

# ACADEMIC REGULATIONS

## CHITKARA UNIVERSITY – HIMACHAL PRADESH

*Approved vide agenda item no. 32.16 of the Academic Council held on 29th March 2024*

### 1. Short Title and Commencement

- I. “Academic Regulations” means the Academic Regulations for Chitkara University, Himachal Pradesh.
- II. The Academic Regulations has been framed under the section 20 of the Chitkara University Act, 2008.

### 2. Definitions

- I. Academic Year: Consists of two consecutive (one odd + one even) semesters
- II. Course: Also referred to, as ‘papers/subject’ is a component of the programme. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/field work/ outreach activities / project work / vocational Training / viva / seminars / assignments / presentations/ self-study/Rural camps/Study Tours etc. or a combination of some of these.
- III. **Semester:** Semester consists of 15-18 weeks of academic work with a minimum of 90 teaching days
- IV. **Candidate/Student:** Any student who has registered for any semester of the programme.
- V. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture / 2 hours lab / 3 hours field work per week.
- VI. **Grade Point:** It is determined by dividing the total marks obtained by a student (out of 100) by 10 and expressed upto two decimal places.
- VII. **Credits:** It is the product of grade point and number of credits for a course
- VIII. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

- IX. **Grade Card:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

## ACADEMIC REGULATIONS

### 1. GENERAL

These regulations are applicable in general to all the programs at the UG and PG level in the Chitkara University.

### 2. DURATION

- 2.01 Every academic year shall be divided into regular semesters/ trimesters (known as term) for all the programs. The program of studies leading to a degree consists of required number of terms as approved by the Academic council.
- 2.02 The maximum duration permissible for completion of any program will be as follows: -

Normal duration of the degree program	Maximum time allowed for completion of program
1 Year	1 + 1 years
2 years	2 +1 years
3 years	3 + 2 years
4 years	4 + 2 years
5 years	5 +2 years

### 3. ELIGIBILITY FOR ADMISSION

- 3.1 The admission in the course will be based on the merit of entrance exams or merit of the qualifying exams provided the candidate is eligible for admissions as per the eligibility criteria fixed by the Academic Council from time to time. Detailed criteria for the same will be as mentioned in the Prospectus released every year from time to time.
- 3.2 The candidate should have good moral character and must be in good mental and physical conditions.

#### 4. COURSE STRUCTURE/ STRUCTURAL FEATURES

- 4.1 The various courses prescribed for a Program may be categorized in terms of their academic affinity or their functional objectives as Core Courses and Elective Courses.

**Core Courses:-** Core courses are compulsory set of papers which also includes those offered for specialization in the branch/ discipline.

**Electives courses:-** The category called Electives is conceptually different and operationally wider. For each program there may be a specified number of electives classified as Program Electives or Open Electives.

A faculty advisor may be appointed to guide the students to opt for the elective courses those are relevant to the subject in which student is registered for the Degree.

**Audit Courses:-** In the case of Audit courses, a student may register for Courses in addition to those stipulated for the term of the program being pursued by him/her course to the following conditions:

- (a) There should be no clash of examination dates.
- (b) Approval of the Dean of School and the concerned HoD.
- (c) Regarding the availability of capacity for accommodating the student.

The details are elaborated in the schemes and curriculum of the program. The schemes and curriculum of the program is approved by the respective board of studies of the course.

**Special Courses:-** To give a special educational flavor and goals of the various programs the structures provide for certain courses which must be pursued only after certain academic base has been achieved. There are various types of special courses available in multitude of programs in the University, viz. IP (Integrated Project), IOHT (Industry Oriented Hands on Training), IOHC (Industry Oriented hands on Courses), IOHE (Industry Oriented Hands on Experience, Thesis, Dissertation, and Seminar. The details of such special courses are given in respective Academic Program Guides (APGs).

- 4.2 A credit is a convenient device to anticipate the number of hours per week of total effort including the class work of a student, as the system recognizes only the formal contact hours in the class room/ studio and laboratory apart from self-study.

The term-wise program consists of a prescribed set of Courses described in the course scheme, adding to a certain total number of credits in each term.

The academic objectives of a program require a proper sequencing of not only individual courses but also of a cluster of Courses. For each program, the term-wise pattern presented in the course scheme conveys a sense of what comes first and what comes later.

## **5. REGISTRATION**

- 5.1 All students are eligible to register for next semester irrespective of number of backlogs unless a criterion is specified for any particular course.
- 5.2 A student is not permitted to register in a term if
- a) He/ She has dues outstanding to the University, hostel, or any recognized authority or body of the University, or
  - b) His/ Her grade sheet in his immediately preceding term is withheld, or
  - c) He/ She has been specifically debarred or asked to stay away from that term.
- 5.3 Late registration may be granted in case a student fails to register on the stipulated date. Students failing to register on the specified day of registration will be allowed to register only after permission from Dean of School and after paying the stipulated late fee. Any student who has not registered will not be allowed to attend classes.

- 5.4 The registration of the student may be cancelled, if at the later stage, it is found that the student is not eligible for registration due to following reasons:
- i. If the registration of a student in a Course is not found to be in accordance with the regulations, his/her registration in that Course will be cancelled and the grade obtained, if any, will be rejected.
  - ii. The registration of a student in a Course or complete set of Courses in a term can be cancelled by the concerned authority when he is found guilty in cases of unfair means, breach of discipline, etc. or when he/she persistently and deliberately does not pay his dues.
  - iii. Absence for a period of four or more weeks at a stretch during a term shall result in automatic cancellation of the registration of a student from all the Courses in that term.
- 5.5 A student who is duly registered in a term is considered to be on the rolls of the university. After registration, if he withdraws from the term, or has been given prior permission to temporarily withdraw from the University for the term, or has been asked to stay away by an appropriate authority of the University will be considered to be on the rolls of the University for that term. While such a student retains the nominal advantage of being on the rolls of the University the loss of time from studies and its consequences cannot be helped by the University.
- 5.6 If for any valid reason a student is unable to register in a term, he must seek prior permission of Dean of School to drop the term. If such permission has not been requested or after a request the permission has been denied, his name would be struck off the rolls of the University and he would no longer be a student of the University. His case will be automatically processed and the file will be closed. However, if such a student, after his name has been struck off the rolls of the University, is permitted to come back, his case can be considered at the sole discretion of the competent authority of the University with the provision that all his previous records as a former student are

revived under the current academic and administrative structure, regulations and schedule of fees.

## **6. TEACHING**

- 6.1 Every Course, whether taught in a single section or multi-section class, is conducted by a member of the faculty, called Course coordinator. Wherever necessary, viz. in a multi-section course, a team of teachers are his partners in meeting the full academic requirements of the course.
- 6.2 The Course coordinator makes a comprehensive plan for conducting the course before the term begins and in a multi-section course remain in continuous interaction in order to ensure a smooth operation of the Course. The Course coordinator is responsible to smoothen out the differences in personal attitudes and teaching styles of other teachers working with him.
- 6.3 At the start of classes of each course, the Course coordinator distributes a Course hand-out, containing information pertaining to:
  - (i) The operations of the Course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.);
  - (ii) Various components of evaluation, such as tutorials, laboratory exercises, group exercises, home assignments, quiz tests/examinations (announced or unannounced) regularity of attendance, class participation etc.,
  - (iii) The frequency, duration, tentative schedule, relative weightage etc. of various components;
  - (iv) Other matters found desirable and relevant.

During and at the end of term, the Course coordinator is responsible for all pre-comprehensive components of evaluation, collating the results of these and forwarding these to the Dean of School, through the HoD.

## **7. ATTENDANCE REQUIREMENTS**

- 7.1 The university expects its students to be regular in attending the classes. 75% attendance (of all held sessions – lectures, tutorials, lab) is compulsory in a course in order to be eligible to appear for end term comprehensive examination. 10% concession in this mandatory requirement is possible only in extreme circumstances and at the sole discretion of the Vice Chancellor.
- 7.2 In case of PG programs the mandatory requirement of attendance is 70%. 5% concession is possible only in case of extreme circumstances and at the sole discretion of the Vice Chancellor.
- 7.3 Students are encouraged for participating in co-curricular activities conducted by prestigious institutions at national/International level. Such students would be eligible for grant of special Duty Leaves (limited by a cap decided by the Vice Chancellor) to make up for the attendance, in case any class work is missed during this period. This privilege extended to students will not be termed as right and is limited to just the attendance benefit.

## **8. EVALUATIONS**

- 8.1 In case of theoretical courses/subjects, the evaluations will be based on teacher assessment, quizzes, sessional tests and end term examinations.
- 8.2 In case of the practical subjects (Laboratory/workshops/field works), the evaluation will be based on continuous assessments and end term exams/viva.
- 8.3 The evaluation of the project work/training will be based on the seminars, projects reports and end term viva by the expert committee.

## **9. EXAMINATIONS**

- 9.1 To assess the students attainments in the subjects (Theory, Laboratory, sessionals), Seminars, project work etc., the system of continuous assessment is adopted by the University. In conformity to this there will be Sessional exams, Quizzes, Assignments, Seminars and end

term exams, in addition to other continuous evaluation components.

9.2 A student may be debarred from appearing in the end term examinations due to the following reasons:

(a) Disciplinary action taken against him/her.

(b) Attendance criteria is not fulfilled.

9.3 In case any student appears in the examinations by default, who has been debarred by the University, his/her results will be treated as null and void.

#### **9.4 REAPPEAR EXAMINATIONS**

If a student(s) fails to secure pass grades in a subject(s), he/she shall be allowed to reappear according to the following regulations:-

(a) A student detained from appearing in end semester examination of a subject(s) due to shortage of attendance will have to attend the extra classes as offered by the concerned School in the next Semester during the non teaching days. They may appear in the University examination in the reappear subject(s) in the subsequent semester whenever the examination of the concerned subject(s) is held.

(b) Those students who secured “F” or “I” grade in any subject(s) shall be placed under reappear. They may appear in the University examination in the reappear subject(s) in the subsequent semester whenever the examination of the concerned subject(s) is held.

(c) In case a candidate is able to pass the program but fails to attain the minimum CGPA for the award of degree then he/she will be given a chance to attain the required aggregate by reappearing in the University examination in the course/subjects of his/her choice.

(d) The components of evaluations, weightage and syllabus for reappear subject (s) are described in the respective “Academic Program Guide (APG)”.



## 9.5 ACADEMIC PROGRESSION

Any bonafide student, who appears for the examination conducted by the University, shall be promoted to the next higher semester and shall carry forward all course(s) / subject(s) in which he/she is declared fail. The student shall have to pass all papers within stipulated maximum duration as prescribed by the University to qualify for the award of degree. Further, any specific condition stipulated for a particular course, by the concerned regulatory body shall be enforced.

## 10. METHODS FOR AWARDING LETTER AND NON-LETTER GRADES

10.1 The list of letter and non-letter grades, their applicability and connotation are given below:

### Grading Scheme

Grading Scheme for Regular Programmes			
Letter Grade and Grade Points equivalent to the percentage of marks			
Marks Range	Letter Grade	Grade Weightage	Qualitative Meaning
80 - 100	O	10	Outstanding
70 - 79	A+	9	Excellent
60 - 69	A	8	Very Good
55 - 59	B+	7	Good
50 - 54	B	6	Above Average
45 - 49	C	5	Average
40 - 44	P	4	Pass
0 - 39	F	0	Fail
Absent	I	0	Absent

### Non-letter Grades

Audit Courses will be graded as Excellent, Good, Fair or Poor.

10.2 The grade I (Incomplete) may be awarded in the following conditions:

- Where a case of unfair means is pending, a 'Grade I' is awarded till the case is finalized
- Where a case of indiscipline is pending, a 'Grade I' is awarded till the case is finalized
- In cases of unfair means and indiscipline where the results for a particular examination are declared null and void

- (iv) In cases, where the student does not complete his course work because of some reason viz, shortage of attendance/ is absent in the end term examination
- 10.3 In case the grades are not received by the University as per the time schedule, the Dean of School may make a specific authorization for the Course coordinator to report GA (Grade Awaited). The concerned Head of Department will also simultaneously advise Dean Examination about the estimated time by which the grades will be received. Whenever the report GA appears in the grade sheet, permission for further registration of such a student will be decided by Dean of School.
- 10.4 In case Dissertation is offered in more than one term, then the student may be given an interim report, (AC- Allowed to Continue), in terms other than the final one. When there is satisfactory progress the student will be allowed to continue the dissertation for the remaining credits in the subsequent terms. For operational purpose the report AC will be same as I or GA. When the final grade in dissertation emerges, it will replace AC report in the previous terms.
- 10.5 The Cumulative Grade Point Average (CGPA) denotes the overall performance of a student in all courses in which he is awarded letter grades. It is the weighted average of the grade points of all the letter grades received by the student from the time of his entry into the University.

### **CGPA and SGPA**

Cumulative Grade Point Average (CGPA) calculated on a 10 point scale is used to describe the overall performance of a student. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as;

$$SGPA_i = \frac{\sum_{j=1}^n C_{ij}G_j}{\sum_{j=1}^n C_{ij}} \quad CGPA = \frac{\sum_{i=1}^N (SGPA_i * \sum_{j=1}^n C_{ij})}{\sum_{i=1}^N (\sum_{j=1}^n C_{ij})}$$

Where n = number of subjects in the Semester; N = number of Semesters; SGPA<sub>i</sub> = SGPA for the i<sup>th</sup> Semester; C<sub>ij</sub> = number of credits

for the  $j^{\text{th}}$  course in  $i^{\text{th}}$  Semester; and  $G_j$  = Grade point corresponding to the grade obtained in the  $j^{\text{th}}$  course.

**Example to understand the calculation of CGPA:**

**Semester-1**

Suppose a student is registered in eight courses 'C1', 'C2', 'C3', 'C4', 'C5', 'C6', 'C7' and 'C8' in 1<sup>ST</sup> semester as mentioned below in the Column – I of the table-1. Column – II in the table below depicts the number of credits, which those courses carried. At the end of the semester, student was awarded with the grades as mentioned in Column – III in the table given below. Column – IV indicates the corresponding grade weight. Column – V and Column – VI indicate essentially the Credit value and Grade Points for every course completed by a student in that particular semester.

**Table-1**

Thus, the total SGPA of the student would be =

Courses in which student registered (Column – I)	Credits (Column – II)	Letter Grade Column – III	Grade Value (Column – IV)	Credit Value (Column – V)	Grade Points (Column – VI)
C1	3	A	8	3 x 8	24
C2	3	O	10	3 x 10	30
C3	3	A+	9	3 x 9	27
C4	2	B	6	2 x 6	12
C5	1	C	5	1x 5	5
C6	4	P	4	4x 4	16
C7	4	B	6	4x 6	24
C8	4.5	C	5	4.5x 5	22.5
<b>Total</b>	<b>24.5</b>	-----	-----	-----	<b>160.5</b>

$$SGPA = \frac{\text{Total gradepts.}}{\text{Totalno. of credits}}$$

$$= \frac{(3 \times 8.0) + (3 \times 10) + (3 \times 9) + (2 \times 6) + (1 \times 5) + (4 \times 4) + (4 \times 6) + (4.5 \times 5)}{3 + 3 + 3 + 2 + 1 + 4 + 4 + 4.5}$$

$$= \frac{160.5}{24.5} = 6.55102$$

**Semester – 2**

Now Suppose a student is registered in eight courses 'D1', 'D2', 'D3', 'D4', 'D5', 'D6', 'D7' and 'D8' in 2<sup>nd</sup> semester as mentioned below in the Column - I of the table-2. Column - II in the table below depicts the number of credits, which those courses carried. At the end of the semester, student was awarded with the grades as mentioned in Column – III in the table given below. Column – IV indicates the corresponding grade weight. Column – V

and Column – VI indicate essentially the Credit value and Grade Points for every course completed by a student in that particular semester.

**Table-2**

Thus, the total SGPA of the student would be =

Courses in which student registered (Column – I)	Credits (Column – II)	Letter Grade Column - III	Grade Value (Column – IV)	Credit Value (Column – V)	Grade Points (Column – VI)
D1	4	B	6	4 x 6	24
D2	4	A+	9	4 x 9	36
D3	2	A	8	2 x 8	16
D4	3	C	5	3 x 5	15
D5	1	F	0	1x 0	0
D6	4	O	10	4x 10	40
D7	4	P	4	4x 4	16
D8	4.5	C	5	4.5x 5	22.5
<b>Total</b>	<b>26.5</b>	-----	-----	-----	<b>169.5</b>

$$\begin{aligned}
 SGPA &= \frac{\text{Total gradepts.}}{\text{Total no. of credits}} \\
 &= \frac{(4 \times 6) + (4 \times 9) + (2 \times 8) + (3 \times 5) + (1 \times 0) + (4 \times 10) + (4 \times 4) + (4.5 \times 5)}{4 + 4 + 2 + 3 + 1 + 4 + 4 + 4.5} = \frac{169.5}{26.5} \\
 &= 6.39623
 \end{aligned}$$

As the SGPA of the student in two successive semesters is 6.55 and 6.40 with respective course credits being 24.5 and 26.5, then the

$$CGPA = \frac{(6.55102 \times 24.5) + (6.39623 \times 26.5)}{24.5 + 26.5} = \frac{160.50 + 169.50}{51} = \frac{330}{51} = 6.47.$$