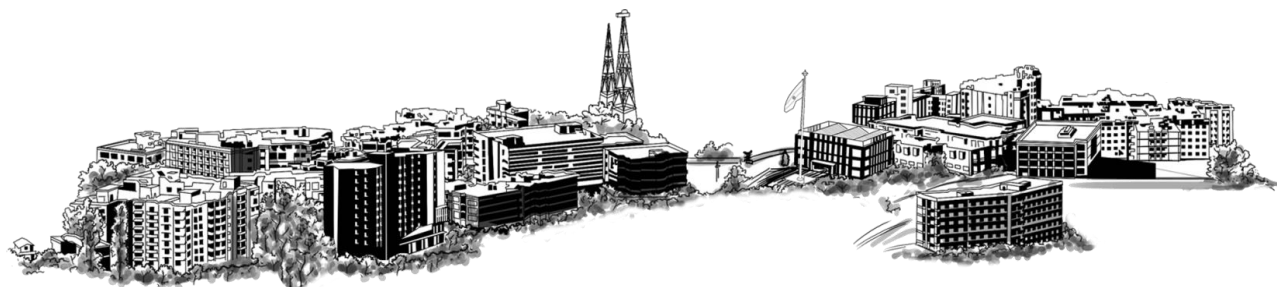


DIT UNIVERSITY

ACADEMIC ORDINANCE

**[For Diploma / UG / PG (Except Pharmacy Programmes)
and Doctoral Programmes]**

Applicable from Academic Year 2021-22



DIT University

Mussoorie Diversion Road Dehradun, Uttarakhand-248009

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ACADEMIC ORDINANCES

Diploma, Undergraduate and Postgraduate Programmes

(Except Pharmacy Programmes)

EIGHTH AMENDMENT TO THE ACADEMIC ORDINANCES 2013

(APPLICABLE FROM THE ACADEMIC YEAR 2021-22)

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act, the Statutes and the Rules of the University, the Academic Council hereby frames the Academic Ordinances, Eighth Amendment to the Academic Ordinances 2013 (applicable from Academic year 2021-22 and passing out batches of 2021-22, 2022-23 & 2023-24) as detailed below.

FFCBCS system is applicable for B.Tech, BCA and MCA programme for students admitted in academic year 2020-21 onwards and lateral entry students admitted in academic year 2021-22 onwards.

FFCBCS system is also applicable for B.Des, B.Arch and BSc programme for students admitted in academic year 2021-22 onwards.

PRELIMINARY

Short Title and Commencement

- a) These Ordinances may be called The Academic Ordinances of DIT University, Eights amendment to the Academic Ordinances 2013 (applicable from the Academic year 2021-22). These Ordinances are applicable to the Full-Time students of Diploma (including Lateral Entry), Undergraduate Degree (including Lateral Entry) and Postgraduate Degree (Full-Time and Part-Time) Programmes of the University.
- b) The programmes covered by these Ordinances are correlated programmes of study, the successful completion of which would enable the participants of the programmes to qualify for the award of 3-Year Diploma, 3-Year and 2-Year (Lateral Entry) Engineering Diploma programme, 3-Year B.Sc. (Honours) Degree, 3-Year BA (Honours) Degree, 3-Year BCA Degree, 4-Year B.Des Degree, 4-Year and 3-Year (Lateral Entry) B.Tech Degree and a 5-Year B.Arch Degree for Under Graduate programmes, 2-Year MCA / M.Tech / MBA / M.Des / MA / M.Sc. Degree for Post Graduate programmes.

- c) A participant of the Programme is a student who is duly admitted to the University and who has registered himself/herself for a Programme of study and attends the same.
- d) The Academic Ordinances 2013 shall come into force with effect from the commencement of the Academic Session 2013-14, the Eighth Amendment to the Academic Ordinances shall come into force with effect from the commencement of the Academic Session 2021-22.

DEFINITIONS

Definitions of various terms used in the Ordinances, unless the context otherwise requires, are given below:

- a) AC The Academic Council of the University
- b) Academic and Examination Section The Academic and Examination Section of the University.
- c) Academic Session The period of Academic Activities (Normally July / August to June of the subsequent year).
- d) Act The DIT University Act, 2012.
- e) AICTE The All India Council for the Technical Education.
- f) BOE The Board of Examinations of the University.
- g) BOG The Board of Governors of the University.
- h) BOM The Board of Management of the University.
- i) BOR The Board of Research of the University.
- j) BOS The Board of Studies of the various Schools / Departments of the University.
- k) Chairman/Chairperson The Chairman/Chairperson of the various Statutory Bodies of the University.
- l) Class Coordinator The coordinator of the specific section of the programme of the University.
- m) Class Representative The Students representative of a specific section of the programme of the University.
- n) COA The Council of Architecture.
- o) COE The Controller of Examinations of the University.
- p) Dean The Dean of the concerned School Functional Dean of the University.
- q) Dean AA The Dean Academic Affairs of the University.
- r) Director The Director of the concerned School of the University.
- s) DSW The Dean of Students Welfare of the University

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|-----|----------------------------|--|
| t) | HOD | The Head of the respective Department / Centre / Unit of the University. |
| u) | Moderation Board | The Moderation Board of the concerned programme. |
| v) | PCI | The Pharmacy Council of India. |
| w) | PMB | Planning and Monitoring Board of the University. |
| x) | PRO-VC | The Pro-Vice Chancellor of the University. |
| y) | Registrar | The Registrar of the University. |
| z) | Statutes | The Statutes of the DIT University. |
| aa) | Student | A student pursuing an academic programme at DIT University. |
| bb) | UG / PG Academic Committee | The Under Graduate / Post Graduate Academic Committee of the University. |
| cc) | UGC | The University Grants Commission. |
| dd) | University | DIT University, Dehradun. |
| ee) | VC | The Vice Chancellor of the University. |

1. GENERAL

1.1 These Ordinances are applicable to the Full-Time students of Diploma (including Lateral Entry), Undergraduate Degree (including Lateral Entry) and Postgraduate Degree (Full-Time and Part-Time) Programmes of the University.

1.2 Medium of instruction as well as examinations shall be English.

1.3 Duration of the Programmes

1.3.1 The duration of various programmes shall be as follows:

S. No.	Level	Programme	Normal Duration	Maximum Duration
1.	UG	B.Arch	5 Years	8 Years
2.		B.Tech / B.Des	4 Years	6 Years
3.		B.Tech (Lateral Entry) / B.Sc. (Hons.) / B.A. (Hons.) / BCA	3 Years	5 Years
4.	PG	MCA / M.Tech / M.Des / MA / M.Plan / MBA / MSc	2 Years	4 Years
5.		MCA	3 Years	5 Years
6.	Diploma	Diploma	3 Years	5 Years
7.	Diploma	Engineering Diploma (Lateral Entry)	2 Years	4 Years

1.3.2 Each academic session shall be divided into Two Semesters in an academic year (Monsoon Semester - July to December and Spring

Semester - January to June), each of approximately 16-20 weeks duration with a minimum of 90 working days. There exists a provision for switching to the trimester system consisting of three terms in each session with a minimum of 60 working days. The Academic Calendar for a session as approved by the Academic Council, includes dates of Commencement and End of the semester, Mid-Term Tests, End-Term (Final) Examination, Back Paper Examinations (if any), Training Period, Term Paper submission, Portfolio Practical/Comprehensive/Composite Viva-Voce, last date for submission of marks, date of publication of results, etc.

1.3.3 For the B.Arch Programme, the entire curriculum of five years is divided into 10 semesters which shall include lectures, drawings, tutorials, seminars, case studies, educational tours, practical training and Thesis Project as per schedule of teaching & examination.

1.3.4 The programmes of studies leading to Degrees/Diploma consist of prescribed subjects sequentially distributed over the required number of semesters/trimesters respectively.

1.4 Offering of Programmes of Study

The University programmes of study offered during a semester are mainly based on normal expectations of enrollment and are subject to availability of required facilities. The University shall have the right to cancel any of the programmes of study if the above conditions are not satisfied.

1.5 Admissions

1.5.1 Admissions to various programmes of study shall be made as per the Rules prescribed by the Academic Council.

1.5.2 All admissions shall be made purely on merit basis.

1.5.3 The University on year-to-year basis shall formulate its admission policy duly approved by Academic Council as per the Rules and Guidelines of UGC/COA, stating the eligibility criteria, the procedure and criteria of admission to various programmes of study. The University shall widely publicize the above policy through advertisements by various modes of communication well before the admissions.

1.5.4 For the candidates to be eligible, the maximum gap normally permitted after completion of the qualifying examination shall be two academic sessions. In all such cases, the decision of the Competent Authority based on reasons cited for the gap and submission of an affidavit to that effect shall be final and binding.

1.5.5 Admission M.Tech (Part-Time) Programme for Working Professionals as per the following terms:

- 1 The aspirant should have a minimum of two years full time work experience in a registered firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.
- 2 The aspirant should satisfy the eligibility criteria of the University for admission.
- 3 The No-Objection Certificate (NoC) from the parent organization for joining the part-time programme is required for admission.
- 4 GATE will be preferred. However, it is not an essential requirement for admission to M.Tech on a part-time basis.
- 5 The coursework, research, and thesis requirements for part-time M.Tech students will be identical to the requirements for regular M.Tech programme. However, Duration of the M.Tech programme shall be a minimum of one / two Semester(s) in excess than that of the duration of the regular M.Tech programme.
- 6 They will not be eligible for any financial support like stipend, etc.
- 7 The classes for part-time programme will be conducted in the evening / weekends.

1.5.6 If there is any requirement for bridge courses, as per admission criteria, student has to pass bridge course(s) within one academic year of admission, failing which his / her admission shall stand cancelled.

1.6 Enrollment

1.6.1 Each student admitted in Undergraduate, Post-graduate, Research Programme will be enrolled as a bona fide student of DIT University. For getting enrolled in DIT University the student must submit all the mandatory documents and clear all the dues within the prescribed deadline. Failing the same the University will not enroll the student and reserves the right to cancel the Provisional Admission. A unique enrollment number will be provided to each student. Details of the enrollment number are given below:

Year of Admission (Last Two Digits)	Programme/Branch Numeric Code (Two Digits)	Serial No. in continuity
a	b	c

where

a = Last two digits of the year of admission

b = Two digit Numeric Code of Diploma / UG / PG Programme identification (refer Ordinance No. 1.8.1)

c = Four digit serial number of the student in a programme, eg. from 0001 to 9999.

1.7 Issue of Roll Number

University Roll Number issued to every student will signify the following:

Year of Admission (Last Two Digit)	Programme Numeric Code (Two Digit)	Branch Numeric Code (Two Digit)	Serial No. in Continuity
a	b	c	d

where

a = Last two digits of the year of admission

b = UG / PG Programme identification

c = Course identification

d = Three digit serial number of the student in a course, eg, 001 to 899 for regular students and 900 to 999 for Lateral Entry Students

For various codes for programmes and branches refer Ordinance No. 1.8.

1.8 Table Showing Codes for Programmes, Courses & Branches

1.8.1 Table for Programme Codes

Programme Code	Description
DC81	Doctoral
DI15	Diploma 3 year Programme
DIP2	Diploma 2 year Programme
PG51	M.Tech
PG52	MBA
PG53	MCA (2-Year)
PG55	MSc
PG61	MBA-Trimester
PG64	Master of Design
PG65	Master of Arts
PG66	Master of Planning
UG01	Bachelor of Technology
UG08	Bachelor of Architecture
UG10	Bachelor of Science (Honors)
UG11	Bachelor of Arts (Honors)
UG12	Bachelor of Computer Applications
UG13	Bachelor of Design

1.8.2 Table for Branch Codes

Level	Code	Name of Branch/Specialization
Diploma	43	Mechanical Engineering
Diploma	44	Electrical Engineering
Diploma	45	Electronics & Communication Engineering
Diploma	46	Civil Engineering
Diploma	81	Computer Science & Engineering
Doctoral	60	Computer Science & Engineering
Doctoral	61	Electronics & Communication Engineering
Doctoral	62	Electrical Engineering
Doctoral	63	Mechanical Engineering
Doctoral	64	Petroleum Engineering
Doctoral	65	English
Doctoral	66	Mathematics
Doctoral	67	Physics
Doctoral	69	Management
Doctoral	70	Civil Engineering
Doctoral	71	Chemistry
Doctoral	80	Computer Science
Doctoral	86	Population & Health Informatics
Doctoral	87	Clinical Research
PG	22	Management
PG	25	Computer Science & Engineering
PG	26	Electronics & Communication Engineering
PG	27	Electrical Engineering
PG	28	Mechanical Engineering
PG	29	Digital Communication
PG	34	Civil Engineering with specialization in Structural Engineering
PG	35	Construction Engineering & Management
PG	36	CAD/CAM
PG	37	Physics
PG	39	Computer Applications
PG	51	Electronics & Communication Engineering with specialization in Digital Communication
PG	52	Electrical Engineering with specialization in Power Systems
PG	85	User Experience Design
PG	88	Clinical Research
PG	89	Clinical Psychology
PG	91	Visual Graphics and Animation
PG	92	Statistics
PG	94	Robotics & Automation Engineering
PG	96	Mathematics
PG	97	Chemistry

PG	98	Planning
UG	1	Civil Engineering
UG	2	Computer Science & Engineering
UG	3	Electronics & Communication Engineering
UG	4	Electrical Engineering
UG	5	Information Technology
UG	6	Mechanical Engineering
UG	7	Petroleum Engineering
UG	9	Computer Science & Engineering with specialization in Big Data Analytics
UG	10	Computer Science & Engineering with Specialization in Cloud Computing & Virtualization
UG	11	Computer Science & Engineering with specialization in Cyber Security & Forensics
UG	12	Computer Science & Engineering with specialization in Internet of Things
UG	13	Mechanical Engineering with specialization in Automobile Engineering
UG	23	Architecture
UG	48	Psychology
UG	49	English
UG	58	User Experience Design
UG	59	Computer Applications with specialization in Application Development
UG	72	Economics
UG	73	Mathematics
UG	74	Physics
UG	75	Chemistry
UG	76	Interior Design
UG	78	Computer Science & Engineering with specialization in Machine Learning
UG	79	Computer Applications
UG	84	Computer Science & Engineering with specialization in Artificial Intelligence & Data Science

1.8.3 As per the requirements from time to time, University can run more than one shift.

1.9 Examination Fees

The examination fee as approved by the Competent Authority shall be applicable. In addition, the students shall be required to pay fee for back paper / booking of particular course for reappearing or to fulfil minimum credit requirements under FFCBCS / re-evaluation of answer books etc. as may be decided by the Competent Authority from time to time.

1.10 Nominal Roll

1.10.1 Within one week after the last date for filling examination forms of DIT University, separate nominal rolls of students registered for regular paper / back paper / particular courses booked for reappearing or to fulfil minimum credit requirements under FFCBCS will be released by the Registrar Office for the information of all the students.

1.10.2 The students must check the correctness of their own particulars and discrepancies, if any, should be reported to Registrar Office within three days after the date of release of the nominal rolls.

1.11 Admit Card

1.11.1 Every student eligible to appear for DIT University examinations may be issued an admit card. No student will be permitted to enter the examination hall without a valid Admit Card/Hall Ticket/Identity Card issued by the University.

1.11.2 Admit cards/Hall Tickets/Identity Cards are subject to scrutiny by the officials of the Examination Cell or the examination hall invigilators at any time during the examination.

1.11.3 In case the student forgets to bring the admit card / identity card or misplaces it or loses it, the student must report to the Registrar Office before the commencement of examination with a passport size photograph and obtain a duplicate admit card / identity card at a nominal charge.

1.12 Inter University Transfer

1.12.1 There exists provision for lateral transfer / migration of students from other Academic Institutions/Universities in second year or at higher level.

1.12.2 For the candidates for lateral transfer / migration, the following conditions must be satisfied:

1.12.2.1 The basic structure and syllabi of the completed semesters must be equivalent/compatible with those of DIT University.

1.12.2.2 The candidates must meet the eligibility criteria of DIT University for admission to the relevant programme.

1.12.2.3 The application for lateral admission must be accompanied by No Objection/Migration Certificate from the 'Parent' Institute/ University.

1.12.2.4 The candidates desiring for lateral transfer / migration to DIT University shall be required to submit an application giving details including performance at class ten, plus two, bachelor's level (if applicable) and the already completed semesters of the relevant programme. The applications must be received well before the commencement of the new academic session in which the transfer is sought. The applications would be considered by a committee constituted by the Vice Chancellor. The recommendations of the committee based on the basic eligibility criteria and overall merit of the candidates shall be forwarded to the Vice Chancellor for final approval.

Student seeking admission through Lateral transfer/migrates will be exempted from certain courses which he/she has already studied. A standing equivalence committee shall meet at the time of admission and on the basis of student's previous transcripts, committee will recommend exempting certain courses (@) /undertaking mandatory prerequisite course.

@: For the course exempted, it is to be considered as "Credits deemed to be earned" but will not be included in CGPA calculation.

1.13 Student Exchange Programme

There exists provision for transfer of students under student exchange Programme with collaborating Universities/Institutions. Equivalence Assessment and Grade Conversion shall be considered on case to case basis subject to the approval of the Academic Council.

1.14 Industrial Training / Project {B.Tech, B.Tech (Lateral Entry), B.Arch, B.Des, MCA and MBA (applicable only with trimester system in place)}

1.14.1 Summer Internship

Students shall have to undergo Summer Internship of at least 06 weeks to 08 weeks duration at the end of second / third year. in a recognized / reputed Industry / R&D organization.

1.14.2 B.Tech

(a) For CBCS

The Programme shall also include provision of **Industrial Project (Internship) of one semester duration in the 8th semester of the B.Tech Programme** under faculty supervision as an alternative to the regular subjects along with project work. Normally this shall

apply to the students already placed with a company which requires them to undergo continuous training of at least four months' duration. Others who wish to choose this option shall be required to have their training arranged prior to the start of semester to full satisfaction and with prior approval of competent authority of the University as regards its value and adequacy.

The students proceeding for the industrial training must register and inform the details of industrial training and project (Place of training, Name of Organization, Name, Email of Training and Project Coordinator) as these details will be ascertained and given due weightage. Evaluation of training and project will be done by the Board of Faculty members preferably in presence of industry expert. The students should maintain log book of daily activities (work and learning output).

Students having any back paper or on academic probation upto 7th semester shall not be eligible for 8th semester Industrial Project.

(b) For FFCBCS

The B.Tech programme shall include a Capstone Project of one semester duration in the 8th semester of the B.Tech Programme. Details of the Capstone project are mentioned below:

Capstone Project: Capstone project is a semester long multifaceted experimental/research assignment that serves as a culminating academic and intellectual experience for students, taken in the last semester of study. It is of 12 credits and may be done groups of not more than three students, and in three modes as follows:

Mode A: Project with a department faculty.

Mode B: Project as part of Industry Internship arranged only by the career and placement service of the University. Students securing this assignment on their own will not be allowed, unless the project is secured at a well-known industry, and duly approved by the department. The department's decision in all such cases will be final.

Mode C: Semester long project in an academic institute/lab of National Importance, secured by students on their own, and duly approved by the department. The department's decision in all such cases will be final.

A separate rule booklet of the Capstone Project is given at **Appendix E**.

1.14.3 B.Arch/B.Des

For B.Arch, the ninth semester shall be devoted to practical training in established and recognized professional organizations as approved by the Director / Dean / HoD, School of Architecture & Design, in

accordance with the Ordinances prescribed by the Council of Architecture / University.

The marks for Practical training shall be awarded to each student based on the evaluation of the report submitted, entries in the log book and evaluation report of trainer firm; submitted by the student on completion of 16-24 weeks training. The internal evaluation, based on (i) Logbook / Training Certificate and (ii) Training Report, shall be done by the committee of three faculty members constituted by the Director / Dean / HoD. The external evaluation of students shall be subject to their clearance by the internal evaluation committee. The external evaluation mainly based on the presentation of the training report shall be done by a three member committee, including one external Examiner, recommended by the Director / Dean / HoD and approved by the Vice Chancellor.

For B.Des programme, the 6th semester (for interior Design) and 8th semester (for UX) shall be devoted to practical training in established and recognized professional organizations as approved by the Director / Dean / HoD, Faculty of Architecture & Design, in accordance with the Ordinances prescribed by the University.

1.14.4 MCA / BCA

(a) For CBCS

The Programme includes compulsory (optional for BCA) **Industrial Training (Internship) of one semester duration in the final semester** under the supervision of a faculty member. At the end of the semester they shall be required to report to their respective supervisors in person at DIT University, submit their comprehensive training reports and make a seminar presentation of their work to a three member committee duly constituted by the HoD with their respective supervisors as Chairpersons. The final grade shall be assigned on the basis of Project/Training Reports, its presentation, followed by a viva-voce, together with the confidential report of the company executive supervising the training.

(b) For FFCBCS

The MCA / BCA programme shall include a Capstone Project of one semester duration in the final semester of the Programme. Details of the Capstone project are mentioned below:

Capstone Project: Capstone project is a semester long multifaceted experimental/research assignment that serves as a culminating academic and intellectual experience for students, taken in the last semester of study. It is of 12 credits and may be done groups of not more than three students, and in three modes as follows:

Mode A: Project with a department faculty.

Mode B: Project as part of Industry Internship arranged only by the career and placement service of the University. Students securing this assignment on their own will not be allowed, unless the project is secured at a well-known industry, and duly approved by the department. The department's decision in all such cases will be final.

Mode C: Semester long project in an academic institute/lab of National Importance, secured by students on their own, and duly approved by the department. The department's decision in all such cases will be final.

A separate rule booklet of the Capstone Project is given at **Appendix E**

1.14.5 MBA

The Programme includes provision of **Industrial Project (Internship) of one trimester duration in the final trimester**. Under this provision the students shall be permitted to proceed on training (for the duration of final trimester) as a part of their employment condition.

Students will have to undergo Summer Internship of at least 06 weeks duration at the end of first year.

2. REGISTRATION

2.1 All students are required to register in each semester/trimester/summer term for the subjects to be pursued by them, as per the programme, on the dates specified in the Academic Calendar. This shall also be applicable to the students proceeding for training in a semester/trimester.

2.2 Subject-wise registration is mandatory for attending lectures, tutorials, laboratories, seminars, project work and any other curricular, co-curricular and extracurricular activities.

2.3 The sole responsibility for registration to be on time in a semester/trimester/Summer Term as specified in the academic calendar shall be of the student concerned only.

2.4 Students taking **semester/trimester break** after due permission from the Competent Authority on genuine grounds will be awarded 'X' grade for all subjects in that particular semester without any additional back papers which will not be considered for CGPA calculations for promotion criteria.. A student who has been permitted a semester/trimester break will be allowed to register in the next semester/trimester as a regular student within a span of maximum duration as mentioned in Clause No. 1.3 of the Ordinance.

2.5 Registration Procedure

2.5.1 The Competent Authority assisted by the concerned Heads of the Departments shall co-ordinate the registration process.

- 2.5.2** The registration procedure involves:
- a. filling of the registration information (online or otherwise) including the subjects to be credited in the semester/trimester /summer term.
 - b. payment of fee and clearance of all outstanding dues (if any)
- 2.6** The students undergoing suspension for reasons of indiscipline, etc. shall be permitted to register only after their term of suspension is over.
- 2.7** The student should satisfy the promotion criteria as laid down in Clause 10 of the Ordinance before registration in the next Academic Year.
- 2.8** Students whose results have not been declared and are seeking registration in the following semester/trimester shall be admitted only provisionally and they shall have to fulfil all the requirements of the registration within one week after the results are declared.
- 2.9** Registration process also aims at up-gradation of students' personal records. They must, however, satisfy certain prescribed conditions as stated in Clause 10 of the Ordinance before they can be registered, and if these conditions are not satisfied, the registration shall not be valid.
- 2.10 Late Registration**
- 2.10.1** For any compelling reasons such as illness, if a student is unable to register on the day of registration, he/she can have late registration on any of the days specified in academic calendar on payment of late registration fee after recommendation of the concerned Head of the Department and approval by the Competent Authority.
- 2.10.2** No relaxation shall be given on attendance requirement for late registration on any account.
- 2.11 Cancellation of Registration**
- Absence for a period of two or more weeks at a stretch during a semester may result in the cancellation of registration of a student from all the subjects in that semester/trimester unless prior permission has been obtained for the same from the Competent Authority.
- 2.12 Temporary Withdrawal Procedure**
- A student may be permitted to withdraw from the University for a temporary period on medical ground or other genuine reasons for a maximum period of 2 semesters / 3 trimesters subject to the following conditions:
- a) The student has to submit the appeal addressed to the Vice Chancellor through the Head of the Department enclosing the medical proof of ailments / other genuine reasons with substantial proof.
 - b) **For 1 semester, 1 trimester or 2 trimesters:**
The student will have to register at the time of semester registration by depositing the fee of appearing semester/trimester along with additional 10% of the applicable fee for the semester/ trimester in which he/she is

appearing. He/She will have to clear the papers of semester/trimester, for which he/she has availed temporary withdrawal, in the Summer Term or corresponding semester/trimester by paying the requisite fee. If the student has already paid the requisite fee for the period of temporary withdrawal, the same will be adjusted in the applicable appearing semester/trimester.

c) For 2 semesters or 3 trimesters (same academic year):

The student will have to deposit 10% of the applicable fee for the appearing academic year.

He/She will have to register in the next academic year as a regular student. Fee structure for that academic year will be applicable. If the student has already paid the requisite fee for the period of temporary withdrawal, the same will be adjusted applicable appearing academic year.

3. COURSE STRUCTURE AND COURSE HANDOUTS

As per the guidelines laid down by the Board of Studies from time to time.

4. CONTINUOUS SYSTEM OF EVALUATION

4.1 For evaluation of students' performance, DIT University adopts Letter Grade System for evaluation of students performance.

4.2 Evaluation

(a) For CBCS

In each semester/trimester, the continuous appraisal of the students will be carried out through the assignments, quizzes, class tests, case study, Mid-Term Tests and End-Term Examination.

(b) For FFCBCS

In each semester, the appraisal of the students will be carried out through Continuous Evaluation Instrument (assignments, quizzes, class tests, labs, projects, open book exams) and Exam instrument (Mid-Term and End-Term Examinations).

The weightage for the various components is **given in Appendix A.**

5. EXAMINATION ORDINANCES

5.1 The Examination Ordinances shall govern the various examinations including Mid-Term Tests, End-Term and Summer Term, Industrial Training, Seminars, Projects, Practicals, Viva-voce, etc.

5.2 The examination in each semester will be conducted according to the syllabi approved by the Academic Council. Each subject will carry credits as per the approved scheme of subjects.

5.3 Examination Schedule

COE will notify the comprehensive Examination Schedule for all the subjects to be examined well before the commencement of examinations.

5.4 Only the students who meet all the technical and procedural requirements to appear in the examination shall be allowed to obtain the Admit Card/Hall Ticket /Identity Card from the Registrar / Deputy Registrar's Office to appear in the Examination.

5.5 For final portfolio practical / viva-voce examination, a committee of two or three examiners including one External Examiner (or an examiner from another related department), if necessary, will conduct practical examination and viva-voce. The continual appraisal of the students will also be carried out for all the practical subjects. There will be an End-Term practical examination to test the comprehensive knowledge of the students. The weightage of the continual evaluation throughout the semester will be as per para 4.2.

5.6 Class Participation Requirement for Permission to Appear in Examinations

5.6.1 Students are required to attend all lectures, tutorials, practicals and participate in other prescribed curricular and co-curricular activities. The class participation is mandatory and students are expected to have 100% attendance. However, the same can be condoned up to 25% on genuine medical grounds / participation in sports & other outdoor activities or for other genuine reasons beyond the control of the students after due prior permission of Dean Academic Affairs/Dean Student Welfare.

5.6.2

(a) For CBCS

75% class participation is the requirement for appearing in the mid-term and End-Term Examinations.

(b) For FFCBCS

75% class participation is the requirement for appearing in the End-Term Examinations.

5.6.3 The class participation shall be counted from the date of registration as per the Academic Calendar.

5.6.3.1 To be eligible to appear in the final practical examination for a lab subject, the students must have completed at least 50% of the total number of experiments in the subject failing which they will not be allowed to appear in the End-Term Practical Examinations.

5.7 Back Paper and Grade Improvement Examination

5.7.1

(a) For CBCS

For subjects missed out or those in which the students do not secure pass grades, there exists a provision of clearing these through Back Paper Examinations during the **subsequent Semester/Trimester/Summer Term as & when offered** and payment of the requisite fee.

If a student wants to improve the grade (**highest C for B.Arch and highest D for other programmes**) obtained in a subject, he/she may register for those subjects with maximum credit limit as per the clause 5.7.2 of the Ordinance in an academic year during Semester/Trimester. It may be noted that a student is allowed to apply for the improvement of subjects of previous academic year only. For the students taking their back paper examination for improving their pass grade, the old grade shall be replaced by new grade only if the grade obtained after improvement test is better.

(b) For FFCBCS

A student failing a course shall re-register for same course (if it is a core course) or another course of equivalent credits from the same course basket (if it is not a core course).

5.7.2

(a) For CBCS

Conditions for opting back/improvement subjects:

For Semester Pattern

Semester	Total Credit/Subjects for Regular + Back Paper/Improvement	Condition to opt Back Paper/Improvement
ODD	Total Subjects for regular & back should not be > Offered in current semester as regular + 3 Back Subjects	Subjects of preceding ODD Semester only
EVEN#	Total Subjects for regular & back should not be > Offered in current semester as regular + 3 Back Subjects	Subjects of preceding EVEN Semester only
Summer	Total credits of Subjects booked should not be >15 credits	Limited Subjects of preceding ODD and Even semester and/or Improvement/Auxiliary paper of preceding one year (2 semesters) only

For B.Tech First Year the common subjects of ODD and EVEN semester shall be offered in both the semester.

For Trimester Pattern-MBA Programme only

Trimester	Total Credit / Subjects for Regular + Back Paper / Improvement	Condition to opt Back Paper / Improvement
Trimester 4	Total Subjects for regular & back should not be > Offered in current trimester as regular + 3 Back Subjects	Subjects of Trimester 1 only
Trimester 5	Total Subjects for regular & back should not be > Offered in current trimester as regular + 3 Back Subjects	Subjects of Trimester 2 only
Trimester 6	Total Subjects for regular & back should not be > Offered in current trimester as regular + 3 Back Subjects	Subjects of Trimester 3 only
Summer	Total credits of Subjects booked should not be >15 credits	Limited Subjects across trimesters

Students who have exceeded regular duration to complete their programme can register for back paper / improvement upto 20 credits in odd / even semester. Further, additional courses as per clause 5.7.4 will also be offered to these students and no fee shall be charged.

5.7.2.1 Eligible students for summer term

1	Graduating students in that particular academic year and session
2	Students falling under n+2 years of the programme
3	Students availed Semester/Year Break with prior permission
4	Students with Academic Probation as their academic status

5.7.2.2 Mandatory conditions for Back Paper/Improvement – “With Class Option” during ODD/EVEN/Trimester Semester (Also termed as re-booking/re-registration in the subject)

This option is applicable to the following Categories of students:

1	If the student is debarred in a subject (not meeting the mandatory 75% Attendance criteria)
2	If the student is carrying any unregistered Subjects due to Academic Probation OR availed Semester Break with prior permission.
3	If the student appeared in the examination but secured E & F Grade (D, E & F grade for B.Arch)

(b) For FFCBCS

There will be no provision for back paper exam, grade improvement exam, auxiliary exam or any other special exam. If student fails in particular Course, he/she should re-register for same course (if it is a core course) or another course of equivalent credits from the same course basket (if it is not a core course).

5.7.3

(a) For CBCS

Provision for Auxiliary Examination (Shall be conducted in without class mode only)

for Semester Pattern

1	Auxiliary examination will be conducted twice in one academic session i.e. ODD vs ODD / Even vs Even.
2	Auxiliary examination will be conducted within a month of result declaration of ODD/EVEN semester.
3	Auxiliary examination will be conducted for all preceding ODD vs ODD / Even vs Even Semester Subjects.
4	Auxiliary examination will be conducted for end term examination only, however the internal marks (CE) secured by the student (highest among all attempt) will be accounted for preparation of grade.

for Trimester Pattern

1	Auxiliary examination will be conducted once in a year after third trimester.
2	Auxiliary examination will be conducted for end term examination only, however the internal marks (CE) secured by the student (highest among all attempt) will be accounted for preparation of grade.

5.7.3.1 Eligibility for Auxiliary Examination

1	Students who have appeared in the examination but have secured a. For B. Arch – C, D, E and F b. For Other UG and PG program other than B.Arch - D, E and F
2	Students who were allowed to appear in the end term examination but had Absent due to genuine reasons i.e. UFM/Medical emergency etc.
3	Auxiliary examination shall not be allowed for the students who are debarred due to the criteria of shortage of attendance or due to any other valid reason.
4	Auxiliary examination shall not be allowed for the students who are carrying any unregistered/un-attempted Subjects because of their status as academic probation or have availed semester break

5.7.3.2 If a student on Academic Probation achieves the promotion criteria after Auxiliary Examination, the status of the student shall remain unchanged during ongoing semester. However, the status may be changed in succeeding semester/year.

(b) For FFCBCS

Under extraordinary circumstances as identified by the University, an Academic Advisory Board comprising of Head of Departments chaired by Dean Academic Affairs may put up a proposal for approval to the Vice Chancellor to allow a student to register for special course(s) in a course basket to fulfil the number of minimum credit requirements of that basket.

5.7.4

(a) For CBCS

The following credit/non-credit Subjects shall be offered during ODD / EVEN / Trimester / Summer Term. These Subjects will be over and above of total limit of Subjects/Credit as mentioned in clause 5.7.2 (No fee will be charged for such subjects)

1	Seminar/Symposia Presentation
2	Project (all phases) – shall not be offered during Summer
3	Aptitude Building
4	Soft Skill Training
5	Value Added Training
6	Comprehensive Viva Voce
7	Summer Training Report Presentation
8	Dissertation - shall not be offered during Summer

(b) For FFCBCS

Students successfully passing a course can improve the same course by re-registering for the course in subsequent semesters as and when offered. Such registrations will require the approval by his/her faculty advisor, and is subject to availability of seats, as preference will always be given to the regular students registering for that course.

5.8 Project Work for Diploma and Undergraduate Programmes (Mandatory Registration for Projects (as applicable) alongwith regular papers)

- 5.8.1 The project report shall be a comprehensive document with full details of the work carried out along with its background. Students are required to submit the project report within the deadline as prescribed.
- 5.8.2 Student shall submit three printed copies of his/her project report as per the approved format given in **Appendix B**.
- 5.8.3 If a student fails to submit the project report by the prescribed date, the same shall be required to complete and submit the project report within the next assigned deadline, failing which he/she will be awarded Grade 'F'.
- 5.8.4 An assessment committee, as may be constituted, will be evaluating the Seminar and viva voce on the project work. Students getting 'F' Grade in the project shall be required to repeat the same provided other provisions permit continuance of the studies in the University.

More details of Examination Ordinance is given in Appendix D.

5.9 Dissertation/Training Report for Post Graduate Programmes

- 5.9.1 Students are required to submit three printed copies of dissertation as per the approved format given in **Appendix B** within the deadline.

- 5.9.2** If a student fails to submit the dissertation by the prescribed date, he/she shall be required to complete and submit the dissertation within the next assigned deadline, failing which he/she will be awarded Grade ‘F’.
- 5.9.3** An Assessment Committee, as may be constituted, will be evaluating the Seminar and viva voce on the project work.
- 5.9.4** The students getting an ‘F’ Grade shall be required to repeat the same, provided other provisions permit continuance of studies in the University.

6 MODERATION OF QUESTION PAPERS

(a) For CBCS

The Chairman of the Academic Council shall appoint ‘Moderation Board’ in each department / faculty / school for the purpose of moderation of question papers for Examinations.

(b) For FFCBCS

The Chairman of the Academic Council shall appoint ‘Moderation Board’ in each department/faculty/School for the purpose of moderation of question papers for Examinations. Each Moderation board shall consist of 4-8 senior faculty of the department / faculty / School in the level of Associate Professor and above, and one external subject expert. The meeting of Moderation Board will be chaired by a Professor of department / faculty / School.

The Moderation Board will have the dual role of-

- (a) Moderating Mid Term and End Term papers, and
- (b) Moderating marks/grades of the evaluated papers.

The Moderation Board will ensure the setting of Question papers as per the LOCF guidelines.

7 RULES AWARD OF GRADES FOR ALL PROGRAMMES EXCEPT PHARMACY

7.1

(a) For CBCS

Students shall be awarded ‘letter’ grades based upon their performance in examinations and participation in the subject during the semester/trimester/ Summer Term in the form of quizzes, assignments, training reports, presentations, viva voce, etc.

(b) For FFCBCS

Students shall be awarded ‘letter’ grades based upon their performance in continuous evaluation instruments and exam instruments.

7.2

(a) For CBCS

The relative “Letter” grades, based upon the overall marks obtained in a subject shall be awarded as detailed below:

Grades	Performance Level	Grade Points
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Fair	6
C	Average	5
D	Marginal	4
F	Fail	0
DB	Debar	-
I	Incomplete	-
X	Semester Break	-

A+ to D Grade are all pass grades, However, Grade “D” is not applicable for B.Arch.

F Grade - Fail (will be awarded when student with 75% attendance allowed to appear in the end-term examination but earns very low marks or gets absent in the examination)

DB Grade – Debar (grade for debar students who have not achieved 75% attendance)

I Grade - Incomplete grade shall be awarded for unregistered subjects due to academic probation. This grade will not be considered for CGPA calculations.

X Grade - Semester/trimester break (‘X’ grade is awarded for all dropped subjects due to semester/trimester break. ‘X’ grade will not be considered for CGPA calculations)

(b) For FFCBCS

The relative “Letter” grades, based upon the overall marks obtained in a subject shall be awarded as detailed below:

Grades	Performance Level	Grade Points
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Fair	6
C	Average	5
D	Marginal	4
F	Fail	0
DB	Debar	-
I	Incomplete	-
X	Semester Break	-

A+ to D Grade are all pass grades, However, Grade “D” is not applicable for B.Arch.

F Grade - Fail (will be awarded when student with 75% attendance allowed to appear in the end-term examination but earns very low marks or gets absent in the examination)

DB Grade – Debar (grade for debar students who have not achieved 75% attendance)

I Grade - Incomplete (The student can be given an ‘I’ grade if he/she is unable to complete, within the semester, the requirements of a registered course due to extraordinary circumstances (University official duty or proven medical reasons). Such students must contact the Dean, Academic Affairs or the Dean, Student Welfare with the necessary documents as early as possible. The student will be allowed to complete and submit all these incomplete evaluation instruments within the time limit and through the process as announced by the Controller of Examination, failing which it would be automatically be converted to an F grade. A course with an ‘I’ grade will not count towards calculation of the SGPA/CGPA; however, once the grade is converted to a letter grade between A and F, it will be counted in the semester where the course was taken).

X Grade - Semester/trimester break (‘X’ grade is awarded for all dropped subjects due to semester/trimester break. ‘X’ grade will not be considered for CGPA calculations)

7.3 A separate minimum of 30% of the end semester weightage secured in each theory subject in the End-Term Examination is essential to award a passing grade in that theory subject.

For B.Arch, minimum 50% aggregate (continuous evaluation components + exam components) marks is required to award the passing grade in a subject.

8 SEMESTER/TRIMESTER AND CUMULATIVE GRADE POINT AVERAGE (TGPA/SGPA / CGPA)

8.1 The Semester/Trimester Grade Point Average (SGPA / TGPA) shall be a weighted average of the grade points earned by a student in all the subjects he/she registered in a semester/trimester and shall describe his/her overall performance in that semester/trimester. If the points associated with the letter grades awarded to a student are $G_1, G_2, G_3, \dots, G_k$ and the corresponding credits are $C_1, C_2, C_3, \dots, C_k$, the SGPA/ TGPA shall be given by:

$$\text{SGPA or TGPA} = \frac{\sum_{i=1}^k [C_i G_i]}{\sum_{i=1}^k C_i}$$

where

C_i =Number of credits assigned to the i^{th} subject & G_i is grade point equivalent to the letter grade obtained by the student in i^{th} subject.

k=the number of subjects for which the candidate has registered during the semester/ trimester.

- 8.2** The Cumulative Grade Point Average (CGPA) shall indicate the overall academic performance of a student in all the subjects registered upto and including the latest completed semester/ trimester/ Summer Term. It shall be computed in the same manner as the SGPA/ TGPA, considering all the subjects (say, n), and shall be given by:

$$CGPA = \frac{\sum_{i=1}^n [C_i G_i]}{\sum_{i=1}^n C_i}$$

where

C_i=Number of credits assigned to the ith subject & G_i is graded point equivalent to the letter grade obtained by the student in ith subject.

n = no. of all subjects completed.

When a student repeats a subject, the new grade will replace the earlier one with the calculation of CGPA. 'X' & 'I' grade shall not be taken into account while calculating the CGPA.

8.3 Correction/Change of Grade(s) Already Awarded

A letter grade once awarded shall not be changed unless a representation is made by the student to the HOD in writing. All such cases shall be considered by the Head of the department and Dean Academic Affairs who shall recommend the correction of grade(s), if any, specifying the reasons for the same to the Vice Chancellor. The Vice Chancellor shall consider their recommendations on their merit and take a decision.

8.4 Marks percentage equivalent of CGPA, if required, can be obtained by multiplying the CGPA by 10.

9 WITHHOLDING OF THE GRADE CARD

A student who has not paid his/her dues or if there is any case of indiscipline pending against him / her or for any valid reasons may not be issued Grade Card unless cleared by the Competent Authority of the University.

10 PROMOTION TO NEXT YEAR OF STUDY

A. For CBCS

- 10.1** The Terms and Conditions for promotion to next year of study for various academic programmes [B.Tech / Diploma / B.Arch / B.Des / B.Sc. (Hons.) / B.A. (Hons.) / BCA are as follows:

- 10.1.1** The student shall **Not be Promoted to the Second Year (NP2Y)** if he/she has not obtained a minimum CGPA of 3.75 after first year to

move into the second year of study for all the above mentioned programmes. However, for **B.Arch** programme, students should have obtained a minimum CGPA of 5.0 after first year to move into the second year of study.

10.1.2 The student shall **Not be Promoted to the Third Year (NP3Y)** if he/she has not obtained a minimum CGPA of 4.5 after the second year to move into the third year of study for all the above mentioned programmes. However, for **B.Arch**, the students should have obtained a minimum CGPA of 5.0 after second year to move into the third year of study.

10.1.3 The student shall **Not be Promoted to the Final Year (NP4Y)** if he/she has not obtained a minimum CGPA of 5.0 after third year to move into final year of study for all the above mentioned programmes. However, for **B.Arch** programme, the student shall **Not be Promoted to the Fourth Year** if he/she has not cleared all papers of first, second and third year with pass grades and obtained a minimum CGPA of 5.0 after third year to move into fourth year of study.

10.1.4 For **B.Arch** Programme, the student should have cleared all papers of the third year and obtained a minimum CGPA of 5.0 after the fourth year to move into the fifth year of study. The student shall **Not be Promoted to the Final Year (NP5Y)** if he/she has not cleared all papers of the third year respectively with pass grades.

10.2 M.Tech / MBA / M.Sc / MA / M.Plan Programmes

The student should obtain a minimum CGPA of 3.75 after first year to move into the second year of study.

Table - Promotion Criteria

Year	Diploma	UG	PG Programmes	B.Arch
I to II Year	3.75	3.75	3.75	5.0
II to III Year	4.5	4.5	-	5.0
III to IV Year	-	5.0	-	5.0
IV to V Year	-	-	-	5.0

10.3 Academic Probation

The student who could not obtain CGPA as given in Ordinance No. 10.1 may be put on Academic Probation.

Conditions for Provisional Promotion on Academic Probation

Students who fail to obtain the required CGPA for promotion to the next year of their programme may be considered for provisional promotion on academic probation with the following criteria:

A. B.Tech & B.Des

SNo.	Promotion from – to	Criteria for Provisional Promotion
01.	1 st to 2 nd year	CGPA \geq 2 but $<$ 3.75; Students with CGPA $<$ 2 will fall under NP2Y category.
02.	2 nd to 3 rd year	CGPA \geq 2.5 but $<$ 4.5; Students with CGPA $<$ 2.5 will fall under NP3Y category.
03.	3 rd to 4 th year	CGPA \geq 3 but $<$ 5; Students with CGPA $<$ 3 will fall under NP4Y category.

B. B.A. (Hons.), B.Sc. (Hons.), B.C.A. & Diploma

SNo.	Promotion from – to	Criteria for Provisional Promotion
01.	1 st to 2 nd year	CGPA \geq 2 but $<$ 3.75; Students with CGPA $<$ 2 will fall under NP2Y category.
02.	2 nd to 3 rd year	CGPA \geq 2.5 but $<$ 4.5; Students with CGPA $<$ 2.5 will fall under NP3Y category.

C. B.Arch - As per norms laid down by the Council of Architecture**D. Master Programmes – Not applicable**

For promotion, he/she shall need to fulfill criteria as under:

- a. He /she will be permitted to register upto 7 subjects during ODD/EVEN semester including back/ improvement papers of the previous odd / even semesters as the case may be. He/she will also be permitted to register for other non-credit subjects as per clause number 5.7.4 of the Ordinance over & above 7 subjects.
- b. Unregistered subjects due to academic probation shall be offered during successive ODD / EVEN / Summer Term. However, no fee shall be charged in case the subject (unregistered) is booked for the first time. (Refer to clause 5.7.2 of the Ordinance)
- c. He / she will be required to register for the back papers of the previous odd / even semesters on priority.
- d. He / she will be permitted to register for a minimum 1 subject of the current semester to which he / she has been provisionally promoted on academic probation. Remaining subjects will be booked with 'I' grade at the time of registration itself.

- e. If a student on Academic Probation, subsequently achieves the required minimum CGPA for regular promotion to the next year, he/she may be promoted as regular student.
- f. If a student, after being placed on Academic probation, subsequently fails to achieve the minimum CGPA needed for Academic Probation in the next academic year of study, he/she may not be promoted to the next year of study. Such a student may be allowed to utilize the following two (Odd and Even) semesters to clear ALL back papers that he/she may have. All registration for back papers will be as per rules of the University. At the end of the year, student will be promoted to the next year of study if the minimum required CGPA for promotion is achieved.
- g. The CGPA of a student on Academic Probation in any semester will be calculated on the basis of the actual number of subjects for which he/she is permitted to register.
- h. A student cannot be permitted on academic probation for more than 2 years during the maximum duration of the programme.
- i. Students being promoted on Academic Probation may not be able to complete their Programme within the minimum stipulated time for the same as mentioned in the Clause no. 1.3 of the Ordinance. They may be able to complete their programme within the maximum permissible time of n+2 years.

B. For FFCBCS

Students will be deemed to be promoted to next semester if he is not taking explicit semester break, but limit for number of credits can be registered by a student will be as follows:

Programme	Maximum Programme Credits allowed to register by the candidate in any semester during their course of study	Maximum Programme Credits to be registered in any semester during the course (This limit is not applicable, if no. of credits remaining to complete the programme are less than the limit tabulated below)
B.Tech(All Branches)	24	16
BCA	24	16
MCA	26	17
B.Sc.(All specializations)	30	18
B.Arch	36	22
B.Des(All specializations)	24	16

11.

A. For CBCS

NOT FIT FOR PROGRAMME (NFP)

11.1 In the first year of admission of all Under Graduate Programmes, if the students secure a CGPA of 3.0 or lower, then they shall be declared **Not Fit for Programme (NFP)**. This shall apply after the students have been given at least one opportunity to appear in the Back Papers and clear them. At the end of first year, the students obtaining a CGPA of 3.0 or lower shall be terminated from the Programme and shall have their names struck off from the University Rolls.

11.2 Students who fail twice in the first year of their programme due to any reason (including his/her non-appearance or he/she having not been permitted to appear in the End Term Examinations) shall be declared **Not Fit for Programme (NFP)**, shall be terminated from the programme and shall have their names struck off from the University Rolls.

B. For FFCBCS

Provision for Slow Learners for academic progression

At the end of first year of studies for all UG programme, if a student secures a CGPA of 3.0 or less (for CBCS scheme students) or fails to earn a minimum of 16 credits (For FFCBCS scheme students) during the year will be considered a slow learner. Such student shall undergo special academic counselling sessions in order to continue in the programme with limited number of courses or to opt for an alternate programme of study as per his/her choice. An undertaking to this effect shall have to be submitted by the concerned student for continuation in the program. If after completion of 2nd year of programme, such student fails to secure 3.5 CGPA (for CBCS scheme students) or fails to earn 32 credits in total (for FFCBCS scheme students). The student would be asked to quit from the programme or he/she may opt for an alternate programme after counselling, as per his/her choice. If such student get transferred to alternate programme at DITU, appropriate/applicable credits will be transferred to that programme

12. UNFAIR MEANS

No student shall use unfair means and indulge in disorderly conduct in connection with examinations. Students found indulging in use of unfair means or disorderly conducts shall be subject to disciplinary action as elaborated below.

12.1 Students found guilty of any of the following malpractices / disorderly conduct shall be liable to punishment:

- Copying or having attempted to copy or using or attempting to use other unfair means at the examination.

OR

- Misconduct including misbehavior, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations etc.

12.2 In cases of students found copying or attempting to copy, the Controller of Examination (COE) shall seize the answer books and all incriminating material/evidence from the candidate, and then obtain a written confession, duly signed by him/her. In case student refuses to sign the confession, as an alternative the statements that the student has refused to sign the confession and that he/she was in possession of the incriminating material must be signed by room invigilator(s) and if possible another faculty present on the occasion. COE will then issue a new answer book and allow the student to continue to write his/her answers for the remaining period of that examination. The matter shall be reported to the Vice-Chancellor for suitable action.

12.3 In case of misconduct other than use of ‘unfair means’ the COE may be informed who in turn may call for intervention by Chief Proctor and other members of Proctorial Board for on the spot inquiry and follow up action. Detailed report be submitted to the Vice Chancellor for disciplinary action as deemed fit.

12.4 The students charged with use of unfair means or misconduct as detailed in Ordinances No. 14.2 & 14.3 will be allowed to appear in subsequent examination. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, steps elaborated above would be followed with additional remark from COE that it is for the second time or more he has been booked for unfair means and more serious view needs to be taken by Unfair Means Committee.

12.5 The cases of impersonation, violence or intimidation shall immediately be reported to the COE who in turn would report the matter to Vice Chancellor for necessary disciplinary action that may include filing of complaint to the Police Authorities.

12.6 Examiners, who detect or suspect cases of copying or use of unfair means in Examination, shall immediately report such cases to the Center Superintendent.

12.7 The CoE will make a full report about each case to the Unfair Means Committee.

12.8 The Unfair Means Committee constituted by the **Vice Chancellor** will determine its own procedure of inquiry in each case and after necessary

investigation and inquiry, will submit a detailed report to the Vice Chancellor along with recommended punishment as under depending upon gravity and circumstances of the offense:

- Issuing of written warning in case of minor offense.
- Cancellation of paper in which use of unfair means has been reported.
- Cancellation of series of papers for the whole examination.
- In cases of gross misconduct, students may be rusticated for a semester and part thereof.
- Rustication for an year.
- Expulsion from the Institute.

12.9 The detailed Guidelines for prevention of Unfair Means is given in **Appendix C**.

13 APPEALS AND GRIEVANCES COMMITTEE

13.1 The students can make representations in respect of grievances related to examination including continuous assessment and end semester examinations through the HOD/Dean concerned. The HOD/Dean will forward the representation to the Registrar with specific remarks, if any. If they are not satisfied with the outcome of their representations, the students can make representations to the Appeals and Grievances Committee.

13.2 An Appeals and Grievances Committee will be constituted by the Vice Chancellor with Pro Vice Chancellor as the Chairman, Deans' and Senior Faculty Members (not associated with Malpractices Committee) as members to look into the appeals submitted by the students.

13.3 The Appeals and Grievances Committee shall consider the appeals and grievance petitions and pass suitable orders as it may deem fit and communicate the same to the persons concerned. The decision of the Appeals & Grievances Committee shall be final.

13.4 In deciding the appeals and grievance petitions, the Appeals and Grievances Committee shall follow the principles of natural justice and be guided by the Rules and Ordinances of the University and other applicable Ordinances.

13.5 The Appeals and Grievances Committee is at liberty to seek the assistance of others as deemed fit.

14 SPECIAL CLAUSE

14.1 In extra-ordinary circumstances, a student whose name does not find a place in the nominal roll and whose candidature is doubtful on certain grounds will be permitted to appear for the examination for the specific number

under the specific approval of the Vice Chancellor. This however, shall require the student to submit an application to the Vice Chancellor through the Registrar for permission to appear in the examination.

- 14.2** The answer books of such students will be packed separately and kept in sealed covers. The evaluation will be done only after the genuineness on the candidature is established.
- 14.3** If the decision goes against the student, the answer books shall not be evaluated and the examination fee paid by the student shall be forfeited.
- 14.4** In case, the genuineness of the student gets established, the COE shall ensure necessary action for evaluation of his/her answer books along with those of others.

15 AWARD OF DEGREE / DIPLOMA

15.1 Students of Diploma / Bachelor's as well as Master's Programmes shall be awarded the Diploma / Degree as applicable, if they have:

- 15.1.1** Successfully completed all the subjects.
- 15.1.2** Completed all the credit requirements for the Diploma/Degree with **Grade 'D' (C Grade for B Arch)** or higher grades in the subjects, Seminar, Tour, Project Work, Viva-voce, etc. as applicable.
- 15.1.3** Satisfactorily completed all other requirements of the Diploma / Degree, eg. Industrial Training, Summer Training, etc. as applicable.
- 15.1.4** Obtained minimum CGPA of 5.00 in the Programme at the end of final semester/trimester.
- 15.1.5** The students should have no disciplinary action pending against them for award of Diploma / Degrees.
- 15.1.6** Notwithstanding anything contained in the above Ordinances, the Vice Chancellor shall have all powers to interpret and implement the clauses of the Ordinance for smooth functioning of the University.

16 RE-ADMISSION

A student who fails to Graduate or get promotion to next year of study, regardless of the reasons for the same, but is otherwise eligible to continue in the Programme shall be required to seek re-admission and repeat the year. However, he/she may retain the subject in which he/she has passed and opt to repeat the subject in which he/she failed on the payment of full fees for the academic year.

17 CANCELLATION OF ADMISSION

17.1 The admission of a student at any stage of study shall be cancelled if:

He/she is later found to be ineligible for admission as per the eligibility criteria prescribed by the University or found to have submitted any false document.

OR

He/she is found unable to complete the Programme within the prescribed duration.

OR

He/she is found guilty of indiscipline and gross violation of code of conduct.

OR

He/she fails to make full payment of the prescribed annual fee within the specified deadline.

18 CHANGE OF BRANCH

18.1 There is a provision of allowing the Change of Branch at the commencement of the second year of the three year Diploma and four year B.Tech programme, only against the seats falling vacant after declaration of the first year results, the vacant seats refer to available vacancies against the approved intake in each of the programmes. The Branch change shall be strictly based on merit with no regard to category/subcategory of admission.

18.2 The procedure of Change of Branch is as follows:

18.2.1 A Board for the Change of Branch is constituted by the Vice Chancellor. The Constitution of the Board is as follows:

- i. Dean Academic Affairs – Chairperson
- ii. Three Professors - Members
- iii. Registrar - Member

18.2.2 A notification is issued by the Registrar declaring the last date of submitting the Application form duly filled for Branch change to the students. The Branch Change Application Form would be available to the students online or at Registrar Office before the due date as mentioned in the notice.

18.2.3 Students interested in Branch change shall submit the prescribed Application form online or at Registrar Office before the due date as mentioned in the notice.

18.2.4 The Registrar Office shall prepare a Merit list of interested students which shall be displayed to the students for transparency. If no discrepancy is found in the list, the Registrar shall pass on this list to the Chairperson.

18.2.5 The Board shall allot branches to the students on the basis of merit and branch preference given by the students as per the availability of vacant seats.

18.2.6 Prerequisites for change of branch:

18.2.6.1 At the time of applying for branch change in the end of first year, the student should not have any active / outstanding back paper.

- 18.2.6.2 Desired Programme (Branch) of choice should have required vacancies.
- 18.2.6.3 Total strength of the Programme from where the students want to change should not get reduced from less than 60% of the approved intake.
- 18.2.6.4 In case of more than one student having the same CGPA considered up to 2 decimal points, to break the tie, the Merit list shall be prepared giving preference to students securing higher grades in the subjects in order indicated below:
- I. Grade in Mathematics - I
 - II. Grade in Mathematics - II
 - III. Grade in Physics
 - IV. Grade in Professional Communication

Thus in case of the students having the CGPA tie, the one having better grade in Mathematics - I would be placed higher in the Merit List. In situation, where the students also have a tie in grade points secured in Mathematics - I, the higher Merit would be decided on the basis of better grades in the next subject i.e. Mathematics-II paper. This approach shall be adopted by moving down the list until the tie is broken.

In situation of a perfect tie in all above subjects, the alphabetical order of the names shall decide the order of merit for change of Branch.

18.2.7 For B.Tech (FFCBCS)

Students seeking change of programme under this clause has to complete all program requirements to which he/she sought the change, as per the recommendations of equivalence committee.

- 19** The University reserves the right to suspend/debar/expel a student temporarily or permanently on violation of the prescribed Rules and Ordinances.
- 20** In matters not covered in the Ordinances, the Chairman, Academic Council may take decision as deemed fit. All disputes shall be subject to the jurisdiction of the District Courts of Dehradun and the Hon'ble High Court of Uttarakhand.

(1) For Non-FFCBCS (Semester System)

A) Marks Distribution Scheme for Diploma, B.Tech, B.Sc (Honors), B.A (Honors), BCA, MCA, MSc and M.Tech

	Category	Theory + Lab Course	Only Theory	Only Lab	Theory (1 credit) + Lab	Project Phase I-II-III / Industrial Training and Presentation / Industrial Tour / Aptitude Building I-II / Value Addition Training (Continual Assessment)
Continuous Evaluation (CE)	Mid-term	20	30	-	10	-
	Class Test / Assignment	10	10	-	15	-
	Quizzes	10	10	10	10	-
Lab Evaluation	Continuous Lab Assessment	5	-	10	5	-
	Lab Report	5	-	10	10	-
	Lab performance + Viva	10	-	70	20	-
Theory	End-term	40	50		30	-
	Total	100	100	100	100	100

B) Marks Distribution Scheme for B.Des and B.Arch

	Category	Theory + Studio Course	Only Theory	Only Studio	Industrial Training/ Value Added Programme/ Educational Tour/ Aptitude Building
Continuous Evaluation (CE)	Mid-term	20	30	-	
	Class Test/ Assignment	10	10	10	
	Quizzes	10	10	-	
Studio Evaluation	Continuous Studio Assessment	5	-	20	
	Studio Report (Portfolio)	5	-	20	
	Studio Performance + Viva/External Jury	20	-	50	
Theory	End-term	30	50	-	
	TOTAL	100	100	100	100

C) For non-credit courses:

Total marks distribution will be as under:

Category	Maximum Marks
Continuous Evaluation	50 Marks
End-term Evaluation	50 Marks

Final Grading:

Letter Grade	Description
G	Good
S	Satisfactory
P	Poor

For FFCBCS

A) Marks Distribution Scheme for B.Tech, BCA, MCA

	Category	Theory + Lab Course	Only Theory	Only Lab	Capstone Project / Technical Training / Aptitude & Soft Skills
Continuous Evaluation Instrument	Open Book Exam	-	20	-	-
	Assignment	-	10	-	-
	Quizzes	15	20	-	-
	Continuous Assessment Lab	25	-	35	-
	Project	10	-	15	-
Exam Instrument	Mid-term (Theory / Lab)	20	20	20	-
	End-term (Theory / Lab)	30	30	30	-
	Total	100	100	100	100

Theory + Lab

Instrument Category	Marks
Quizzes (best 3 out of 4)	3x5 = 15 marks
Continuous Assessment Lab	25 marks
Project	1x10 = 10 marks

Only Theory

Instrument Category	Marks
Open Book Exam (in class)	2x10 = 20 marks
Assignment	2x5 = 10 marks
Quizzes (best 4 out of 5)	4x5 = 20 marks

Only Lab

Instrument Category	Marks
Continuous Assessment Lab	35 marks
Project	1x15 = 15 marks

B) Marks Distribution Scheme for B.Des and B.Arch

	Category	Theory + Studio Course	Only Theory	Only Studio	Industrial Training/ Value Added Programme/ Educational Tour/ Aptitude Building
Continuous Evaluation (CE)	Mid-term	20	30	-	
	Class Test/ Assignment	10	10	10	
	Quizzes	10	10	-	
Studio Evaluation	Continuous Studio Assessment	5	-	20	
	Studio Report (Portfolio)	5	-	20	
	Studio Performance + Viva/External Jury	20	-	50	
Theory	End-term	30	50	-	
	TOTAL	100	100	100	100

Minimum passing marks in the End-Term Theory Examination is 30%. Total marks (comprising all Continuous Evaluation Instruments + Mid-Term Examination + End-Term Examination) required for passing a course shall be a minimum of 30 marks out of 100 marks.

For B.Arch, no minimum passing marks in the End-Term Theory Examination. Total marks (comprising all Continuous Evaluation Instruments + Mid-Term Examination + End-Term Examination) required for passing a course shall be a minimum of 50 marks out of 100 marks.

C) For non-credit courses:

Total marks distribution will be as under:

Category	Maximum Marks
Continuous Evaluation	50 Marks
End-term Evaluation	50 Marks

Final Grading:

Letter Grade	Description
G	Good
S	Satisfactory
P	Poor

Allotment, Monitoring and Evaluation of Academic Projects Thesis / Report

Students of B.Tech programme are required to take up academic project in three phases [5th, 6th & 7th semesters for CBCS and 6th, 7th & 8th for old batch whereas students of Diploma in Engineering and M.Tech programme are required to take up the project in two phases in last two semesters of their respective programs:

1. B.Tech. Programmes

Allotment - Students should be divided into the groups of four (maximum) and a guide has to be assigned by the Head of the Department in consonance with the project area of the particular group of students and the area of expertise of the faculty member assigned as the guide.

Monitoring of Progress - Day to day monitoring has to be done by the guide as per the time slot decided by the concerned faculty member guiding the project.

Evaluation - Evaluation of project work will be done in three phases. Phase I, II & III will be conducted in 5th, 6th & 7th semester respectively for CBCS pattern and in 6th, 7th & 8th for old batch and assessment scheme will be as per the **Table A**. The evaluation of project will be done by a panel of examiners comprising of -

- i. Head of the Department - Chairperson
- ii. Project Guide - Faculty members from the concerned Department assigned by the HoD to a particular group of students
- iii. Two faculty members from the Department

Work at Various Evaluation phases will be taken up as under:

Phase-I

1st Presentation - Topic and guide selection, literature review

2nd Presentation - Detailed presentation on literature review, collection of references and discussion on the work selected i.e. synopsis of proposed project work.

3rd Presentation - Complete documentation of the work done in Phase I & road map for Phase II.

Phase-II

1st Presentation - Detailing of the proposed work for Phase II.

2nd Presentation - Experimentation, data collection and analysis of result.

3rd Presentation - Complete documentation of the work done in Phase II.

Phase-III

1st Presentation - Complete planning for project report writing.

2nd Presentation - Detailing of project write up / report.

3rd Presentation - Submission of project report in the prescribed format after incorporating corrections and changes suggested by the panel of examiners / evaluators.

2. M.Tech. Dissertation / MCA Report

Allotment - Topic for Thesis / dissertation and guide to be assigned by the Head of the Department in consonance with the area of research and the area of expertise of the guide.

Monitoring of Progress - Day to day monitoring has to be done by the guide as per the time slot decided by the concerned faculty member guiding the project.

Evaluation - Thesis/project report will be conducted in two phases. Phase I & II in pre-final & final semester respectively and will be evaluated out of 100 marks as per **Table A**. The evaluation of Project is to be done by a panel of examiners comprising of-

- i. Head of the Department - Chairperson

- ii. Thesis Guide - Faculty member from the concerned department assigned by the HoD
- iii. Two faculty members from the department nominated by HoD

Phase-I

1st Presentation - Topic and guide selection, literature review

2nd Presentation - Detailed presentation on literature review, collection of references and discussion on the work selected i.e. synopsis of proposed research work.

3rd Presentation - Complete documentation of the experimentation & data collection, roadmap for Phase-II.

Phase-II

1st Presentation - Detailing of the report of data collection.

2nd Presentation - Completion of result analysis & thesis write-up.

3rd Presentation - Submission of complete presentation on thesis & dissertation.

3. B.Arch. / B.Des. ID & UX / BCA / M.Des UX

Project for B.Arch., B.Des. (ID), B.Des (VGA) will be conducted in 10th, 8th & 7th semester respectively. Project for B.Des (UX) & M.Des (UX) will be conducted in 8th and 3rd / 4th semester respectively and students will work on client's location.

Allotment - Student to be divided into the groups of four each and a guide is to be assigned by the Head of the Department in consonance with the project area of the particular group of students and the area of expertise of the faculty member.

Monitoring of Progress - Day to day monitoring by the guide as per the time slot decided by the concerned faculty member guiding the project.

Evaluation - Evaluation will be based on 4 presentations and by the panel of examiners as mentioned below. Marks distribution will be as per **Table A**. Departmental Panel of Examiners will be comprising of-

- i. Head of the Department - Chairperson
- ii. Project Guide - Faculty member from the concerned department assigned by the HoD to the particular groups of students.
- iii. Two faculty members from the department.

Table A

A. B.Tech (4 Years Program)

S No.	Evaluation	Marks
1.	Day to day evaluation by the guide	20
2.	First Presentation, between 3 rd and 4 th week	20
3.	Mid-term evaluation (after mid-term examinations)	20
4.	End-term evaluation (after end-term examinations)	40
Total		100

B. M.Tech /MCA

S No.	Evaluation	Marks
1.	Day to day evaluation by the guide	20
2.	First Presentation, between 3 rd and 4 th week	20
3.	Mid-term evaluation (after mid-term examinations)	20
4.	End-term evaluation (after end-term examinations)	40
Total		100

C. B.Arch. / B.Des. ID & UX/MDes UX

S No.	Evaluation	Marks
1.	1 st Presentation, between 4 th & 5 th week	10
2.	2 nd Presentation, 20 days after first presentation	10
3.	3 rd Presentation, after mid-term examinations	10
4.	4 th Presentation, before end-term examinations	20
5.	Evaluation by External Examiners	50
Total		100

D. B.Sc./BCA

S No.	Evaluation	Marks
1.	Day to day evaluation by the guide	20
2.	First Presentation, between 3 rd and 4 th week	20
3.	Mid-term evaluation (after mid-term examinations)	20
4.	End-term evaluation (after end-term examinations)	40
Total		100

Practical Training for B.Arch / B.Des (ID), B.Des (VGA)

Mandatory Practical Training for B.Arch / B.Des (ID), B.Des (VGA) will be conducted in 9th, 6th & 8th semester respectively.

S No.	Evaluation	Marks
1.	Internal Jury	50
2.	Confidential Report from Training Organization	20
3.	External Jury	30
Total		100

Allotment, Monitoring and Evaluation of Internship

Summer Training

1) For B.Tech

Summer Training of all students of B.Tech program is mandatory. Every student has to select the industry according to his/her choice in consultation with his Mentor/CDC Department in the area of his/her interest. Duration for the internship is two months during summer vacation of that academic session as mentioned in their course structure.

Every student has to attend the training in the concerned industry for the said duration and is required to report in the department immediately after completion of the training.

Post training, evaluation of the student is done by the committee constituted by the department heads based on the industry feedback and presentation done by the student before the committee in the prescribed format provided by the Dean Academic Office.

Constitution of the committee will be as follows:

Head of the Department – Chairperson

Two faculty members of the Department

S	Evaluation	Marks
1.	Field Work	60
2.	Presentation	20
3.	Report	20
Total		100

2) For M.Plan

S	Evaluation	Marks
1.	Internal Jury	50
2.	Confidential Report from Training Organization	20
3.	External Jury	30
Total		100

Industrial Internship (B.Tech)

Students of final semester can opt the four/six month's internship in an industry in lieu of regular final semester. During the internship the valuation process shall be as under:

- i. Student will work on one industrial project in consultation with mentor at Industry and one guide from University.
- ii. University Guide shall be responsible for continuous monitoring of student during the entire duration of Internship.
- iii. Student shall send the progress report, duly signed by the mentor at Industry to the Guide at University.
- iv. The last date of obtaining NoC for the Industrial Internship shall be two weeks from the commencement of final semester. After that no NoC shall be issued to the student.
- v. The final presentation /final assessment will take place during the end-term examination.
- vi. The result will be declared with the Regular Result declaration.
- vii. The pending result based on the delayed assessment shall be declared only after the approval of the Vice Chancellor.

S No.	Evaluation	Marks
1.	Supervisor	20
2.	Industry Feedback	40
3.	Presentation	20
4.	Project Report	20
Total		100

(2) For Non-FFCBCS (Trimester System)

Marks Distribution Scheme for MBA (Trimester)

	Category	Theory + Lab Course	Only Theory	Only Lab	Summer Internship Project/Industrial Project/Dissertation/Industrial Tour
Continuous Evaluation Instrument	Assignment	-	10	-	-
	Mini Project / Field Work (group)	10	10	20	
	Quizzes	10	20	10	-
	Case Analysis & Presentation(group)	10	10	-	-
	Continuous Lab Assessment	20	-	20	-
Discrete Evaluation Instrument	Mid-term (Theory / Lab)	20	20	20	-
	End-term (Theory / Lab)	30	30	30	-
	Total	100	100	100	100

Theory + Lab

Instrument Category	Marks
Mini Project / Field Work (group)	1x10=10 marks
Quizzes	2x5=10 marks
Case Analysis & Presentation(group)	1x10=10 marks
Continuous Lab Assessment	4x5=20 marks

Only Theory

Instrument Category	Marks
Assignment	2x5=10 marks
Mini Project / Field Work (group)	1x10=10 marks
Quizzes	4x5=20 marks
Case Analysis & Presentation(group)	1x10=10 marks

Only Lab

Instrument Category	Marks
Mini Project (group)	1x20=20 marks
Quizzes	1x10=10 marks
Continuous Lab Assessment	4x5=20 marks

Allotment, Monitoring and Evaluation of Industrial Training / Dissertation

Student of this programme will take up industrial training / dissertation during 6th trimester in any of the relevant fields and will submit the report after completion of the training / dissertation.

Those students who are placed in a Company duly verified by Placement Office will undertake industrial training and those who do not get placed or whose joining is delayed will complete Dissertation under the supervision of a faculty guide.

Student will apply for the training through HoD and will inform the department after getting confirmation from the industry concerned. HoD has to provide a guide for each student to monitor the progress of the students on training and students are required to send the progress report to HoD at the end of every month. After completion of the training, students are required to prepare a detailed report as per the format suggested by the department & submit to the department after completion of the training.

Assessment of the training will be done by a panel of examiners based on the report of guide and progress report from the company where the student has completed the training.

For dissertation, students will be allotted a faculty guide based on their specialization and complete the same by the end of trimester.

The evaluation panel and assessment scheme will be as under:

Type of Instrument	Total
Synopsis Submission	1*10=10 marks
Presentation on progress– Phase 1	1*20=20 marks
Industry / Supervisor Feedback	1*30=30 marks
Final Project submission and Presentation	1*40=40 marks
Total	100

Panel for Presentation:

- i. Head of the Department – Chairperson
- ii. Guide and two other faculty members from the concerned department assigned by the HoD to the particular groups of students.

Allotment, Monitoring and Evaluation of Summer Training

Summer Training of all students of MBA program is mandatory. Every student has to select the industry according to his/her choice in consultation with his Mentor/CDC Department in the area of his/her interest. Duration for the internship is two months during summer vacation of that academic session as mentioned in their course structure. Every student has to attend the training in the concerned industry for the said duration and is required to report in the department immediately after completion of the training.

Post training, evaluation of the student is done by the committee constituted by the department heads based on the industry feedback and presentation done by the student before the committee in the prescribed format provided by the Dean Academic Office.

Constitution of the committee will be as under:

Head of the Department – Chairperson

Two faculty members of the Department

S No.	Evaluation	Marks
1.	Field Work	60
2.	Presentation	20
3.	Report	20
Total		100

Evaluation of Industrial Tour and Non-Credit Courses:

Total marks distribution will be as under:

Category	Maximum Marks
Industrial Tour Report Submission / Continuous Evaluation	50 Marks
Report Presentation / End-term Evaluation	50 Marks

Final Grading:

Letter Grade	Description
G	Good
S	Satisfactory
P	Poor



GUIDELINES FOR WRITING PROJECT REPORT /THESIS/DISSERTATION

1. FORMAT

- Size : A4
- Normal Text Size : Times New Roman, font size 12.
- Heading Text Size : Times New Roman, font size 14 (Bold face)
- Sub-Heading Text Size : Times New Roman, font size 12 (Bold face)
- Margins : 1.5 inch on the left and top, 1 inch at the bottom and 1 inch on the right
- Paragraph : At Double Spacing
- Line Spacing : 1.5 spacing to be provided throughout the Thesis.
- Page number : Bottom centre of each page.
- Binding : Hard bound with specified color coding.

2. ARRANGEMENT OF INITIAL PAGES

- a. Front Cover Page (with golden Embossing)
- b. Inner Cover Page (identical to Cover Page)
- c. Declaration by the Candidate
- d. Certificate of the Supervisor(s)/Guide(s)
- e. Certificate by the external organization (if applicable)
- f. List of Abbreviations/ Symbols/Glossary
- g. Acknowledgement
- h. Abstract
- i. List of tables, figures and photographs
- j. Contents.

Note: The numbering of initial pages shall be in roman numbers.

3. ARRANGEMENT OF CHAPTERS

- a. Starting with chapter on Introduction and to be concluded with chapter on Conclusion, & Recommendations for future work.

- b. References
- c. Bibliography
- d. List of Publications (if any)
- e. Appendices.

Note: The numbering of main chapter pages will be in numeric numbers.

4. Colour Coding For Cover Pages

- B.Tech/ B.Arch/*BSc(H)/BA(H)/BDes/BCA/Diploma* :Black
- MBA / MCA / M.Tech/*M.Sc* :Royal Blue

Template for Front Cover Page and Inner Cover Page

A Project Report/Thesis/Dissertation

on

TOPIC

Submitted for the partial fulfillment of the requirement

for the award of the Diploma / Degree of

Name of Diploma / Degree

In

Name of the Discipline

by

Name of the Candidate

Under the Supervision/Guidance of

Name of the Supervisor(s)/Guide(s)

Designation and affiliating University/Organization



DIT UNIVERSITY, DEHRADUN, INDIA

Month & Year



DECLARATION

This is to certify that the Project / Thesis / Dissertation entitled “.....” in partial fulfillment of the requirement for the award of the *Diploma / Degree of*in, submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide work carried out by me, under the supervision /guidance of

The matter embodied in this Project/Thesis/Dissertation has not been submitted for the award of any other degree or diploma to any University/Institution.

Signature

Name of Candidate

Roll No:

Date:

Place: Dehradun



CERTIFICATE

This is to certify that the Project / Thesis / Dissertation entitled “.....” in partial fulfillment of the requirement for the award of the *Diploma / Degree*in, submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work carried out by Mr./Ms..... Roll No..... under my supervision/ guidance.

Signature and Name of

Supervisor(s)/Guide

Date:

Place: Dehradun

References/ Bibliography:

(i) **Standard journal article:**

Vournas C.D., “Second order hydraulic turbine models for multi machine stability studies”, IEEE Transactions on Energy Conversion, Vol 5, No. 3, pp.239–44, 1990.

(ii) **Books (in case of reference):**

Kundur P., “Power system stability and control”, New York: Mc Graw-Hill; pp.239–44, 1994.

(iii) **Conference proceedings:**

Singh S.P, Nand Kishor, R.P. Saini, “Nonlinear decentralized robust governor control for hydro turbine- generator sets of multi-machine system”, 3rd World Congress on Intelligent Control and Automation, Jaipur, vol. 1, pp. 45–52, 2000.

(iv) **Books (in case of Bibliography):**

Kundur P., “Power system stability and control”, New York: Mc Graw-Hill; 1994.

Note

The references/bibliography shall appear in the sequence in which the same are referred in the Dissertation/Project.



GUIDELINES FOR PREVENTION OF UNFAIR MEANS

Vice Chancellor shall appoint committee for prevention of unfair means (CPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the DIT University. CPUM shall invariably may have one student member.

CPUM will take all necessary steps, as deemed fit, for the prevention of unfair means. Chairperson, CPUM shall issue appropriate instructions (such as e-mails/notices to students, faculty and staff) before the examinations.

As soon as a student is identified by the invigilator or by any authorized person, of having resorted to unfair means his answer book shall be seized. The papers etc. duly signed by the invigilator and Centre superintendent, found in possession of the student shall be tagged with her/his answer book in candidate's presence. The superintendent shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one invigilator on duty. In case of practical tests/performance tests on PCs the act of using unfair means should be recorded by the invigilator attested by at least one invigilator/witness in the UFM form and will be signed by invigilator/witness giving their name, designation, department and contact number. Evidence in form of softcopy/Photostat/photograph etc. should be submitted along with the statement of the student.

After completing all above formalities, a fresh answer-book shall be given to the student for completing the examination. After a particular test/examination session is over, these answer-books, (duly marked I and II) shall be sent or delivered separately to COE along with the report. CPUM shall enquire into the cases of attempt of unfair means in the examinations. It shall submit its recommendations after identifying clearly the category of nature of the offence as listed in Regulations to the COE for consideration and necessary order.

Categories of Unfair Means and Action To be Taken

Category-I

- i. A student found talking to another student during the examination hours in the examination hall/Area.
- ii. If during the examination hours, i.e., after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person/student outside the examination hall while going to the urinals etc.
- iii. Writing on any piece of paper except the answer-book during the examination.
- iv. Changing seat in the examination hall without permission.

The invigilator/authorized person will issue a warning once. If the action is repeated, the answer-book to be cancelled and a fresh answer book to be issued.

Action to be taken: Second answer book to be evaluated.

Category-II

Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing of instruments such as electronic diary, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board, mobile phone or any other communication or storage device (that can be used for help), during the examination but not used in the answer sheet. This is applicable even if the student submits the material voluntarily, on announcement of otherwise, after commencement of examination. However, Material surrendered before commencement of examination shall not attract any penalty. Further, scientific non-programmable calculator can be used in the examinations.

Found attempting to copy, caught copying or having found copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instruments like set squared or mobile phone or any other communication or storage device etc.

Found consulting notes or books while outside the examination hall (i.e., in urinals etc.) during examination hours.

Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.

Action to be taken: The student will be awarded zero marks for the test in which he/she was found to have committed Unfair Means.

Category-III

If a student:

- i. Leaves the examination hall/room without delivering answer-book/evaluated answer book or tears it or disposes off.
- ii. Communication with anyone by mobile phone or any other communicable device in the examination centre.
- iii. Student found guilty of smuggling in an answer-book, or a continuation sheet, taking out or arranging to send out an answer-book or a continuation sheet. Writing deliberately another student's roll number in her/his answer book or a continuation sheet, found in possession of an answer-book not her/his own in any examination. Attaching graph or continuation sheet or relevant materials written on any extra sheet, to the answer book or evaluated answer book.
- iv. Writing an answer book outside the examination hall for another candidate.
- v. Use of force/threat/serious misconduct against the supervisory staff/student in the examination centre.
- vi. Guilty of swallowing or destroying the material such as notes or paper found from her/him.
- vii. Guilty of misconduct in the examination hall/centre or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.
- viii. If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found tampering with the answer-book.
- ix. If a student is found tampering awarded marks on an evaluated answer book/found tampering with the evaluated answer-book.

Action to be taken: The student will be awarded 'F' grade in that course and will be debarred to register in the next semester. Further the course in which the candidate has been awarded grade 'F', or has been debarred, will be offered in the corresponding semester only.

Category-IV

- i. Student found to have indulged in the case of academic plagiarism.

Action to be taken: CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include.

- a) suitable fine and/or repletion of thesis/dissertation/Research paper.
- b) expulsion from the University.

- ii. Student found guilty of impersonation another candidate in any examination.

Action to be taken: CPUM shall recommend action after detailed assessment of the case. The punishment in such cases will be expulsion from the University.



“Examination Ordinance”

DIT University, Dehradun

(To be read in conjunction with Academic Ordinances, DIT University, Dehradun)

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DEFINITIONS

Definitions of various terms used in the Ordinances, unless the context otherwise requires, are given below:

a	ACT	The DIT University Act, 2012
b	BOE	The Board of Examinations of the University
c	BOG	The Board of Governors of the University
d	COE	The Controller of Examinations of the University
e	HoD	The Head of the respective Department/ Centre/ Unit of the University.
f	Moderation Board	The Moderation Board of the concerned Activity
g	PCI	The Pharmacy Council of India.
h	PVC	The Pro Vice Chancellor of the University
i	Registrar	The Registrar of the University.
j	Statutes	The Statutes of the DIT University.
k	ERP	Enterprise Resource Planning
l	UFM	Unfair Means
m	VC	The Vice Chancellor of the University.

1. References

Academic Ordinance, DIT University, Dehradun		
S. No	Clause No.	Heading
1	1.3	Duration of the Programmes
2	1.8	Table Showing Codes for Programmes, Courses & Branches
3	1.9	Examination Fees
4	1.14	Industrial Training / Project {B.Tech, B. Tech (Lateral Entry), B.Arch, B.Des, MCA and MBA (applicable only with trimester system in place)}
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10	5.7	Back paper and Grade Improvement Examination
11	5.7.2	Conditions for opting back/improvement subjects
12	5.7.2.1	Eligible students for Summer Term
13	5.7.2.2	Mandatory conditions for Back Paper/Improvement – “with Class Option” during ODD/EVEN/Trimester Semester (Also termed as re-booking/re- registration in the subject)
14	5.7.3	Provision for Auxiliary Examination (shall be conducted in without class mode only) <ul style="list-style-type: none">• for Semester Pattern• for Trimester pattern
15	5.7.3.1	Eligibility for Auxiliary Examination
16	5.7.4	The following credit/non-credit subjects shall be offered during ODD/EVEN/Trimester / Summer Term. These subjects will be over and above of total limit of Subjects/Credit as mentioned in clause 5.7.2 (No fee to be charged for such subjects.)
17	5.8	Project Work for Diploma and Undergraduate Programmes
18	5.9	Dissertation/Training Report for Post Graduate Programmes
19	6	Moderation of Question Papers
20	7	Rules for Award of grades for All Programmes except Pharmacy

21	8	Semester/Trimester and Cumulative Grade Point Average (TGPA/SGPA/CGPA)
22	9	Withholding of the Grade Card
23	10	Promotion to Next Year of Study
24	10.3	Academic Probation
25	11	Not Fit for Programme (NFP) / Provision for Slow Learners for academic progression
26	12	Unfair Means
27	13	Appeals and Grievances Committee
28	14	Special Clause
29	15	Award of Degrees/Diploma/Certificate
30	16	Re-Admission
31	17	Cancellation of Admission

1.1 Process Flowchart: Registration to Award of Degree – Annexure - A

2. **Structure, Role & Function of COE Office**

(The Controller of Examinations [Section-19] Clause 2.16 as defined in DIT University Act of 2012)

The Controller of Examinations shall be a full time salaried officer of the University and he shall be appointed by the Chancellor, with due approval of the Chairman, Board of Governors, on the recommendations of the selection committee consisting of the following:-

- i.
 - (a) Vice Chancellor - Chairman
 - (b) One Nominee of the Chairman, Board of Governors - Member
 - (c) One nominee of the Chancellor - Member
- ii. The eligibility criteria, emoluments and other terms and conditions of service attached to the post shall be as laid down in the Ordinances of the University.
- iii. The Selection Committee, alternately, may also recommend a name of one of the Professors of the University as the Controller of Examinations, who has experience in all the matters related to examinations by being a part of examination section, who has demonstrated highest order of confidentiality and integrity, and who is capable of administering the examination related matters.
- iv. The Controller of Examinations shall be the Principal Officer for conducting all examinations of the University and for declaring their results. He shall work directly under the supervision, direction and control of the Vice Chancellor.
- v. When the office of the Controller of Examinations becomes vacant due to death, resignation or otherwise, or if there is a temporary vacancy because of absence due to illness or any other reason, the duties and functions of the Controller of Examinations shall be performed by such other person as the Chancellor, on the recommendation of the Vice Chancellor, shall appoint or authorize, until a new Controller of Examinations is appointed or until the incumbent Controller of Examinations resumes duty.
- vi. The Controller of Examinations shall be the Member Secretary of the Board of Examinations and of Committees constituted by it.

2.1 Subject to the provision of the Statutes, and control of the Vice Chancellor, the Controller of Examinations shall have the following powers and duties, namely:-

- i. To make all necessary arrangements for free, fair, smooth, orderly and timely conduct of all examinations of the University including entrance examinations and declaration of their results;
- ii. To prepare and announce in advance the calendar and scheme of examinations in consultation with the Dean of Academics.
- iii. To appoint paper setters, examiners, evaluators, invigilators, tabulators/ collators, moderators, observers, flying squad, etc., with prior approval of the Vice Chancellor;
- iv. To decide the examination centers and appoint Center-in-Charge(s) with prior approval of the Vice Chancellor;
- v. To arrange inspection of examination centers by a flying squad and observers;

- vi. To arrange for printing of question papers and to maintain secrecy;
- vii. To ensure timely printing and supply of answer books, receive back the unused answer books from the center's and maintain proper record of the same;
- viii. To co-ordinate with Deans of Faculty/ School and the Principals of Constituent Colleges and Heads of Departments with regard to student enrolment and conduct of examinations;
- ix. To arrange for proper assessment of candidates appearing for examinations and to process results accordingly
- x. To notify results of examinations to the concerned Faculty/ School, the Constituent College and Department and also display the results in the public domain;
- xi. To maintain a data base of student performance in examinations;
- xii. To forward names of candidates to the Registrar for conferment of degrees, diplomas, certificates, etc. except honorary degrees;
- xiii. To act as custodian of all records related to conduct of examinations and declaration of results;
- xiv. To postpone or cancel examinations with the prior approval of the Vice Chancellor in the event of malpractices or if the circumstances so warrant, and to take or recommend disciplinary action, as the case may be, or recommend initiation of any civil or criminal proceedings against any person or a group of persons or a college or an Institution alleged to have committed such malpractices;
- xv. To recommend disciplinary action where necessary, against candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
- xvi. To review and evaluate, from time to time, results of the University examinations and forward reports thereon to the Vice Chancellor;
- xvii. To take necessary steps for continuous examination reforms so as to keep updating the existing Ordinances relating to University examinations and to propose new Ordinances in this regard;
- xviii. To counter-sign and approve various TA/DA and remuneration bills in respect of the examiner, supervisor, invigilator, paper setter, tabulator/collator, moderator, observer and any other person appointed for the purpose of confidential works related to the conduct of examinations;
- xix. To prepare and maintain accounts for secret funds, get the same checked and counter-signed from the concerned Authority and keep permanent records for all such confidential transactions or accounts;
- xx. To prepare and maintain minutes of meetings of the Board of Examinations and other Committees constituted by it;
- xxi. To ensure that decisions taken by the Authorities of the University and Committees constituted by them with regard to the examination system are promptly implemented;
- xxii. To superintend the task of all subordinate employees and to distribute work among them with prior approval of the Vice Chancellor;
- xxiii. To exercise disciplinary control over all employees in the examination section; and
- xxiv. To exercise such other powers and perform such other duties as assigned to him by the Vice Chancellor and other Authorities of the University from time to time including such powers, duties and functions which are imposed on him by the Statutes, the Rules and Ordinances of the University.

3. Registration & Registration Procedure has been amplified under Clause 2 and 2.5 of Academic Ordinance, DIT University

4. Examination Process

4.1 DIT University has the following Examination Systems:

Semester Examination : As per the Academic Ordinance

- Mid Term Examination
- Quizzes
- End Term Examination
- Trimester Examination for MBA

- Semester Examination as per PCI
- Yearly Examination as per PCI for Diploma Courses
- Semester Examination as per COA
- Auxiliary Examination
- Summer Term Examination
- Special Examination
- Others

Examination is conducted for: Regular, Back / Debar with class, Auxiliary.

As per the course structure, the different courses are of following types:

- Only Theory
- Only Lab
- Theory + Lab
- Non Credit or Audit Courses

4.1.2 Evaluation System

i. A - Continuous Evaluation based on marks for:

Non-FFCBCS	FFCBCS
a. Mid Term Exam	a. Lab Assessment (if applicable)
b. Lab Assessment (if applicable)	b. Class Test
c. Class Test	c. Quizzes
d. Quizzes	d. Assignment
e. Assignment	e. Open Book Exam
	f. Project

ii. B -End Term Evaluation

B-Mid Term and End Term Evaluation

iii. Total Evaluation : Sum of A and B

- The student shall register in regular/ back/improvement subject/course as the time of Registration, before the commencement of semester/trimester as per the rule.
- The Student shall register in Auxiliary and Summer Term Subjects/ Courses as per the Eligibility criteria. The Last date of Registration shall be two weeks before the commencement of Examination.

4.1.3 Examination Process can be defined with the help of following sub processes involved:

Pre Examination Process

i. Declaring Exam schedule:

- List of subject wise registered students in Regular/Back/Improvement/auxiliary and summer term is downloaded from ERP/ Academic departments.
- Tentative Exam schedule is prepared and circulated for seeking any input.
- Final Exam Schedule is incorporated after inputs received.

ii. Allocation of Examination Centre's and Seating plan:

- The Examination centers in different building accordance with Exam schedule are allocated.
- Rooms in different Centre's as per strength of students and capacity of rooms are allocated
- The Room wise sitting plan is prepared.
- Centre Examination duties are assigned to various officials in Centre's.
- Master seating plan is prepared accordingly.

iii. Preparation of Attendance List:

- List of subject wise registered students in Regular/Back/Improvement/auxiliary and summer term is downloaded from ERP/ Academic departments.

- b. The list of debarred students is downloaded academic department/ERP
- c. Based upon above two points, the attendance sheets are prepared excluding debarred students.
- iv. **Preparation of Invigilation Chart:**
 - a. The authenticated list of faculty/staff members is received from HR Department.
 - b. The invigilation duty Chart is prepared depending upon the seating plan of students and total room engaged to conduct the examination
- v. **Setting up of Question papers:**
 - a. Every Course/Subject Coordinator shall submit two sets of question paper for Mid Term and End Term Examination. (**Annexure- B**), (**Annexure - C**)
 - b. The Question papers are received from Academic department Heads in strict confidence in soft copy as per the standard template
 - c. The Question papers are sent to Moderation Board, nominated by the Vice Chancellor.
 - d. The Question papers are received back to COE office after moderation.
 - e. Final copy of Question paper is proofed before mass printing.
 - f. Printing of required number of Question papers and packaging is done at COE office.

4.1.4 During Examination :

- i. Preparation of Back paper Attendance List on daily basis.
- ii. To prepare the packets of Q. papers for center's as per sitting plan Room wise
- iii. To arrange the Blank answer sheet, Graph Papers, Log table etc.
- iv. **The process of Conducting Exam:**
 - a. Distribution of Centre wise/Room Wise Packets consisting Question Papers, Answer Booklets and Attendance Sheets to (Half an Hour before) Centre Superintendent.
 - b. Invigilators Report to Control Room of different center's (20 Min. before the Schedule Time) where room wise duties assign by Centre superintendent.
 - c. In Exam hall invigilators shall also check verify ID Cards, Hall Ticket, Distribute Answer Booklets, and Question Papers. Verification of Details entered by students in Answer Booklet Signature of students on Attendance Sheets is also done at invigilator's end.
 - d. Centre Superintendents visit the different rooms of respective Centre's for ensuring the proper conduct of examination
 - e. After finishing the Examination, Invigilators Collect, verify and arrange the Answer Booklet as per the room Attendance sheets.
 - f. The Centre Superintendents validate the Answer Booklets received from invigilators.
 - g. To collect the Answer Booklets packets at COE record room as per Attendance Sheets received from different Centre's.

4.1.5 Post Examination:

- i. Designate a place for evaluation Centre.
- ii. Course Wise Bundling and sending of Answer Booklets to respective HOD'S OFFICE
- iii. Issuing of Bundles to respective course coordinator
- iv. Checking of Solution Set with Marking Scheme
- v. Setting up of Evaluation Panel
- vi. Supervision of Evaluation of Answer Booklets
- vii. Instruction to course coordinator for Preparation of Award list in soft and hard copy
- viii. Display of Evaluated Booklet to Students
- ix. Submission of Award Lists & Answer Booklets to COE Office
- x. Stacking of Answer Booklets in Confidential Room

4.1.6 Result declaration

- i. To ensure the entry of marks by faculty members in ERP for regular as well as for back

- papers.
- ii. To resolve the discrepancy, if any, related to marks entry.
 - iii. To collect the grade cut off prepared by faculty members/course coordinator.
 - iv. To send the grade cut off received to the Moderation committee, (Decided by Pro Vice Chancellor) on daily basis.
 - v. To upload the grade cut off on ERP to generate the grade of a particular subject.
 - vi. To prepare the TR Sheet by Registrar office and made a copy available to COE Office.
 - vii. To declare the result/s on ERP, of a particular programme/s for which entry of marks/grade cut off has been done completely.
 - viii. printing of Grade Sheet by Registrar Office

4.1.7 Post Result declaration

- i. To resolve the discrepancy reported by students related to Grades/ Marks.(This process is on-going process)
- ii. **Disposal of obsolete Answer Sheets:** Time period to dispose the answer sheets is as follows:
 - a. One Year for Mid Term/ Practical Answer Booklet.
 - b. Five Year for End Term Answer Booklet.
 - c. Specific/ Exceptional Case on order.

After the above period the record of Answer Booklet shall be disposed as per orders on the subject.

4.2 Constitution of Moderation Board for the moderation of Question Papers of Examination

The following shall be the constitution of Moderation Board for the moderation of Question Papers of Examination conducted by the COE office:

One Senior Professor	Chairman of the committee
Head of the Department (Each department)	Member
One Senior Faculty from each Department	Member

The members of committee shall be nominated by Vice Chancellor and the tenure of the committee shall be one complete session as per the Academic Calendar of University.

4.3 Role and Responsibilities of Moderation Board Committee:

- i. The Chairman of Moderation Board shall coordinate the Moderation of Question Papers fifteen days before the commencement of all Examination. The COE office will supply the question papers to the Moderation Board in soft copy.
- ii. The Chairman of Moderation Board shall prepare the schedule of moderation such that all the Moderated Question Papers must reach to the COE office one week before the Commencement of Examination.
- iii. **The Moderation Committee shall go through the Question Papers to check:**
 - a. Repetition of questions.
 - b. Marks Distribution
 - c. Clarity in question paper
 - d. Name of Subject/Course, Subject/Course Code, Year, Semester, Maximum Marks, Duration etc.
 - e. Syllabus Covered.
 - f. Any other.

5. Evaluation Process and Result Declaration

5.1 Theory Courses

- i. The Evaluation of Mid Term Examination shall be within the Departments whereas the Evaluation of End Term Examination answer booklet shall be done centralized, within a restricted premise allocated by COE.
- ii. All departments can start the evaluation for the answer booklet of Mid Term/End Term Examinations from very next day of starting the examination.
- iii. They shall collect the copies from COE office/Dispatch Center from very next day of starting the examination
- iv. Within a maximum period of seven day, after showing these answer booklets to the students, the answer booklet will be submitted back to COE office with award sheets.
- v. If there is any query and issue from the student regarding their marks, Examiner resolve all issue and query and upload correct marks in ERP.
- vi. After Evaluation of the answer booklets, the marks of End Term Examinations need to upload in ERP. After making all the entries of marks, including End Term Examinations as well as continuous assessment, the concern faculty member/course coordinator will lock the marks and save the PDF file for the same.
- vii. After Evaluation process all respective subject teacher shall submit Grade Cut off In Exam Cell.
- viii. Then Grade Sheet will be moderated by moderation board nominated by Vice-Chancellor.
- ix. After moderation, the Grades will be uploaded in ERP.
- x. After updating of all grades the result will be presented in BOE meeting and after duly approval of BOE, the result will be declared.
- xi. The notification of declaration of result shall be done by Registrar office.
- xii. All result Tabulation Registers (TRs) and their updation, further shall be maintained by Registrar Office.

5.2 Marks Evaluation & Distribution Scheme

S. No	Course	Examination/ Evaluation Scheme	Scheme of Examination/Evaluation
i.	Theory subject and Theory & Lab subjects	Quiz 1 and 2 , Class Test, Assignments, Lab assessment (If any) Mid Term Examination (120 Min)	Objective paper is set for Quiz 1 and 2 for 10 marks The subjective paper shall contain 5 questions of equal weightage of 10 marks.
		End Examination (3 Hrs)	End examination of theory subjects shall have the following pattern: i. There shall be 5 questions and all questions are compulsory. ii. Question 1 and 2 shall contain 4 compulsory short answer questions for a total of 40 marks such that each question carries 5 marks. There shall be 4 short answer questions from each unit. iii. In each of the questions from 3 to 5, there shall be either/or type three questions of 10 marks each. Student shall answer any two of them.
ii.	Practical subjects	Continuous evaluation	Day-to-day work in the laboratory shall be evaluated by the concerned laboratory teacher based on the regularity/record/viva. The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.

		End examination	The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.
iii.	Audit Courses	Internal Examination	There shall be no external examination.
iv.	Design and/or drawing	Day-to-day work	Day-to-day work shall be evaluated by the concerned subject teacher based on the reports/submissions prepared in the class
		End Examination	The sum of day to day evaluation and the internal test marks will be the final sessional marks for the subject. The end examination pattern related to design/drawing is mentioned along with syllabus.
v.	Seminar	End examination	The report and the presentation shall be evaluated by the departmental committee consisting of Head of the Department, seminar supervisor and a senior faculty member.
	Comprehensive Viva-Voce	End examination	The Comprehensive viva-voce will be conducted by the committee consisting of Head of the Department and two senior faculty members of the department.
vi.	Project Work	Internal Evaluation	The Internal Evaluation shall be made by the departmental committee (Head of the Department and two senior faculty members of the department), on the basis of two seminars given by each student on the topic of his/her project.
		End Term Evaluation	End Semester Examination (Viva-voce). The Viva-Voce shall be conducted by a committee consisting of HOD, Project Supervisor and an External Examiner nominated by the University.
vii.	Internship Examination in lieu of 8 th Semester	Final Evaluation	<ul style="list-style-type: none"> a. Student will work on one industrial project in consultation with mentor at Industry and one guide from University. b. University Guide shall be responsible for continuous monitoring of student during the entire duration of Internship. c. Student shall send the progress report, duly signed by the mentor at Industry, to the Guide at University. d. The last date of obtaining NOC for the Industrial Internship shall be two weeks from the commencement of final Semester. After that no NOC shall be issued to the student. e. The Final Presentation/ final Assessment will take place during the End Term Examination. f. The Result will be declared with the Regular Result declaration. g. The pending result based on the delayed assessment shall be declared only after the approval of Vice Chancellor.

viii.	Industrial Tour/visits	Audit (Non Credit) Course	Evaluation shall be in terms of Good, Satisfactory and poor. DAA will decide the evaluation after taking the Seminar prepared by the students.
Note: Marks distribution scheme at Annexure D			

5.3 **Guidelines for Evaluation of Project Work:**

Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the Departmental Academic Affair Committee.

- i. **Registration of Project work:** A candidate is permitted to register for the project work in regular Semester only, not in summer term.
- ii. Departmental Academic Affair Committee consisting of HOD, supervisor and one internal senior expert shall monitor the progress of the project work.
- iii. The **first phase of the project work** on the project shall be initiated in the fifth semester and **second phase of the project work will be** continued in the sixth semester. The final third phase of project will continued in seventh semester. The duration of the project is for three semesters. The candidate can submit Project thesis with the approval of DAA, only in third phase. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Department.
- iv. The student must submit status report by giving seminars in three different phases during the project work period. These seminar reports must be approved by the DAA before submission of the Project Report.
- v. A candidate shall be allowed to submit the project only after obtaining plagiarism report with less than 10%, and then take viva-voce examination of the project. The viva-voce examination may be conducted once in two months for all the candidates submitted during that period.
- vi. Three copies of the Thesis/Dissertation certified in the prescribed format by the supervisor & HOD shall be presented to the HOD. One copy is to be forwarded to the University and one copy to be sent to the examiner.
 - a. If the report of examiner is favorable viva-voce examination shall be conducted by a board consisting of the supervisor, Head of the Department and examiner who adjudicated the thesis/dissertation. The board shall jointly evaluate the candidates work and grant him/her marks.
- vii. If the report of the viva-voce is not satisfactory, the candidate will retake the viva-voce examination after three months. If he fails to get a satisfactory report at the second viva-voce examination he will not be eligible for the award of the degree unless the candidate is permitted to revise and resubmit the thesis.

6. **Guidelines for use of ERP by Examiners:**

DIT University is working on ERP system. ERP plays an important and vital role in Examination System from Registration of Students to Declaration of Result. There are some guidelines for the application of ERP in the Examination System, which Faculty/Examiner shall

follow:

- i. Before every Regular/ Back / Improvement / Auxiliary / Summer Term Examination, the on-line Registration of Students in ERP System is must. The Registration shall be done through Registrar office.
- ii. After Registration of student in a particular course/subject a course coordinator/faculty of that subject shall be mapped for that course/subject. The Mapping shall be done through Time Table Coordinator.

- iii. Now the faculty members mapped for the subject/course shall be responsible for the entry of marks in ERP. They shall enter the marks of all continuous assessment/ lab assessment and End Term Examination in ERP as per the SOP decided for the same.
- iv. After Entering all the marks in ERP, concerned faculty/course coordinator will prepare the suggested Grade Cut-off as per the standard Performa (**Annexure: E**)
- v. These Grade Cut-Off shall be moderated by the Moderation Board, constituted by the Vice Chancellor.
- vi. These moderated Grade Cut-Off shall be updated in the ERP by COE Office to prepare the Result.

7. Constitution of Moderation Board for the Grade Cut Off

The following shall be the constitution of Moderation Board for the moderation of Grade Cut off to decide the final grade of Student in a course/Subject.

Pro Vice Chancellor	- Chairman of the committee
Dean Academics	- Member
Two senior Professors	- Members

The members of committee shall be nominated by Vice Chancellor and the tenure of the committee shall be one complete session as per the Academic Calendar of University.

7.1 Role and Responsibilities of Moderation Board Committee:

- i. The Chairman of Moderation Board shall coordinate the moderation of Grade Cut-Off to decide the final grade of student in a course/subject. The COE office will supply the Grade Cut- Off Template to the Moderation Board.
- ii. **The Moderation Board shall go through the Grade Cut-Off suggested by the concerned faculty/subject coordinator to ensure:**
 - a. Normal Distribution of marks accordingly normal distribution of Grades
 - b. Minimum and maximum Grade Points as per the trends of marks.

After moderation, the Grade Cut-Off Sheet shall be handed over to the COE Office for further processing.

8. Constitution of Unfair Means (UFM) Committee:

The following shall be the Constitution of UFM Committee:

One Senior Professor	Chairman of the committee
One faculty member from each School	Member

The members of committee shall be nominated by Vice Chancellor and the tenure of the committee shall be one complete session as per the Academic Calendar of University.

8.1 Role and Responsibilities of UFM Committee:

- i. The Chairman of UFM Committee shall collect the documents relate to UFM from COE office during the Examination.
- ii. He shall notify the date of UFM Committee meeting through a circular.
- iii. UFM Committee shall inform the students to attend the meeting through SMS/website notification, through Registrar/COE office.
- iv. The UFM committee meeting will be held once during the Examination and another after the Examination.
- v. After hearing from Student UFM Committee shall recommend the punishment for every case and forward it to Pro Vice Chancellor for approval.
- vi. The Decision of Pro Vice Chancellor will be final regarding the cases of UFM. Types of UFM and detailed guideline of punishments applicable can be refereed from clause 12 of Academic Ordinance.

9. Instructions to Students

- i. Enter examination hall 15 minutes before the scheduled time. Students coming 20 minutes after the commencement of the Mid Term Examination, and 30 minutes after the commencement of End Term Examination, will not be permitted to enter the examination hall or to write the exam.
- ii. Students must write their Roll number and name on the top right side of the question paper before starting to attempt the same.
- iii. Occupy the assigned seats only as per the seating plan issued by COE office.
- iv. **All the students must carry their University Identity Card and Hall Ticket, Without I-card and Hall Ticket, no student will be permitted to enter the Exam Hall.**
- v. Read all instructions carefully written on the answer book & complete all entries of the cover page carefully. It is the responsibility of the student to fill all the particulars in the answer-booklet correctly.
- vi. The students should not carry any other material which may directly or indirectly amount to use of unfair means in the examination.
- vii. The students should bring their own pen, pencil, eraser, general or scientific calculator (if permitted), scale & other materials required for the examination.
- viii. Behave decently & cooperate with the invigilator(s) or members of the flying squad in performing their duties.
- ix. The flying squad is authorized to conduct a thorough physical check of clothes, shoes etc. during the examination.
- x. Murmuring or talking with fellow students comes under UFM rules.
- xi. The candidate shall not leave the exam hall without the permission of the invigilator.
- xii. The candidate shall not write his/her name or leave any identification mark in the answer booklet. Any such act will be deemed to be use of unfair means.
- xiii. Calculation etc. can be done in the answer booklet itself. No separate sheet will be given for the same. Cancelled portion will not be marked by the evaluator.
- xiv. No student shall loiter around stairs, veranda and in front of the exam Hall, after the commencement of the examination.
- xv. Students are not allowed to leave the examination hall without the permission of invigilator even after time is over.
- xvi. Writing anything on the desks or walls of the exam hall/room is also considered as malpractice.
- xvii. **Carrying programmable calculators, electronic gadgets, mobile phones & books into the examination hall is also considered as malpractice.**
- xviii. If a candidate is caught resorting to UFM, he/she will be provided with a new answer booklet to continue his/her examination. Candidates need not repeat answers which he/she had already answered in the first answer booklet.
- xix. Students must not write anything else on the question paper. Any rough work be done on the last page of the answer Booklet.

10. Instructions to Invigilators

- i. The examination will be conducted for in two/three shifts. **Optimized numbers of duties are allotted to an individual faculty.** So maximum co-operation is expected from each faculty/staff of DIT University in performing his/her duty efficiently.
- ii. **No leaves will be sanctioned without the prior permission of Vice Chancellor during the entire period of examination.** In case of unavoidable circumstances, the faculty/staff is required to make alternate arrangements, duly recommended by HOD, and well informed to Center Superintendent and COE, failing which strict action will be taken. All HODs are also requested not to forward/recommend any type of leave without proper substitution.
- iii. Invigilators must adhere to the timings. The reporting time for the respective shifts must be half an hour before the commencement of Examination.
- iv. The invigilators are required to **count the answer sheets before they proceed for examination rooms.** The similar process is to be followed while submitting the answer sheets back.

- v. **Once the invigilator has reported to the examination hall with answer sheets he/she is not supposed to leave the examination room unattended.** In case of unavoidable circumstances he/she must inform the 2nd invigilator on duty. **Roaming in the corridors must be strictly avoided.**
- vi. **The invigilators are requested not to use their mobile phone in the examination hall.** In case of unavoidable circumstances mobile must be on silent mode for the entire duration of examination.
- vii. The invigilators are requested to announce the important instructions to the candidates before the commencement of examination. **The students are not allowed to keep mobile phones/smart watches** or any material which can be categorized under unfair means in the examination hall.
- viii. **The examinee should be instructed not to leave the examination hall for the entire duration.** For natural calls too, the students may be allowed to go only 1 hour after the examination has started and not later than last 30 minutes of the examination. In case the examinee leaves the examination hall, his/her Identity Card must be deposited by the invigilator.
- ix. Entry of the students to the examination hall is to be permitted on production of valid Hall Ticket and I-Card.
- x. Invigilators must check that the entries on the cover page of the answer booklet have been correctly made and ensure that the attendance sheet has been signed by the student after correctly filling his/her enrolment number.
- xi. Answer booklets should be arranged subject and enrolment number wise before their submission to the examination branch through the Centre Superintendent.
- xii. Absentee statement should clearly indicate the students absent in a particular paper.
- xiii. No supplementary sheet will be provided for solving the question paper. Rough work can be carried out on the right hand side margin or at the end of the answer booklet.
- xiv. During the course of examination, the invigilator is expected to move about the place of their duty and not to engage themselves in study or conversation
- xv. All invigilators should familiarize themselves with the guidelines and rules governing the conduct of examinations before the commencement of the examination.
- xvi. As soon as the time allotted is over, the invigilator shall collect the answer-booklets, arrange them in serial order and deposit the same with the faculty authorized by the Centre Superintendent.
- xvii. Invigilators shall bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behavior. These situations should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other students and maintains sanctity of the examination.
- xviii. No person shall be allowed in an examination room during an examination except the students concerned, invigilators or the persons authorized to do so by the competent authority.
- xix. No change in the question paper can be announced directly by the faculty or invigilators without bring in it to the notice of the controller of examination or the Centre Superintendent.
- xx. **Any student found to have indulged in use of unfair means in the exam shall be immediately issued a new answer booklet by writing UFM across on the title page of the original booklet. All other formalities of getting the forms filled shall be done at the end of the exam of that session to minimize disturbance.**
In case of UFM cases, the matter must be reported to COE Office on priority. The invigilators are requested not to indulge into any kind of argument with the examinee. Invigilators must keep moving in the exam rooms to check any type of unfair means.
- xxi. Invigilators must get the attendance sheet signed personally from the students rather than passing on the same to the students so that they make entries and sign against relevant columns only.
- xxii. The invigilator shall ensure distribution of papers and materials appropriately (according to the seating plan).
- xxiii. The invigilator shall adopt correct procedures in case a candidate falls ill, is distressed or behaves in a way perceived to be misconduct and liaison with the examination control room as necessary.

11. Instructions to Observer and Flying Squad

11.1 Duties of Observers:

- i. The Observer shall take rounds on the floor allotted to him/her to oversee the conduct of the examination on the said floors.

- ii. In case of any query, need for substitute invigilator or any exigency, the Observer shall coordinate between the invigilator and the Centre Superintendent.
- iii. The Observer shall ensure that no student roams outside the examination hall after the commencement of the examination.

11.2 Instructions to Flying Squad:

- i. To ensure that no unauthorized person is appearing in the examination. For this purpose, the members of the flying squad shall check the random attendance of the genuine candidates which is the primary duty of the invigilators assigned in each room.
- ii. To ensure that no books, calculators, mobile phones or any other material except writing board and writing material i.e. pen, pencil etc. is being carried by candidates into the examination hall.
- iii. To ensure that the late comers are not admitted into the examination hall later than 30 minutes after the commencement of the exam.
- iv. To ensure that no student is allowed to leave the examination hall before time is over.
- v. To ensure that no student takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The members of the squad will also have the authority to inspect and search any person/candidate in the event of suspicion. Female member of the flying squad is only authorized to search a girl student.
- vi. The members of the flying squad shall also observe the conduct of the invigilators and other functionaries deployed for the examination duty to ensure that no one helps any candidate directly or indirectly. Any violation should be brought to the notice of the center superintendent and the COE.
- vii. The members of the flying squad must also check that no unauthorized person is moving about or present in the premises of the examination center. In case of suspicion the identity of such person should immediately be checked and in case of unauthorized person is having been spotted necessary action be initiated.

12. Instructions to Centre Superintendents and Deputy Centre Superintendents

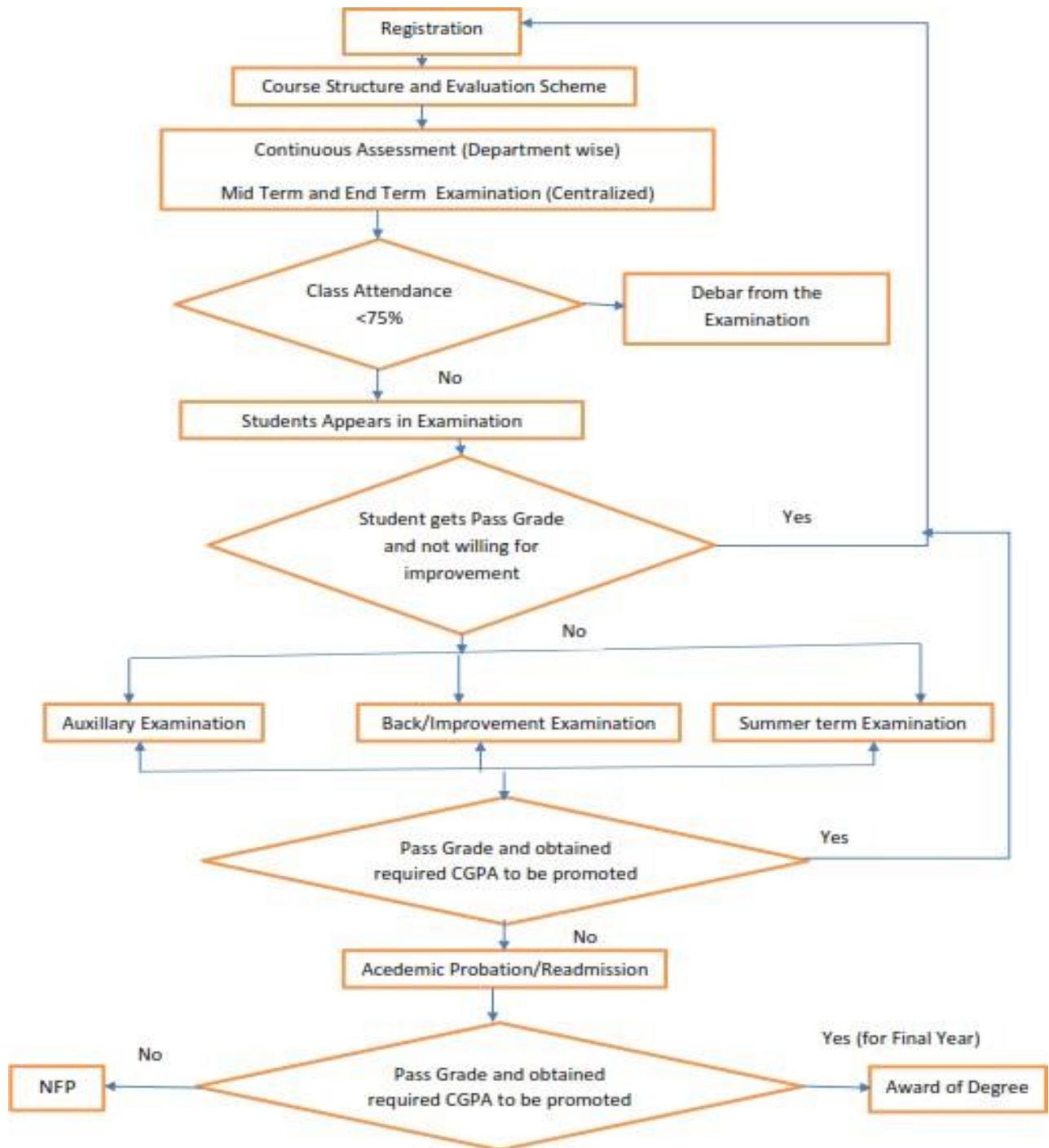
- i. The Centre Superintendent shall be in-charge of the center and would be responsible for the smooth and efficient conduct of the examination at the center.
- ii. The Centre Superintendent shall depute flying squad among the list of invigilators.
- iii. The Centre Superintendent on receipt of question paper packets shall verify that they are properly sealed and that the title of the paper mentioned on the packets matches with the paper scheduled for the day. Discrepancy, if any, may be reported to the COE immediately.
- iv. The Centre Superintendent shall ensure entry of candidates to the exam hall only 15 minutes before the scheduled time of the examination.
- v. Candidates and invigilators are not allowed to use/carry mobiles in the examination hall.
- vi. It is to be ensured that all invigilators perform their duty with all alertness for smooth and fair conduct of examinations and check the use of unfair means during examination of any type.
- vii. Entry without ID card and Hall Ticket is not permissible. In case any candidate is without the ID, the Centre Superintendent is authorized to permit him/her only for that shift.
- viii. Late entry up to 20 minutes in Mid Term Examination and 30 minutes in End Term Examination is permissible in the examination hall, beyond which up to another 20 minute permission can be granted by the Centre Superintendent for justified reasons.
- ix. Before the start of the examination, there must be a proper warning and announcement to the fact that the use of unfair means is prohibited and anyone found guilty / using such means would be punished as per the university rules.
- x. Answer booklets shall be collected and arranged program, course wise and section wise, in ascending order of enrollment numbers.
- xi. If a candidate leaves the examination center without handing over his / her answer booklet to the invigilator, then description of paper shall be furnished to the COE who shall register an unfair means case. In case of optional paper, the answer booklets shall be bundled stream wise.
- xii. Subject wise absentee statement shall be prepared and submitted to the representative of examination division along with the answer booklets.

- xiii. All the unused question papers along with question paper envelopes are to be returned to the examination division along with the answer booklets.
- xiv. There shall be proper record of used and unused answer booklets date wise .The unused answer booklets shall be kept in safe custody and in no circumstance be in the reach of the candidates for their misuse. After the conclusion of the examination the balance answer booklets shall be returned to the exam division.
- xv. The attendance of candidates should be properly recorded by the concerned invigilator and counter signed by the Centre Superintendent.
- xvi. In case of UFM, a Performa should be filled by the Students with the statement of Invigilators. A new answer sheet will be given to students. Both student & invigilator must sign on every piece of recovered incriminating material. Both copies A & B should be submitted to COE office in a separate envelope for further processing.
- xvii. No person will be allowed in an examination room during an examination except the students concerned, invigilators and the persons authorized to do so by the competent authority.
- xviii. No change in the question paper however trivial can be announced directly by the faculty or invigilators without bringing it to the notice of the controller of examination / center superintendent / in-charge.

13. Industrial Internship

- i. Students of Final Semester can opt the four/six month Internship in an Industry in lieu of regular final semester. During the Internship the evaluation process shall be as:
- ii. Student will work on one industrial project in consultation with mentor at Industry and one guide from University.
- iii. University Guide shall be responsible for continuous monitoring of student during the entire duration of Internship.
- iv. Student shall send the progress report, duly signed by the mentor at Industry, to the Guide at University.
- v. The last date of obtaining NOC for the Industrial Internship shall be two weeks from the commencement of final Semester. After that no NOC shall be issued to the student.
- vi. The Final Presentation/ final Assessment will take place during the End Term Examination.
- vii. The Result will be declared with the Regular Result declaration.
- viii. The pending result based on the delayed assessment shall be declared only after the approval of Vice Chancellor.

Flow Chart Registration to Award of Degree



DIT UNIVERSITY DEHRADUN

B.TECH (CSE) MID TERM EXAMINATION, EVEN SEM 2018-19 (SEM VI)

Roll No.											
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Subject Name: Measurement and Instrumentation

Time: 2 Hours

Total Marks: 50

Note: All questions are compulsory. No student is allowed to leave the examination hall before the completion of the exam

Q.1)	Attempt all Parts :																																																																		
(a)	Explain the following terms: I. Measurement II. Accuracy																																																																		
(b)	A 30 kW, 3 phase, 400 V resistance oven is to employ nickel – chrome strip 0.025 cm thick for the 3 phase star – connected heating elements. If the wire temperature is to be 1100 OC and that of charge is to be 700 OC, estimate a suitable width for the strip. Assume radiating efficiency as 0.6 and emissivity as 0.9. The specific resistance of the nichrome alloy is $1.03 \times 10^{-6} \Omega\text{-m}$.																																																																		
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		[4 x 2.5= 10]
Q.3)	Attempt any Two Parts :	
	(a)	A copper refining plant, using 450 electrolytic cells, carries a current of 5500 A, voltage per cell being 0.25 V. If the plant were to work 45 hours/week, calculate the energy consumption per tonne. Assume E.C.E. of copper as 32.8×10^{-8} kg/C.
	(b)	A lamp of 500 W is suspended at a height of 4.5 meters above the working plane and gives uniform illumination over an area of 6 m diameter. Assuming an efficiency on the reflector as 70% and efficiency of lamp as 0.8 watt per candle power, determine the illumination on the surface working plane.
	(c)	Explain the principle & working of PMMC Instruments.
		[2 x 5= 10]
Q.4)	Attempt any Two Parts :	
	(a)	A 200 ton motor coach having 4 motors each developing 6000 Nm torque during acceleration starts from rest. If the gradient is 30 in 1000, gear ratio 4, gear transmission efficiency 90%, wheel radius 45 cm, train resistance 50 N/t, addition of rotational inertia 10%. Calculate the time taken to attain a speed of 50 kmph.
	(b)	Draw the speed – time curves for urban suburban & main line services. Also explain the following terms (i) Notching period (ii) Accelerating period (iii) Free run period (iv) Coasting period
	(c)	Explain how the basic D’Arsonval movement can be converted into a DC Ammeter & DC Voltmeter.
		[2 x 5= 10]
Q.5)	Attempt any Two Parts :	
	(a)	Explain with the help of neat diagram shunt and bridge transitions used in case of series-parallel control of series motor. Which among them is preferable and why?
	(b)	Explain with the help of suitable connection diagram, the resistance control method used in d.c. traction motors. List its advantages and disadvantages.
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-----END OF PAPER -----		

DIT UNIVERSITY DEHRADUN

B.TECH (CSE) END TERM EXAMINATION, EVEN SEM
2018-19 (SEM VI)

Roll No.														
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Subject Name: Measurement and Instrumentation

Time: 3 Hours

Total Marks: 100

Note: All questions are compulsory. No student is allowed to leave the examination hall before the completion of the exam.

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	(c)	What are the advantages of electric heating? Give classification of various electric heating methods along with brief account of their working principle
		[2 x 10= 20]
-----END OF PAPER -----		

Marks Distribution Scheme

(1) For Non-FFCBCS (Semester System)

A) Marks Distribution Scheme for Diploma, B.Tech, B.Sc (Honors), B.A (Honors), BCA, MCA, MSc and M.Tech

	Category	Theory + Lab Course	Only Theory	Only Lab	Theory (1 credit) + Lab	Project Phase I-II-III / Industrial Training and Presentation / Industrial Tour / Aptitude Building I-II / Value Addition Training (Continual Assessment)
Continuous Evaluation (CE)	Mid-term	20	30	-	10	-
	Class Test / Assignment	10	10	-	15	-
	Quizzes	10	10	10	10	-
Lab Evaluation	Continuous Lab Assessment	5	-	10	5	-
	Lab Report	5	-	10	10	-
	Lab performance + Viva	10	-	70	20	-
Theory	End-term	40	50		30	-
	Total	100	100	100	100	100

B) Marks Distribution Scheme for B.Des and B.Arch

	Category	Theory Studio Course +	Only Theory	Only Studio	Industrial Training/ Value Added Programme/ Educational Tour/ Aptitude Building
Continuous Evaluation (CE)	Mid-term	20	30	-	
	Class Test/ Assignment	10	10	10	
	Quizzes	10	10	-	
Studio Evaluation	Continuous Studio Assessment	5	-	20	
	Studio Report (Portfolio)	5	-	20	
	Studio Performance + Viva/External Jury	20	-	50	
Theory	End-term	30	50	-	
	TOTAL	100	100	100	100

C) For non-credit courses:

Total marks distribution will be as under:

Category	Maximum Marks
Continuous Evaluation	50 Marks
End-term Evaluation	50 Marks

Final Grading:

Letter Grade	Description
G	Good
S	Satisfactory
P	Poor

For FFCBCS

A) Marks Distribution Scheme for B.Tech, BCA, MCA

	Category	Theory + Lab Course	Only Theory	Only Lab	Capstone Technical Aptitude & Soft Skills	Project Training /
Continuous Evaluation Instrument	Open Book Exam	-	20	-	-	-
	Assignment	-	10	-	-	-
	Quizzes	15	20	-	-	-
	Continuous Lab Assessment	25	-	35	-	-
	Project	10	-	15	-	-
Exam Instrument	Mid-term (Theory / Lab)	20	20	20	-	-
	End-term (Theory / Lab)	30	30	30	-	-
	Total	100	100	100	100	

Theory + Lab

Instrument Category	Marks
Quizzes (best 3 out of 4)	3x5 = 15 marks
Continuous Lab Assessment	25 marks
Project	1x10 = 10 marks

Only Theory

Instrument Category	Marks
Open Book Exam (in class)	2x10 = 20 marks
Assignment	2x5 = 10 marks
Quizzes (best 4 out of 5)	4x5 = 20 marks

Only Lab

Instrument Category	Marks
Continuous Lab Assessment	35 marks
Project	1x15 = 15 marks

B) Marks Distribution Scheme for B.Des and B.Arch

	Category	Theory + Studio Course	Only Theory	Only Studio	Industrial Training/ Value Added Programme/ Educational Tour/ Aptitude Building
Continuous Evaluation (CE)	Mid-term	20	30	-	
	Class Test/ Assignment	10	10	10	
	Quizzes	10	10	-	
Studio Evaluation	Continuous Studio Assessment	5	-	20	
	Studio Report (Portfolio)	5	-	20	
	Studio Performance + Viva/External Jury	20	-	50	
Theory	End-term	30	50	-	
	TOTAL	100	100	100	100

Minimum passing marks in the End-Term Theory Examination is 30%. Total marks (comprising all Continuous Evaluation Instruments + Mid-Term Examination + End-Term Examination) required for passing a course shall be a minimum of 30 marks out of 100 marks.

For B.Arch, no minimum passing marks in the End-Term Theory Examination. Total marks (comprising all Continuous Evaluation Instruments + Mid-Term Examination + End-Term Examination) required for passing a course shall be a minimum of 50 marks out of 100 marks.

C) For non-credit courses:

Total marks distribution will be as under:

Category	Maximum Marks
Continuous Evaluation	50 Marks
End-term Evaluation	50 Marks

Final Grading:

Letter Grade	Description
G	Good
S	Satisfactory
P	Poor

Allotment, Monitoring and Evaluation of Academic Projects Thesis / Report

Students of B.Tech programme are required to take up academic project in three phases [5th, 6th & 7th semesters for CBCS and 6th, 7th & 8th for old batch whereas students of Diploma in Engineering and M.Tech programme are required to take up the project in two phases in last two semesters of their respective programs:

1. B.Tech. Programmes

Allotment - Students should be divided into the groups of four (maximum) and a guide has to be assigned by the Head of the Department in consonance with the project area of the particular group of students and the area of expertise of the faculty member assigned as the guide.

Monitoring of Progress - Day to day monitoring has to be done by the guide as per the time slot decided by the concerned faculty member guiding the project.

Evaluation - Evaluation of project work will be done in three phases. Phase I, II & III will be conducted in 5th, 6th & 7th semester respectively for CBCS pattern and in 6th, 7th & 8th for old batch and assessment scheme will be as per the Table A. The evaluation of project will be done by a panel or examiners comprising of -

- i. Head of the Department - Chairperson
- ii. Project Guide - Faculty members from the concerned Department assigned by the HoD to a particular group of students
- iii. Two faculty members from the Department

Work at Various Evaluation phases will be taken up as under:

Phase-I

1st Presentation - Topic and guide selection, literature review

2nd Presentation - Detailed presentation on literature review, collection or references and discussion on the work selected i.e. synopsis of proposed project work.

3rd Presentation - Complete documentation of the work done in Phase I & road map for Phase II.

Phase-II

1st Presentation - Detailing of the proposed work for Phase II.

2nd Presentation - Experimentation, data collection and analysis of result.

3rd Presentation - Complete documentation of the work done in Phase II.

Phase-III

1st Presentation - Complete planning for project report writing.

2nd Presentation - Detailing of project write up / report.

3rd Presentation - Submission of project report in the prescribed format after incorporating corrections and changes suggested by the panel of examiners / evaluators.

2. M.Tech. Dissertation / MCA Report

Allotment - Topic for Thesis / dissertation and guide to be assigned by the Head of the Department in consonance with the area or research and the area or expertise of the guide.

Monitoring of Progress - Day to day monitoring has to be done by the guide as per the time slot decided by the concerned faculty member guiding the project.

Evaluation - Thesis/project report will be conducted in two phases. Phase I & II in pre-final & final semester respectively and will be evaluated out of 100 marks as per Table A. The evaluation of Project is to

be done by a panel of examiners comprising of-

- i. Head of the Department - Chairperson
- ii. Thesis Guide - Faculty member from the concerned department assigned by the HoD
- iii. Two faculty members from the department nominated by HoD

Phase-I

1st Presentation - Topic and guide selection, literature review

2nd Presentation - Detailed presentation on literature review, collection of references and discussion on the work selected i.e. synopsis of proposed research work.

3rd Presentation - Complete documentation of the experimentation & data collection, roadmap for Phase-II.

Phase-II

1st Presentation - Detailing of the report of data collection.

2nd Presentation - Completion of result analysis & thesis write-up.

3rd Presentation - Submission of complete presentation on thesis & dissertation.

3. B.Arch. / B.Des. ID & UX / BCA / M.Des UX

Project for B.Arch., B.Des. (ID), B.Des (VGA) will be conducted in 10th, 8th & 7th semester respectively. Project for B.Des (UX) & M.Des (UX) will be conducted in 8th and 3rd / 4th semester respectively and students will work on client's location.

Allotment - Student to be divided into the groups of four each and a guide is to be assigned by the Head of the Department in consonance with the project area of the particular group of students and the area of expertise of the faculty member.

Monitoring of Progress - Day to day monitoring by the guide as per the time slot decided by the concerned faculty member guiding the project.

Evaluation - Evaluation will be based on 4 presentations and by the panel of examiners as mentioned below. Marks distribution will be as per Table A. Departmental Panel of Examiners will be comprising of-

- i. Head of the Department - Chairperson
- ii. Project Guide - Faculty member from the concerned department assigned by the HoD to the particular groups of students.
- iii. Two faculty members from the department.

Table A

A. B.Tech (4 Years Program)

S No.	Evaluation	Marks
1.	Day to day evaluation by the guide	20
2.	First Presentation, between 3 rd and 4 th week	20
3.	Mid-term evaluation (after mid-term examinations)	20
4.	End-term evaluation (after end-term examinations)	40
Total		100

B. M.Tech /MCA

S No.	Evaluation	Marks
1.	Day to day evaluation by the guide	20
2.	First Presentation, between 3 rd and 4 th week	20

3.	Mid-term evaluation (after mid-term examinations)	20
4.	End-term evaluation (after end-term examinations)	40
Total		100

C. B.Arch. / B.Des. ID & UX/MDes UX

S No.	Evaluation	Marks
1.	1 st Presentation, between 4 th & 5 th week	10
2.	2 nd Presentation, 20 days after first presentation	10
3.	3 rd Presentation, after mid-term examinations	10
4.	4 th Presentation, before end-term examinations	20
5.	Evaluation by External Examiners	50
Total		100

D. B.Sc./BCA

S No.	Evaluation	Marks
1.	Day to day evaluation by the guide	20
2.	First Presentation, between 3 rd and 4 th week	20
3.	Mid-term evaluation (after mid-term examinations)	20
4.	End-term evaluation (after end-term examinations)	40
Total		100

Practical Training for B.Arch / B.Des (ID), B.Des (VGA)

Mandatory Practical Training for B.Arch / B.Des (ID), B.Des (VGA) will be conducted in 9th, 6th & 8th semester respectively.

S No.	Evaluation	Marks
1.	Internal Jury	50
2.	Confidential Report from Training Organization	20
3.	External Jury	30
Total		100

Allotment, Monitoring and Evaluation of Internship Summer Training

1) For B.Tech

Summer Training of all students of B.Tech program is mandatory. Every student has to select the industry according to his/her choice in consultation with his Mentor/CDC Department in the area of his/her interest. Duration for the internship is two months during summer vacation of that academic session as mentioned in their course structure.

Every student has to attend the training in the concerned industry for the said duration and is required to report in the department immediately after completion of the training.

Post training, evaluation of the student is done by the committee constituted by the department heads based on the industry feedback and presentation done by the student before the committee in the prescribed format provided by the Dean Academic Office.

Constitution of the committee will be as follows:

Head of the Department – Chairperson

Two faculty members of the Department

S	Evaluation	Marks
1.	Field Work	60
2.	Presentation	20
3.	Report	20
Total		100

2) For M.Plan

S	Evaluation	Marks
1.	Internal Jury	50
2.	Confidential Report from Training Organization	20
3.	External Jury	30
Total		100

Industrial Internship (B.Tech)

Students of final semester can opt the four/six month's internship in an industry in lieu of regular final semester. During the internship the valuation process shall be as under:

- i. Student will work on one industrial project in consultation with mentor at Industry and one guide from University.
- ii. University Guide shall be responsible for continuous monitoring of student during the entire duration of Internship.
- iii. Student shall send the progress report, duly signed by the mentor at Industry to the Guide at University.
- iv. The last date of obtaining NoC for the Industrial Internship shall be two weeks from the commencement of final semester. After that no NoC shall be issued to the student.
- v. The final presentation /final assessment will take place during the end-term examination.
- vi. The result will be declared with the Regular Result declaration.
- vii. The pending result based on the delayed assessment shall be declared only after the approval of the Vice Chancellor.

S No.	Evaluation	Marks
1.	Supervisor	20
2.	Industry Feedback	40
3.	Presentation	20
4.	Project Report	20
Total		100

(2) For Non-FFCBCS (Trimester System)

Marks Distribution Scheme for MBA (Trimester)

	Category	Theory + Lab Course	Only Theory	Only Lab	Summer Project/Industrial Project/Dissertation/Industrial Tour	Internship
Continuous Evaluation Instrument	Assignment	-	10	-	-	
	Mini Project / Field Work (group)	10	10	20		
	Quizzes	10	20	10	-	
	Case Analysis & Presentation(group)	10	10	-	-	
	Continuous Lab Assessment	20	-	20	-	
Discrete Evaluation Instrument	Mid-term (Theory / Lab)	20	20	20	-	
	End-term (Theory / Lab)	30	30	30	-	
	Total	100	100	100	100	

Theory + Lab

Instrument Category	Marks
Mini Project / Field Work (group)	1x10=10 marks
Quizzes	2x5=10 marks
Case Analysis & Presentation(group)	1x10=10 marks
Continuous Lab Assessment	4x5=20 marks

Only Theory

Instrument Category	Marks
Assignment	2x5=10 marks
Mini Project / Field Work (group)	1x10=10 marks
Quizzes	4x5=20 marks
Case Analysis & Presentation(group)	1x10=10 marks

Only Lab

Instrument Category	Marks
Mini Project (group)	1x20=20 marks
Quizzes	1x10=10 marks
Continuous Lab Assessment	4x5=20 marks

Allotment, Monitoring and Evaluation of Industrial Training / Dissertation

Student of this programme will take up industrial training / dissertation during 6th trimester in any of the relevant fields and will submit the report after completion of the training / dissertation.

Those students who are placed in a Company duly verified by Placement Office will undertake industrial training and those who do not get placed or whose joining is delayed will complete Dissertation under the supervision of a faculty guide.

Student will apply for the training through HoD and will inform the department after getting confirmation from the industry concerned. HoD has to provide a guide for each student to monitor the progress of the students on training and students are required to send the progress report to HoD at the end of every month. After completion of the training, students are required to prepare a detailed report as per the format suggested by the department & submit to the department after completion of the training.

Assessment of the training will be done by a panel of examiners based on the report of guide and progress report from the company where the student has completed the training.

For dissertation, students will be allotted a faculty guide based on their specialization and complete the same by the end of trimester.

The evaluation panel and assessment scheme will be as under:

Type of Instrument	Total
Synopsis Submission	1*10=10 marks
Presentation on progress– Phase 1	1*20=20 marks
Industry / Supervisor Feedback	1*30=30 marks
Final Project submission and Presentation	1*40=40 marks
Total	100

Panel for Presentation:

i. Head of the Department – Chairperson

ii. Guide and two other faculty members from the concerned department assigned by the HoD to the particular groups of students.

Allotment, Monitoring and Evaluation of Summer Training

Summer Training of all students of MBA program is mandatory. Every student has to select the industry according to his/her choice in consultation with his Mentor/CDC Department in the area of his/her interest. Duration for the internship is two months during summer vacation of that academic session as mentioned in their course structure.

Every student has to attend the training in the concerned industry for the said duration and is required to report in the department immediately after completion of the training.

Post training, evaluation of the student is done by the committee constituted by the department heads based on the industry feedback and presentation done by the student before the committee in the prescribed format provided by the Dean Academic Office.

Constitution of the committee will be as under:

Head of the Department – Chairperson

Two faculty members of the Department

S No.	Evaluation	Marks
1.	Field Work	60
2.	Presentation	20
3.	Report	20
Total		100

Evaluation of Industrial Tour and Non-Credit Courses:

Total marks distribution will be as under:

Category	Maximum Marks
Industrial Tour Report Submission / Continuous Evaluation	50 Marks
Report Presentation / End-term Evaluation	50 Marks

Final Grading:

Letter Grade	Description
G	Good
S	Satisfactory
P	Poor

GENERAL INSTRUCTION

- 1 Download the Marks from SAP Using ZGREP Transaction Code
- 2 Take out the total Marks from the report obtained as per above
- 3 Paste the total marks in the first cell of the Marks Input Sheet
- 4 See the Statistics in the next sheet named as Statistics
- 5 Make the Histogram using DATA ANALYSIS TAB
- 6 Do the iteration with the cutt-proposed column (H) highlighted in green colour
- 7 No. Count is follows..

A+	?	Greater then
A	?	Greater then and less than equal to previous value
B+	?	Greater then and less than equal to previous value
B	?	Greater then and less than equal to previous value
C+	?	Greater then and less than equal to previous value
C	?	Greater then and less than equal to previous value
D	?	Greater then and less than equal to previous value
E	?	Greater then and less than equal to previous value
F	?	Greater then and less than equal to previous value

- 8 NGPA should be preferably 6 and above
- 9 Grading for the regular, Back , Debar and Improvement will be uniform with current grading scheme
- 10 Histogram sheets to the COE office through respective Heads of Department

Steps to be Followed

- Step 1 Enter the Marks in the Marks sheet
- Step 2 **Make the Histogram (while making histogram pl give the bin range of 0 to 100)**
- Step 3 Go on the Statistics Sheet and put the cutoff
- Step 4 Take the print of Two Sheet (statistics and Histogram)
- Step 5 Submit the same to COE Office

How to Enable DATA ANALYS TAB For Making Histogram

- Go to File
 Select the Option Button on the left
 Select Add in button
 Click on Go Button at Bottom
 Check the First Two Check Box Namely Analysis tool box
 Click OK
 Get the DATA ANALYSIS TAB Enabled

Applicable only for 2014 onwards Batch (wef from 2016)

WORKING SHEET FOR GRADE DECISION

Name of The Dept	
Course Code	
Course Name	

Name of Course	
Co-ordinator	

Particular	Measures
Total No. of Student	0
Average Marks	#DIV/0!
Maximum Marks	0
Minimum Marks	0
Standard Deviation	#DIV/0!
Kurtosis	#DIV/0!
Skewness	#DIV/0!

Grade	GRADE POINT	Proposed Grade cut off	No. of Students
A+	10	0	0
A	9	0	0
B+	8	0	0
B	7	0	0
C+	6	0	0
C	5	0	0
D	4	0	0
E	2	0	0
F	0	0	0

Grade	Grade Cut-off After Moderation
A+	
A	
B+	
B	
C+	
C	
D	
E	
F	

NGPA #DIV/0!

Signature of the Course Coordinator
Date

Signature of Moderator



UCF439

Capstone Project

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Introduction

Capstone project is a semester long multifaceted experimental/research assignment that serves as a culminating academic and intellectual experience for students, taken in the last semester of study. A B.Tech student at DIT University who is in the final year (8th semester) of his degree in the FFCBCS Scheme, an MCA student at DIT University who is in the final year (4th semester) of his degree in the FFCBCS Scheme, or a BCA Student who is in the final year (6th semester) of his degree has to undertake and successfully complete a semester long Capstone Project that is worth 12 credits, and it may also be done in a group of not more than 3 students. This document contains the relevant details concerning the Capstone Project.

Capstone Project Faculty-in-Charge

Program faculties designated by Dean of the School will be *Faculty-in-Charge* for the Capstone Project in the current semester. One of them will be Coordinator in that semester.

For any queries regarding Capstone project, students should mail the faculty Coordinator and cc to all other *Faculty-in-Charge*.

Capstone Project Grade Moderation Committee

Grade moderation will be done by a committee comprising of all the Faculty-in-Charge, Head(s) of the department/program and the Dean of the respective School.

Modes of Project

The Capstone Project can only be completed in the following modes:

- (a) **Mode A:** In this mode, students will undertake the project On-Campus at DIT University. A group of three students will work under a faculty, as allotted by the Department/Program. No further request for change in group allocation will be entertained.
- (b) **Mode B:** In this mode, students will undertake the project in the form of an Industry internship. This mode will only be allowed if the student has received the internship offer from a company that has come to DIT University between July and December 31 of the current year to recruit students as part of annual placement process arranged by the Career Services.

Under exceptional circumstances, an internship in Mode B may be allowed if a student has applied for and received a similar offer of internship by December from a relevant top notch multinational company such as Facebook, Google, Microsoft Research, etc. who are leaders in their field of work. If a student receives such an offer, he/she should immediately forward the offer to the Dean of the School for approval, who will discuss with respective Head(s) to take a decision on the offer. The decision of the Dean of the School in all such matters will be final and binding to all the students.

Mode C: A student is allowed to do the Capstone project in Mode C if the student has applied for and received a similar offer of internship/research project by December at a top notch Indian Institute/University such as IITs, IIITs or IISc Bangalore, a research lab of National Importance, or a reputed University/Institute outside India. If a student receives

such an offer, he/she should immediately forward the offer to the Dean of the School for approval, who will discuss with respective Head(s) to take a decision on the offer. The decision of the Dean of the School in all such matters will be final and binding to all the students.

Evaluation Process

The evaluation process of the Capstone project will involve the following components and the following persons/panels:

- a. **Project Advisor***: Based on weekly meetings and progress in the project, the Project Advisor of a group (in all modes) will award marks to the students. The total marks to be awarded by the advisor to each student is 40 marks (out of the total of 100 marks). Out of these, 20 marks will be awarded based on the students' progress till the Mid Term presentation, and the rest 20 marks will be awarded at the end of the semester, before the End Term project presentation. Grading forms will be sent to the faculty advisor. The forms will include a deadline, and the project advisor must send the completed forms back by the deadline. **If the project advisor fails to send the completed Grading forms (Mid Term Grading form and the End Term Grading form) by the deadline as mentioned in the *Important Dates* section of this document, those marks will be awarded by the faculty-in-charge(s), based on the performance of the students in their corresponding (Mid Term and End Term) presentation.**
- b. **Mid Term Presentation**: Panels will be constituted for evaluating the Mid Term presentation, which would include a 15-minute presentation by the group followed by questions and answers. Based on the presentation, these panels will award 20 marks (out of a total of 100 marks).
- c. **End Term Presentation**: Panels will be constituted for evaluating the End Term presentation, which would include a 20-minute presentation by the group followed by questions and answers. Students will have to submit a project report in the prescribed format, as mentioned in this document. Based on the presentation and the project report, these panels will award 40 marks (out of a total of 100 marks). Out of these 40 marks, 30 marks will be awarded based on the presentation by the group, and rest 10 marks will be awarded based on the group's project report.

*** The marks awarded by the Project Advisor in all Modes (A, B and C) will be subject to moderation by the Capstone Project Grade Moderation Committee keeping in view all academic aspects of the project work.**

Evaluation Scheme

The evaluation scheme, as discussed above, will be as follows:

Total Marks: 100

Component wise Marks

Project Advisor : 40 Marks

Mid Term Presentation : 20 Marks

End Term Presentation : 40 Marks

Important Dates

S. No	Milestones	Date
1.	Last date for submission of Project Proposal Forms by each group	
2.	Last Date for submission of marks by Project Advisor from January till Mid Term	
3.	Last Date for uploading Mid Term presentation in MS Teams by all students	
4.	Mid Term Presentations	
5.	Last Date for submission of marks by Project Advisor from Mid Term till End Term	
6.	Last Date for uploading End Term presentation and Project Report in MS Teams by all students	
7.	End Term Presentations	

Mid Term Presentation

The Mid Term Presentation would include a 15 minute powerpoint presentation by the group followed by questions and answers. The purpose of this presentation is to evaluate the formulation of the project problem, and the progress a group has made in their project.

All students in Mode A will have to be physically present for their Mid Term presentation. Students in Mode B and Mode C will have to do the Mid Term Presentation through MS Teams. Time of presentation will be notified to such students by email. Structure of the presentation, as mentioned below, remains the same for all students. The presentation structure (not more than 15 slides) should include the following points in that order:

1. *UCF 439, Capstone Project, Project Title, Group No. (if any), Students' name, email and SAP ID* → 1 slide
2. *Introduction* → 1 slide
3. *Background/Related Work* → 1-2 slides
4. *Feasibility Study* → 1-2 slides
5. *Project Description(include description of work done till now, and remaining work)* → 3-5 slides
6. *Project Timeline* → 1 slide
7. *Any other thing you may want to add (optional)* → 1-3 slides

End Term Presentation

The End Term Presentation would include a 20 minute powerpoint presentation by the group followed by questions and answers. The purpose of this presentation is to do a comprehensive evaluation of the whole project.

All students in Mode A will have to be physically present for their End Term presentation. Students in Mode B and Mode C will have to do the Mid Term Presentation through MS Teams. Time of presentation will be notified to such students by email. Structure of the presentation, as mentioned below, remains the same for all students. The presentation structure (not more than 20 slides) should include the following points in that order:

1. *UCF 439, Capstone Project, Project Title, Group No. (if any), Students' name, email and SAP ID* → 1 slide
2. *Introduction* → 1 slide
3. *Background/Related Work* → 1-2 slides
4. *Feasibility Study* → 1-2 slides
5. *Project Description(include description of all work, results, and figures)* → 8-12 slides

6. *Project Timeline* → 1 slide
7. *Conclusion and Future Work (if any)* → 1 slide



Program:

Major: _____

UCF 439, Capstone Project

___ Semester 20__ - [Project Proposal Form](#) – Page 1

Date:

1. Project Title:

2. Names of Group Members (in capital letters):

3. Project Mode (A, B or C):

If (B or C),

Name of Organization:

Website of Organization:

4. Name & Affiliation of Project Advisor:

5. Email of Project Advisor:

I have read and understood the UCF 439 Project Document and I agree to strictly comply with all the rules and regulations mentioned in the document.

Signature of Group Member(s), Date

Signature of Project Advisor, Date



Program:

Major: _____

UCF 439, Capstone Project

___ Semester 20__ - [Project Proposal Form](#) – Page 2

6. Project Proposal Description (please type, and describe in 150-200 words):

Signature of Group Member(s), Date

Signature of Project Advisor, Date

Note: Please upload a scanned copy of this form, signed and completed in all respect, in this course's MS Teams by the due date.

Capstone Project Report Format

Binding of Report	Cover	Hard Binding	
	Colour (B.Tech)	Black Cover with Golden wordings	
	Margin Top	4 Cm	
	Margin Bottom	4 Cm	
	Margin Left	4 Cm	
	Margin Right	4 Cm	
	Printing on the Top	Title of the Report in capital letters (24 font size) Times New Roman	
	Printing in the middle of cover Center	Format Attached	
	Printing on Bottom		
	Printing on the Binding edge	The binding edge of the jacket should contain the name of the candidate, year and report title.	
Inside of thesis	Printing	In 1 ½ space, Font 12 Times New Roman, single sided Printing	
	Margin Top	3 cm	
	Margin Bottom	3 cm	
	Margin Left	4 cm	
	Margin Right	2 cm	
	Quality of paper	Good quality (bond paper)	
	Size of paper	A4 Size	
	Contents		Printing of cover to be repeated on first page
			(ii) Declaration Sheet
			(iii) Acknowledgements
			(iv) Table of Contents
			(v) List of Tables
			(vi) List of Figures
			(vii) List of symbols and abbreviations, if any.
	Abstract	<ul style="list-style-type: none"> To convey briefly the content of the thesis To draw attention to all new information and to the main conclusions. 	
	Chapters	<p>The text should have suitable chapter number, titles and sub-titles with pages numbered at the bottom center.</p> <p>The sequence of Chapter organization may be as below</p> <ul style="list-style-type: none"> Introduction Related Work/Literature Survey Chapters (as per the work carried out) Summary and Conclusions Scope for Future Work References Appendix (optional, as required) 	
	Numbering and referring in text		Equations are to be numbered in round brackets with Chapter information, <i>Ex:</i> Chapter2, first equation - (2.1)...
		Title of the Figures must be written below the Figure and have to be referred in the text beforehand. Fig. numbering is chapter-wise as explained for equations.	
		Title of the Tables must be written above the Table and have to be referred in the text beforehand. Table numbering is chapter-wise as explained for equations.	

	References	<p>The references are to be listed in the order of its appearance in the text. References are to be numbered within square brackets Ex:[1], [2].</p> <p><u>For Book:</u> [1] W. C. Y. Lee, Mobile Communications Engineering: Theory and Applications, 2nd edition, McGraw-Hill, 1997.</p> <p><u>For Journal:</u> [2] L. A. Roy and D. P. Agrawal, "Wearable Networks: Present and Future," IEEE Computer, Vol. 36, No. 11, pp. 31–39, November 2003.</p> <p><u>For Conference/Seminar etc:</u> [3] Q. Le, T. Ngo-Quynh and T. Magedanz, "RPL-based multipath Routing Protocols for Internet of Things on Wireless Sensor Networks," 2014 International Conference on Advanced Technologies for Communications (ATC 2014), Hanoi, 2014, pp. 424-429.</p> <p><u>Web Links:</u> [4] https://www.electronics-notes.com/articles/history/cellphone-history/umts-3g-mobile-phone-history.php.</p>
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<Title of the Project Report >

Project Report Submitted in Partial Fulfilment of the Requirements for the Degree of

<Programme>

in

<Major>

Submitted by

Name of the Student1: (Roll No. XXXXXXX)

Name of the Student2: (Roll No. XXXXXXX)

Name of the Student3: (Roll No. XXXXXXX)

Under the Supervision of

<Supervisor Name>

<Designation>



<Major>

<Month, Year>

Declaration

I/We declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the University and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed. The plagiarism check report is attached at the end of this document.

Name of the Student _____ Signature and Date _____

Name of the Student _____ Signature and Date _____

Name of the Student _____ Signature and Date _____

ACADEMIC ORDINANCES

DOCTOR OF PHILOSOPHY (PhD) PROGRAMMES

SEVENTH AMENDMENT TO THE ACADEMIC ORDINANCES 2013

(DOCTOR OF PHILOSOPHY (PhD) PROGRAMMES)

APPLICABLE FROM THE ACADEMIC YEAR 2021-22

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and the Statutes of the University, the Academic Council hereby frames the Ordinances as detailed below.

PRELIMINARY

Short Title and Commencement

- a) These Ordinances may be called PhD Ordinances of DIT University (amended in accordance with the UGC (minimum standards and procedure for the award of M.Phil./PhD Degrees) Regulations, 2016) (effective from the Academic Session: 2021-22).
- b) These amendments (clause 10, 12, 13, 14, 15, 16) are also applicable to those candidates who have already registered for PhD at DIT University (DITU) from the Academic Session 2016-17 (Odd semester) onwards.

1. GENERAL

DIT University (DITU), Dehradun offers academic programmes leading to the award of PhD Degree through its Schools / Departments / Faculty. The award of PhD Degree is in recognition of high academic achievements, independent research contributions and application of knowledge to solve problems in Sciences, Social Sciences, Pharmacy, Engineering, Management, etc.

The academic programme leading to the PhD Degree is broad-based and involves minimum course credit requirement and a research thesis. The University also encourages interdisciplinary areas through a system of co-supervision and provides excellent opportunities for such programmes. The University undertakes sponsored research and development projects from industrial and other organizations in the public as well as private sector.

The Degree of Doctor of Philosophy (PhD) of DIT University, Dehradun shall be conferred on a candidate, who fulfils all the requirements specified in these Ordinances, on approval of the Board of Governors on the recommendations of the Academic Council through Board of Management.

1.1 Admission

1.1.1 Eligibility

Candidates who have passed Post graduate degree / M.Phil. in relevant discipline from a University / Institution recognized by UGC with at least 55% marks in aggregate or its

equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) shall be eligible for admission to PhD programme offered by DIT University. The admissions shall also be subject to any additional academic criteria that may be notified from time to time.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ DIVYANGJAN (differently-abled) and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19 September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

1.1.2 Admission Procedure

Eligible candidates who have not qualified any National level exam will have to appear in DIT University Eligibility Test (DUET). Qualifying cut off marks in DUET will be 50% of the total marks for General and OBC categories and 45% for SC and ST categories.

DIT University Entrance Test (DUET) is exempted for the candidates who have qualified National level test such as UGC-NET (including JRF) / UGC-CSIR NET (including JRF) / SLET / GATE / DOE / DST / DBT / NBHM / CUCET / ICCR / ICAR / Teacher Fellowship holder or equivalent national examination or have passed M.Phil. programme with minimum 55% marks or equivalent from UGC / AIU / AICTE recognised University. These candidates will be adjudged on the basis of personal interview with 100% weightage.

All those candidates who will qualify DUET will be called for personal interview along with candidates belonging to those categories which are exempted from DUET.

The admissions to the PhD programme shall be done through counselling based on the overall merit. The JRF (NET) passed candidates and Teacher Fellows will be counted against additional seats, which will be allocated to each Department. Candidates are required to present their research interests at the time of interview.

1.1.3 Guidelines for Full-Time (FT) candidates

- a) A Full-Time (FT) candidate has to reside at DIT University campus for a minimum of twenty-four (24) months or maximum for the entire PhD Programme, i.e., until thesis submission. In case, the full-time candidate requires to visit and work in partner Institutions or other University / Institutes / National / International Laboratories under some National / International research programmes / Libraries, he/she shall seek permission, duly recommended by the Supervisor(s), and forwarded by the respective Head of the Department to the Dean R&C. If the time-period requested for such work is for less than three (03) months, the permission shall be granted by the Dean of the concerned school, and if the time-period is more than three (03) months then the permission will be granted by the Vice-Chancellor.

Apart from the candidates who have taken the admission as Full-Time PhD Scholar, the following may also be considered as Full-Time PhD Scholars -

- (i) Full-time Government/ Semi-Government Fellowship awardees/ QIP/ FIP (UGC)/ CSIR/ UGC/ DOE/ DST/ DBT/ NBHM/ CUCET/ ICCR/ ICAR, etc. will also be considered as Full-Time (FT) PhD Scholar.
- (ii) Full-time External (CSIR/ JRF/ SRF Fellows) working in National Research Laboratories/ R&D Organization having necessary facilities.
- (iii) Full-time Government/ Semi-Government Fellowship awardees/ Project Fellows/ JRF/ SRF/ Research Scholars appointed in R&D projects being carried out in National Research Laboratories, R&D Organizations, PSUs, etc. having MOU with DIT University having necessary and required research facilities.

1.1.4 Guidelines for Part-Time (PT) candidates

He/She must be a working professional (including Faculty/Staff of DIT University), with two (02) years of experience and should produce No Objection Certificate (NOC) from his/her parent organisation while applying.

1.2 Conversion of Registration

The Vice Chancellor be empowered to permit the conversion of PhD registration type i.e., from Full-Time (FT) to Part-Time (PT) and vice-versa, subject to recommendation of concerned Research Advisory Committee (RAC) / Director / Dean / HoD and Dean R&C.

1.3 Place of Work / Research Centre

1.3.1 Every PhD Scholar shall work at DIT University campus or National Research Laboratories, R&D Organizations, PSUs, etc. having MOU with DIT University (partner Institutions), having required research facilities.

1.3.2 In case of research topics which are of interdisciplinary nature, PhD Scholar can perform experiments or research work, attend Schools/ Seminars/ Conferences/ Workshops/ Meetings, etc. in India or abroad involving an active participation or field trips such as, data collection, survey work, etc. on recommendation of the concerned Supervisor(s), forwarded by the HoD/Dean (Research) on a case-to-case basis.

1.4 University Fellowship for Full-time (FT) PhD Scholar

1.4.1 The duration and amount of fellowship will be as per the prevailing policy for the Full-time (FT) PhD Scholar who is not getting fellowship/remuneration from any other sources including Government/Semi-Government/Funded Projects, etc. The maximum duration for which the Fellowship can be awarded to a PhD Scholar is **3 years and 6 months** or till the end of the semester in which the Thesis is to be submitted, whichever is earlier. The continuation of the Fellowship is contingent on satisfactory academic and research performance as well as discharge of responsibilities assigned under the Fellowship scheme.

1.4.2 The University Fellowship amount will be decided from time to time under specified terms and conditions.

1.4.3 Full-time (FT) PhD Scholar getting University Fellowship would be treated as '*Teaching Assistant*'. Such candidate is required to take up assigned

responsibilities including 8-10 hours per week teaching / tutorial / laboratory or any other work assigned by HoD / Dean of School.

- 1.4.4** In case the attendance of a PhD scholar falls below 75% during a month, he/she will not be paid his/her Fellowship for that month.

2. REGISTRATION

2.1 Registration Procedure

The Competent Authority assisted by the concerned Head of the Department shall co-ordinate the registration process. The registration procedure shall involve:

- 2.1.1** Payment of fee.
- 2.1.2** Filling of the registration form mentioning the core and elective courses along with their credits.
- 2.1.3** Signing of the Registration Roll in the Office of the concerned Department.

2.2 Pre-PhD Course Work Registration

- 2.2.1** The PhD Scholar is expected to register for the pre-PhD course work in consultation with the department.
- 2.2.2** All PhD scholars are required to register for pre-PhD course work (core courses and elective courses) in consultation with his/her Course Advisor/ Research Supervisor(s). Pre-PhD Course work shall be recommended by concerned RAC and approved by Dean Research & Consultancy (R&C). After successful completion of the course work, PhD scholars are required to register for their research work in the subsequent semester.
- 2.2.3** All courses prescribed for PhD course work shall be in conformity with the credit-hours instructional requirement and shall specify content, instructional and assessment methods.
- 2.2.4** Those who have already completed the course work in M.Phil. programme with the required CGPA score, and have been permitted to proceed to the PhD programme by Dean R&C, may be exempted by the RAC from doing their pre-PhD course work from DITU. All other candidates admitted to the PhD programme shall be required to complete the pre-PhD course work, as prescribed.
- 2.2.5** In exceptional cases where candidate with at least two research publications in standard refereed journals, i.e., Web of Science/ SCOPUS/ UGC Care listed journals or well-established high impact factor journals/ patents in the relevant area of research are exempted from taking the Pre-PhD course work examination on recommendations of the RAC.

2.3 Research Registration

- 2.3.1** After successfully completing the pre-PhD course work, within the duration of six (06) months, the PhD scholar will be required to develop a synopsis under the guidance of his/her Research Supervisor(s), which shall be presented before the Research Advisory Committee (RAC). The RAC will give its recommendation for the final approval of the proposed research topic.
- 2.3.2** Minor changes in the topic/ title of the thesis may be done by the PhD scholar on the recommendations of Research Advisory Committee before pre-submission

seminar. The date of his/ her research candidature will be counted w.e.f. his/her date of admission in the DIT University.

2.4 Temporary Withdrawal Procedure

A PhD scholar may be permitted to withdraw for a maximum period of two (02) semesters on medical ground and other genuine reasons subject to the following conditions -

2.4.1 The PhD scholar has already completed the prescribed pre-PhD course work.

2.4.2 He/ She has to submit an application addressed to the Vice Chancellor through the Head of the Department and Dean R&C enclosing the medical proof of ailments and other genuine reasons with substantial proof.

2.4.3 The Ph.D. scholar will have to register at the time of semester registration by depositing the fee of appearing semester alongwith additional 10% of the applicable fee for the semester/year in which he/she is appearing.

2.4.4 The Teaching Assistantship (if applicable) will be withdrawn during the period of temporary withdrawal.

2.5 Cancellation of Registration

The Vice Chancellor shall be authorized to cancel the registration of a PhD scholar in the following conditions.

2.5.1 On the recommendation of Research Advisory Committee (RAC) due to unsatisfactory Research progress in two consecutive RAC meetings.

2.5.2 Violation of discipline rules of the University.

2.5.3 Submission of false information at the time of registration.

2.5.4 Voluntary withdrawal of admission.

2.5.5 Non-conformity with the regulations of the programme.

2.5.6 In case where PhD scholar is found to be involved in practicing plagiarism as per rules for Preventing Plagiarism of the University.

2.5.7 On recommendation of Unfair Means Committee due to unfair means in examination.

2.5.8 If thesis is rejected as per clause no 15.3 & 15.4.

2.5.9 In the process of cancellation of registration, principle of natural justice be observed.

3. CONSTITUTION OF THE RESEARCH ADVISORY COMMITTEE (RAC)

3.1 RAC should be formed soon after the admission process is completed for a candidate by Supervisor(s) in consultation with respective Director / Dean / Head.

3.2 Constitution of Research Advisory Committee (RAC) shall be as follows

1.	Head of the Department	- Chairperson
2.	Research Supervisor	- Member
3.	Co-Research Supervisor (if any)	- Member

4.	Two experts to be nominated by the Vice Chancellor (Nominated experts must be eligible as per Clause No. 8.1 / 8.4	- Members
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3.3 Functions of the Research Advisory Committee (RAC) shall have the following responsibilities -

- 3.3.1** To finalize the course work with evaluation instruments in each course for the candidate.
- 3.3.2** To review the research proposal and finalize the topic of research.
- 3.3.3** Guide the PhD scholar to develop the study design and methodology of research.
- 3.3.4** To periodically review and assist the progress of the research work of the PhD scholar.
- 3.3.5** In case the progress of the PhD scholar is unsatisfactory, the Committee shall record the reasons for the same and suggest corrective measures. If the PhD scholar fails to implement these corrective measures, the committee may recommend to the Department/University with specific reasons for cancellation of the registration of the PhD scholar.

3.4 RAC will meet at least once in a semester and monitor the progress of the PhD scholar and, based on the suggestions of the committee, the PhD scholar will take follow-up actions.

3.5 All registered PhD scholars are required to present their research progress to Research Advisory Committee once in a every semester and should earn satisfactory ‘S’ grade. If the PhD scholar does not attend two consecutive meetings or if he/she earns unsatisfactory ‘U’ grade in two consequent RAC meetings, the admission may be cancelled.

3.6 If a PhD scholar needs to change the title/ topic or Supervisor(s), it should be done with the approval of the Research Advisory Committee (RAC). PhD scholars should apply for the same in the prescribed format (**Appendix-A/ Appendix-B**) to Dean R&C.

4. PRE-PHD COURSE WORK

- 4.1** The Pre-PhD course work (core and elective course) shall be treated as prerequisite for PhD preparation to PhD scholar.
- 4.2** The Pre-PhD course work will either be conducted at DIT University or may be a MOOC course or conducted at partner Institute (having MOU with DIT University, as recommended by the course Supervisor(s) and approved by concerned Director / Dean / HoD.
- 4.3** The total credit assigned to the Pre-PhD course work shall be of 15 credits (Core course: 07 credits and Elective course: 08 credits).

Course Name	Periods			Credit
	L	T	P	
Core Courses				
Research Methodology (RM)	4	0	0	4
Research Publication and Ethics (RPE)	2	0	0	2
Seminar	0	0	2	1

Elective Courses				
Elective-I	4	0	0	4
Elective-II	4	0	0	4
Total				15

- 4.4** Under the Core courses, a minimum of four credits (04) shall be assigned to one course on Research Methodology (RM), which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, fieldwork, etc. In addition to that there shall be two credits (02) course on Research and Publication Ethics (RPE) and one advanced level seminar course of one credit (01).
- 4.5** Under the Elective courses, two advanced level courses (Elective I & II) of four credits (04) each as recommended by RAC shall be assigned. These courses shall be related to field of the research work for preparing the students for PhD degree.
- 4.6** The department where the PhD scholar pursues his/ her research shall offer the core and elective courses to him/her based on his/ her research interest. The PhD Supervisor(s) of the candidate may design the syllabus of the elective courses (I & II) depending on the expertise required to pursue the PhD research work. The syllabus shall be duly approved by the Departmental Research Advisory Committee chaired by Director / Dean of the concerned School; HoD of the concerned Department will be the Member Secretary of the Committee.
- 4.7** All candidates admitted to the PhD programmes shall be required to complete the pre-PhD course work prescribed by the Department within initial two semesters. However, if the student is not in a position to complete the pre-PhD course work in the prescribed time limit as above due to genuine reasons, he / she may file an appeal with the recommendations of Dean R&C, the Vice Chancellor can grant extension upto one additional semester. Failing to complete the course work in the extended period will lead to the cancellation of admission.
- 4.8** The pre-PhD course work result shall be finalized after assessment by concerned course coordinator as per the approved assessment scheme and process (**marks distribution scheme of the University given in the Examination Ordinance**). The final marks shall be sent to the concerned section for preparing the result within reasonable time but not beyond one month after completion of course work by the student at the department level.
- 4.9** A PhD scholar has to obtain a minimum of 6.00 CGPA as per the Clause 6.3.

5. EXAMINATION SYSTEM

- 5.1** The Examination Ordinances shall govern the various examinations including Mid-Term Test, End-Term and Practical's.
- 5.2** The examination will be conducted in each semester according to the syllabi approved by the Academic Council. Each course will carry credits as per the approved scheme of courses.

5.3 Attendance Criteria

- 5.3.1** The attendance is mandatory and the PhD scholars are expected to have 100% attendance, however, the same can be condoned up to 10% on medical grounds or for other genuine reasons beyond the control of the PhD scholar.
- 5.3.2** 75% of the attendance is mandatory to appear in the mid-term and end-term examinations. However, a relaxation of additional 10% may be granted by the Vice Chancellor for genuine reasons such as prolonged periods of hospitalization due to illness.
- 5.3.3** To be eligible to appear in final practical examination for a lab course, the PhD scholar must have completed at least 50% of the total number of experiments in the course.
- 5.3.4** A Full-Time and Part-Time PhD scholar with attendance falling short of the minimum required (i.e. 75% in normal case and 65% with the permission of the Vice Chancellor) in a course during the semester shall be detained and will be awarded an ‘F’ (Fail) Grade in that course regardless of his/her earlier academic performance.

5.4 Back Paper Examination

For courses missed out or those in which the students do not secure pass grades, there exists provision of clearing these through back paper examinations during the odd or even semester as may be announced after registration in the course and payment of the requisite fee.

The PhD Scholars with all pass grades and unable to acquire the required CGPA have to appear in the improvement for some courses with grade ‘C+’ which may be needed to meet the minimum requirement of CGPA as per the Ordinance No. 6.3 in the odd/even semester (improvement examinations for PhD programme are not allowed in Summer Term).

Besides, in order to enable the PhD Scholars to meet the CGPA criteria, there exists provision for them to improve their CGPA by taking additional courses as may be recommended by the Course Advisor.

The governing guidelines for back paper/ improvement examinations are summarized as below -

- 5.4.1** The back paper examinations will be conducted as per the schedule declared in the academic calendar.
- 5.4.2** Whenever, a Full-Time and Part-Time PhD scholar is permitted to repeat a course, the new letter grade obtained shall replace the old letter grade only if the same is ‘better’ than the earlier grade.
- 5.4.3** In all such cases, the improved grade shall carry ‘imp’ (which stands for **improved** grade) as superscript to distinguish it from the grades secured through other back paper examinations.

6. RULES FOR AWARD OF GRADES

- 6.1** PhD Scholars shall be awarded “Letter Grade” based upon their performance in examinations and their participation in the course during the semester/trimester/summer term in the form of quizzes, assignments, presentations, viva-voce, etc.

6.2 Course wise grade shall be given on the basis of the percentage marks obtained by the student in the respective course/s. For converting, the percentage marks in to corresponding grade (G) following table shall be used:

% of Marks	Letter Grade	Grade Point
91 and above	A+	10
81-90	A	9
71-80	B+	8
61-70	B	7
55-60	C+	6
Less than 55 (Fail)	F	0

6.3 A PhD scholar has to obtain a minimum of C+ grade in each course and minimum CGPA 6.00 in order to be eligible to continue in the programme.

7. SEMESTER AND CUMULATIVE GRADE POINT AVERAGE (SGPA/CGPA)

The SGPA / CGPA is the ratio of sum of the product of the number of credits with the grade points scored by a PhD scholar in all the courses taken by a PhD scholar and the sum of the number of credits of all the courses undergone by a PhD scholar i.e.

$$\text{SGPA / CGPA} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i^{th} course and G_i the grade point scored by the student in i^{th} course. The CPI shall be round SGPA / CGPA can be converted in to % marks as follows -

$$\% \text{ of marks} = (\text{SGPA / CGPA}) \times 10$$

8. WITH HOLDING OF THE GRADE REPORT CARD

The grade report card of a PhD Scholars may be withheld if he/she has not paid his/her dues or if there is any case of indiscipline pending against him/her or for any other valid reasons.

9. RESEARCH SUPERVISOR/CO-RESEARCH SUPERVISOR

9.1 Any regular Professor/ Associate Professor /Assistant Professor of the University with a PhD degree, and having at least two research publications in refereed journals may be recognized as Research Supervisor/ Co-Research Supervisor.

9.1.1 Provided further that, the publication should be in the indexed journals listed in the Web of Science/ SCOPUS/ SCI.

9.1.2 In case of other high-quality journals, not available in the above listed databases, the Vice Chancellor may relax the above condition on recommendations of a committee constituted by the Vice Chancellor with two experts (designation equivalent to a Professor or above), Director / Dean / HoD of the concerned department as member and Dean R&C as chair.

9.2 The external Co-Research Supervisor may also be allowed from other departments or from other partner Institution/ University with the recommendation of Dean R&C and approved by the Vice Chancellor. The Co-Research Supervisor should be a full-time regular teacher/faculty with eligibility as mentioned in Clause No. 9.4, from National

Research Laboratories, R&D Organizations, PSUs, etc. having MOU with DIT University.

9.3 In case of research topics which are of interdisciplinary nature where the concerned Department feels that the expertise in the Department has to be supplemented from outside in order to meet the requirement for specific research facilities such as sophisticated equipment, laboratories, essential software, established field station/laboratory, etc. The Department may appoint a Research Supervisor from outside the DIT University. The Research Supervisor should be a full-time regular teacher /faculty with eligibility as mentioned in Clause No. 9.4, from National Research Laboratories, R&D Organizations, PSUs, etc. having MOU with DIT University. In such case, a Co-Research Supervisor may be appointed from the concerned Departments of the University on terms and conditions that are agreed upon by the Competent Authority. PhD scholar may also be allowed to take more than one Co-Research Supervisor in exceptional cases on recommendations of the Research Advisory Committee (RAC).

9.4 Provided that, while recognizing researchers as Research Supervisor/ Co-Research Supervisor from external Institution/ University following criteria be followed:

9.4.1 Researchers should have a PhD Degree from the recognized University in the concerned field.

9.4.2 Researchers should have at least two (02) research publication in Web of Science/SCOPUS indexed journals.

9.5 The maximum number of PhD scholar who can be registered under a Supervisor at any particular time shall be **eight (08)** for Professor, **six (06)** for Associate Professor and **four (04)** for Assistant Professor with eligibility as mentioned in **Clause No. 9**.

9.6 The Research Supervisor of a candidate should belong to the discipline of research; however, Co-Research Supervisor may be from cross disciplinary/ interdisciplinary field as per requirements of the research.

9.7 Research Supervisor/ Co-Research Supervisor shall be appointed by Dean R&C in consultation with respective Director / Dean / HoD considering the specialization of Research Supervisor/ Co-Research Supervisor and topic of the research.

9.8 In case an approved Research Supervisor/ Co-Research Supervisor later on ceases to act as the Supervisor due to some reasons, the PhD scholar may be permitted to choose another Supervisor provided the above mentioned criteria in Clause No. 9 are satisfied. The PhD scholar may continue his/her registration on the same topic after the recommendation of the concerned RAC.

9.9 Criteria for selection of PhD Supervisor when he/she is on leave/left/superannuated from the University

9.9.1 In case the Research Supervisor is on leave for a period from one month to three months than a Co-Research Supervisor needs to be identified by department and need to be approved by the RAC of the PhD scholar.

9.9.2 In case the Research Supervisor is on leave for a period of more than 3 months than the status of the Supervisor may be changed to Co-Research Supervisor and the

Supervisor on the recommendation of the department will be reviewed by the RAC of the student.

9.9.3 In case the Supervisor(s) has resigned/ left the University than he/she can no longer continue as the PhD Supervisor of the student. In such case, the Department will propose a list of at least 02 new Supervisors belonging to the discipline of research. The RAC will finalize and approve the name of the Research Supervisor/ Co-Research Supervisor for the PhD scholar.

9.9.4 A superannuated faculty may not enrol fresh candidates but may continue supervising those candidates who had completed most of the work under his/her guidance (work duration: 03 years or above) but for others (work duration: less than 03 years) he/ she may propose a new Supervisor belonging to the discipline of research of the PhD scholar.

9.10 Selection criteria and allotment of PhD scholar to Research Supervisor(s)

9.10.1 Constitution of personal interview panel for admission purpose is as follows:

- a) Director / Dean of concerned School – Chair
- b) Head of the concerned Department – Member Secretary
- c) All other recognised PhD Supervisors of the concerned department who are willing to supervise PhD scholars and have sufficient number of vacancies or as decided by concerned Director / Dean in consultation with all Professors and Associate Professors/ Senior Faculty members of the department.

9.10.2 PhD scholar should produce the PhD Supervisor(s) consent form at this stage (**Appendix-C**).

9.10.3 Personal interview panel shall recommend the list of admitted PhD candidates in order of merit with allotted Research Supervisor.

10. DURATION OF THE RESEARCH PROGRAMME

10.1 PhD scholars registered for PhD can submit the thesis after completion of a minimum of **three (03)** years including course work and a maximum of **six (06)** years including breaks from the date of admission. However, an extension of **one year (01)** can be granted in extraordinary circumstances only with recommendation of Research Advisory Committee (RAC) and after permission of the Vice Chancellor.

10.2 In case of relocation of a female PhD Scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the other University/ Institute to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/ University Supervisor(s) from any funding agency. Such PhD scholar will however give due credit to the parent guide and DIT University for the part of research already done.

10.3 Leave Rules

10.3.1 Duty leave is permissible for PhD scholars for performing experiments, attending schools/ seminars/ conferences/ workshops/ meetings etc. in India or abroad involving an active participation or field trips such as data collection, survey work, etc., on recommendation of the concerned Supervisor(s), forwarded by the

HoD/Dean (Research) on a case-to-case basis. This kind of leave is also permissible for University related activities (e.g., sports, cultural fests, technical fests, etc.) on recommendation of the concerned Supervisor(s), forwarded by the concerned Faculty-In-charge/ Officer for the particular activity and subsequent approval by HoD on a case-to-case basis. Before forwarding the application, the concerned HoD must ensure that TA duties have been taken care of.

10.3.2 All Full-time PhD candidates are entitled for personal leave for a period of maximum 30 days per year (2.5 days leave per completed calendar month) in addition to Public Holidays. This leave cannot be carried over to the next academic year. Personal leave beyond 30 days or not more than 90 days in an academic year may be granted to a PhD scholar in exceptional cases by the concerned Dean without Assistantship/Scholarship.

10.3.3 Leave on medical ground, duly supported by a medical certificate, may be granted to a scholars for up to 10 days per year. Such leave shall not entail any loss of financial assistantship.

10.3.4 The female candidates and DIVYANGJAN (persons with disability more than 40%) may be allowed a relaxation of two years for PhD in the maximum duration. In addition, the female candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of PhD for up to 240 days. The application should be supported by a medical certificate. In such cases, the maximum period of registration may be extended by the period of maternity leave availed. When a scholar is permitted such leave the enhancement of fellowship or comprehensive examination (in case it has not taken place yet) shall be deferred for the appropriate period. However, the date of termination of fellowship remains unchanged.

10.3.5 The male candidates are entitled for 15 days of paternity leave at a stretch only once during the tenure of their award. This should be supported by a medical certificate. When a scholar is permitted to avail such leave the enhancement of fellowship or comprehensive examination (in case it has not taken place yet) shall be deferred for the appropriate period. However, the date of termination of fellowship remains unchanged.

11. OPEN SEMINAR PRESENTATION

11.1 Pre-Submission Presentation (PSP) & Open Seminar

11.1.1 After certification by the Supervisor(s) that the PhD scholar has completed his/her research work, he/she shall be required to give Pre-Submission Presentation (PSP) of the research work before Research Advisory Committee for the approval for Thesis submission.

11.1.2 After successful completion of PSP, within one month candidate has to present an Open Seminar.

11.1.3 Here, the Faculty and other PhD scholars are permitted to attend the Open Seminar along with members of the Research Advisory Committee (RAC). Open seminar should incorporate compliance of comments given in PSP.

11.2 Within one month of Open Seminar, PhD scholar shall submit extended abstract of the research work to the Dean R&C. This extended abstract to be submitted in **six (6) copies** alongwith the softcopy in portable document format (.pdf).

12. GUIDELINES FOR WRITING THESIS

12.1 Size

The Thesis should be printed on **A4** (21 cm × 29.7 cm) size paper.

12.2 Paper, Typing and Format

- 12.2.1 Bond paper should be used for the preparation of the Thesis. Typing should be done using font type Times New Roman in font size **12**.
- 12.2.2 The line spacing of text should be **1.5**.
- 12.2.3 Thesis is to be typed on **both sides** of the paper.
- 12.2.4 The format of five copies must be .docx or .pdf or any other format as may be allowed by the University.
- 12.2.5 Standard margin of top, bottom, left and right are to be 2.54 cm.

12.3 Cover Page and Binding

The Thesis shall be properly bound, using hard cover in **blue colour**. Template for layout of the bound front cover and inside cover page shall be shown in **Appendix-D**.

12.4 The matter covered under various heads before the main body of the Thesis

12.4.1 **The cover page in shall be the first page of the Thesis. The contents would be preceded** by the various certificates as indicated below -

- a) Undertaking by PhD scholars (**Appendix-E**)
- b) Certificate signed by the Research Supervisor(s) (**Appendix-F**)
- c) Certificate signed by the Co-Research Supervisor (if any) (**Appendix-G**)
- d) Acknowledgements
- e) Abstract/ Executive Summary
- f) List of Publications of PhD scholar.
- g) Contents (index for various chapter sections and subsections for reference)
- h) List of Acronyms and Abbreviations, Symbols, Figures and Tables
(The page numbering before starting of the main body shall be in roman numerals)

12.4.2 Arrangement of Chapters

Normally, starting with chapter on Introduction, it is to be concluded with chapter on Conclusion and Recommendations for Future Work followed by References.

12.4.3 The references shall normally appear in the alphabetical sequence in APA 7th citation style as per the format shown below -

(a) Standard journal article

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217.

(b) Book

Kundur P., “Power system stability and control”, New York: McGraw-Hill; **1994**.

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

(c) **Chapter in a book**

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

(d) **Conference proceedings**

Published in a journal

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences, USA*, 116(47), 23499–23504.

Published as a book chapter

Bedenel, A. L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer.

(e) **A website**

Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_1_5d277587e4b02a5a5d57b59e

12.5 Brief Resume of PhD scholar.

13. SUBMISSION OF THESIS

13.1 Thesis Submission

For Thesis submission, PhD scholar should have:

- (i) Completed his/ her pre-PhD course work with a CGPA of 6.00 or higher.
- (ii) Published/accepted normally **three (03) research papers** including **two (02) in WoS / SCOPUS** or well-established high impact factor journals in the field of research, and **one (01) international reputed journal paper** or **one (01) published patent** or **one (01) conference paper** is required.
- (iii) Permission from Research Advisory Committee (RAC) for Thesis submission.
- (iv) The thesis plagiarism must be checked using the authorized plagiarism software available in the library. Plagiarism should not exceed more than 10% without any filters in authorized plagiarism software. Report of the same to be enclosed with the thesis countersigned by PhD scholar and Supervisor(s).
- (v) The student also has to submit the no-dues certificate.
- (vi) The papers published in the Journals must be annexed at the end of the thesis and these must be part of the final thesis being submitted in the library.

13.2 Initially **Two (2)** copies of Thesis in **spiral bound form** are to be submitted to Dean Research & Consultancy (R&C) after approval by the Research Advisory Committee along with an **application for submission and no dues clearance** from the University. **One (01)** additional copy in portable document format (.pdf) is to be submitted to the Dean R&C.

- 13.3** The Supervisor(s) of the PhD scholar shall submit the list of **Six (06)** examiners for exam panel to Dean R&C, for the purpose of adjudication of the Thesis. The Panel of Examiners shall include preferably **Four** renowned experts (of the field of Thesis work) from India and **Two** renowned experts from foreign universities (related to students work). The Dean R&C will forward the list of the examiners for finalization to the Vice Chancellor. Vice Chancellor will approve any two examiners for examination of the thesis on his discretion from the submitted list of examiners. The Supervisor(s) has to provide the list of examiners in the format as per **Appendix-H**.
- 13.4** In case the PhD scholar does not submit the Thesis within **Two (02)** months from the date of submission of the extended abstract,
- 13.4.1 Candidate has to again present Pre-Submission Seminar and Open Seminar as per clause no. 11.
- 13.4.2 The panel may be reconstituted at the discretion of the Vice Chancellor.

14. ADJUDICATION OF THE THESIS

The Thesis shall be evaluated independently by **Two (02)** external examiners as well as by the Supervisor(s).

15. REVISION AND RESUBMISSION OF THESIS

- 15.1** If any one or both of the external examiner make any suggestion (minor or major revision) to improve the research work, the internal examiner shall communicate the same to the concerned PhD scholar for necessary action. If the internal examiner is satisfied that the suggestions given by the external examiners have been carried out by the PhD scholar, then the same shall be communicated to the Dean R&C Office.
- 15.2** The corrections carried out by the PhD scholar shall be communicated to the concerned external examiner within **six (06)** months duration from the date of receipt of comments, in case of minor revisions in thesis. In case of major revision, the duration shall be maximum **one (01)** year from the date of receipt of comments.
- 15.2.1** In case of minor revisions: no further extension will be granted to the student to implement the suggestions.
- 15.2.2** In case of major revision: in exceptional circumstances, if the PhD scholar is unable to carry out the suggestions in the prescribed time, then on the written request of the student, the RAC (wherein Dean of School concerned will also be an additional member) will examine the case. Based on the satisfactory ground of the case, the RAC may recommend to the Vice Chancellor for the grant of an extension of maximum up to **six (06)** more months.
- 15.2.3** If PhD scholar fails to submit compliance, the prescribed suggestions within the time limit, the PhD scholar shall be declared ineligible for award of the PhD degree.
- 15.3** If one of the evaluation reports of the external examiner in case of PhD thesis, is unsatisfactory and does not recommend viva-voce, the Institution/ University shall send the dissertation/thesis to another external examiner out of the submitted panel of examiners, after due approval of the Vice Chancellor. Viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest

examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the PhD scholar shall be declared ineligible for the award of the degree.

- 15.4** If both the examiners reject the thesis, the PhD scholar shall be declared ineligible for the award of the degree.

16. VIVA-VOCE EXAMINATION

16.1 After receiving satisfactory reports from both the examiners. The viva-voce examination, of the PhD scholar shall be conducted by the panel mentioned as below. It shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other PhD scholars and other interested experts/researchers of the University.

16.2 Panel for Thesis Viva-Voce Examination

1.	Dean R&C or Representative of Vice Chancellor	- Chairman
2.	Director / Dean / HOD	- Member
3.	One external examiner from within India who has evaluated the Thesis	- Member
4.	Supervisor (Internal Examiner)	- Member
5	Co- Supervisor (if any)	- Member

16.3 After satisfactory Viva-Voce examination, the PhD scholar has to submit final thesis in hard bound form (in **Five (05)** copies) as per clause no. 12, incorporating all the suggestion given by examiners. Soft copy in portable document format (.pdf) should also be submitted to Dean R&C Office.

17. AWARD OF DEGREE

The PhD scholars shall be declared eligible for the award of Degree of **Doctor of Philosophy in their respective disciplines** only after completion of the course work with minimum CGPA of 6.00 and satisfactory completion of grade ‘S’ in their Thesis Viva-Voce examination.

18. DEPOSITORY WITH UGC

On successful completion of the evaluation process and announcement of the award of PhD, the Controller of Examination (COE) shall submit a soft copy of the PhD Thesis to UGC portal(s) within a period of 30 days.

19. DOUBT OR AMBIGUITY

In case of any doubt or ambiguity in the interpretation of any clause mentioned above or any other related aspects which may arise, the decision of the Vice Chancellor shall be final.

20. UNFAIR MEANS

The cases of unfair means shall be dealt with as per the Examination Ordinances of DIT University.

21. POWER TO MODIFY

The Vice Chancellor of DITU has the right to modify any of the above regulations as and when required, or alter the Ordinance from time to time as and when necessary.

22. Appendices

Appendix-A	Application for change of Title/Topic
Appendix-B	Application for the change of Supervisor(s)
Appendix-C	PhD Supervisor consent form
Appendix-D	Cover Page Template
Appendix-E	Undertaking by PhD scholars
Appendix-F	Research Supervisor's Certificate
Appendix-G	Co-Research Supervisor's Certificate
Appendix-H	Guidelines for Suggesting the Panel of Examiners

DIT UNIVERSITY, DEHRADUN

APPLICATION FOR CHANGE OF TITLE/ TOPIC

1. Name of the Research Scholar _____
2. Address _____
Admission/ Registration No. _____
3. Name of the Program _____
4. Date of admission _____
5. Date of research registration _____
6. Name of Supervisor with _____
designation and Address _____
7. Name of the Co-Supervisor with _____
designation and Address (if any) _____
8. Title of the approved research _____
Topic _____
9. Progress of Research work completed _____
10. Title of new research topic _____

I hereby understand that any further change of research Title/ Topic will not be permitted by the University.

Signature:

Name:
(Research Scholar)

Signature*:

Name:
(Co- Supervisor)

Signature*:

Name:
(Supervisor)

Remarks by RDC:

A Thesis

on

TOPIC

Submitted for the award of Degree of

DOCTOR OF PHILOSOPHY

in

Name of the Discipline

Submitted By

Name of Research Scholar

Under the Supervision of

Name of the Supervisor(s)

(with Designation and affiliation)



DIT UNIVERSITY, DEHRADUN, INDIA

Month & Year

(of Thesis submission)

DIT UNIVERSITY, DEHRADUN

APPLICATION FOR CHANGE OF SUPERVISOR/CO-SUPERVISOR

1. Name of the Research Scholar _____
2. Address _____
3. Date of the Programme _____
4. Date of admission _____
5. Name of existing Supervisor with designation and address* _____
7. Name of the new Supervisor or Co-Supervisor with designation and address _____

(Bio-data of New Supervisor (s) with relevant documents to be enclosed)

I hereby accept to work under the new Supervisor / Co-Supervisor and I understand that any further request for change of Supervisor / Co-Supervisor will not be permitted by the University.

Signature:

Name:

(Research Scholar)

<p>I have No Objection for change of Supervisor</p> <p>Signature of existing Supervisor</p>
--

<p>I accept to act as Supervisor</p> <p>Signature of New Supervisor</p>
--

<p>I have No Objection for change of Co-Supervisor</p> <p>Signature with existing Co-Supervisor</p>
--

<p>I accept to act as Co-Supervisor</p> <p>Signature of existing Co-Supervisor</p>

Remarks by RDC:

Signature of Chairman RDC

DIT UNIVERSITY, DEHRADUN

UNDERTAKING

This is to certify that the Thesis entitled “.....” in partial fulfillment of the requirement for the award of the **Degree of Doctor of Philosophy (Ph.D.)** in....., submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work I have carried out. The matter embodied in this Thesis has not been submitted for the award of any other degree/diploma elsewhere.

The assistance and help received during the course of this investigation have been acknowledged.

Signature:

Name:
(Research Scholar)

Roll No:

Date:

Place: Dehradun

DIT UNIVERSITY, DEHRADUN

CERTIFICATE

This is to certify that the Thesis entitled “.....” in partial fulfillment of the requirement for the award of the **Degree of Doctor of Philosophy (Ph.D.)** in....., submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work carried out by Mr./Ms.....Roll No.....under my supervision and guidance. The matter embodied in this Thesis has not been submitted for the award of any other degree/diploma elsewhere.

The assistance and help received during the course of this investigation have been acknowledged.

Signature:

Name:
(Supervisor)

Date:

Place: Dehradun

DIT UNIVERSITY, DEHRADUN

CERTIFICATE

This is to certify that the Thesis entitled “.....”
in partial fulfillment of the requirement for the award of the **Degree of Doctor of
Philosophy(Ph.D.)** in....., submitted to **DIT University,
Dehradun, Uttarakhand, India**, is an authentic record of bonafide research
work carried out by Mr./Ms.....Roll
No.....under my supervision and guidance. The matter embodied
in this Thesis has not been submitted for the award of any other degree/diploma
elsewhere.

*The assistance and help received during the course of this investigation have
been acknowledged.*

Signature:

Name:
(Co-Supervisor)

Date:

Place: Dehradun

DIT UNIVERSITY, DEHRADUN

GUIDELINES FOR SUGGESTING THE PANEL OF EXAMINERS

Honorable Vice-Chancellor,

The suggested panel of examiners for evaluation of the thesis entitledsubmitted by in fulfillment of the requirements for the award of degree of Doctor of Philosophy (PhD) in Department of, is given below:

INDIAN EXAMINERS (Five Nos.)

Detail of Indian Examiner No.1		
1	Name	
1.1	Position	
1.2	Organization Name & Address	
1.3	Mob. No.	
1.4	Communication Address	
1.5	E-mail Address	
1.6	Area of Specialization	
1.7	Additional Information, if any	

Detail of Indian Examiner No.2		
2	Name	
2.1	Position	
2.2	Organization Name & Address	
2.3	Mob. No.	
2.4	Communication Address	
2.5	E-mail Address	
2.6	Area of Specialization	
2.7	Additional Information, if any	

Detail of Indian Examiner No. 3		
3	Name	
3.1	Position	
3.2	Organization Name & Address	
3.3	Mob. No.	
3.4	Communication Address	
3.5	E-mail Address	
3.6	Area of Specialization	
3.7	Additional Information, if any	

Detail of Indian Examiner No. 4		
4	Name	
4.1	Position	
4.2	Organization Name & Address	
4.3	Mob. No.	
4.4	Communication Address	
4.5	E-mail Address	
4.6	Area of Specialization	
4.7	Additional Information, if any	

Detail of Indian Examiner No. 5		
5	Name	
5.1	Position	
5.2	Organization Name & Address	
5.3	Mob. No.	
5.4	Communication Address	
5.5	E-mail Address	
5.6	Area of Specialization	
5.7	Additional Information, if any	

Supervisor

Co-supervisor#1

Co-supervisor#2

FOREIGN EXAMINERS (Five Nos.)

Detail of Foreign Examiner No. 1	
1	Name
1.1	Position
1.2	Organization Name & Address
1.3	Mob. No.
1.4	Communication Address
1.5	E-mail Address
1.6	Area of Specialization
1.7	Additional Information, if any

Detail of Foreign Examiner No. 2	
2	Name
2.1	Position
2.2	Organization Name & Address
2.3	Mob. No.
2.4	Communication Address
2.5	E-mail Address
2.6	Area of Specialization
2.7	Additional Information, if any

Detail of Foreign Examiner No. 3	
3	Name
3.1	Position
3.2	Organization Name & Address
3.3	Mob. No.
3.4	Communication Address
3.5	E-mail Address
3.6	Area of Specialization
3.7	Additional Information, if any

Detail of Foreign Examiner No. 4	
4	Name
4.1	Position
4.2	Organization Name & Address
4.3	Mob. No.
4.4	Communication Address

4.5	E-mail Address	
4.6	Area of Specialization	
4.7	Additional Information, if any	

Detail of Foreign Examiner No. 5		
5	Name	
5.1	Position	
5.2	Organization Name & Address	
5.3	Mob. No.	
5.4	Communication Address	
5.5	E-mail Address	
5.6	Area of Specialization	
5.7	Additional Information, if any	

This is certified that none of the suggested examiner is related to the supervisor or the candidate.

.....
Signature of Supervisor/Guide

.....
Signature of HOD

**RDC Member
Name-
Designation**

**RDC Member
Name-
Designation**

**RDC Member
Name-
Designation**

**RDC Member
Name-
Designation**

**RDC Member
Name-
Designation**

**RDC Member
Name-
Designation**

Dean R & C

Vice Chancellor

DIT UNIVERSITY, DEHRADUN

PH.D. SUPERVISOR CONSENT FORM**Section 1 (to be filled by the student)**

1. Name of the Research Scholar: _____
2. Address of the Research Scholar: _____
3. Email ID of the Research Scholar: _____
4. Department of the Research Scholar: _____
5. Date of Admission to the PhD Programme: _____
6. Date of Completion of Ph.D. Coursework: _____
7. Name, Designation and Affiliation of Supervisor: _____
8. Email ID of Supervisor: _____
9. Name, Designation and Affiliation of Co-Supervisor (if any): _____
10. Email ID of Co-Supervisor: _____
11. Signature of Student: _____ Date: _____

Section 2 (to be filled by Supervisor, Co-Supervisor)

I agree to act as the Supervisor to this student. I am currently supervising _____ Ph.D. students in DIT University and _____ Ph.D. students elsewhere.

Signature of Supervisor: _____

Date: _____

I agree to act as the Co-Supervisor to this student. I am currently supervising _____ Ph.D. students in DIT University and _____ Ph.D. students elsewhere.

Signature of Co-Supervisor: _____

Date: _____

Office of the Dean Research and Consultancy

Signature of Dean R&C _____

Date: _____