

THE GLOCAL UNIVERSITY EXAMINATION RULES, 2016

Whereas it is expedient to consolidate, define and specify the rules governing examinations and other forms of evaluation in undergraduate/postgraduate courses, including all ancillary matters connected thereto, the University, in exercise of the powers vested in the University under Section 7 (p) of the Glocal University Act, 2011 (U.P. Act 2 of 2012), and without prejudice to the generality of powers vested in it by the said Act, frames the following rules:

I. GENERAL

1. Short Title, Application and Commencement:

- 1.1** The following Rules shall be known as the Glocal University, Examination Rules, 2016.
- 1.2** They shall apply to all undergraduate/postgraduate programmes conducted by the University.
- 1.3** They shall come into force on 1st September, 2016.

2. Interpretations

Unless the context requires otherwise, the following meanings shall be ascribed to the words, terms and phrases listed herein:

- (a)** "Act" means the Glocal University Uttar Pradesh Act, 2011 (U.P. Act 2 of 2012);
- (b)** "CGPA" means Cumulative Grade Point Average;
- (c)** "Candidate" means a student of Glocal University entitled to appear for the examinations and other evaluation methods pertaining to a given course.
- (d)** "Code" means a sequence of letters and numbers determined according to a specified method, the details of which shall be decided by the Examination Committee;
- (e)** "Committee" and "Examination Committee" means for the purpose of these Rules the Examination Committee" prescribed under Section 21 of the Glocal Act.
- (f)** "Course Coordinator" means a member of the Faculty (including Guest and Visiting Faculty) entrusted with the responsibility of conducting a particular course. If more than one person is involved in teaching that course then, unless the context otherwise requires, the phrase shall be construed to mean the coordinator in consultation with such other members of the Faculty.
- (g)** "Decoding" means a process of determining the identity of a student to whom a code has been assigned;
- (h)** "Department" and "Examination Department" means the Examination Department of the University or, if the circumstances so require, that Department of the University which is responsible for the administrative aspects of examination and evaluation;
- (i)** "Encoding" means the process of assigning a code to a student and thereby concealing her or his identity, usually in connection with written examinations so as to preclude the possibility of bias in the evaluation process;



(j) "Examination Malpractice" means and includes unless otherwise permitted:

- (i) Taking the examination answer script outside the examination hall at any time during and after the examination;
- (ii) Carrying cell phones or any other electronic devices inside the examination hall;
- (iii) Carrying any other material which may be used by her or him for answering the question paper; and
- (iv) Any other act which the Committee, in consultation with the Vice-Chancellor, may recognise as amounting to malpractice.

(k) "Faculty" means and includes the full-time teaching staff of Glocal University and members thereof, and may also include Guest and Visiting Faculty members and part-time teachers if the context so requires;

(l) "Notice Board" means the official Glocal University notice board placed outside the University's administrative office.

(m) "Plagiarism" means copying without acknowledgment;

(n) "Student" means a student enrolled in a regular undergraduate/postgraduate courses of study offered by the Glocal University Saharanpur.

(o) "University" means the Glocal University Saharanpur;

(p) "Website" means the official Glocal University website, accessible through the URL <<http://www.glocaluniversity.edu.in>> & websites of different schools respectively.

(q) "Written Submission" includes, but is not limited to, projects (both rough and fair drafts), short essays, seminar papers and dissertations.

3. Constitution, Powers and Functions of Examination Committee

3.1 There shall be an Examination Committee of the Glocal University constituted as per the Statute.

3.2 The composition of the Examination Committee will be as follows:¹

S. No.	Composition	Status
1.	Pro-Chancellor	Chairman
2.	Pro-Vice-Chancellor	Member
3.	Controller of Examination	Member Secretary
4.	Faculty Representative, School of Technology	Member
5.	Faculty Representative, School of Law	Member
6.	Faculty Representative, School of Business and Commerce	Member
7.	Faculty Representative, School of Pharmacy	Member
8.	Deputy Controller of Examination	Member
9.	Assistant Controller of Examination	Member

Explanation: Faculty Representatives in the Examination Committee shall be appointed on rotation basis for a period of one year.

¹ The number of faculty representatives are subject to change depending on the number of Schools/Departments run by the Glocal University.



4. Powers and Functions of Examination Committee and Controller of Examination:

4.1 The Examination Committee through Controller of Examination shall exercise such rights, discretions and powers, and bear such duties and responsibilities, as are specified in the Rules and elsewhere.

4.2 The Controller of Examination under the supervision of Examination Committee shall be responsible for holding of all Examinations to be conducted by the University.

4.3 The Controller of Examination shall be responsible for conducting examinations and publication of results. He shall be custodian of entire examination records.

4.4 He shall be responsible for signing notification related to examination, preparation and dispatch of Grade Cards.

II. COURSES AND EVALUATION

5. Assignment of Courses

5.1 Before the commencement of each semester, the Committee, in consultation with the Faculty, shall compile a list of courses to be offered in the semester, and also determine the coordinator of each course, and also the other members of the Faculty to be involved in conducting that course.

6. Course Credits:

6.1 Being an Institution of different disciplines, the Glocal University has adopted differential credit system. Save as otherwise provided in the Rules the credit value of each course shall be decided by the concerned School/Department and shall be notified at the beginning of the semester. The Dean/Head of the School shall take into consideration the minimum credit requirements as prescribed by the concerned regulatory bodies such as UGC, AICTE, BCI, PCI etc.

6.2 This shall also apply to Practical courses, seminar and clinical courses.

6.3. University may also organize Educational Tours which shall be a non-credit course in the structure, but it may be made a compulsory course and the student will have to earn at least a satisfactory grade in this course.

6.4 Every student shall have to undertake 2-credits of discipline in the programme for the requirements of the B. Tech., B.B.A.LL.B./ B.A.LL.B., BBA, BCA, B.Sc. Degree. The student shall be continuously evaluated for discipline during his/her entire period of enrollment and will be awarded at the end of Final Year. The grades earned by the student in discipline shall be accounted for as earned. The parameters for awarding these two credits would include attendance records, discipline records, participation in extra-curricular activities and participation in organization of university events.



7. Scheme of Evaluation and Examination

7.1 Save as otherwise provided in the Rules or elsewhere, every course shall carry a total of 100 marks. Of these, 25 marks are allocated to the Continuous Assessment (CA), 20 marks to Mid-Semester Examination (MSE) and 50 Marks for End-Semester Examination (ESE).

7.2 Five Marks are allocated for the attendance as per following scheme:

S. No.	Range of Attendance	Marks Allocated
1.	96% and above	5 Mark
2.	91% to 95%	4 Mark
3.	86% to 90%	3 Mark
4.	81% to 85%	2 Mark
5.	76% to 80%	1 Mark
6.	75%	Only permitted to appear in the exam
7.	Between 66% to 75 %	May appear in the exam if there are genuine reasons.
8.	Below 66%	Cannot appear in the exam.

8. Continuous Evaluation System

8.1 The Glocal University has adopted the continuous assessment system which shall be designed according to the need of teaching-learning process in the course as approved by the Faculty concerned viz. Law / Technology/Management / Science / Life Science / Pharmacy etc.

8.2 The scheme of continuous evaluation shall be made known to the students at the beginning of every semester by the teacher concerned.

8.3 The Continuous Assessment shall consist of following components:

- a. Announced / Monthly / Modular Tests
- b. Unannounced / Snap Tests
- c. Case Studies
- d. Project Work
- e. Court Room Exercises (CRE)
- f. Laboratory Exercises
- g. Any other assessment process administered by the course teacher with the prior approval of the Head of the School.

Explanation:(1) Notwithstanding anything stated here or anywhere else in these Rules, the coordinator of each course with the prior approval of the Head/Dean of the School shall have the discretion to specify what components are to be included in the Sessional Work aspect of the course, the nature of the various components, and the proportion of marks allocated to each component.



III. PROJECT ASSIGNMENTS/PRACTICALS/LABS

9. Discretion of Coordinator:

Notwithstanding anything said in this chapter, the course coordinator's discretion specified in **Rule 8.3-Explanation** extends to deviating from all that is specified in this chapter, so long as certain basic norms, such as the scheme of marks distribution specified in **Rule 7** are adhered to.

10. Allotment of Topics:

10.1 The coordinator shall, within a week of the commencement of the semester, allot project topics to students taking the course, and notify the same in due manner.

10.2 Topics may be allotted either to individual students or to groups of students, according to the discretion of the coordinator.

10.3 Students, or groups of students as the case may be, may request a change of topic within one week of the topics being notified. The coordinator may accede to the request at her or his discretion.

10.4 Coordinators have the discretion to permit topic changes even after the one-week period has lapsed, but such discretion must be used only in exceptional circumstances.

11. Project Consultations:

11.1 Students are advised to regularly seek out the Faculty members teaching a particular course, and obtain from them guidance on how to conduct the project assignment.

11.2 Faculty members are required to make themselves available for the same.

11.3 Even Faculty members not involved with a particular course shall, if a student approaches them, provide guidance to the student to the extent possible.

12. Components of Project Assignment:

12.1 The Project Assignment component specified in **Rule 8.3** may be further divided in the following manner:

- (a)** Content of written submission – 10 marks;
- (b)** References, bibliography and other formal aspects – 5 marks;
- (c)** Presentation/viva voce – 5 marks;

12.2 By way of abundant caution, it is stated that the coordinator is free to deviate from the above distribution of marks, subject to the conditions stated in **Rule 7**. Specifically, coordinators may stipulate the submission of rough drafts, and allocate a certain proportion of marks for the same.

13. Format of Final Draft:

13.1 Final drafts shall be of approximately 5,000 words (including footnotes, but excluding cover page, bibliography, contents page, list of cases etc.) or as prescribed by the appropriate authority. It should be in 12 point Times New Roman or Garamond font, with at least 1.5 line spacing. The cover page should clearly specify the student's name, discipline (i.e. B. Tech., B.A.LL.B./B.B.A.LL.B., M.B.A., B.B.A., B.Com., B.Sc. and such other courses offered by the University) and roll number, along with the title of the project assignment and the course concerned.



13.2 Students are required to adhere throughout the project to one of the systems of citation and reference notified by the Schools/Departments.

13.3 Notwithstanding anything contained in Sub-Rule (2), the coordinator has the discretion to specify for her or his course any particular system or set of systems, or even a system not mentioned therein provided adequate material is available on it. The hard copy should be printed on only one side of each sheet used, then stapled together. Spiral and other resource-heavy binding are discouraged. Soft-copy submissions shall be in any of the formats specified in Schedule II.

14. Submission of Final Draft:

14.1 The Examination Committee, in consultation with the coordinator, shall notify two deadlines regarding the submission of final drafts, viz.:

- (a) The first deadline, till which time final drafts will be accepted with no marks deducted or other penalties imposed, and
- (b) The second deadline, till which time final drafts shall be accepted with marks deducted or other penalties imposed for late submission.

14.2 It shall also specify the manner in which marks shall be gradually deducted, or other penalties imposed, in the time period between the first and second deadlines.

14.3 All students are required to submit the final drafts of their project assignment in both hard-copy and soft-copy forms, on or before the deadlines specified in Sub-Rule (1). Soft copies are to be mailed to the Department at exam@theglocaluniversity.in.

14.4 Barring exceptional circumstances specified in the Rules or elsewhere, no final drafts shall be accepted after the expiry of the second deadline.

14.5 The corrected final drafts shall not be returned to the students.

14.6 Projects once submitted shall be treated as final. No student shall be permitted to re- submit a project. However, in exceptional circumstances, the Committee, with the permission of the Vice-Chancellor, may permit a student to re-submit.

15. Extension of Submission Deadline:

15.1 When either deadline conflicts with a co-curricular activity such as a moot court competition/field visit/an academic seminar or conference and so on, the Committee may grant an extension up to seven days to students involved in such activity.

15.2 In exceptional circumstances, the Committee shall, with the permission of the Vice-Chancellor, grant an extension of up to ten days.



15.3 The Committee, in consultation with the coordinator, shall specify another deadline up to which final drafts shall be accepted with marks deducted for late submission. It shall also specify the manner in which marks shall be deducted.

15.4 No final drafts shall be accepted after the expiry of the second deadline.

16. Exemption from Projects:

16.1 The Committee may in select cases, at its discretion, exempt students participating at the international-level in moot-court competitions, academic conferences, and other such co-curricular activities, from submitting not more than two projects within a semester.

16.2 The subjects in which project may be exempted are to be decided by the Committee. Normally, preference is to be given to the choice of the student concerned, but if the Committee feels otherwise, it may overrule the student's preferences provided it gives the student written reasons for doing so.

16.3 Students availing of these exceptions shall not be exempted from any other evaluation component, and the marks scored in such components shall be extrapolated into a proportion of the total marks (including marks for projects) allocated for that course.

17. Presentations:

17.1 Every student shall be required to make a presentation on her or his research before a panel of faculty members and other experts.

17.2 If the panel is not satisfied with the student's performance, it may ask him or her to make the presentation again after a gap of a few days.

17.3 Nothing specified in this Rule shall affect the coordinator's discretion, particularly in regard to substituting presentations with viva voce examinations or any other suitable method of evaluation.

IV. ATTENDANCE

18. Eligibility to Appear in End-Semester Examination:

18.1 Students having less than 75% attendance in a course shall not be permitted to take the End-Semester Examination for that course.

18.2 For calculating attendance for the purposes of Sub-Rule (1), the time period taken shall extend from the beginning of the term until the end of classes prior to the End- Semester Examinations.

18.3 Notwithstanding anything stated in this Rule, if a student has secured at least 66% attendance in a course and can provide valid grounds for the shortfall in attendance, the Vice-Chancellor may at his or her discretion condone the shortfall.

18.4 For the purposes of Sub-Rule (4), valid grounds shall include:



- (a) Medical grounds, provided the student satisfies the criteria specified in Rule 20;
- (b) Participation in a moot-court competition, including the journey period;
- (c) Participation in a seminar, workshop or conference, including the journey period;
- (d) Participation in voluntary programmes conducted by the University;
- (e) Any other ground which the Examination Committee, in consultation with the Vice-Chancellor, may approve.

19. Condonation of attendance Shortfall on Health Grounds:

19.1 Students seeking condonation of attendance shortfall on medical grounds are required to apply in the prescribed form available with the Department.

19.2 Together with the form, the student must furnish either:

- (a) A doctor's certificate; or
- (b) In case of hospitalisation, a certificate from the hospital in question, along with a copy of the discharge summary.

19.3 The application for condonation shall be submitted to the Department within six days of resuming class attendance.

20. Condonation of Attendance Shortfall on Other Grounds:

20.1 Students seeking condonation of attendance shortfall on grounds falling within **Rules 18.5 (b) – (e)** are required to apply in the prescribed form available with the Department.

20.2 Together with the form, the student must furnish any document that the Committee may demand for verification.

20.3 If necessary, the Committee may consult concerned faculty members in order to verify the information given in the application form.

20.4 The application for Condonation shall be submitted to the Department within three days of resuming class attendance.

21. Consequences of Attendance Shortfall:

21.1 Failure to secure the minimum required attendance in one course within an academic year shall lead to compulsory re-registration in that course in the forthcoming academic year.

21.2 Failure to secure the minimum required attendance in one course within an academic year shall lead to compulsory re-admission to the same class.

22. Publication of Attendance:



22.1 In the first week of each month, the Examination Department shall display on the Notice Board as well as on the University Website the attendance status of every student.

22.2 Students may also be allowed to see the attendance register with the permission of the course teachers to check the status of their attendance.

22.3 A list of students debarred from appearing in the End-Semester Examinations of each course on offer in the Semester shall be prepared before the commencement of the Examinations. Relevant information in this regard shall also be conveyed to the parents and guardians of debarred students.

22.4 The process of attendance will be closed before one week from the date of examination.

V. MID-SEMESTER AND END-SEMESTER EXAMINATIONS

23. Mid-Semester Examinations:

23.1 The Mid-Semester Examinations shall be held approximately mid-way between the commencement and the conclusion of each semester, after about eight to nine weeks of classes.

23.2 The Committee shall notify at the beginning of each semester an examination schedule containing the date and other details of each paper.

23.3 The duration of each paper in the Mid Term Examinations shall be of 90 minutes.

23.4 The results of the Examinations shall be declared on the Notice Board within two weeks of the last examination.

23.5 Exemption from Mid-Semester Examination:

23.5.1 The Committee may in select cases, at its discretion, exempt students participating at the international-level in moot-court competitions, academic conferences other such co-curricular activities & medical emergencies, from appearing in not more than three Mid-Semester Examination papers.

23.5.2 The subjects in which Mid-Semester may be exempted are to be decided by the Committee.

23.5.3 Students availing of these exceptions shall not be exempted from End-Semester Examinations, and the marks scored in the End-Semester Examination shall be extrapolated into a proportion of the total marks allocated for Mid-Semester Examination.

24. End-Semester Examinations:

24.1 End-Semester Examinations shall be held at the conclusion of each semester.

24.2 The Committee shall notify at the beginning of each semester an examination schedule containing the dates and other details of each paper.



24.3 Any change in the examination schedule shall be notified by the Examination Committee at least one month prior to the examination.

24.4 The fees for appearing in the End-Semester Examinations shall be Rupees Two Thousand Five Hundred (Rs 2500) Only. The examination form along with the proof of payment of examination fee shall be submitted to the examination department on or before the stipulated date notified by the Examination Committee in the examination schedule.

24.5 The duration of each paper in the End- Term Examinations shall be of two hours and thirty minutes.

25. Coding and Decoding of Examination Answer Scripts

25.1 In order to eliminate any kind of prejudices in the evaluation of answer scripts, the identity of candidates may be encoded by Committee.

25.2 In case the Committee decides in favour of coding, it shall decode the identity of the candidates after the answer scripts are evaluated.

26. Evaluation and Submission of Marks:

All the course coordinators and other faculty members involved in teaching a given course shall correct the answer scripts and submit the marks along with answer scripts to the Department within one week of the date of the last paper.

27. Moderation:

27.1 If the Vice-Chancellor feels that the results of any particular course contain too many discrepancies or too many students have failed or so many students have secured highest grades, she or he may submit the results before a committee appointed for the purpose.

27.2 The Committee may increase or decrease the marks, either all around or selectively but on the basis of a pre-determined formula, with the specific objective of ameliorating the discrepancies.

28. Re-Evaluation of Answer Scripts:

28.1 A student may apply to the Examination Department in the prescribed form, requesting re-evaluation of an answer-script.

28.2 Applications may be made either within fifteen days of the declaration of the End-Semester Examination results, or within seven days from the commencement of the following semester, whichever is later.

28.3 The fee for re-evaluation shall be Rupees Two Hundred Only per paper.

28.4 A student may not apply for re-evaluation for more than two papers in a semester.



28.5 Once the above requirements are complied with, the Committee shall provide for the script to be evaluated again, by competent faculty member other than the member who had evaluated the script the first time.

28.6 In case no suitable faculty is available, then the Vice-Chancellor shall appoint a suitable external examiner for the purpose.

29. Back Paper Examinations:

29.1 Back paper Examinations shall be held (after one year when that course is offered) in respect of each course offered in a semester, for those students who have not obtained B grades in that course.

29.2 The fees for appearing in the Back Paper Examinations shall be Rupees Five Hundred Only per subject.

29.3 Each paper shall be for seventy marks, and shall replace the marks secured by the student in the Mid-Semester and End-Semester Examinations. Rest 30 marks shall be in the form of assignments, projects, presentation etc secured by the student in a particular paper.

29.4 Only one Back Paper Examination per course shall be held in a semester.

29.5 Notwithstanding anything contained in Sub-Rule (5) above, the Vice-Chancellor may, at her or his discretion, permit in special circumstances a Special Back Paper Examination. The fees for Special Back Paper Examination shall be Rupees Two Thousand Only per subject.

29.6 In the official grade-transcript of each student, the grade secured in a Back Paper examination shall be suffixed with the letter “B” to indicate that the grade was obtained through a Back Paper Examination.

30. Back Paper Examinations as First Attempt:

30.1 On selected grounds, students who have not been able to appear for the End-Semester Examinations on valid grounds shall be allowed to sit for the Back Paper examinations, and the same shall be treated as their first attempt.

30.2 For the purposes of Sub-Rule (1), valid grounds shall include:

- (a) Medical grounds, provided the student is able to furnish proper certification from reputed doctors, or government or reputed hospitals;
- (b) Participation in a moot-court competition, including the journey period;
- (c) Participation in a seminar, workshop or conference, including the journey period;
- (d) Participation in voluntary programmes conducted by the University;
- (e) Any other ground which the Examination Committee, in consultation with the Vice-Chancellor, may approve.

(3) For such candidates, the Rs. 1000/- examination fee shall be waived. Also, in the official grade-transcript, no the grade obtained in such examinations shall not be marked with the letter “B”.



31. Improvement Examinations:

31.1 Students who have passed a given course but desire to improve their performance shall be permitted to sit for the Improvement Examination of that course.

31.2 The fees for appearing in the Improvement Examinations shall be Rupees Five Hundred Only per subject.

31.3 In the official grade-transcript of each student, the grade secured in a improvement examination shall be suffixed with the letter “I” to indicate that the grade was obtained through an Improvement Examination.

31.4 If the grade obtained in the Improvement Examination is lower than the grade secured by the student in her or his first attempt, then the original score shall stand, and the grade secured in the Improvement Examination shall be discarded.

VI. GRADING, CGPA AND SCHEME OF PROMOTION

32. Grading System:

32.1 Once the evaluation process of a given course is completed, students shall be assigned grades based on the marks secured in the examinations and continuous assessment.

32.2 This shall be done on the basis of a nine-point scale specified below:

Qualification	Score on 100 percentage point	Grade	Grade Value
Outstanding	90.1-100	O	10
Excellent	80.1-90	A+	9
Very Good	70.1-80	A	8
Good	60.1-70	B+	7
Above Average	50.1-60	B	6
Average	50-55	C	5
Pass	40-50	P	4
Failed	Below 40%	F	0
Malpractice		M	
Absent		S	

32.3 In order to pass the course, a student must secure at least a P grade (40%). If a student fails to secure a P grade, she or he shall be required to re-register for the course in the same semester of the following year, along with regular students of the batch immediately following. Re-registered



students are required to fulfill all the requirements of the course (Mis-Semester and End-Semester Examinations) except for internal assessment & class attendance.

33. Carrying Over of Courses and Promotion to Higher Class

33.1 If a student is unable to secure at least a P grade in a course, she or he shall be required to re-register for the course once again for the following year. This shall be known as carrying over a back paper.

33.2 In order to be promoted to a higher class, students must secure a P grade in at least 60% of the total papers that they are required to study in an academic year.

33.3 A student shall be permitted to carry over only 40% back papers out of total papers that he is required to pass in an academic year. If a student is unable to secure a P grade in more than 40% courses, then she or he shall not be promoted to the next class.

33.4 If in the case of an exceptional situation wherein the subjects failed by a student in a year are more than 40% but less than 50%, then a Special Back Paper Examination may be organised for such students at an appropriate time and date as decided by the examination committee. If they fail to clear any of those subjects they repeat the year.

33.5 No carryover is permitted of subjects beyond one academic year, that is, the carryovers from the first year must be successfully cleared by the end of second year and the second year carryovers be successfully cleared by the end of third year. There should not be any carryovers in the final year of the degree concerned.

34. Calculation of CGPA:

34.1 Calculation of GPA in a Uniform Credit System: The CGPA of a student shall be the total of the grade values obtained in the courses taken by the student, divided by the number of courses. For Illustration:

S. No.	Subject	Credit Points	Grade Obtained	Grade Value
1.	English	4	O	10
2.	Introduction to Political Science	4	A	8
3.	Introduction to Sociology	4	A+	9
4.	Microeconomics	4	B	6
5.	Legal Methods	4	B+	7
6.	Law of Tort	4	O	10
	Total No of Courses = 6			Total Grade Value: 50

Cumulative Grade Point Average = Total Grade Value / Number of Courses i.e. 50/6= 8.33



34.2 Calculation of GPA in a Non-uniform Credit System: The CGPA of a student shall be the total of the grade values obtained in the courses taken by the student, divided by the number of courses. For Illustration:

S. No.	Subject	Credit Points	Grade Obtained	Grade Value
1.	Mathematics-I	4	O	10
2.	Introduction to (Discipline) Engineering	4	A	8
3.	Department Specific Programming Course	4	A+	9
4.	Department Specific Course- I	3	A	8
5.	Ethics and Self Awareness	2	A	8
6.	Communication Skills	2	B+	7
7.	Introduction to Environmental Studies	3	O	10
	Total No of Courses = 7	Total Credit Value: 22		Total =Grade value × credit point= 176

Cumulative Grade Point Average = Sum of (Grade Value × Credit Point of Each Course) / Total Credit Value i.e. 176/22= 8.72

35. Grade Cards and Transcript:

35.1 At the end of each semester, the Department shall send a grade-card to the parents or guardians of each student.

35.2 On the application of a student, the Committee may, with the permission of the Vice-Chancellor, issue a duplicate grade card.

35.3 When a student successfully completes an undergraduate degree course offered by the University, she or he shall be given a grade transcript. This transcript shall be the final record of the student's performance throughout the course.

VII. NON-COMPULSORY COURSES AND PROGRAMMES

36. Single-Credit and Two-Credit Courses:



36.1 Notwithstanding anything contained in **Rule 6.1**, the University may offer from time to time single-credit or two-credit courses on the subjects which are not part of the course curricula but nevertheless important. Similarly, to make our students familiar with the several emerging areas university may offer these course time to time.

36.2 A single-credit course will entail a minimum of eighteen hours of lectures.

36.3 Two-credit courses shall involve about thirty hours of lectures.

36.4 The coordinator of the course, whether a member of the regular faculty or visiting faculty, shall not be bound by evaluation parameters stipulated in these Rules or elsewhere. However, the coordinator shall be responsible for implementing an evaluation method (e.g. term paper, examinations etc.) of her or his choice.

36.5 Students who gain four credits through completing single-credit and/or two credit course shall be exempted from one optional course.

36.6 A student will be exempted from as many optional four-credit courses as will be compensated for by the credits secured from one-credit and two-credit courses. For Example: If a student secures 11 credits from single-credit and two-credit courses, this will be enough to cover two four-credit courses (which together amount to eight credits), but not three such courses (which together count for 12 credits, or one more than the number of credits the student has secured through single-credit and two-credit courses).

37. Elective and Seminar Courses:

37.1 Before the end of a semester, the University shall publish a list of elective and seminar courses available in the following semester, specifying students of which programme and which year may opt for what courses.

37.2 Students eligible for such elective and seminar courses shall apply in writing to the Department, specifying their preferences. If required, and especially if any course is overbooked, students may be asked to specify their second and third preferences.

37.3 In case a course is overbooked, the Committee shall decide who is to be selected for that course, and who shall be relegated to their other preferences. Barring exceptional circumstances, this shall be conducted through a random process. The Committee shall specify the criteria on the basis of which this selection is made, especially if random processes are not applied.

37.4 Unless the context otherwise requires, and subject to Rule 7, the Rules relating to sessional work and examinations shall apply mutatis mutandis to optional courses.

37.5 With the approval of the Committee, coordinators of seminar courses may substitute the pattern of evaluation specified in the Rules with a sufficiently rigorous evaluation scheme of their own choosing.

38. Teaching Seminar Courses:



38.1 Students of the final year may be offered teaching seminar courses.

38.2 The Department shall notify one month before the end of the semester the courses, if any, in the following semester with which Teaching Seminars can be conducted.

38.3 Once the list is notified, students eligible for Teaching Seminars shall apply in writing to the Department, specifying their preferences. The Committee shall allocate Teaching Seminar courses after taking into account individual applicants' academic performance, which includes both overall performance as well as achievements in the subject-area of a Teaching Seminar Course.

38.4 Rules pertaining to projects, examinations and other modes of evaluation pertaining to other courses shall not apply to Teaching Seminar Courses.

38.5 The marking scheme for Teaching Seminar Courses shall be provided by the concerned faculty with the prior approval of the Head of School and Examination Department.

VIII. EXAMINATION MISCONDUCT

39. Examination Malpractice:

39.1 If a student is found committing or having committed an act that appears *prima facie* to be a case of examination malpractice, she or he [may at the discretion of the invigilator on duty] be disqualified from attempting the examination in the course of which the malpractice is discovered, and proceedings shall be instituted against her or him.

39.2 The proceedings shall commence with the Examination Committee investigating into the nature and gravity of the student's conduct. If after due investigation the Committee is satisfied that the student's conduct is of a sufficiently serious nature, it shall organize a hearing for proper adjudication on the issue.

39.3 The Committee shall issue a show-cause notice to the student, listing the specific charges against her or him; the probable quantum of punishment; and the date, time and venue of the hearing.

39.4 At the hearing, proper opportunity to be heard shall be given to the student against whom the proceedings have been instituted; the invigilators present when the alleged malpractice was committed; witnesses to the incident; and all other concerned individuals.

39.5 Once the hearing is completed, the Committee may either drop charges against the student, or may recommend to the Vice-Chancellor any of the following punishments:

- (a) Compulsory re-registration of that particular course;
- (b) Compulsory re-registration of all the courses in that semester;
- (c) Rustication from the University for a Definite Length of time;
- (d) Expulsion; and
- (e) Any other punishment that the Vice-Chancellor, on the recommendation of the Committee or otherwise, may impose.



39.6 It is stated out of abundant caution that if it transpires in the course of the hearing that the interests of the student had been prejudicially affected, then the Committee shall take whatever steps are both necessary and feasible in order to redress in due manner the student's grievance.

40. Plagiarism:

40.1 If any student is found to have committed in a written submission what appears prima facie to be an act of plagiarism, then the person who discovers this shall report the matter in writing to the Committee.

40.2 After due investigation, the Committee may impose punishment on the student if it feels the circumstances call for such a step.

40.3 The punishment may extend to awarding the student zero marks in respect that written submission, or monetary fine, or both.

40.4 Students aggrieved by the decision of the Committee may appeal to the Vice- Chancellor. The decision of the Vice-Chancellor is to be treated as final and binding.

40.5 For the purpose of this Rule, "written submission" shall include open-book examinations of any kind, including snap tests.

IX. RECORDS OF EXAMINATION

41. Examination Records:

41.1 The Controller of Examination shall be the custodian of all examination records of the University.

41.2 The Controller of Examination shall retain for a minimum period of two years after a student's graduation all the answer scripts, projects and other written assignments submitted by the student.

41.3 Access to records relating to examinations or students' performance may be given only with the prior permission of the Vice-Chancellor.



X. DURATION OF PROGRAMMES

42. Maximum Duration of Programmes:

42.1 Students are required to complete undergraduate/post-graduate programmes in which they are enrolled within a maximum period as stipulated below:

Serial No.	Courses Offered by Glocal University	Duration of Programme	Maximum Duration of Programme
1.	B. Tech./B.Pharma.	4 Years	7 Years
2.	B.B.A./B.C.A./B.Com./B.A./B.Sc./D.Pharma	3 Years	5 Years
3.	M.B.A.	2 Years	4 Years
4.	B.A.LL.B. (Hons.)/ B.B.A.LL.B. (Hons.)	5 Years	8 Years
5.	M.Sc.	2 Years	4 Years
6.	BAMS/BUMS	5 Years	8 Years
7.	ANM	2 Year	
8.	GNM	3 ½ Years	
9.	MBBS	5 ½ Years	

42.2 Within this time period, they are required to secure at least a 'P' grade in all the courses in which they have enrolled.

42.3 Students who do not fulfill this requirement shall be asked to leave the University without a degree.

43. Special Provisions for Disadvantaged Sections:

43.1 Notwithstanding anything contained in these Rules or elsewhere, the Vice-Chancellor may, for the benefit of students belonging to the Scheduled Castes, Scheduled Tribes or Other Backward Castes, provide for either (but not both) of the following:

- (a) Deeming the first year of such students to be a preparatory year in which the students shall attend remedial courses, along with a select number of regular courses; or
- (b) Permitting such students an year to complete the course.

XI. ACADEMIC HONOURS AND AWARD OF GOLD MEDALS

44. Annual Convocation

44.1 At the Convocation Ceremony, the University shall confer degree and certificates to all graduating students.



44.2 The University shall award gold medals for outstanding performance among the students of the outgoing batch. These shall include the gold medal for the highest overall CGPA, as well as the best performance in individual courses.

44.3 The Vice-Chancellor shall constitute a Gold Medal & Award Committee which shall be responsible to select and recommend the students for the purposes of gold medal and other award in accordance with the prescribed criteria as provided below.

44.4 The above committee shall function in co-ordination with the Examination Department and obtain the record of the top five candidates of the passing out batch from the Examination Department, who have secured the maximum marks in the specific courses. The records containing the discipline, publication, moot participation and sports and extra-curricular activities shall be obtained from students and shall be verified from the concerned departments/faculty advisors.

44.3 Students who have appeared in a Back/Special Examination or Improvement Examination shall not be eligible for the gold medal for highest overall CGPA.

44.4 Students who have appeared in a Back/Special Examination/Improvement Examination/Back Paper Examination in a particular subject shall not be eligible for the gold medal for the best performance in that subject.

44.5 Students should fill in the convocation form available with the examination department 15 days before the conduct of the convocation on payment of fee of Rs.2000.

44.6 Before filling of the convocation form, students should obtain clearance from Accounts section, examination department, library, labs and computer centers. After clearance from all sections, students will be issued a clearance certificate, which is required to be produced to get the convocation form.

45. Annual Academic Honours:

The students with the three highest CGPA in each course shall receive a Certificate of Merit along with Chancellor's Medal at the end of every academic year.

XII. MISCELLANEOUS

46. Powers of the Vice-Chancellor and the University:

46.1 Nothing contained in the Rules shall be construed as in any way restricting or modifying the powers conferred on the University or the Vice-Chancellor by the Act or any other law, specifically the powers conferred on the University by Section 7 of the Act and on the Vice-Chancellor by Sections 13 of the Act.

46.2 Nothing contained in the Rules shall be construed as in any way restricting or modifying the Vice-Chancellor's power to take in exceptional circumstances *suo motu* cognisance of any matter relating to examination of undergraduates (whether or not covered in the Rules), adjudicate on the same, and take such decision as she or he deems fit.



46.3 In particular, the Vice-Chancellor may in exceptional circumstances relax to any extent, or even waive, attendance requirements in respect of an individual student if she or he feels such relaxation or waiver is warranted by the exceptional nature of the circumstances, and is in the best interests of justice and fairness, or the long-term well-being of the University.

46.4 The University shall have right to amend these Rules subject to the approval of the statutory university bodies.

47. Early Declaration of Result

47.1 If any student got offer of admission for higher study or employment and s/he require early processing of their results, then the student is required to apply to the examination department in prescribed application form with a fee of Rs. 1000 along with attested copy of offer of admission/employment. In such cases the university will make arrangement for early processing of answer scripts and declare the result as a special case. Further, the university will make arrangement for issuing a provisional marks/grade card to the student as a special case.

48. Natural Justice:

It is hereby stated out of abundant caution that in respect of any application of the Rules, or any proceedings conducted under the Rules, the norms of natural justice shall be adhered to the fullest extent possible. In particular, a student alleged to have committed any misconduct under the Rules shall be given reasonable opportunity to be heard.

49. Repeals:

49.1 All existing rules pertaining to examinations and other forms of evaluation in respect of undergraduate courses hereby stand repealed.

49.2 All rights, duties and liabilities arising from such repealed rules shall be construed as arising from the applicable provisions of these Rules, and shall be determined accordingly.

50. General Issues/Instructions

- o In order to verify the eligibility of a student for the end semester examination, the concept of an admit card has been introduced with the following norms:
 - ❖ Each student shall fill the examination form for issue of the Admit Card and submit to the examination department. No student will be allowed to sit for the examination without the admit card.
 - ❖ Students will be issued the admit card, 2-3 days prior to commencement of the end semester exams.
 - ❖ The date of issue of the admit card to all students will be notified by the examination department. It is then the students' responsibility to collect their admit cards from the department.
 - ❖ The eligibility of the student vis-a-vis attendance, deposit of examination fee, submission of project work, etc will be verified before issuing the admit card. Students fulfilling following criteria will be allowed to appear in the examinations:
 - ❖ Paid all the fees and dues to the University.



- ❖ He / She has been granted with minimum prescribed attendance in a semester in all subjects.
- ❖ It is the responsibility of the examination department to verify the eligibility of the student (payment of fees, attendance etc.) for the appearing in the examination before issuing the admit card.
- ❖ Penalty for issue of duplicate admit card is Rs. 100/-.
- o Students should reach the examination hall at least 15 minutes prior to the start of the exam and take their seats.
- o Students should familiarize themselves to the examination hall prior to the examination day.
- o Students coming after completion of first 15 minutes are not allowed to sit in the examination hall and write the paper.
- o Students cannot leave the examination hall before the expiry of 1 hour from the commencement of the exam.
- o Students are supposed to keep their bags, mobile phones and personal belongings outside the examination hall. They can only have their admit cards, basic writing implements, stationary and calculators, if mentioned in the rubrics of the question papers.
- o The valuables brought by the students are at the sole responsibility of the student.
- o A candidate must not speak to, or to have any communication with another candidate during examination.
- o Reading time will be allowed for 15 minutes after the commencement of the examination. Students will not write during this period. The invigilator will announce the commencement and completion of this period.
- o Students must ensure that there loose or extra sheets are properly fixed with the tags within the answer booklet.
- o All rough work must be done on the last page of the answer booklet and no extra paper may be used.
- o Students should remain on their seats until the answer scripts are collected by the invigilator.
- o If any student is discovered in breach of any of the rules of examination or in use of any of the unfair means, the incident will be reported to the examination committee who will be the final decision authority in the matter.

