

COMMON ORDINANCES UNDER NON-CREDIT BASED SEMESTER SYSTEM FOR AFFILIATED/CONSTITUENT/ UNIVERSITY COLLEGES/CAPACITY ENHANCEMENT PROGRAMME/ PRIVATE CANDIDATES (EXCLUDING FACULTIES GOVERNED UNDER THEIR RESPECTIVE REGULATORY BODIES).

(Including University campuses unless otherwise specified)

The University shall impart instructions in courses as may be specified by the university from time to time under the semester system.

1. Eligibility for Admission and duration of the courses

The Eligibility and duration of the courses shall be as prescribed by the University from time to time.

2. Fee

Every candidate shall pay such fee to the institution under the jurisdiction of the University as the Syndicate may prescribe from time to time.

3. Scheme of Instructions-Examination

For each examination, every student admitted to the courses under the semester system must be on the rolls of the institution, and shall send his/her admission form and fees for the examination through the Principal/Head of the Institution, accompanied by the following certificates:

- a) Of having attended at least 75% of the total number of lectures delivered in each theory and practical course separately. Deficiency in lectures may be condoned as per ordinances (Chapter 15 (ii) of University calendar, Vol. II). If in a particular semester, a student falls short of attendance in a maximum of two courses, he/she would be permitted to appear in the semester examination of the papers in which he/she fulfils the attendance requirements. The course/s in which the student does not fulfil the minimum attendance requirements, he/she shall not be permitted to appear in the semester examination of such course/s, and shall be declared

as having failed in such course/s. A student who is falling short of attendance in maximum of two courses, he/she shall be required to attend the minimum number of lectures which were falling short, during next year when the course/s is/are offered.

- b) Of having good moral character.
- c) The syllabi, courses of reading and regulations for the courses shall be notified by the University from time to time, and shall be deemed to constitute integral part of the ordinances. Course evaluation under the semester system of evaluation shall be done on marks basis. If a course has both the theory and practical components, the student will be required to pass both the components, separately. However, if the student fails in theory, but is passing in practical of that course, he/she will be required to clear the theory paper only, and vice-versa.
- d) **Carry on system for various semester examinations.**
 - I. Courses having two semester duration:**
 - a. There shall be no condition for promoting a student from first semester to second semester.
 - b. In case a student fails to pass all the courses/papers within a period of two semesters (One Year), he/she shall be given two consecutive semesters (One Year) more to pass.
 - II. Courses having four semester duration:**
 - a. There shall be no condition for promoting a student from first semester to second semester
 - b. However the student shall be promoted to the third semester only if he/she has passed at least 50% courses/papers of the first two semesters.
 - c. There shall be no condition for promoting a student from third semester to fourth semester.
 - d. In case a student fails to pass all the courses/papers within a period of four semesters (Two Years), he/she shall be given four consecutive semesters (Two Years) more to pass.

III. Courses having six semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester
- b. However, the student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters.
- c. There shall be no condition for promoting a student from third semester to fourth semester.
- d. However a student shall be promoted to fifth semester only if he/she has passed atleast 50% courses/ papers of the first four semesters.
- e. There shall be no condition for promoting a student from fifth semester to sixth semester. After a period of six semesters the student shall be given a period of two consecutive years to pass.

IV. Courses having eight semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester.
- b. A student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters, but there will be no condition for promoting a student from third semester to fourth semester.
- c. A student shall be promoted to fifth semester only if he/she has passed at least 50% courses/papers of the first four semesters.
- d. There shall be no condition for promoting a student from fifth semester to sixth semester.
- e. A student shall be promoted to seventh semester only if he/she has passed at least 50% courses/ papers of the first six semesters.
- f. There will be no condition for promoting a student from seventh semester to eight semester and after a period of eight semesters, the student shall be given a period of two consecutive years to pass.

V. Courses having ten semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester
- b. A student shall be promoted to the third semester only if he/she has passed atleast 50% courses/papers of the first two semesters, but there will be no condition for promoting a student from third semester to fourth semester.
- c. A student shall be promoted to fifth semester only if he/she has passed at least 50% courses/papers of the first four semesters.
- d. There shall be no condition for promoting a student from fifth semester to sixth semester.
- e. A student shall be promoted to seventh semester only if he/she has passed at least 50% courses/papers of the first six semesters.
- f. There will be no condition for promoting the student from seventh semester to eighth semester.
However, a student shall be promoted to ninth semester only if he/she has passed at least 50% courses/papers of the first eight semesters.
- g. There will be no condition for promoting the student from ninth semester to tenth semester.
- h. After a period of ten semesters, the student will be given a period of two consecutive years more to pass.

Note:1. No special chance or exemption shall be allowed beyond what is stated in the above Ordinances.

Note:2. Failing students shall appear in the examination in the regular semester examinations next year i.e., reappear of examination for an odd semester shall be conducted alongwith the next odd semester, and even semester alongwith the next even semester and there shall be no special supplementary examinations.

Note:3. If 50% of the courses/papers required to pass

involve a fraction, the fraction of the course/paper will be treated as a full course. For example, if in a year there are 13 courses in two semesters, the candidate will be required to pass minimum of 7 courses/papers.

- e) The pass marks for a course (paper) shall be 35% at Bachelor's Degree level, Certificate, Diploma, Advanced Diploma and PG Diploma levels. The pass marks for a course (paper) shall be 40% at Post Graduate Degree level. Pass marks in aggregate for all the courses shall be 40%. Re-evaluation shall be allowed as per ordinances.

If a candidate obtains less than 40% marks in aggregate at the end of the final semester/year of his/her course but is pass in all individual papers, the result of such a candidate shall be declared as 'fail', and he/she shall be required to improve his/her score in one or more papers in any of the semesters/year so as to obtain a minimum of 40% marks in aggregate to pass the examination.

- f) The medium of instructions shall be as already existing in the ordinances.
- g) Grace marks will be allowed as per University ordinances.
- h) Maximum time allowed to pass a course is given below:

| <i>Course duration</i> | <i>Maximum time to complete a degree</i> |
|------------------------|--|
| Five years | Seven years |
| Four years | Six years |
| Three years | Five years |
| Two years | Four years |
| One year | Two years |

- i) The candidate shall be treated to be failing in the courses offered in the semester in which he has not sought admission/dropped the semester and such courses/papers in which the candidate has failed shall be taken into account while deciding the promotion of the candidate in subsequent semesters as per the condition. The candidate shall be required to seek admission into the dropped/ gap semester examination as a regular candidate at the end of the prescribed duration of the course, but within the maximum time allowed to pass a

course as given under para (h) of the ordinances, provided that he fulfills all other requirements under the prevailing ordinances. Regular students admitted to a course shall register/enroll themselves with the university in the very first semester of their admission and pay prescribed fee to the college/University. Direct admission to second semester is not allowed. The same rule shall apply to private and capacity enhancement programme students.

The above shall also apply to all such courses in which admission to a college is a prerequisite as a regular student.

The above provision is extended to all the Under Graduate, Post Graduate Courses & Diplomas. This provision shall also be extended for subsequent semesters.

4. Assignments

In courses involving project report/ dissertation/thesis/case study/ status report/training report/term report or any other such assignment, the candidate shall be required to submit any such assignment, required in the partial fulfillment of the degree, by the 31st March of the last semester of the course, in which he/she is registered. The Principal/Head of the Institution may, however, give an extension of one month after this date i.e., up to 30th April. Grant of further Extension/Condonation of delay in receipt of such an assignment will be made and governed as per ordinances available in the Guru Nanak Dev University Calendar, Volume II in chapter VII or as amended by the University from time to time. Assignments shall be evaluated by a board of three examiners, as approved by the Board of Studies for the conduct of practical examination/viva voce etc.

5. Discipline

Each student shall be under the control and discipline of the concerned institution. In case of any misconduct on the part of a student, the institution shall have a power to take disciplinary action against the defaulter, to the extent of cancellation of admission of the defaulting student from the rolls of the institution.

6. Result-Division-Degree

The successful candidates shall be classified into following divisions:

- a) **First Division with distinction**—Those who obtain 75 percent or more marks at the end of their course.
- b) **First Division**—Those who obtain 60 percent or more marks at the end of their course.
- c) **Second Division** - Those who obtain 50 percent or more marks, but less than 60 percent marks at the end of their course.
- d) **Third Division**—Those who obtain 40 percent or more marks but less than 50 percent marks at the end of their course.

The successful candidate shall be awarded the degree in the subject of his/her study indicating the division obtained on the basis of the result of all the semester examinations. A student who does not complete the programme of study within the minimum duration of the course of his/her study, or fails in any course, shall not be eligible for any merit position/medal/award of the University.

Notes:

1. All such students who were admitted under the Annual System before the implementation of the Semester System will be governed under the prevalent respective Ordinances of Annual System of examination till they pass such classes/courses.
2. The clauses which are not covered under these Common Ordinances be read with their respective Ordinances and other general rules.
3. Clauses relating to medium of instructions, duration of courses, eligibility, re-appear etc. which have not been mentioned under the new Common Ordinances will remain the same as per the previous ordinances.



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