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DURATION AND ENTRY LEVEL OF THE PROGRAM

<table>
<thead>
<tr>
<th>NAME OF THE PROGRAM</th>
<th>DURATION IN YEARS</th>
<th>ENTRY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>3</td>
<td>10+2</td>
</tr>
<tr>
<td>MBA</td>
<td>2</td>
<td>GRADUATION OF 3-YEAR DURATION</td>
</tr>
<tr>
<td>BBA-MBA (Integrated)</td>
<td>4 years 6 months or 5 yrs</td>
<td>10+2</td>
</tr>
</tbody>
</table>

GR3-1  ABBREVIATIONS (Unless the context otherwise requires)

(i) "AC" means, Academic Council of the University;
(ii) "BOM" means, the Board of Management of the University;
(iii) "BOS" means, the Board of Studies of the Department/School;
(iv) “CAU/AUC-option” means change from Credit to Audit Option / change from Audit to Credit Option;
(v) "Course" means, a specific subject usually identified by its course-number and course-title, with a specified syllabus/course-description and a set of references, taught by some teacher(s)/course-Instructor(s) to a specific class (group of students) during a specific academic Semester;
(vi) “COE” means, the Controller of Examinations;
(vii) “Course Coordinator” means one course instructor who carries out some other functions in addition to the function of Course Instructor for the particular course;
(viii) “Course Instructor” means the teacher or the Instructor of a Course;
(ix) "Curriculum" means the set of related courses in a Program of Study;
(x) "DAA" means, the Dean of Academic Affairs;
(xi) “Department” means a Section in the University devoted to a specific discipline of studies;
(xii) “Grade Card” means the detailed performance record of a student in a Semester/Program;
(xiii) "He" means both genders “he” and “she”; similarly "his" and/or "him" includes "her" as well, in all the cases;
(xiv) “HOD” means the Head of the Department;
(xv) “MLC” means Mandatory Learning Course;
(xvi) "Parent Department" or "Degree Awarding Department" means, the department that offers the degree program that a student undergoes;

(xvii) “Program” means degree program of each discipline of studies;

(xviii) "Project Guide" means, the faculty member who guides the Major Project of the student;

(xix) “School” means a group in the University devoted to specific disciplines of studies of similar Departments;

(xx) “Unit” means a portion of the syllabus of a Course;

(xxii) "University" means, Lingaya’s University, Faridabad (LU); and

(xxii) "VC" means, the Vice Chancellor, Lingaya’s University, Faridabad.

GR3-2 INTRODUCTION

These Regulations shall be applicable with effect from the Academic Year 2014-15. Any modification or improvement required in Academic Regulations may be carried out, as and when required, with the prior approval of the AC.

GR3-3 ACADEMIC CALENDAR

GR3-3-1 Each academic year shall be divided into two Semesters, also called as Terms, each of 90 days duration, including evaluation, examinations and grade finalization, etc. There shall be a minimum 70 teaching days in each Semester which shall exclude all holidays, Saturdays and Sundays, days of examinations, evaluations and other activities.

GR3-3-2 The schedule of academic activities for a term, including the dates of registration, classes to be held, Mid-Term Examinations, End-Term Examination, list of holidays etc. shall be referred to as the Academic Calendar of the Term, which shall be prepared by the DAA, and announced at least two weeks before the closing date of the previous Term, with the prior approval of the VC.

GR3-4 GENERAL ACADEMIC ISSUES

GR3-4-1 Registration

Every student who is eligible for being promoted / admitted to higher Semester shall automatically be registered for the higher Semester, provided he/she fulfills the following conditions:
(i) He has cleared all financial payments (dues) up to present Semester/ previous Semester;
(ii) He has made all required financial payments for the higher Semester where to be promoted / admitted; and
(iii) He has not been debarred from registering on any specific ground by the University.

G.3-4-2 Conditions for Promotion to a higher Semester

These conditions are applicable for programs of durations 2 years or more only.

(i) **Programs with duration of 3 years or more**

A student shall be eligible to be promoted to Semester $M$ only when he clears all backlogs up to Semester $M-4$ where $M$ is equal to or greater than 5. For example, If $M$ is 6 then for promotion to Semester 6, all backlogs up to the Semester $(M-4)$ i.e. Semester 2 should be cleared. Similarly, for promotion to 5th semester, all backlogs in the 1st semester should be cleared and so on. All students shall be promoted up to Semester 4 irrespective of any number of backlogs in the first 3 Semesters.

(ii) **Programs with duration of 2 years or more but less than 3 years**

A student shall be eligible to be promoted to Semester $M$ only when he clears all backlogs up to Semester $M-2$ where $M$ is equal to or greater than 3. For example, If $M$ is 4 then for promotion to Semester 4, all backlogs up to the Semester $(M-2)$ i.e. Semester 2 should be cleared. Similarly, for promotion to 3th semester, all backlogs in the 1st semester should be cleared and so on. All students shall be promoted up to Semester 2 irrespective of any number of backlogs in the first Semester.

A student, who fails in Theory Course(s) or Laboratory Course(s), may appear in the Supplementary Examination, to be conducted once in each Semester, on payment of the prescribed fee for each Course of appearance.

G-3-4-3 Course Pre-Requisites
Pre-requisite(s) of a course means that the course cannot be offered to a student unless he clears course(s) defined as prerequisite(s) of the course as specified by the BOS. Prerequisite(s) of a course, if any, shall be defined in the curriculum.

GR3-4-4 Audit Course

A student found deficient in any area of knowledge / skill needed for his programs of study, may be required to do suitable additional Course(s) as Audit Course(s). These Course(s) shall have no Credits. If a student clears the Audit Course, he shall be awarded U Grade otherwise, the Course shall not appear in the Grade Card.

GR3-4-5 Mandatory Learning Course(s)

In the Curricula of a Program of Study, there may be some mandatory Courses such as personality development of students, improvement in soft skills, awareness and knowledge in the area of Environmental Science & Technology etc. for which a student has to undergo and pass.

GR3-5 EVALUATION SYSTEM

GR3-5-1 Course Credit Assignment

Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) Schedule. The Course Credits for the Semester Scheme are ordinarily based on the following norms:

Lecture/Tutorial: 1 lecture/tutorial session of 50 minutes per week is assigned one credit.
Practical: 1 practical session of 100 minutes per week is assigned one credit.

For example, a course with 3 lecture/Tutorial sessions, 1 practical session per week shall have a total number of 3+1=4 credits. The credits for various courses are shown in the curriculum/detailed syllabi of a Program.

GR3-5-2 Level of Academic Achievement

The Single Letter Grade (A+, A, B+, B, C, D) indicates the level of academic achievement, assessed on a decimal (0-10) scale.
GR3-5-3  Single Letter-Grades and Grade-Points

(i) Conversion of Marks to Single Letter Grades and Grade Points

<table>
<thead>
<tr>
<th>Marks out of 100</th>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 &amp; above</td>
<td>A+</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>80-89</td>
<td>A</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>70-79</td>
<td>B+</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>60-69</td>
<td>B</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>50-59</td>
<td>C</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>40-49</td>
<td>D</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Below 40</td>
<td>F</td>
<td>0</td>
<td>Fail</td>
</tr>
<tr>
<td></td>
<td>U</td>
<td>-</td>
<td>Audited</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>-</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

Note: For obtaining single letter Grade (such as A+, A, B+, B, C, D) in a Course, it is mandatory to score at least 40% marks in End Term Examination in that Course. A student who scores less than 40% marks in a Course, shall be awarded Grade F in that course.

(ii) Description of U and S

a) ‘U’ Grade (To be mentioned in Grade Card):

This Grade is awarded in a Course that a student is advised to register as an Audit Course (without credits) subject to passing in the Course as explained further. It is not mandatory for the student to go through the entire regular process of evaluation in an Audit Course. However, minimum attendance of 60% and appearance in End Term Examination are mandatory. To obtain the U grade in an Audit Course, scoring at least 40% marks in End-Term Examination is an essential requirement. If a student fails in the End-Term Examination, the Audit Course is not recorded in the Grade Card.

b) ‘S’ grade (For Mandatory Learning Courses):

This Grade is awarded if a student is advised to register for a
Mandatory Course as defined in the Curricula and he passes that Course. In case, a student fails in the registered Mandatory Course, the Grade is not awarded and the student shall have to re-register and re-appear in the Examination, for the Course. It is necessary that a student passes Mandatory Course(s), which is an essential requirement to get the Degree.

GR3-5-4 The Academic Performance Evaluation

Academic performance measurement of a Student shall be in terms of his Grade Point Average either for a Semester or the Cumulative Grade Point Average at the end of a Semester based on the individual letter grades obtained in each course of study. These measurement metrics are called Semester Grade Point Average (SGPA) or Cumulative Grade Point Average (CGPA).

(i) **SGPA for a Semester**

SGPA for a Semester is computed as follows:

\[ SGPA = \frac{\sum C_i G_i}{\sum C_i} \]

Where,

- \( C_i \) denotes credits assigned to the Course \( i \), and
- \( G_i \) denotes the Grade point equivalent to the letter Grade obtained by the student in Course \( i \) for all Courses in a Semester.

(ii) **CGPA**

CGPA is calculated as given below:

\[ CGPA = \frac{\sum C_i G_i}{\sum C_i} \]

Where,

- \( C_i \) denotes credits assigned to Course \( i \), and
- \( G_i \) denotes the Grade point equivalent to the letter Grade obtained by the student in Course \( i \) for all Courses till the end of the concerned semester, under calculation.

(iii) **Minimum CGPA Requirement to get a Degree**

A student must obtain a minimum CGPA of 5.3 at the end of a Program to get a Degree.
GR3-5-5 Evaluation Scheme

GR3-5-5-1 For Theory Courses

The single-letter grade awarded to a student in a Theory Course, for which he has registered, shall be based on his performance in continuous evaluation through assignment based quizzes, two Mid-Term Examinations and one End-Term Examination.

(i) Course Weightages

a) For MBA or last 1 year i.e. from Semester 7 to 8 of BBA-MBA (Int.) Program

<table>
<thead>
<tr>
<th>Evaluation Scheme</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-Term Examination (To be conducted by COE)</td>
<td>60%</td>
</tr>
<tr>
<td>Mid-Term Examination – I (To be conducted by COE)</td>
<td>10%</td>
</tr>
<tr>
<td>Mid-Term Examination – II (To be conducted by COE)</td>
<td>10%</td>
</tr>
<tr>
<td>Continuous Evaluation</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

(ii) Sum of Mid-Term Examination – I, Mid-Term Examination – II and Continuous evaluation shall be called Internal Assessment.

(iii) For every course, it is mandatory to score a minimum of 40% marks in aggregate including the End-Term Examination and Internal Assessment failing which, the student shall be declared failed in that course and he shall not earn the assigned credits.

(iv) For a subject, syllabi in Mid Term Examination – II will include the topics covered till the conduct of Mid-Term Exam – II, including the topics already covered in Mid-Term Examination – I.

(v) Question papers for End Semester Examination may be set by External Examiner (to be selected from the panel of Examiners approved by the Vice Chancellor). Each Examiner will set 2 Question Papers in each subject. VC will select one Question Paper randomly for Examination for each subject.

(vi) If a student fails in the End-Term Examination by securing less than 40% marks in aggregate, he shall be allowed to reappear in the
Supplementary examination on payment of prescribed fee. In such cases, his previous internal assessment with the weightage as defined, shall be frozen and taken into consideration for calculation of the final Grade.

**b) For BBA or First 3 years i.e. from Semester 1 to 6 for BBA-MBA (Int.) Program**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-Term Examination (To be conducted by COE)</td>
<td>75%</td>
</tr>
<tr>
<td>Continuous Evaluation</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Teacher's Continuous Evaluation:**

Theory Courses: The teacher's continuous evaluation shall be based on the following:

- Two Class Tests 10 Marks each
- Assignment/Group Discussion/Viva-Voce etc. 05 Marks

For every course, it is mandatory to score a minimum of 40% marks in aggregate including the End-Term Examination and Internal Assessment failing which, the student shall be declared failed in that course.

Question papers for End Semester Examination may be set by External Examiner (to be selected from the panel of Examiners approved by the Vice Chancellor). Each Examiner will set 2 Question Papers in each subject. VC will select one Question Paper randomly for Examination for each subject.

If a student fails in the End-Term Examination by securing less than 40% marks in aggregate, he shall be allowed to reappear in the Supplementary Examination, on payment of prescribed fee. In such cases, his previous internal assessment with the weightage as defined, shall be frozen and taken into consideration for calculation of the final Grade.

**GR3-5-5-2 For Laboratory Courses**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester-End Examination</td>
<td>60%</td>
</tr>
<tr>
<td>Continuous evaluation by the teachers</td>
<td>40%</td>
</tr>
</tbody>
</table>
The teacher’s continuous evaluation shall be based on performance in the laboratory, regularity, practical exercises/assignments, quizzes, etc. The assessment shall be given at three nearly equi-spaced intervals. **15, 15 and 10 Marks.**

(i) For every Laboratory Course, it is mandatory to score a minimum of 40% marks in aggregate.

(ii) If a student fails in a *Laboratory Course*, he shall be allowed to reappear in the Supplementary Examination on payment of prescribed fee.

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**GR3-5-6 Evaluation of Presentation in a Seminar**

Presentations in Seminars are to be evaluated/assessed on following parameters:

- **Content** – Quality of information, accuracy
- **Visuals** – Quality, meaningful, sequencing
- **Layout** – Appealing, aesthetic, not overcrowded
- **Deadline Met** – To be ready in all aspects by presentation date prescribed
- **Speaking Skills** – Way of communication, not just reading out the matter on slides, should be able to answer queries with confidence
- **Body Language** – Facing class, Eye contact, confidence
- **Timeliness** – Presentation must be completed in prescribed time

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**GR3-5-7 Evaluation of Project/Internship**

(i) The Project / Internship will be evaluated by a Committee comprising of the Internal Examiner and the External Examiner.

| Assessment by Internal Examiner | 50% |
| Assessment by External Examiner | 50% |

(ii) The External Examiner shall be a faculty from outside or an Expert from Industry/Academia/Research Organization.

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**GR3-5-8 Earned Credits**

This refers to the sum of the Course credits earned by a student in a Program in which he has obtained single-letter grades ‘A+’, ‘A’, ‘B+’, ‘B’, ‘C’, D in each course in which he has been registered and evaluated.
Report of Marks, Grades and Class Performance Statistics

(i) The final marks shall be displayed on the notice board for one day by the course instructor, the date of which will be indicated in the academic calendar. A student can approach the concerned course instructor for any clarification within two days of the display of final marks. The students shall be made aware of all the factors included in the evaluation. In case of any correction, the Course Coordinator/Instructor shall have to incorporate the same before finalization of the grades.

(ii) The Course Coordinator/Instructor shall submit the Report of Marks & Grades for each of the student in his course, along with the Summary Report of Marks & Grades containing the Class Performance Statistics, in the prescribed format, to the HOD by the stipulated date.

(iii) The HOD shall submit in consultation with the DAA, the final approved Report of Marks & Grades along with Summary Report of Marks & Grades containing the class performance statistics, in the prescribed format, to the DAA within the stipulated date.

(iii) The Student’s Grade Card shall contain the Letter-Grade for each registered course; along with the SGPA of the current Semester and the CGPA till the end of the relevant Semester.

Appeal for Review of Grade

(i) In case of any grievance about the grades, the student may appeal for review of grades to the HOD, before the date specified in Academic Calendar.

(ii) The fee for such an appeal shall be as prescribed. If the appeal is not allowed by the Department in consultation with DAA, then the fee amount will be refunded to the student without interest.

(iii) If after the appeal, the Grade is changed, the fee without interest shall be refunded. However, if there is no change in the Grade, no fee refund shall be made.
GR3-5-11 Certification – Award of Divisions

The degree will be awarded only upon compliance of all the laid down requirements for the Program as given below:

(i) There shall be University requirement of earning a minimum number of credits for a degree, satisfactory completion of mandatory learning courses and other activities as per the course structure.

(ii) There shall be a minimum earned credit requirement on all Departmental core courses, Elective courses and Major Project as specified by BOS.

(iii) There shall be a maximum duration for complying with the degree requirement.

(iv) The candidate will be placed in First Division with Honours / First Division with Distinction / First Division / Second Division / Fail which will be mentioned on the degree certificate, based on the following conditions:

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>CONDITIONS TO BE FULFILLED</th>
</tr>
</thead>
</table>
| First Division with Honours   | CGPA ≥ 8.5  
No ‘F’ grade in any course of the Program in 1st attempt  
The Program is completed in Normal Duration  
Minimum credits to get Honours for each program shall be as mentioned below in Table 3-5-11 |
| First Division with Distinction (If not eligible for Honours) | CGPA ≥ 8.5  
No ‘F’ grade in any course of the Program in 1st attempt  
The Program is completed in Normal Duration  
Minimum credits to get Honours for each program shall be as mentioned below in Table 3-5-11 |
| First Division                | CGPA ≥ 6.5 but less than 8.5                                                              |
| Second Division               | CGPA ≥ 5.3 but less than 6.5                                                              |
| Fail                          | CGPA < 5.3                                                                               |

Note:
(i) For comparison purposes, percentage of marks may be assumed to be CGPA multiplied by 9.5.
(ii) For obtaining single letter Grade (such as A+, A, B+, B, C, D), in any Course, it is mandatory to score at least 40% marks in
aggregate (Sum of Internal Assessment and End-Term Examination) in that Course.

Table 3-5-11 Minimum number of Credits for getting Degree, getting First Division with Honour an getting First Division with Distinction

<table>
<thead>
<tr>
<th>Name of the Program</th>
<th>Total Credits as per Scheme of studies and credits for getting First Division with Honours</th>
<th>Minimum Credits for getting First Division with Distinction</th>
<th>Minimum Credits for getting Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>155</td>
<td>145</td>
<td>140</td>
</tr>
<tr>
<td>BBA-MBA (Int.)</td>
<td>210</td>
<td>200</td>
<td>190</td>
</tr>
<tr>
<td>MBA</td>
<td>115</td>
<td>110</td>
<td>105</td>
</tr>
</tbody>
</table>

GR3-6 CAU / AUC-options

A student can register for an Audit Course, or a Course can be converted from Credit to Audit or from Audit to Credit, with the consent of the Course Coordinator/Instructor within two weeks after the commencement of the classes in the Semester as indicated in the Academic Calendar. Such course(s) cannot be Core Course(s).

GR3-7 Internship (as applicable)

(i) A student having registered for 6-8 weeks of internship scheme of a Program cannot opt out of that scheme.

(ii) Presentation by the students after completion of the Internship shall be completed with 3 weeks from the beginning of the next session.

GR3-8 ATTENDANCE

(i) All students must attend all lecture, tutorial and laboratory classes
in a Course as prescribed. However, due to his participation in
sports, games or athletics; professional society activities,
placement activities, NCC/NSS activities, etc. and/or any other
contingencies like medical emergencies, etc., he is required to
have minimum of 75%, overall attendance (aggregate for all
subjects) in each Semester.

(ii) If a student fails to fulfill the minimum requirement of attendance as
above, he shall be detained from appearing in the End Term
Examination and shall be required to repeat the whole
Semester and the Fee for the extra Semester as prescribed
shall be paid by the student.

GR 3-9 LEAVE OF ABSENCE

(i) In extreme cases, if there is a shortfall in attendance below 75%,
due to reasons beyond the control of a student, the VC may
condone up to 10% of overall attendance in each Semester on
recommendations of the HOD, if leave was approved by the HOD,
provided the application for leave is submitted by the student to the
HOD concerned, with the recommendation of the Course
Instructor, stating fully the reasons for the leave requested, along
with supporting documents.

(ii) VC may impose any condition in each case, condoning the
attendance.

GR3-10 ABSENCE DURING EXAMINATIONS

Following are the regulations to be followed by a student if he fails to
appear in Mid-Term, End-Term or Laboratory Examination:

GR3-10-1 Absence during Mid-Term Examination

(i) A student who has been absent during Mid-Term Examination due
to illness and/or any exigencies, may give a request in person for
the Make-up Examination (to be conducted by the Department)
within one week after the Mid-Term Examination, to the HOD with
necessary supporting documents. The HOD may consider such
requests depending on the merits of the case, and after
consultation with the Course Instructor, he may permit the Make-
up Examination for the Student concerned. However, no Make-up
Examination will be permitted, if the attendance in the course is
less than 60% till the start of the Examination.

(i) However, while awarding the Grade in the concerned Course, only 80% of the marks scored in the Make-up Examination of the Mid-Term Examination will be taken into account and the Student will be required to pay Make-up Examination Fee, as prescribed.

GR3-10-2 Absence during End-Term Examination

A student who has been absent during End-Term Examination, will be given F Grade in that Semester and he shall have to reappear in the Supplementary Examination to be held in the subsequent Semester(s) and the Student will be required to pay the requisite Fee, as prescribed.

GR3-10-3 Absence during Laboratory Examination

A student who has been absent during Semester End Examination, will be required to reappear in the Supplementary Examination being held in the subsequent Semester(s) and the Student will be required to pay the requisite fee as prescribed.

GR3-11 CLEARING OF DUES

(i) A student, who has not cleared his dues / fees, will not be permitted to attend the classes (theory as well as laboratory). He will also not be permitted to take other Evaluation related activities such as Mid Term, Quiz, Assignment etc., till all dues are cleared by him.

(ii) A student will be required to pay the fee and clear his dues within notified period, from the date notified for depositing the Fee. No extension of date for deposit of Fee will be given. If the dues have not been cleared within the dates specified in the notification, he will not be allowed to attend the classes.

GR3-12 WITHDRAWAL FROM THE PROGRAM

Following are the Regulations governing temporary or permanent withdrawal from a Program:

GR3-12-1 Temporary Withdrawal
A student who has been admitted to a degree Program of the University may be permitted to withdraw temporarily, for a period of one semester or up to a maximum of 2 Semesters on the grounds of prolonged illness or grave calamity in the family, etc., provided:

a) He applies to the University stating fully the reasons for withdrawal together with supporting documents and endorsement from his parent/guardian.
b) There are no outstanding dues or demands, from the Departments / LU / Hostels / Library etc.
c) Scholarship holders are bound by the appropriate Rules applicable to them.
d) The decision of the Vice Chancellor, regarding withdrawal of a student shall be final and binding.

Normally, a student will be permitted only one such temporary withdrawal during his tenure as a student and this withdrawal will not be counted for computing the maximum allowable duration of study.

**GR3-12-2 Permanent Withdrawal**

A student, who withdraws admission before the closing date of admission for the Academic Session, is eligible for the refund of fee as per the University rules. Once the admission for the year is closed, the following conditions govern the withdrawal of his admission:

(i) A student who wants to leave the University, will be permitted to do so (and take Transfer Certificate from the University, if needed), only after clearing all the dues for the remaining duration of the Program.

(ii) A student who has received any scholarship, stipend or other form of assistance from the University, shall repay all such amounts, in addition, to those mentioned in Clause (i) above.

(iii) The decision of the VC regarding all aspects of withdrawal of a student shall be final and binding.

**GR3-13 GRADUATION REQUIREMENTS**
A student shall be deemed to be eligible for the award of the degree, if

(i) He has fulfilled Degree Requirements;
(ii) He has produced a No Dues Certificate to the University from, Departments, Hostels, Library etc. as required; and
(iii) He has no disciplinary action pending against him.

GR3-14 COMMITTEES/ FUNCTIONARIES

GR3-14-1 Board of Studies (BOS)

(i) The following shall be the constitution of the Board of Studies (BOS) of a Department:

a) Dean of the School or HOD of the Department, Chairperson
b) All Professors in the Department (including HOD, if he is not the Chairperson), Members
c) Two (2) Associate Professors of the Department by rotation according to seniority (including HOD, if he is not Chairperson), Members
d) Two (2) Professors from eminent institutions, Members
e) Two (2) persons from outside to be co-opted for their expert knowledge including those belonging to the concerned profession or industry, Members

(ii) The following shall be the duties and functions of the Board of Studies (BOS):

a) To prepare syllabi for various courses keeping in view the objectives of the University, interest of the stakeholders and national requirements, for consideration and approval of the Academic Council;
b) To suggest methodologies for innovative teaching and evaluation techniques;
c) To suggest panel of names to the Academic Council for appointment of examiners;
d) To coordinate research, teaching, extension and other academic activities in the Department/University;
e) To monitor the conduct of all courses of the Department;

f) To ensure academic standards and quality of the Programs offered by the Department;

g) To recommend to the AC, appropriate measures to deal with the specific issues of concern, arising because of the effect of the year to year (periodic) refinements in the Academic Regulations & Curriculum on the students admitted in earlier years (so as to ensure that those students are not subjected to an unfair situation, whatsoever, although they are required to conform to the revised Regulations & Curriculum, without any undue favour or considerations) like the specific details of the credit requirements, etc., as and when such cases arise or need to be addressed, considering the nature and extent or the refinements, and implement the same with the appropriate approval of the AC; and any appropriate responsibility or function assigned by the AC or the Chairman of the AC.

(ii) The quorum of each meeting will be a minimum of fifty percent of the total members of the BOS.

(iii) The tenure of appointment of the nominated members will be two years.

(iv) The Board may appoint sub-committees to discharge its duties and functions.

GR3-14-2  Dean Academic Affairs (DAA)

(i) The Dean Academic Affairs shall be appointed by the Vice Chancellor from amongst the Professors for a period of two years. This tenure may be extended for a further period of two years if desired by the Vice Chancellor. DAA shall be responsible for all academic matters related to teaching-learning-evaluation and certification and any other duties assigned by AC/VC.

(ii) Following shall be the duties and functions of the DAA:
   a) He shall administer the decisions of the Academic Council;
   b) He shall schedule academic activities as referred to in the Academic Calendar;
   c) He shall approve or otherwise ‘W’ grade;
   d) He will be responsible for:
      1) Sanctioning of leave of absence of a student, as applicable;
and

2) Grant of extension of time for submission of projects / dissertation.

**GR3-14-3  Head of the Department (HOD)**

(i) HOD shall be appointed by the VC in consultation with DAA. His term of appointment shall be three years which can be further extended for one more term.

(ii) Following shall be the duties and functions of the HOD:

   a) He shall adhere to the Academic Calendar as approved by AC.
   b) He shall be the custodian of the documents pertaining to the working of BOS.
   c) He shall appoint Course Instructors, Course Coordinators. He shall coordinate with Course Instructors, Course Coordinator and shall provide the time table for their activities.
   d) He shall arrange to provide appropriate infrastructure for smooth conduct of the Program.
   e) He will do any other work as assigned to him by the AC/DAA/VC.

**GR3-14-4  Course Coordinator**

(i) Course Coordinator shall be appointed by the HOD of the Teaching Department out of one of the course instructor(s) teaching a Course.

(ii) Duties and functions of the Course Coordinator shall be as follows:

   a) All the functions of Instructor for his class will be performed by Coordinator also;
   b) He shall prepare an evaluation plan showing details of how the students’ performance will be evaluated in the course;
   c) He shall document properly the student’s performance and announce to the students including the display on the Notice board / intranet as stipulated in the Regulations;
   d) He shall report to the DA/HOD on a periodic (monthly) basis, the likely cases of poor academic performance as well as those of low attendance, that would possibly result in a 'F' grade at the end of the semester; and
e) Any other work assigned by the HOD.