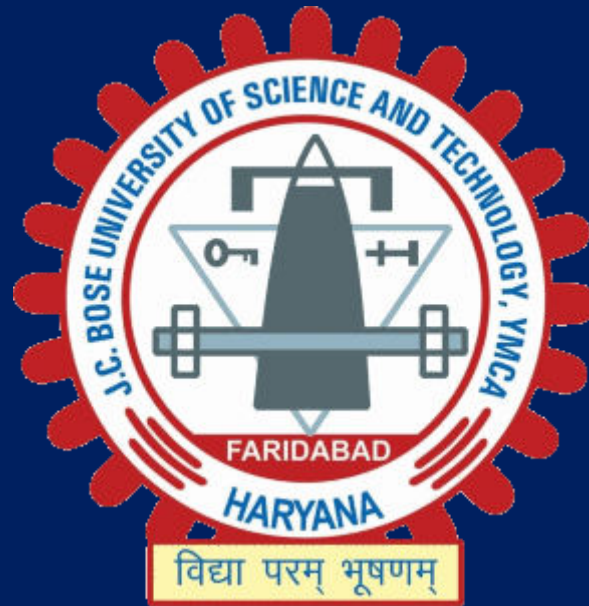


ORDINANCE

For

All Undergraduate / Postgraduate Programmes



(As Approved in 39th Executive Council Meeting held on 31 March, 2021)

**J.C. BOSE UNIVERSITY OF SCIENCE AND
TECHNOLOGY, YMCA, FARIDABAD**

ORDINANCE

of

All Undergraduate/Postgraduate Programmes



(As Approved in 39th Executive Council Meeting held on 31 March, 2021)

**J.C. BOSE UNIVERSITY OF SCIENCE AND
TECHNOLOGY, YMCA, FARIDABAD**

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1. INTRODUCTION

JC Bose University of Science and Technology, YMCA Faridabad was established in 2009. The University aspires to be a nationally and internationally acclaimed leader in technical and higher education in all spheres which transforms the life of students through integration of teaching research and character building. The University offering various Undergraduate, Postgraduate and Ph.D Programmes.

2. ADMISSIONS (NON TECHNICAL / PROFESSIONAL UG COURSES)

(i) Ordinance shall apply to following Bachelor Programmes offered by the University:

Sr. No.	Name of Program	Standard Duration	Extended duration
i.	Bachelor of Arts / Bachelor of Arts (Honours)	03 Years/06 Semesters (1 st to 6 th Semester)	3+3=06 years (n*+3) years
ii.	Bachelor of Business Administration		
iii.	Bachelor of Computer Application		
iv.	Bachelor of Science /Bachelor of Science (Honours)		
v.	Bachelor of Commerce		

* **Standard duration of the course = n**

The duration of all above mentioned Bachelor degree courses shall extend over a minimum period of three academic years. Each academic year will comprise of two semesters (odd & even), each of approximately 16-18 weeks duration. A student may obtain his/her degree after earning a prescribed number of credits as per the scheme of programme.

- (ii) The admission process in respect of above mentioned courses will be done by the respective departments.
- (iii) The admission of the candidate will be based on the merit of qualifying examination/ entrance test conducted by the University/ any other mode published by university and online counselling as per guidelines of Government of Haryana.
- (iv) The eligibility criteria for the admission to above each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the Information Brochure /University website.
- (v) Candidates placed under compartment in the qualifying examination shall not be eligible for admission.
- (vi) Distribution of seats including reservations shall be as approved by the State Govt. of Haryana/University from time to time.
- (vii) Any migration related cases for admission will be governed by the ordinance of migration.

3. ADMISSIONS (TECHNICAL UG COURSES)

- (i) Ordinance shall apply to Bachelors of Technology (B.Tech) Programmes offered by the University.

Sr. No.	Program	Standard Duration	Extended duration
i.	B.Tech (Four Year)	04 Years/08 Semesters (1 st to 8 th semester)	4+3=07 Years (n*+3 years)
ii.	B.Tech (Three Year) (Lateral Entry after 03 Year Diploma)	03 Years/06 Semesters (3 rd to 8 th semester for LEET)	3+3=06 years (n+3 years) (For LEET)

* **Standard duration of the course = n**

The duration of the Bachelor of Technology Degree courses shall extend over a minimum period of four academic years. However students will be admitted on the basis of 3 years diploma directly in the 3rd semester under the LEET scheme (These candidates are exempted from 1st year courses). Each academic year will comprise of two semesters (odd & even), each of approximately 20 weeks duration. A student may obtain his/her degree after earning a prescribed number of credits as per the scheme of programme.

- (ii) The admission process in respect of B.Tech admissions will be done by the Academic Branch.
- (iii) The admission of the candidate will be based on JEE Mains Merit and Online/ Institute level counseling as per guidelines of Government of Haryana.
- (iv) The eligibility criteria for the admission to each B.Tech Programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the Information Brochure /University website.
- (v) Candidates placed under compartment / not requisite percentage of marks in the qualifying examination as mentioned in Information Brochure shall not be eligible for admission.
- (vi) Distribution of seats including reservations shall be as approved by the State Govt. of Haryana/University from time to time.
- (vii) Any migration related cases for admission will be governed by the ordinance of migration.

4. ADMISSIONS (NON TECHNICAL/ PROFESSIONAL PG COURSES)

- (i) This ordinance shall apply to following Postgraduate Programmes offered by this University.

Sr. No.	Program	Standard Duration	Extended duration
i.	Master of Arts	02 Years/ 04 Semesters	2+2=04 years
ii.	Master of Science	(1 st to 4 th Semester)	(n*+2) years

* **Standard duration of the course = n**

The duration of the above mentioned Master Degree Programme shall be two academic years. Each academic year will comprise of two semesters, each of 16 to 18 weeks duration. The Choice Based Credit System (CBCS) is followed by the University. The students will have to individually take a project during the fourth semester along with other courses. A student may obtain his/her degree after earning a prescribed number of credits as per the scheme of the programme.

- (ii) The admission process in respect of above mentioned courses will be done by the respective departments.
- (iii) The admission of the candidate will be based on the merit of qualifying examination/ entrance test conducted by the University/ any other mode published by university and online counselling as per guidelines of Government of Haryana.
- (iv) The eligibility criteria for the admission to above each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the Information Brochure /University website.
- (v) Candidates placed under compartment in the qualifying examination shall not be eligible for admission.
- (vi) Distribution of seats including reservations shall be as approved by the State Govt. of Haryana/University from time to time.
- (vii) Any migration related cases for admission will be governed by the ordinance of migration.

5. ADMISSIONS (TECHNICAL/ PROFESSSIONAL PG COURSES)

- (i) This ordinance shall apply to following Postgraduate Programmes offered by this University.

Sr. No.	Program	Standard Duration	Extended duration
i.	Master of Business Administration	02 Years/ 04 Semesters (1 st to 4 th Semester)	2+2=04 years (n*+2) years
ii.	Master of Computer Application		
iii.	Master of Technology		

*** Standard duration of the course = n**

The duration of the above mentioned Postgraduate Programme shall be two academic years. Each academic year will comprise of two semesters, each of 16 to 18 weeks duration. The Choice Based Credit System (CBCS) is followed by the University. The students will have to individually take a project during the fourth semester. A student may obtain his/her degree after earning a prescribed number of credits as per the scheme of programme.

- (ii) The admission process in respect of above mentioned courses will be done by the respective departments.
- (iii) The admission of the candidate will be based on the merit of qualifying examination/ entrance test conducted by the University/ any other mode published by university and online counselling as per guidelines of Government of Haryana. However, the admission to the M.Tech first semester will be open to the candidates on merit and as per rules given in the Information Brochure. Admission of candidates of M.Tech Courses shall be made firstly on the basis of valid GATE score merit. If the seats remain vacant, admission shall be made on the basis of merit of qualifying examination.
- (iv) The eligibility criteria for the admission to above each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the Information Brochure /University website.
- (v) Candidates placed under compartment / not requisite percentage of marks in the qualifying examination as mentioned in Information Brochure shall not be eligible for admission.
- (vi) Distribution of seats including reservations shall be as approved by the State Govt. of Haryana/University from time to time.
- (vii) Any migration related cases for admission will be governed by the ordinance of migration.

6. REGISTRATION

- (i) Every student is required to be present and register at the commencement of semester on the date fixed and notified by University. The registration processes for the students of all UG/PG Programs would be centrally organized by the Registration Branch of University. Only those students will be permitted to register who have:
 - Cleared all fees and dues of the University/Institute, Library and Hostel (if resident).
 - Submitted all the mandatory documents as required by the University.
 - Not been debarred from registering for a specified period on any ground by the competent authority.
- (ii) Registrar, JC Bose University of Science and Technology, YMCA may allow late registration with a prescribed late fee within next three working days.
- (iii) Registration is to be done online on ERP portal of JC Bose University of Science and Technology, YMCA at the beginning of each semester.

7. EXAMINATIONS

7.1 General

- (i) Scheme of studies for all the UG and PG Programme will consists of Vision and Mission of the University, Department's Vision and Mission, Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specified Outcomes (PSOs), Semester-wise courses to be taught along-with their categorization, credits and contact hours per week. Scheme must be duly approved by the Academic Council.
- (ii) Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council from time to time. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.
- (iii) At the end of the each semester, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as First Semester Examination, Second Semester Examination, and Third Semester Examination and soon.
- (iv) The End Term Examination for all odd semester will normally be held in December/January and for all even semesters in May/June on such dates as may be fixed by the Controller of Examination (COE) as per the Schedule provided by the University. The date(s) of commencement of examination as well as the last date(s) for the receipt of examination forms and examination fees shall also be notified by the Controller of Examinations.

- (v) The courses of the study and the subjects of examinations shall be as approved by the Academic Council from time to time. The medium of instructions and Examination shall be English except otherwise decided by the Academic Council. The question papers will be set in English, except otherwise decided by the Board of Studies and approved by the Academic Council. Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council from time to time.
- (vi) Syllabus of each subject will essentially depict course objective, course outcomes, contact hours per unit, duration of end semester examination and suggested source of study material both offline & online.

7.2 Evaluation Process

7.2.1 Theory Examination

- (i) The theory papers shall be set by external/internal paper setters appointed by the COE out of a panel of paper setters approved by its Board of Studies.
- (ii) The evaluation of theory papers will be done by examiner(s) as per the university norm and as notified by COE.

7.2.2 Practical Examination

Practical Examination and viva-voce shall be conducted jointly by one external and one Internal Examiner. If an External Examiner is unable to come, alternate examiner may be appointed by the Chairman of UTD/Principal of Institute from outside/ JC Bose University of Science and Technology, YMCA with the intimation to COE.

7.2.3 Sessional Marks

- (i) Sessional tests/works/assignments shall be evaluated by the teachers of the various subjects based on the work done by the students during semester on the basis of Guidelines issued by the University from time to time.
- (ii) Attendance to the extent of 10% for the sessional /internal marks may be granted by the concerned teacher on account of participation in Sports/Games/Cultural activities or any other important activity with prior permission of Chairperson of UTD/Principal of Institute.
- (iii) Wherever the evaluation is through presentation, it will be done by a Committee constituted by the Chairperson of the concerned Department under his/her Chairmanship.
- (iv) Every student has to appear in both the sessional tests. If a student does not appear a sessional test, he/she shall be awarded zero marks in that test. The marks obtained in sessional /practical/theory/seminar are to be submitted to the Examination Branch duly signed by the concerned teacher and countersigned by the Chairperson of UTD/Principal of Institute before the close of semester examination or a date fixed by the COE. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.

- (v) In case a student is unable to appear in any one of the sessional test due to participation in some official university activity (outstation tour related to sports etc. and not for any kind of improvement) with prior approval of respective Chairman of UTD/Principal of Institute or due to extreme emergency, he/she may be allowed to appear later in a separate sessional test.
- (vi) Sessional improvement is allowed only as per the guidelines of examination ordinance as modified from time to time.
- (vii) The internal assessment award of a candidate who fails in any semester examination shall be carried forward to that end semester reappear examination when he/she qualifies the exam within the stipulated time for overall declaration of his/her result.

7.3 The examination shall be open to a candidate who:

- (i) has been on the rolls of the institute/ department during the semester
- (ii) has not been debarred from examinations due to any anti- disciplinary act/use of unfair means in examinations.
- (iii) has attended not less than 75% of the total classes held in theory subject/lab/seminar/ dissertation etc. A deficiency of attendance up to 10% may be condoned by the Chairman of UTD/Principal of Institute if the student remains absent due to condition beyond his/her control. However it may not be treated as a matter of right by the students. (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s)/paper(s) in any semester, he/she has to abide rules and regulation as per the University examination ordinance.

7.4 Reappear

The Rules and Regulation for reappear examination will be governed by the University Examination Ordinance.

7.5 Fees

The amount of Fee for Examination/Reappear/ Re-evaluation/ Improvement etc. is to be paid by the candidates as prescribed in the university examination ordinance. A candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay his dues again on re-admission after fulfillment of above condition.

7.6 Re-evaluation

Re-evaluation is permitted only for semester exams (Theory course) as per University examination ordinance.

7.7 The minimum passing marks/grade for passing any semester Examination shall be:

- (iv) 40% in End Semester/External Examination theory examination of the each subject and 40% of total marks (Sessional+ External/End Semester) of that subject.

- (v) 40% each in End Semester Practical Examination/Viva-Voice/Project/Dissertation Examination and 40% of total marks (Sessional + External/End Semester) of that subject.
- (vi) Plagiarism / Similarity will be checked as per UGC norms for M.Tech dissertation in last semester. Student has to fulfill requirement as per UGC norms. A candidate who fails to obtain the requisite marks/grade in any course shall be required to appear again in the concerned course in the subsequent examination(s) subject to the condition described in Paragraph 7.4 above.

7.8 The result of a student at the end of each semester Examination and after completion of course shall be declared on the basis of the SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average) obtained by the student.

7.9 At the end of each semester examination, the COE shall publish the result, provided that in a case where candidate who was permitted to take examination for higher semester but has not cleared the lower semester examination his result for the higher semester examination will be declared provisionally. Each successful candidate shall be issued a Detailed Marks Certificate (DMC) on passing the semester examination.

7.10 Notwithstanding the integrated nature of the course wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the semester.

Nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and such amended Ordinance, if any, shall apply to all students whether old or new.

7.11 A student is required to maintain a Cumulative Grade Point Average (CGPA) which is the weighted average of all the Letter Grade obtained by the student since his/her entry into the Institute upto and including the latest semester and computed as follows:

$$CGPA = \frac{\sum(C_i G_i)}{\sum C_i}$$

Where C_i denotes credits assigned to i^{th} course and G_i indicates the Grade point equivalent to the Letter Grade obtained by the students to the i^{th} course. Provided that when a student re-appears in/repeats a course, the new Grade will replace the earlier one in the calculations of the CGPA.

Note:

- (i) At the end semester (i.e. after End Semester Examination), students will be supplied a DMC indicating the grades secured in each course, Semester Grade Point Average (SGPA) and up-to-date CGPA.
- (ii) Multiplication factor for converting the CGPA in percentage will be provided on the respective Detailed Marks Certificate (DMC).
- (iii) The percentage Grade Point will be calculated after multiplying it with 9.5.
- (iv) The B.Tech. Degree will be issued to those students having CGPA equal or more than 4.5.

- (v) The Post Graduate Degree will be issued to those students having CGPA equal or more than 5.8.
- (vi) A student is deemed to have completed the requirements for graduation and is eligible for the award of degree if:
- he/she has satisfied all the academic requirements as per the regulations,
 - he/she has paid all fees due from him/her,
 - there is no case of indiscipline pending against him/her.
- (vii) Illustration of Computation of SGPA and CGPA and Format for Transcripts:

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
Semester I					
C-1	06	A	8	48	
C-2	06	B+	7	42	
AECC-1	02	B	6	12	
GE-1	06	B	6	36	
Total	20			138	6.9 (138/20)
Semester II					
C-3	06	B	6	36	
C-4	06	C	5	30	
AECC -2	02	B+	7	14	
GE-2	06	A+	9	54	
Total	20			134	6.7 (134/20)
Semester III					
C-5	06	A+	9	54	
C-6	06	O	10	60	
C-7	06	A	8	48	
SEC -1	02	A	8	16	
GE-3	06	O	10	60	
Total	26			238	9.15 (238/26)
Semester IV					
C-8	06	B	6	36	
C-9	06	A+	9	54	
C-10	06	B	6	36	
SEC -2	02	A+	9	18	
GE-4	06	A	8	48	
Total	26			192	7.38 (192/26)
Semester V					
C-11	06	B	6	36	
C-12	06	B+	7	42	
DSE-1	06	O	10	60	
DSE-2	06	A	8	48	
Total	24			186	7.75 (186/24)

Semester VI					
C-13	06	A+	9	54	
C-14	06	A	8	48	
DSE-3	06	B+	7	42	
DSE-4	06	A	8	48	
Total	24			192	8.0 (192/24)
CGPA					
GrandTotal	140			1080	7.71 (1080/144)

Semester 1	Semester 2	Semester 3
Credit: 20; SGPA: 6.9	Credit: 20; SGPA: 6.7	Credit: 26; SGPA: 9.15

Semester 4	Semester 5	Semester 6
Credit: 26; SGPA: 7.38	Credit: 24; SGPA: 7.75	Credit: 24; SGPA: 8.0

Thus, $CGPA = (20 \times 6.9 + 20 \times 6.7 + 26 \times 9.15 + 26 \times 7.38 + 24 \times 7.75 + 24 \times 8.0) / 140 = 7.71$

8. THE CHOICE BASED CREDIT SYSTEM

- (i) Each Academic Program has a certain number of credits which describe its weightage. A student's performance is measured by the number of credits that he/she has completed satisfactorily. A minimum grade point average is required to be maintained for satisfactory progress. Each subject (component) has a certain number of credits which reflect its weightage and is normally decided on the basis of effective contacts hours. It is mentioned in the scheme of studies and examinations.
- (ii) The concerned teacher/ course coordinator should ensure that 100% syllabus is covered in each subject before the End Semester Examination.
- (iii) The marks/grade awarded to a student in any particular subject will be based on the performance of the student evaluated throughout the semester. The Semester Examination will be based on the entire syllabus.
- (iv) The Chairman of UTD/Principal of Institute shall forward the awards/grades to the Examination Branch within a week after the semester ends and examination process starts. The evaluated answer sheets of minor tests are to be kept by the course coordinator for at least one year. The Examination Branch will keep the evaluated answer sheets of the semester examination for at least one year.

9. GRADING SYSTEM

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades. The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (after applying moderation if any). The academic performance of a student shall be graded on a TEN – POINT SCALE and the awarded of grades based upon marks obtained out of 100 shall be as follows:-

<i>Marks %</i>	<i>Grade</i>	<i>Grade points</i>	<i>Category</i>
90-100	<i>O</i>	10	<i>Outstanding</i>
80 < marks < 90	<i>A+</i>	9	<i>Excellent</i>
70 < marks < 80	<i>A</i>	8	<i>Very good</i>
60 < marks < 70	<i>B+</i>	7	<i>Good</i>
50 < marks < 60	<i>B</i>	6	<i>Above average</i>
45 < marks < 50	<i>C</i>	5	<i>Average</i>
40 < marks < 45	<i>P</i>	4	<i>Pass</i>
<40	<i>F</i>	0	<i>Fail</i>
-----	<i>Ab</i>	0	<i>Absent</i>

Note:

The awards/grades shall be submitted by the teacher concerned through the Chairman of UTD/Principal of Institute. The awards/grades should be finalized within 10 days of the semester examination.

10. REJOINING OF STUDENTS (IN ODD /EVEN SEMESTERS)

- (i) Any Student who is detained due to shortage of attendance/or any other reason must apply to join classes 15 days before the start of classes , failing which no application to join classes will be entertained.
- (ii) Notwithstanding the above the Vice-Chancellor of the University may at its discretion, on appeal, relax any of the conditions; his decision shall be final and binding.

11. CANCELLATION OF ADMISSION/ COURSE DISCONTINUATION

Students on roll of University desiring of cancellation of their admission may apply by their own for cancellation/discontinuation from the program through respective Chairperson of UTD/Principal of Institute mentioning valid reason of cancellation.

12. RE-ADMISSION

- (i) In case a student absents from the Institute/University without prior permission, he/she may be permitted to join back with the permission of the Vice-Chancellor on payment of penalty in addition to the prescribed fee for the period of absence Re-admission of students in next semester will be allowed on the payment of prescribed Readmission Charges and fine.
- (ii) Re-admission is also permitted in the same semester in the next academic session on payment of current semester fee & previous due semester fee only with applicable fine and re-admission charges under any circumstances.
- (iii) The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the Programme permissible under the Regulations.

13. CANCELLATION OF REGISTRATION

Registration of a candidate can be cancelled in any one of the following eventualities, with due approval of the Vice Chancellor:

- (i) If he/she is found involved in an act of misconduct and/ or indiscipline and a competent authority has recommended termination.
- (ii) If at any stage, information furnished by the student in his/her application is found false or incorrect.

14. REFUND OF SECURITY

Refund of security/securities deposited by a student, is allowed within a period of one and half year from the date of completion of course.

15. GENERAL

- (i) Notwithstanding anything contained in this Ordinance and the Regulations, all students shall be governed by the rules and procedures framed by the University and in force from time to time.
- (ii) Any doubt or dispute about the interpretation of this Ordinance or the Regulations shall be referred to the Vice Chancellor whose decision shall be final.
- (iii) The University has the right to cancel, at any stage, the admission of the student who is found admitted to a course to which he/she was not entitled in accordance with the Act, Statutes or Ordinances and Regulations in force.
- (iv) The above ordinance will be applicable to all UG/ PG programmes starting in future.

16. GRIEVANCE

There shall be Student Grievance Redressal Committee (SGRC) for redressal of Students Grievances managed by Dean Student Welfare.

In general, all the above rules and regulations are as per guidelines of this University / Haryana Government. However, any other rules & regulations, which are not mentioned in this Ordinance, the same will be followed by this University as per Haryana Government.



**J.C. BOSE UNIVERSITY OF SCIENCE AND
TECHNOLOGY, YMCA, FARIDABAD**

NAAC 'A' Grade Accredited State Govt. University

(Established by Haryana State Legislative Act No. 21 of 2009,
Recognized by U.G.C. u/s 2 (f) and 12(B) of U.G.C. Act 1956)

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