade sheets of a student with the necessary explanation constitutes his **transcript** which is issued at the time he leaves the Institute or at an intermediate point on request.

5. MINIMUM ACADEMIC REQUIREMENTS

- 5.01 The educational philosophy of the University interlinks and at the same time distinguishes between the performance of a student in a single course and his overall cumulative performance. Accordingly the expected minimum academic requirements for the undergraduate programs of the University, are described in the following clause 5.02.
- 5.02 At the end of every semester/term the following minimum academic standards have to be maintained by the students.
- (i) A student should not have secured more than one 'E' grade in that semester.
 - (ii) A student should have CGPA of at least 4.50.
 - (iii) A student should have at least cleared as per his latest performance, two-thirds of the number of courses prescribed for him since his entry into the degree program. This means that at any stage of reckoning, the student should not have spent more than 50% extra time than what is prescribed for him up to that stage.
- 5.03 The requirements (i),(ii),(iii) of clause 5.02 above are the minimum requirements that every student should meet at the end of every semester. Failure to meet even one of these requirements will automatically bring him under the purview of the **Academic Counseling Committee (ACC)**, or a designated authority. The ACC takes immediate charge of the student and requires him to follow a specific path so that he could be rehabilitated at the earliest. Failing the efforts made by ACC to rehabilitate the student, he would be required to leave the Institute.

- 5.04 During the pendency of this purview, the student will lose all his options in regard to the various features permitted during the process of registration namely: option of naming the courses, choice of courses under electives, repetition of courses, taking a higher level course, departure from the normal, etc; and will also lose all his options for amendment to his original registration namely, substitution and withdrawal. However, ACC would have rights to revise the original registration at any time during the semester. Indeed, his entire semester load will be determined by ACC and will have to be followed to the satisfaction of ACC.
- 5.05 If the student's performance in the course package prescribed by the ACC in each semester suffers from NC report or lacks the effort on the part of student, it would be construed that he is not working to the satisfaction of ACC and it may lead to more stringent restrictions on the student. It should be his single minded objective to fulfill the minimum academic requirements, thus enabling himself to get outside the purview of the ACC.
- 5.06 Once a student has been placed under the purview of ACC, he should continue to be under its direct guidance until ACC, after being satisfied with his overall progress and performance, declares him to be outside its purview. All decisions of ACC shall be final.

6. GRADUATION AND ELIGIBILITY

- 6.01 A student is deemed to have fulfilled the requirement of graduation for the program when he satisfies the following conditions:
- (i) cleared all the courses prescribed for him in his program
 - (ii) obtained a minimum CGPA of 4.50
 - (iii) remained outside the purview of ACC or been declared to be outside its purview
 - (iv) overcome all the consequential stipulations of an NC report; except where there is an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his current program; and
 - (v) satisfied all requirements of these regulations.
- 6.02 A student is deemed to have become eligible for the Bachelors degree if, in addition to satisfying the above requirements of clause 6.01, he has
- (i) satisfied all the rules of evaluation
 - (ii) no case of indiscipline or unfair means pending against him.

However, in case of a student having outstanding dues against him to be paid to the University, Hostel or any other recognized organ of the University, his degree will be withheld until the said dues are cleared.

- 6.03 Students who fulfill the graduation criteria will be given a provisional certificate before the convocation. The Bachelor's degree will be awarded during the convocation.
- 6.04 The following classification based on CGPA will be made and mentioned in the graduation certificate of the student.

Distinction - CGPA 9.00 or more

I Division - CGPA 7.00 or more but less than 9.00

II Division - CGPA 4.50 or more but less than 7.00



Mr. M K Soni
Controller of Examination



Prof. (Dr.) H P Singh
Vice Chancellor

19/02/21
