

BGU/ORD/2017

**ORDINANCE
FOR
THE DEGREE
OF
DIPLOMA (ENGG)**

**BHAGWANT GLOBAL UNIVERSITY
KOTDWAR**

*Approved in Academic Council Meeting ACM 24.04 held on
30.11.2015*

Bhagwant Global University

Ordinance for 3 Year Course Leading to Diploma Engineering

1. APPLICABILITY: This ordinance shall apply to the Diploma in Engineering programme (Three Years Course) leading to Diploma of Engineering

2. DEFINITIONS

a) **Academic Programme:** Mean a programme of Courses and /or other component leading to

Diploma

b) **Board of Studies :** Mean the Board of Studies of Faculty concerned.

c) **Diploma Course:** Means a component of the academic program of 3 years Diploma Course in Branch of Engineering.

d) **University :** Shall mean Bhagwant Global University Kotdwar.

e) **Institute :** Shall means Faculty of Engineering and Technology

f) **Examination:** Means, any examination conducted by the University.

g) **External Examiner:** mean an examiner who is not in the employment of the University.

h) **Regular Student:** Means, a student who is eligible to pursue a regular Course of study i.e. to attend regular classes in a particular year in which he/she wants to appear in the examination in the institution in which he/she has been enrolled by the University.

i) **Ex-Student/Back Student :** Means, a student who has completed a regular Course of study as prescribed by the University during a year, but fails in the theory and /or practical examination and is eligible to reappear in theory and / or practical examination in one or more subjects

j) **Academic Year:** Means, an Academic Session, for example first year means the first Academic Session of the prescribed Course of study. Similarly second year and third year means second and third academic session respectively.

3. ADMISSION QUALIFICATIONS AND ENROLMENT :-

3 .1 The minimum qualification for admission to a Diploma Course in an the University is Matriculation /Secondary Examination or its equivalent as prescribed by the Academic Council.

3.2 A student having the qualification of Senior Secondary with Science stream having Physics , Chemistry and Mathematics and the student who has cleared ITI of 2 Years duration and has passed the Matriculation /Secondary examination may take the admission in II year as lateral entry .Whole discretion of admission shall be with the University.

3.3 Every student shall pay the required full fee at the time of admission or in part if permitted. But the student shall deposit the full fee before filling of the examination form otherwise he / she will not be permitted to appear in the examination.

3.4 No student shall be admitted to any examination of the University unless he/she has been enrolled with the University. A student during his enrolment with the University cannot enroll himself with any other University/ Board. If any such case is reported, the enrolment of the student with the University will be cancelled and he/she will not be allowed to appear in any of the Examinations conducted by the University.

4. DURATION AND COURSE STUDY: Total duration of Diploma Course shall of 3 years period years as prescribed by the University for regular students and the Course of study shall consist of subjects, prescribed by the University in the Teaching and Examination Scheme from time to time. It is a Yearly scheme.

5. ATTENDANCE

5.1 Every student is required to attend all the lectures, practical and other prescribed curricular and co curricular activities and expected to have an attendance of 100% in each subject. The attendance can be condoned up to 25% on medical grounds or for the genuine reasons beyond the control of the students.

5.2 A further relaxation of attendance up to 15% for a student can be given by Head of the institution/College provided that he/she has been absent with prior permission of Head of the Institution /College for the acceptable to him.

5.3 No student will be allowed in the year end term examination if he/she does not satisfy the overall attendance requirements and such candidate (s) shall be treated as having failed and will not be allowed in the year end examination.

5.4 The attendance shall be counted from the date of admission in the college or start of the session whichever is later. In case of student appears in the examination by default who in fact has been detained by the Institute, his /her result shall be treated as null and void.

6. CANCELLATION OF ADMISSION: The admission of a student at any stage of study shall be cancelled if:

6.1 He / She are not qualified as per UGC /State government university norms and guidelines or the eligibility criteria prescribed

6.2 He / She are involved in Ragging.

6.3 He /she are found unable to complete the course within the stipulated time as prescribed.

6.4 He / She are found involved in creating indiscipline in the Institution/College or in the University.

7. BOARD OF STUDIES

The constitution of Board of studies shall be:

1 The Director of Institute(Chairperson)

2 Two professors

3 Two associate professors

4 Two Asstt. Professors

5 Two Expert members

8. ACCADAMIC PROG.COMMITTEE

8.1 There shall be a Academic Programme Committee in the Department / Institute of the University.

8.2 All the teachers of an Institute of study shall constitute the Academic Programme Committee of which the director of the Institute shall act as Chairperson. The committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of Diploma in Engineering with the other run by the different Institute of the University.

8.3 The Academic Programme Committee shall meet as and when required, but at least once every six months .The chairperson of the Committee will convene the meetings.

9. EVALUATION:

The revaluation of the students shall be done by the University as per Teaching and Examination scheme. Theory and practical Examination will be conducted by the

University at the end of each year in accordance with the prescribed Teaching and Examination Scheme dates as may be notified by the University.

9.1 Theory Examination: Theory Examination shall be conducted by the University at the end of each year in the subjects listed under "Theory" in the Teaching and Examination Scheme. Maximum Marks 60, Passing Marks 24.

9.2 Practical Examination: Practical Examination shall be conducted at the University at the end of each year in the subjects listed under "Practical's". The mode of such examination will be as per the Teaching and Examination Scheme. Minimum passing marks for practical component of subjects shall be 40% of the total marks in the subject practical concerned.

9.3 Sessional Assessment: Sessional assessment for theory subjects shall be done by the University on the basis of day to day work consisting of average of 2 midterm tests of 15 marks each (average 15 Marks) and 2 assignments of 10 marks each and 1 assignment test of 5 marks. Thus total sessional assessment would be of 40 marks (15 midterm +20 assignment +5 assignment test) as listed under "Theory Internal". The minimum passing marks shall be 16 from the maximum marks of 40.

Sessional assessment of Practical's for subjects shall be done by the University on the basis of day to day Practical work done and the preparation of practical file and the internal practical test taken during the Course of study listed under "Practical Internal" in Teaching and Examination Scheme as prescribed by University for each subject in a year.

9.4 Practical Training Assessment: On completion of training of 30 days period after II Year the assessment will be done by the concerned department of the University.

9.5 Project Assessment: Diploma Course students have to complete a project wherever applicable, in Final year examination as per Teaching & Examination Scheme. The assessment of the project will be done by examiner appointed by University.

10. CRITERIA FOR PASSING COURSE AND DIVISION:

10.1 40% marks in each theory examination in the subjects listed under "Theory" in the Teaching and Examination Scheme.

10.2 40% marks in each practical examination in the subjects listed under "Practical" in the Teaching & Examination Scheme.

10.3 Overall pass percentage will be 40% of total marks.

10.4 Grace marks to the extent of 1% of aggregate marks prescribed for the examination will be awarded to a candidate failing in not more than 25% of the total no of theory papers practical, sessional and the aggregate in which minimum pass marks have been prescribed; provided the candidate pass the examination by the award of such marks.

10.5 It is essential to appear for End Term examination for promotion in the next year.

11. USE OF UNFAIR MEANS.

All the reported cases of use of unfair means in the examination shall be placed before a standing Unfair Means Hearing Committee for decision on case to case basis. The action under the category of “ Use of Unfair Means “and procedure for dealing with such cases of suspected /alleged /reported use of unfair means shall be specified by the Academic Council.

The following would be considered as unfair means adopted during examination.

- Communicating with the fellow students for obtaining the help
- Copying from the other students script/report/paper
- Possessing of any incriminating document whether used or not
- Any approach in direct and indirect form to influence to teacher/ invigilator
- Use of mobile phone/ pager or any latest means to acquire the information's
- Unruly behavior which disturbs academic environment.

12. STUDENT GRIEVIENCE COMMITTEE:

In case of any written representations complaints received from the students within 7 days after completing of such paper in which the problem regarding setting up of question paper etc along with specific recommendation of the Course coordinator/ director/principal of the institute, the same shall be considered by the student grievance committee to be constituted by the vice Chancellor. The Vice chancellor shall take appropriate decision on the recommendation of the Student Grievance Committee before the declarations of the result of the said examination.

13. AWARD OF DIPLOMA:

13.1 A student will become eligible for award of a Diploma after passing in all subjects of Diploma Course.

13.2 Final Aggregate For Diploma Course For Award Of Division.

- (i) 40% of the aggregate marks of I Year.
- (ii) 60% of the aggregate marks of II Year,
- (iii) 100% of the aggregate marks of III Year.

14. AWARD OF DIVISION:

The division will be awarded to successful Diploma students on the basis of final percentage of marks as given below.

- (i) 60% or more: I Division.
- (ii) 45% or more but less than 60% : II Division.
- (iii) Less than 45% but more than the passing standards 40 : Pass Class

15. REVALUATION BY THE STUDENTS

The students who are not satisfied with the marks awarded to him may opt for the revaluation of the marks in the subjects not more than 25% of total subjects. For this he has to submit the application form with the prescribed fee to the examination within 15 days of the declaration of the results. The marks obtained in revaluation shall be the final marks and no further rechecking/ revaluation will be granted.

16. RULES FOR STUDENT MIGRATED FROM OTHER UNIVERSITY OR BOARD

The Students pursuing a Diploma Course of recognized state University of Tech Education or any other University/Board may be permitted to migrate to this University in accordance with rules of the University. For such cases student admitted in II year , has to reappear in the subjects in the university exam as back papers for which equivalence standard has not been met as per standard of Bhagwant University for I Year Diploma.

University shall make a committee for the purpose of equivalence who will recommend the case to Vice chancellor .The decision of Vice Chancellor shall be final.

17. GENERAL

1. A Three Year Diploma Course student has to pass Diploma Course by the end of six academic years respectively from the year of enrolment failing which his/her

enrolment with the University will automatically be cancelled. The maximum passing year can be condoned for 1 more year on medical grounds or for the genuine reasons beyond the control of the students.

2. Any student debarred or rusticated by the competent authority will not be eligible to appear in any examination from the date of issue of such orders.

3. These Rules and Regulation shall come into force for student admitted from the year 2015-16 and onwards.

4. The power of addition and alteration of rules shall remain with the Vice Chancellor of the University. In case of any legal dispute the jurisdiction will be courts situated at Pauri Garhwal only.