

## Ordinance applicable to all Post-Graduate Two Year (Four Semesters) Courses

*{Unless otherwise specified in any other relevant Ordinance, this Ordinance will be applicable to all Post-Graduate Two Year (four semesters) courses}*

1. The duration of the course shall be two academic years, divided into four semesters. The examination for the 1<sup>st</sup> and 3<sup>rd</sup> semesters shall ordinarily be held in the month of December/January and for the 2<sup>nd</sup> and 4<sup>th</sup> semesters, in the month of May/June on such dates as may be notified by the Controller of Examinations.

A supplementary examination for 1<sup>st</sup> & 2<sup>nd</sup> semesters shall be held along with their regular 1<sup>st</sup> & 2<sup>nd</sup> semester examinations. However, the supplementary examination for 3<sup>rd</sup> and 4<sup>th</sup> semesters shall be held simultaneously after every six months.

### **For M.Tech. /M.Pharma.Courses:-**

Dissertation/Major Projects/Thesis work will start from the 3<sup>rd</sup> semester and the 4<sup>th</sup> semester will be exclusively devoted to Dissertation, Seminar etc.

2. The examination schedule containing the dates of receipt of examination forms with and without late fee, shall be notified by the Controller of Examinations from time to time.
3. A person who has passed the Bachelor's Degree examination from this University or any other examination recognized by M.D.University, Rohtak as equivalent thereto shall be eligible for admission. The detailed eligibility conditions e.g. percentage of marks in the qualifying examinations, subject (s) combination etc. etc. shall be notified in the Admission Brochure, as approved by the Academic Council from time to time.

**Candidates placed under compartment in the qualifying examination shall not be eligible for admission.**

4. After passing any Post Graduate Examination from any University/College, candidate shall be allowed admission in any PG course in any of the Department/College. However, no hostel facilities shall be provided to them as admission in the hostel shall be allowed only once at the time of 1<sup>st</sup> entry in the University/affiliated Colleges running PG courses.
5. Every candidate shall be examined in the subject(s) as laid down in the syllabus and scheme of examination prescribed by the Academic Council from time to time. The fail/re-appear candidates will also appear in the examination as per syllabus applicable to regular students of that semester.
6. 20% (33% for M.Tech. course) marks in each written paper (excluding viva-voce), shall be assigned for internal assessment. For M.Pharma., 20% marks in each theory and practical paper shall be assigned for internal assessment.

The Head of the Department/Principal shall forward the internal assessment marks awarded by the concerned teacher on the basis of class test, written assignment and its Presentation/Seminar and attendance in the classes etc. to the Controller of Examinations as per the following schedule:

- (i) The Internal Assessment/Sessionals marks should be supplied by the Heads of the Departments/Principals of the Colleges/Heads of the Institutions invariably **within 20 days after the commencement of the examination.**
- (ii) Thereafter, a late fee @ Rs.25/- per candidate per subject shall be charged from the Department/College/Institute concerned.
- (iii) No Internal Assessment/Sessionals marks shall be entertained, if the same are received into the University after 30 days of the declaration of results. However, Vice-Chancellor may condone the delay with late fee after taking into consideration the merit of each case.

**For M.Tech. Course:-**

Sessionals work in each course shall be evaluated by the teacher concerned and awards will be forwarded to the Controller of Examination by the Head of UTD or Director/Principal of the College before the commencement of the each semester examination. The awards shall be based on the objective assessments of performance of student in the class, sessional tests, assignments, etc. As given from time to time in a Theory/Laboratory/Seminar/Dissertation course. The evaluation shall be based on the weightage of different components of the sessional marks as given under:-

Theory Courses	Attendance	20%
	Assignment/Project/Term Paper	20%
	Sessional Tests	60%
	(Two test having equal weightage)	
Lab. Course	Attendance	20%
	Lab. Work/Project	60%
	Viva Voce	20%
Seminar through a Committee	Attendance	20%
	Presentation	60%
	Report	20%
Dissertation (3 <sup>rd</sup> sem.) Through a committee	Attendance	20%
	1 <sup>st</sup> Presentation	20%
	2 <sup>nd</sup> Presentation	40%
Dissertation (4 <sup>th</sup> sem) Through a Committee	Report	20%
	Assessment by supervisor	20%
	1 <sup>st</sup> Presentation (at the middle of Sem.)	20%
	2 <sup>nd</sup> /Pre submission Presentation	40%
	Report	20%

**6(a) Publication of Dissertation-**

The request of the students interested for publication of dissertation in various PG courses shall be considered whether the dissertation is suitable/fit for publication or not, by a committee consisting of Dean of the Faculty (Chairman), Head of the Department (Member) and Supervisor (Member), where the Dean of the Faculty and Head of the Department are same, the Vice-Chancellor may nominate some other teacher from the concerned faculty. The recommendations of the committee shall be referred to the Vice-Chancellor for consideration and approval.

No financial aid shall be given by the University for the Publication of the dissertation.

The examiner evaluating the Dissertation shall while awarding marks will also be required to indicate whether the Dissertation is fit for publication. The Committee while considering such request shall also keep in view the recommendations made by the examiner.

7. The Head of the Department/Principal will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University up to three months from the date of declaration of the semester examination results.
8. The candidate will be allowed to appear in the examination if he/she meet the following requirements:-
  - (a) Bears a good character
  - (b) Has been on the rolls of the Department/College/Institution during the semester.
  - (c) Has attended not less than 65% of lectures delivered in theory as well as practicals.
 

Relaxation in shortage of lectures upto 20% will be allowed by the Head of the Department/Principal of the College/institute on the following grounds:

    - (i) Self-illness;

- (ii) Illness/death of parents, brother, sister or any other close family member;  
 (iii) Any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department.
9. The medium of instructions in the examination shall be Hindi/English in M.A. & M.Com. courses and English in all other courses.
10. The minimum percentage of marks to pass the examination in each semester shall be:
- 40% (50% for M.Pharma.) in each theory paper
  - 40% (50% for M.Pharma.) in each practical examination or viva-voce/Project/Training Report/Dissertation wherever prescribed.
  - 40% (50% for M.Pharma.) in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper).
11. The examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time.
12. (i) A candidate who fails to pass or having been eligible, fails to appear in any semester examination will be allowed to clear the re-appear paper(s) and also for improvement of result after passing a semester examination within a period of five years. While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the papers/practicals in which he/she has secured 40% (50% for M.Pharma.) pass marks.  
 (ii) For promotion to 3<sup>rd</sup> semester, a student must have passed at least 50% papers of 1<sup>st</sup> semester. Students to the other semesters will be promoted automatically.
13. The internal assessment awards as well as viva-voce awards of a candidate who fails in any semester examination shall be carried forwards to the next examination.
14. Soon after the termination of the examination, the Controller of Examinations shall declare the result as early as possible.
15. The list of successful candidates after the fourth semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester examinations taken together, and the division obtained by the candidate will be stated in his degree:-
- Those who obtain 60% or more marks -- First Division
  - Those who obtain 50% or more marks -- Second Division  
but less than 60% marks
  - Those who obtain less than 50% marks --Third Division (Not applicable for M.Pharma.)  
If a candidate secures 75% or more marks in a course in first attempt, he/she will be awarded 1<sup>st</sup> class Degree with Distinction.

**The performance of the student of M.Tech. course shall be graded on the basis of percentage of marks and corresponding grades as mentioned below:**

Marks		Grade		Marks
85	<	A+	<	100
75	<	A	<	85
60	<	B	<	75
50	<	C	<	60
40	<	D	<	50
0	<	E	<	40
Letter Grades		Performance		Division
A+		Excellent		First
A		Very Good		First
B		Good		Second

C	Fair	Second
D	Pass	Third
E	Repeat	Fail

Actual percentages of marks obtained and corresponding grades should be mentioned on detailed marks certificate of student. To obtain 'D' a student must secure at least 40% marks in each subject of the Semester examination.

Students who earn an 'E' Grade or less than 40% marks in any subject shall have to reappear in that subject.

If a student gets 'E' Grade in the Sessional of any Thesis/Theory/Practical course, he/she shall be required to improve his/her Grade by appearing in the sessional tests as well as by submitting the assignments. However, the marks of attendance shall remain the same as already award to him/her. The candidate has to pass in sessional and University theory and practical examinations separately. If a candidate passes in theory and fails in sessional, the candidate has to only improve the sessional.

**NOTE:**

The candidate who have passes all the semester examination in the 1<sup>st</sup> attempt obtaining at least 75% marks in aggregate shall be declared to have passed in the 1<sup>st</sup> division mentioned in the degree.

16. After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed in Clause-12 (i). Only improved marks (higher score) will be taken into account. The candidate will have to appear according to the current syllabus.
17. The grace marks will be allowed as per University rules.
18. The Training Report/field Report/Project Report etc. wherever prescribed in the syllabus/scheme of examination and required to be submitted in the University must reach in the concerned office within 20 days after the commencement of the theory examination.