




SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved)

Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185

UNIVERSITY COMMON COURSE ORDINANCE


Registrar
SGT University
Budhera, Gurugram

UNIVERSITYS' COMMON COURSE ORDINANCE UNDERGRADUATE AND POSTGRADUATE PROGRAMS

1. Preamble :

TO BE GIVEN BY THE DEANS/PRINCIPAL

2. Justification/Score of the Course :

TO BE GIVEN BY THE DEANS/PRINCIPAL

3. Duration of the Course:

TO BE GIVEN BY THE DEANS/PRINCIPAL FOR ALL THE PROGRAMS BEING RUN UNDER THE FACULTY/COLLEGE. FOR EXAMPLE

Name of the Programme	Duration
Bachelor of Science (Medical Laboratory Technology)	03 Years (6 Semesters)
Bachelor of Optometry	03 Years (6 Semesters) + 01 Year compulsory Internship

4. Admission to the Course:

(a) Name of the Degree :

TO BE GIVEN BY THE DEANS/PRINCIPAL FOR ALL THE PROGRAMS BEING RUN UNDER THE FACULTY/COLLEGE.

(b) Eligibility for Admission:

TO BE GIVEN BY THE DEANS/PRINCIPAL FOR ALL THE PROGRAMS BEING RUN UNDER THE FACULTY/COLLEGE. FOR EXAMPLE

Name of the Programme	Eligibility
Bachelor of Science (Medical Laboratory Technology)	<p>10+2 from Board of School Education, Haryana or an examination recognized as equivalent thereto by SGT University with at least 45% marks (40% marks in case of SC/ST candidates of Haryana State) marks in Physics, Chemistry and Biology taken together with English as one of the compulsory subject.</p> <p>The candidate must have attained the age of 17 years or more as on 31st December of the year of admission.</p> <p>Lateral Entry :</p>

Migration/Lateral entry admission in second year/third semester of an academic programme, wherever permitted, shall be considered on the basis of merit in the

qualifying examination and subject to the availability of seats in the academic programme where admission is desired. Student who ever granted lateral entry admission is required to pay the requisite fee as admissible to the fresh batch.

(c) Migration Admission :

A student of any other University/Institute/College, recognized by the concerned regulatory/statutory body like UGC etc., shall be eligible for migration (admission) to the University. Migration will be allowed, if the seat is available in that programme and cannot be claimed as a right by the candidate. Migration can only be allowed, if the student studied the programme in regular mode and is not having any backlog.

In addition to the Application Form for admission, student has to provide the following documents "

- (i) Marksheets/result of all the examinations passed.
- (ii) Detailed syllabi for all the courses studies till date.
- (iii) The migration Certificate and Character Certificate stating that no disciplinary/academic action has been taken or pending.
- (iv) All other relevant documents which are required for admission in the programme in which migration is sought.

Studies and Examinations passed by the candidate are recognized as equivalent to the corresponding examination of the University and he fulfills the minimum qualification and other eligibility laid down for admission to the programme to which he/she seeks migration in the University.

The migration case will be submitted to the University Equivalency Committee to verify all the relevant records and candidate will be admitted on the recommendations of the Committee only.

(d) Student Exchange and Credit Transfer

For a student exchange from or to a University, credit transfer from or to a University is possible only when there is an academic tie-up with the University and mutually agreed student exchange and credit transfer policy is approved by the Academic council. Student under the exchange programme shall not be considered as migrated.

The University may enter into collaboration with other Universities worldwide whereby students of those Universities can spent a semester or more at SGT University and study courses, accordingly to mutually agreed guidelines. Such students will be known as Associate Students of SGT University for the duration they spend at SGT University and will be governed for all academic matters of the University. Reciprocally, SGT University students may be permitted to spend a semester or more and study courses in collaborating Universities with or without transfer of credits.

(e) Schedule of admission and payment of fees:

The admission schedule, along with last date for the submission of admission forms and payment of fees, shall be fixed and notified by the Registrar with the approval of the


Registrar
SGT University
Budhara, Gurugram

Vice-Chancellor from time to time duly approved by the Academic Council/Board of Management of the University.

Students detained due to shortage of attendance and re-admitted will attend regular classes with alternative batch will be required to pay the Tuition Fee and Examination Fee and make over the attendance criteria as prescribed in the Ordinance.

5. Mode of Selection of Candidates for Admission:

On the basis of the merit of the qualifying examination or as per the guidelines of the Statutory Bodies/Haryana Private Universities Act, 2006 as amended from time to time.

6. Medium of Instructions :

The medium of the instruction and the examination shall be English only.

7. University Examinations :

(a) End Term Semester Examinations :

The examination for all the Odd Semesters shall ordinarily be held in the month of November/December and of the Even Semesters in the month of May/June.

Fail/re-appear candidates of the Odd Semesters will re-appear in exams as an ex-student in the subsequent exams of the Odd Semesters. Similarly, for the Even Semesters he/she will re-appear in exams in the subsequent exams of the Even Semesters. However, candidates appearing in the Final Semester examination (Regular) may appear simultaneously in his/her re-appear paper(s) of lower semester i.e. previous semester as arranged by the Controller of Examinations.

(b) Scheme of the Examinations/Distribution of Marks :

The Scheme of examination, distribution of marks in various papers along with the credit system and the syllabus of the course shall be as prepared by the respective Board of Studies of the Faculty and duly approved by the Academic Council of the University from time to time.

(d) Attendance Requirements/Eligibility to Appear in Examination:

The student should fulfill the following criteria to be eligible for appearing in the End Term Semester Examination:

- (i) He/she should have 75% attendance during the respective semester in each subject is mandatory. Only 5% relaxation in the required attendance on account of illness and other contingencies of serious and unavoidable nature by the Dean/Principal with prior approval from the Vice Chancellor may be condoned. Further, the Vice Chancellor may also condone additional 5% of the required attendance in an extreme emergency case on merit basis. The relaxation of the attendance by the Dean/Principal/Vice Chancellor cannot be claimed as a matter of right by the students; it shall depend on facts and circumstances of individual case.

If a student does not meet the attendance criteria as mentioned above, he/she will not be permitted to appear in the End Term Examination. He/she can appear in the subsequent Odd/Even Semester examination after making the deficiencies good

- (ii) He/she is not a defaulter in payment of any dues of the SGT University
- (iii) No disciplinary action is pending against the student.
- (iv) He/she should be on the rolls of the Faculty/College during the semester.
- (v) The shortage of attendance can be condoned by the competent authority as mentioned below in the table to the maximum limit and the same will be within the limit of the attendance criteria as mentioned in Point No. (i) above :

Sr. No	Exemptible attendance	Ground of Exemption	Dean of the Faculty is competent authority to condone shortage of lecture/ attendance.
1.	5%	For illness and contingencies of serious and unavoidable nature by the Dean & the Vice Chancellor	
2.	All periods of the day of donation	Voluntarily blood donation to the Blood Bank.	
3.	All periods of the day of Examination.	For appearing in the supplementary examinations (Theory /Practical/Viva-voce	
4.	Maximum of 10 days attendance during a semester	For participation in University or Inter-Collegiate Sports Tournaments/ Youth Festivals, NCC/NSS Camps/University Educational Excursions, Mountaineering Courses	
5.	Maximum of 15 days attendance during a semester	For participation in Inter-University Sports Tournaments/Youth Festivals/Exhibition/ Symposium	

Provided that :

- (i) He/she has obtained prior approval of the Dean of the Faculty.
- (ii) Credit may be given only for the days on which lectures were delivered or tutorials or practical work done during the period of participation in the aforesaid events.

(e) Attendance Shortage Warning :

Attendance shortage warning will be regularly displayed on the Faculty's Notice Board every month and shall also be informed to the parents/guardians by the respective Course Coordinator.

In case, a student falls short of attendance during any semester, his result will be marked as "DETAINED" which can be removed subsequently after completing attendance requirement.

(e) Submission of Examination Forms :


Registrar
SGT University
Budheda, Gurugram

All the students are required to submit their Examination Form through University ERP only before the last date as notified by the Controller of Examinations. The Examination Forms of the eligible students shall be validated by the Dean and will be forwarded to the Controller of Examinations within the prescribed date. In case, examination form is not submitted after scheduled last date, a late fee will be charged as prescribed by the University from time to time.

8. Setting of Question Papers:

The Dean of the Faculty shall supply the panel of internal and external examiners duly approved by the Board of Studies to the Controller of Examinations. The paper(s) will be set by the examiner(s) nominated by the Vice-Chancellor from the panel of examiners.

The question papers will be moderated by the Moderation Committee in the Chairmanship of Dean/Principal of the Faculty/College who is proficient in the subject in the office of the Controller of Examinations. The moderation will be done to see the difficulty level and that no question is out of syllabus and there is no mistake in the questions and the committee will amend/correct the paper accordingly.

The examiner(s) will set the question papers as per the criteria laid down in the Scheme of Examinations as approved by the Board of Studies/Academic Council.

9. Appointment of Examiners :

The examiners will be appointed as per the following guidelines with the approval of the Vice Chancellor by taking due care that his/her own relative is not appearing in the examination :

- (a) An internal/external examiner should be of the level of an Assistant Professor/consultant/equivalent or above in the respective subject in a University/Institution/College/Hospital.
- (b) One external and one internal examiner will jointly conduct the practical examination.
- (c) External examiners shall not be from the same University and should preferably be from outside the University.
- (d) External examiners shall be rotated at an interval of 3 years.

10. Evaluation Process – Theory, Practical & Internal Assessment:

(a) Evaluation of Answer Books:

The answer books may be evaluated either by the paper setter or any other internal or external examiner to be nominated by the Controller of Examinations with the approval of the Vice-Chancellor from the panel of examiners approved by the Board of Studies.

(b) Re-evaluation of Answer Books:

The students can apply for Re-evaluation/Re-checking of any paper through the HOD/Dean of the Faculty by paying fee as per re-evaluation rules of the university.

(c) Internal/Formative Assessment:

Formative assessment in each theory paper shall have the following distribution:

- | | | | |
|-------|--|----|----------|
| (i) | Attendance | = | 5 Marks |
| | 75 to 80 | 01 | |
| | Above 80 to 85 | 02 | |
| | Above 85 to 90 | 03 | |
| | Above 90 to 95 | 04 | |
| | Above 95 to 100 | 05 | |
| (ii) | Midterm Class Tests (subjective & objective) | = | 20 marks |
| (iii) | Assignment | = | 05 marks |
| (iv) | Problems/Projects/Seminar/Case Study etc | = | 10 marks |

The concerned teacher shall make continual assessment weekly over the content covered during the week and also shall have record of the same. It shall be displayed monthly and finally cumulatively before the start of the semester examination. **In case, any student fails to clear the Internal Examination, the Vice Chancellor may relax and permit for Re-examination considering the request of the student on merit with the recommendations of the respective Deans.**

- (i) In case of ex-students, those appearing for re-appear/improvement examination in any semester, their previous Internal Assessment marks will be counted.
- (ii) The concerned teacher shall submit records to the HoD/Dean on the basis of which the Internal Assessment has been awarded and HoD/Dean shall make the same available to the Controller of Examinations whenever required.
- (iii) That the internal assessment marks are submitted to the Controller of Examinations at least 7 (seven) days before the commencement of the end-term examinations of each semester.

(d) Practical Examinations:

(i) Appointment of Examiners:


The practical examinations shall be conducted by a Board of two Examiners consisting of one internal and one external examiner to be nominated by the Vice-Chancellor from the panel of examiners recommended by the Board of Studies.

(ii) Distribution of Marks: Practical examination for summative examination in all semesters will have the following distribution:

(aa) Summative assessment distribution (30 Marks):

Demonstration/conduction/presentation	=	20 marks
Viva Voce examination	=	10 marks

(ab) Formative assessment distribution (20 Marks):


Registrar
SGT University
Budhera, Gurugram

Attendance = 5 marks

75 to 80	01
Above 80 to 85	02
Above 85 to 90	03
Above 90 to 95	04
Above 95 to 100	05

Laboratory work report = 5 marks

Midterm oral examination/assessment = 10 marks

(e) Project:

(i) Topic Selection and Appointment of Guide/Supervisor

Each student will be assigned a Teacher as Guide/ Supervisor from the Department. Topic of the Project will be approved by the Dean of the respective Faculty on the recommendations of the Teacher Guide/supervisor.

(ii) Evaluation:

The examination for Project shall be conducted by a Board of Two Examiners consisting of one internal and one external examiner to be nominated by the Vice-Chancellor from the panel of examiners recommended by the Board of Studies. Evaluation of the Project Report will be done by the External examiner. The student will submit the project report in the form as specified by the department atleast before 15 days before the commencement of the examination, failing which it will be acceptable only with late fee of Rs. 2000/-.

(f) Field Training

Evaluation of the field training will be for the marks as prescribed in the Scheme of Examinations of the respective course/program. The formative assessment of field training shall be based on the presentation, case reports and log sheets as well as on the basis of viva voce and reports adjudged by the joint board of external and/or internal examiners.

(g) Re-appearance for Improvement :

A student may re-appear in any theory paper prescribed for a semester after making the prescribed Examination Fee as notified by the University from time to time, on foregoing in writing his/her previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student re-appearing in paper prescribed for 1stSemester examination may do so along with subsequent 3rdSemester examination and shall not be allowed to appear along with papers for 5thSemester.

A candidate who had cleared examination of Third Academic Year (Vth and VIth Semesters) may re-appear in any paper of Vth and VIth Semester only once at the immediate subsequent examinations on foregoing in writing her/her previous performance in the paper/s concerned, within the prescribed span period. Likewise will be applicable for the Fourth Academic Year also.

In the case of re-appearance in paper, the result will be prepared on the basis of candidate's current performance in the examination.

In the case of a candidate, who opts to re-appear in any paper/s under the aforesaid provisions,, on surrendering her/his earlier performance but fails to re-appear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which he/she has failed to re-appear shall be taken into account while determining his/her result of the examination held currently.

11. Criteria for Promotion to Higher Semester(s):

(a) For programs of the duration of 4 Academic Years (8 Semesters).

The student will be promoted to the next semesters irrespective of the number of papers cleared/passed in the lower semesters. But he/she will not be allowed to appear in the examination of the 4th Semester unless he/she has cleared atleast 50% papers of 1st and 2nd semesters taken together and further the students will not be allowed to appear in the examination of the 6th semester unless he/she has cleared 1st and 2nd semesters and 50% papers of 3rd and 4th semesters taken together. Furthermore, the students will not be allowed to appear in the examination of the 8th semester unless he/she cleared 1st, 2nd, 3rd and 4th semesters and 50% papers of 5th and 6th semesters taken together.

(b) For programs of the duration of 3 Academic Years (6 Semesters).

The student will be promoted to the next semesters irrespective of the number of papers cleared/passed in the lower semesters. But he/she will not be allowed to appear in the examination of the 4th Semester unless he/she has cleared atleast 50% papers of 1st and 2nd semesters taken together and further the students will not be allowed to appear in the examination of the 6th semester unless he/she has cleared 1st and 2nd semesters and 50% papers of 3rd and 4th semesters taken together.

(c) For program of the duration of 2 Academic Years (4 Semesters).

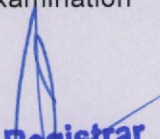
The student will be promoted to the next semesters irrespective of the number of papers cleared/passed in the lower semesters. But he/she will not be allowed to appear in the examination of the 4th Semester unless he/she has cleared 1st and 2nd semesters taken together.

12. Pass % criteria and grading system:

(a) The minimum percentage of marks to pass a course/paper will be as given below. Each Faculty is required to adopt any one scheme out of the below mentioned and incorporate the same in their respective Scheme of Examinations.

(i) The pass percentage for each component i.e. End Term Examination (Theory/Practical) and Internal Assessment is 40% separately.

(ii) The pass percentage for Internal Assessment will be 40% to be eligible to appear in End Term Examination, whereas overall pass percentage will be 50% including End Term Examination (Theory/Practical including Internal Assessment).


Registrar
SGT University
Budhara, Gurugram

- (ii) To qualify for award of degree, a Grade Point of 5.0 and 4.0 respectively and minimum numbers of credits required for that degree as defined in the Scheme of Examinations of the concerned course.

(b) **Credit Based Grading System:-**

Key Definitions :

Programme: An educational programme leading to award of a Degree, diploma or certificate.

Course : Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight

Credit: A unit by which the course work is measured. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours for Practical Work/Field Work/ Research Based Paper /Project per week.

Credit Point: It is the product of grade point and number of credits for a course i.e.,
Credit Point = No. of credit in a course x "grade value" of the grade obtained in the course.

Semester Grade Point Average (SGPA): The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the Courses undergone by a student, i.e. $SGPA(S_i) = \sum (C_i \times G_i) / \sum C_i$

Cumulative Grade Point Average (CGPA): CGPA The is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of programme, i.e., $CGPA = \sum (C_i \times S_i) / \sum C_i$

Grade Point : It is a numerical weight allotted to each letter grade on a 10-point scale with 6 LETTER GRADES: It is an index of the performance of students in a said course.

Grades are denoted by letters O, A+, A, B+, B, C, P and F etc.

Grade and its corresponding values. (For Faculty of Physiotherapy)

Range of Percentage of Marks	Letter Grade	Grade Points	Range of Grade Points	Classification
90% and above	O (Outstanding)	10	9-10	Outstanding
80% and above but less than 90%	A+ (Excellent)	9	8<9	Excellent
70% and above but less than 80%	A (Very Good)	8	7<8	1 st Division with Distinction
60% and above but less than 70%	B+ (Good)	7	6<7	1 st Division
Above 50% but less than 60%	B (Above Average)	6	>5<6	2 nd Division

Minimum Pass Marks 50%	P (Pass Average)	5	5	Pass
Below minimum pass marks	F (Fail)	0	-	Fail

Grade and its corresponding values. (For all faculties other than Faculty of Physiotherapy and Education)

Range of Percentage of Marks	Letter Grade	Grade Points	Range of Grade Points	Classification
90% and above	O (Outstanding)	10	9-10	Outstanding
80% and above but less than 90%	A+ (Excellent)	9	8<9	Excellent
70% and above but less than 80%	A (Very Good)	8	7<8	1 st Division with Distinction
60% and above but less than 70%	B+ (Good)	7	6<7	1 st Division
50% and above but less than 60%	B (Above Average)	6	5<6	2 nd Division
Above 40% but less than 50%	P (Pass Average)	5	4<5	3 rd Division
Minimum Pass Marks 40%	P (Pass Average)	4	4	Pass
Below minimum pass marks	F (Fail)	0	-	Fail

Semester Grade Point Average (SGPA):

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored as per marks obtained by the student in the i th course. Further, G is calculated as given below:

$$G = [\text{Marks obtained in paper} / \text{Total marks of paper}] \times 10 \text{ (The multiplication factor)}$$

Cumulative Grade Point Average (CGPA):

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the i th Semester and C_i is the total number of credits in that Semester.

Formula for calculating percentage of marks;

$$CGPA \times 10 \text{ (The multiplication factor)}$$

(c) **Grace Marks :**

Maximum 1% of total marks (Maximum to 5 marks) excluding internal assessment marks can be awarded to a student in one academic year.

13. **Declaration of Results:**

Registrar
SGT University
Budheda, Gurugram

- (a) After the semester/year examinations are over, the Controller of Examinations shall publish the results of those students who had appeared in the examinations preferably within 45 days of last paper of course examination.
- (b) Each successful student/ the student placed in reappear shall receive a copy of the Detailed Marks Certificate/ Grade Card Sheet of each semester examination.
- (c) The successful students after the 4th, 6th or 8th semester examination shall be equated in seven ascending letter grade (P to O) and grade points from 4 to 10 on the basis of final CGPA obtained by him/her in the 1st to 4th, 1st to 6th or 1st to 8th semester examinations.

14. Discharge of the students from the program

The student who does not clear all the papers within the stipulated time frame span period i.e. duration of the program + 02 years will be discharged from the programme.

15. Re-admission

As per the chapter 2, Clause 2.4.5. of the First Ordinance of the University, if a student remains absent, without leave of absence, from his/her classes for a continuous period of seven working days without any valid reason, medical or otherwise, his/her name shall be struck off from the rolls of the University. However, the student may be re-admitted on payment of the prescribed fee by the University from time to time, if Dean/Principal is satisfied that re-admission of the student will not fall short of requisite percentage of the attendance.

If a student is re-admitted, all his previous records are revived under the current structure, regulations and scheduled of fees.

A student, who has been rusticated or expelled from University, cannot be re-admitted.

16. Simultaneously pursuing other degree

As per the guidelines of the University Grants Commission, students will not be permitted to pursue two degrees simultaneously. If at any time, it comes to the notice of the University, his/her degree will be cancelled without any prior notice.

17. Appearing for additional papers after award of degree

The student will be allowed to appear for additional papers available in that degree course after the completion of course within the span period subject to attendance requirement and internal assessment. A separate marksheet will be issued for such paper(s).

18. Other Provisions:

- (a) Nothing in this Ordinance shall debar the University from amending the Ordinance and the same shall be applicable to all the students from the date of its implementation.
- (b) Any other provision not contained in the Ordinance shall be governed by the rules and regulations framed by the University from time to time.
- (c) In case of any interpretation, The Vice-Chancellor is empowered in this regard and his interpretation shall be the final.


Registrar
 SGT University
 Budehara, Gurugram

- (d) This ordinance will be effective from the Admissions Session 2019-20.


Registrar
SGT University
Baddhera: Gurugram