

Ordinance of Examinations and Evaluation

(Under Section 32(1)(e) Statute (30) of the Act.)

Ordinance of Examination and Evaluation for all Degree/ Diploma/ Certificate Courses based on Choice Based Credit System (CBCS)

1. INTRODUCTION

Jagan Nath University, Bahadurgarh has a strong commitment to high quality education and enhance the professional competence of students with innovative approach. The University since its inception in 2013 has adopted the Credit Based Semester System (CBCS) for all its academic programs. The updation in the curriculum, teaching – learning and evaluation processes is on regular basis. The vision of the university is to be an Institution of Academic Excellence with total commitment to quality education, research and improvement in human values with a holistic concern for better life, environment and society. The University aspires in all its enshrined objectives and achieve benchmarking of academic system against world class standards.

Recently, the University Grants Commission (UGC) has stressed on speedy and substantive academic and administrative reforms in higher education for promotion of quality and excellence. The Action Plan proposed by the UGC through its guidelines to consider and adopt Semester System, Choice Based Credit System (CBCS) and Flexibility in Curriculum Development and Examination Reforms in terms of adopting Continuous Evaluation Pattern by reducing the weightage of the semester-end examination so that students enjoy a de-stressed learning environment.

2. TITLE AND COMMENCEMENT

This Ordinance shall be called the Jagan Nath University Ordinance of Examination and Evaluation for Degree/ Diploma/ Certificate Courses based on Choice Based Credit System (CBCS). This Ordinance shall come into force with effect from the academic year 2015- 2016. This Ordinance shall apply to all the Courses presently conducted by the university as per Appendix - I and new courses to be introduced also need to follow these Regulations.

3. DEFINITIONS

- i. Programme: means an educational programme leading to award of a Bachelor's / Master's Degree, Diploma or Certificate.
- ii. Academic Year: means Two consecutive semesters (one odd + one even) constitute one academic year.

- iii. Choice Based Credit System (CBCS): The CBCS provides for choice for students to select from the prescribed courses [Core, Elective, Ability Enhancement Compulsory (AECC) & Skill Enhancement (SEC)]
- iv. Course: Usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ viva/ seminars/ term papers/assignments/ presentations/self-study, etc. or a combination of some of these.
- v. Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- vi. Credit Point: It is the product of grade point and number of credits for a course.
- vii. 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 teaching (lecture or tutorial) or two hours of practical work/field work per week.
- viii. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student of 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 Point: It is a numerical weight allotted to each letter grade on a 10-point scale.
- x. Letter Grade: 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.
- xi. Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- xii. Semester: Each semester will consist of 18 weeks of academic work equivalent to 90 actual teaching days and 3-4 weeks approximately of examination, etc. The odd semester may be scheduled from July to December and even semester from January to June.
- xiii. Transcript or Grade Card or Certificate: 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.
- xiv. External Examiner: shall mean an examiner who is not in the employment of the University.
- xv. Student: shall mean a person admitted to the Faculty/ Schools of the University for any of the academic programmes to which this policy is applicable.
- xvi. University: shall mean Jagan Nath University, Bahadurgarh.
- xvii. Internal Evaluation: Continuous Assessment Test conducted during the semester.
- xviii. External Evaluation: End-Term examination held at the end of each semester.

- xix. Rounding off Marks: shall mean, that if part is one-half or more, its value shall be increased to one and if part is less than half then its value shall be ignored for getting letter grade and grade point.
- xx. Enrollment: shall mean the student taking admission and registered for perusing a course at Jagan Nath University
- xxi. Migration: shall mean the student of Jagan Nath University migrating to another University/Institute or the student of other University/Institute taking admission in Jagan Nath University.

4. TYPES OF COURSES

Courses in a programme may be of four kinds: Core, Elective, Ability Enhancement & Skill Enhancement.

a) Core Course:-

There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

b) Elective Course:-

Elective course is a course which can be chosen from a pool of papers. It may be

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An Elective Course may be 'Discipline Centric/Specific' & Generic Elective

(i) *Discipline Centric/Specific Elective:* Elective courses offered under the main discipline/subject of study is referred to as Discipline Centric/Specific.

(ii) *Generic/Open Elective:* An elective course chosen from an unrelated discipline/subject is called Generic/Open Elective. These electives will be focusing on those courses which add generic proficiency of students.

c) Ability Enhancement Compulsory Courses (AECC):-

AECC courses are based upon the content that leads to knowledge enhancement, for example: English Communication, Environment Science/ Studies, etc.

d) Skill Enhancement Courses (SEC):-

SEC Courses provide value based and/or skill based knowledge and may content both Theory and Lab/Training/Field Work. The main purpose of these courses is to provide students life- skills in hands- on mode so as to increase their employability.

5. ELIGIBILITY FOR ADMISSION

a) Under Graduate Programs: An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving Certificate Course) from a recognized university of India or outside or from a Senior Secondary Board or any other recognized board may apply for admission to the Under Graduate program of the University.

b) Post-Graduate Programs: A candidate who has passed the Bachelor's Degree program or equivalent from a recognized University will be eligible for admission to the post-graduate programs of the University.

Minimum Qualifying Marks: The minimum qualifying marks for admission to different courses of Under Graduate and Post Graduate Programs would be decided by the Academic Council of the University or as stipulated by the statutory bodies (COA, BCI, NCTE etc.) of the relevant disciplines wherever applicable.

6. STUDENT ENROLLMENT

All students admitted to the University shall be enrolled with the University. For this purpose eligibility and enrollment forms are filled up at the time of admission. The admission of such students shall be confirmed only after their eligibility is decided by the University in consonance with the directives of the statutory bodies (COA, BCI, NCTE etc.) wherever applicable.

7. ATTENDANCE

No student shall be allowed to appear in the end term semester examination if he/ she has not attended minimum of 75% of the classes held in the semester.

If a student for any exceptional reason fails to attend 75% of the classes held in any paper, the HoD of the department may allow him/ her to appear in the examination if he/she attended at least 65% of the classes held in the semester concerned after giving 5% relaxation on ground of Medical and 5% on the ground of participation in Intra/Inter University Competition such as:

a) Participation in Inter-University, University or Inter-Collegiate Sports tournaments/Youth Festivals /University Level Debates/ Cultural Activities, National and International Tournaments, with the previous sanction of the HoD of the concerned Department.

b) Voluntary donation of blood certified by a Registered Doctor.

c) Attendance and/or participation in National/State Debate competitions/Seminar/Essay/Moot Court Competition etc.;

d) Attendance at the extension lecture (s) organized by the concerned Faculty.

e) Any other activity as approved by HoD of the concerned department.

The HoD of the respective Department shall send a list of students eligible and not eligible for the End-Term Examinations. Only those students will be permitted to appear in the End-Term Theory and Practical Examinations, whose names appear in the list of eligible students.

8. DURATION OF PROGRAM

- i. A Bachelor's Degree program may be of minimum duration of six semesters and maximum of ten semesters.
- ii. A Master's degree program will normally be of Four Semesters, however, it can be of different duration if recommended by UGC or other statutory bodies and approved by the Academic Council of the University.
- iii. The duration of a Diploma/Certificate Course will be as decided by the Academic Council depending upon the nature of the course and the norms stipulated by UGC/Statutory Bodies from time to time.
- iv. A candidate has to complete the course in $n+2$ years / $n+4$ semesters, where N is the total number of semesters in that particular course.
- v. The minimum number of credits that a candidate has to earn for successful completion of Under-Graduate Degree or Master's Degree will be RECOMMENDED by the BOS of the respective Faculty and as approved by the Academic Council of the University as per Appendix-I or as notified time to time.

9. EXAMINATION FORMS AND EXAMINATION FEE

Students who have to reappear in an examination or due for improvement paper, re-evaluation, rechecking shall have to apply to the Controller of Examinations, in the form prescribed for the purpose, to reappear in an examination and pay the fees as prescribed by the University and as notified time to time.

10. EXAMINATION AND ASSESMENT

The medium of instructions and examination shall generally be English. However, a student will be permitted to write the examinations either in English or Hindi as approved by the University.

Each theory paper should preferably be of 100 Marks. The credits shall be assigned to all the papers. One credit is to be assigned for one hour of teaching/tutorial per week. Each theory paper/ course shall be of 3 to 4 credits. Each practical course of Two hour duration will be assigned One Credit. The HoD of Department shall ensure that total credits in similar type of Academic Programme do not vary significantly. For example: all B.Tech. Programme should have equal number of total credits. Likewise, all M. Tech. programmes, M.B.A., etc. may be identified as separate groups to have equal number of total credits within their own group for the purpose of uniformity. The evaluation for Semester Based Programme shall be based on Internal Evaluation and End-Term Examinations.

10.1 EXAMINATION SCHEME FOR ALL PROGRAMS (EXCEPT B. ARCH.)

To pass each semester examination, a candidate must obtain minimum pass marks in each written paper/ Sessional, practical work / Viva-Voce as laid down in appendix I.

The assessment of External Evaluation i.e. End Term Semester Examination will be made out of 70 (Seventy) marks in theory Papers and Internal Evaluation i.e. Mid Term Test of 30 (Thirty)

marks shall be made by the subject teacher, teaching the paper in accordance with the following rules:

Mid-Term Test	Normalised Mid-Term Marks (A)	Assignments (B)	Semester Attendance (C)	Total (A+B+C)
50 Marks	To be normalized to 15 marks	5 Marks	10 Marks	30 Marks

Criteria for Awarding Semester Attendance Marks will be as prescribed by the University as follows:

- a. Attendance above 95% : 10 Marks
- b. Attendance between 91% to 95% : 9 Marks
- c. Attendance between 86% to 90% : 8 Marks
- d. Attendance between 81% to 85% : 7 Marks
- e. Attendance between 75% to 80% : 6 Marks
- f. Attendance between 65% to 74% : 5 Marks

The HoD will preserve the records of the Sessional/practical work up to six months from the date of the declaration of the concerned semester examination.

10.2 INTERNAL EVALUATION: MID-TERM EXAMINATION

- a) The schedule of Mid-Term tests shall be notified to the students by the University.
- b) Questions papers for the mid-term tests shall be set by the internal examiner from the 50% of the syllabus of the course. The answer books will be assessed by the teacher concerned. The assessed answer books will be shown to the students and grievances, if any, will be handled by the teacher. The marks of the mid-term tests will be forwarded to the Controller of Examinations by the Head of the Department through the Dean of the Faculty.
- c) No remedial Mid-Term Tests would be conducted.

10.3 EXTERNAL EVALUATION: END-TERM EXAMINATION

- a) The End Term examinations shall ordinarily be held at the end of every semester i.e. November-December or May-June, as the case may be, as per the schedule to be notified by the Controller of Examination. The dates for the practical examinations would be decided by the HODs of respective departments in consultation with the Dean of the Faculty.
- b) The examiners for the end-term examination will be appointed by the Vice-Chancellor from the panel of the examiners to be supplied by HOD / DEAN.
- c) At least 50% of the paper setters for the end-term examination will be External Examiners.
- d) The manuscript of the question paper set by the examiner will be moderated by the Moderation Committee consisting of (i) Dean of Faculty (ii) HoD of the Department. After modifications, if needed; it will be handed over to the COE for printing and conduct of examinations.
- e) The answer books will be evaluated by the persons who set the question paper. In case of his inability to assess the answer books, for whatever reasons, the Vice-Chancellor may get them assessed by any other examiner from the Panel or Internal Examiner.

10.4 EXAMINATION SCHEME FOR B. ARCH.

The B. Arch programme is as per the guidelines of CoA(Council of Architecture)

A. THEORY PAPERS

- 1) INTERNAL EVALUATION = Weightage is 30 % of Total Marks
- 2) END TERM EVALUATION = Weightage is 70 % of Total Marks

For a subject of 100 marks, the distribution of Marks for Internal Evaluation is:

Mid-Term Test	Normalised Mid-Term marks (A)	Assignments (B)	Semester Attendance (C)	Total (A+B+C)
50 Marks	To be normalized to 15 marks	5 Marks	10 Marks	30 Marks

B. SESSIONAL PAPERS

- 1) INTERNAL EVALUATION = Weightage is 60% of Total Marks
Minimum pass percentage shall be 45% for Sessional Papers.
- 2) The breakup of this Weightage is 60% of Total Marks for a paper of 100 marks is as follows:

Mid-Term Test	Normalised Mid-Term Marks (A)	Assignments (B)	Semester Attendance (C)	Total (A+B+C)
100 Marks	To be normalized to 10 marks	40 Marks	10 Marks	60 Marks

C. CRITERION FOR PASSING

The following shall be the criterion for passing for B.Arch. students:

- To pass in each Theory, Practical, and/or Sessional, a candidate is required to obtain minimum 45% marks in Internal Evaluation, End-Term examinations separately and 50% marks in Semester aggregate.
- A Student will earn the credits assigned for a subject if he/she passes in that subject.
- A student obtaining less than passing marks as specified in the examination scheme, in each subject (min. 45% marks in internal and external separately), will be declared fail in that subject and will have to re-appear in a End-Term examination of the course in subsequent semester(s) when the course is offered, subject to maximum permissible period of n+2 years / n+4 semesters to complete the course. The student has to repeat the paper as follows:
 - i. If a student is failing in Internal, he has to repeat the internal exam
 - ii. If a student is failing in End Term, he has to repeat in End Term exam
 - iii. If a student is failing in Semester Aggregate (50%), he has to improve in the paper(s) of his choice in the End-Term Examinations of the relevant semester.

10.5 VARIOUS COMMITTEES OF EXAMINATION DEPARTMENT

For the help of fair and smooth conduction of the examination system, following committees have been constituted:

- a) Examination Committee: Examination Committee is constituted with its member as VC, COE and two other senior faculty members for the all-round development of the examination department. This committee meets once during an academic semester to discuss various issues related to the examination such as paper setting, evaluation, feedback, suggestions for further improvement, etc.
- b) Moderation Committee: The Dean of the Faculty and Head of the Department will be Members of Moderation Committee, which ensures:
- The proper distribution of marks in the question paper.
 - The question papers are within the syllabus and cover the entire syllabus.
 - Language Check.
- c) Flying Squad: Flying Squad is constituted before commencement of the examination consisting of 4-5 members from various disciplines to restrict unfair means cases.
- d) Unfair Means Committee: To decide the unfair means cases reported during semester examination a committee consisting of 3 teachers will be constituted by V.C.
- e) Grievance Redressal Committee: Grievance Redressal Committee is constituted with VC subject teacher to be nominated by Dean of the faculty and COE to take care of various grievances related to the examination.

10.6 RE-APPEAR/IMPROVEMENT IN END TERM EXAM

- a) The re-appear/improvement in End Term Examinations for Odd semester will be held along with the Odd Semester regular End Term examinations and for Even Semester with End Term examinations along with Even Semester regular End Term examinations.
- b) A student who has to re-appear/improve in a End-Term-term examination shall be examined as per the syllabus, which is in force at the time he is taking the examination unless the paper has been completely changed or shifted from one semester to another. In case the syllabus has been changed more than 25% or a new paper has been introduced instead, then the student would be examined as per the course which he/she had studied. The Deans/HoDs would be required to submit the information regarding the papers in which the syllabus has been changed more than 25% or the paper has been shifted to another semester or that paper has been removed from the current scheme of examination.
- c) A candidate, who fails in a semester examination shall be exempted from re-appearing in the paper(s) / Sessional / practical work (Project report, Seminar/ Moot Court, etc.) in which he may have obtained min. pass marks (including the marks of Sessional /practical work) as given in Appendix-I. Such a candidate shall be allowed to appear, for passing in the remaining paper(s), only at the next respective semester examinations.
- d) The previous internal marks already obtained by the student shall be taken into account without any modification.

10.7 DEALING WITH UNFAIR MEANS CASES

If a candidate is found using unfair means or indulging in disorderly conduct during the Mid-Term Examinations or End-Term Examinations a case of unfair means is registered against him / her and placed before the Unfair Means Committee. The committee will examine such cases and recommend suitable action to the Vice-Chancellor for a final decision in the matter.

11. EVALUATION OF PRACTICAL PAPERS/ THESIS/DISSERTATION/ PROJECT WORKS/REPORTS

- a) The Practical Papers taught for Two hours per week will be of 1 credit. The marks will be awarded jointly by Internal & External Examiners.
- b) The assessment of Practical/Dissertation/ Major Project work/report etc. should be undertaken by Internal as well as External examiners.
- c) The candidate has to submit the progress reports periodically and also present his/her progress in the form of seminars in addition to the regular discussion with the guide.

12. RE-EVALUATION

- a) The re-evaluation facility is available only for end-term theory examinations. Students may apply for Re-Evaluation of their result in maximum of 25% of the papers as mentioned in the scheme of examination of that particular semester.
- b) The students may apply for re-evaluation to Controller of Examinations in a prescribed format within 15 days of declaration of the result and by paying the requisite amount as prescribed by the University.
- c) The answer scripts for which reevaluation is sought for shall be sent to another external examiner. If the marks awarded in the re-evaluation increases up to 20% of the Maximum Marks (End Term Theory Paper) the higher marks will be awarded to the candidate. However, if the difference is more than 20%, the answer script would be sent to the third examiner and the mean of two higher marks, awarded by all the three examiners will be considered.

Re-evaluation is allowed only in theory papers not in Mid Term, Practical examination/ Dissertation/Project Works/Reports.

13. RECHECKING/ INSPECTION OF ANSWER SHEET BY THE CANDIDATE

Students may apply for Re- Checking / Inspection of answer sheet of their result if so desired. The students may apply for the same to Controller of Examinations in a prescribed format within 15 days of declaration of the result by paying the requisite amount as prescribed by the University. A suitable date would be given to the student to see his/her answer sheet personally. If a student wishes to get his/her answer sheet re-evaluated, it would also be done as above.

14. CRITERION FOR AWARDING GRADING SYSTEM

14.1 CRITERION for Awarding SGPA and CGPA: The criterion for awarding the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) for the entire professional programme shall be as follows:

- a) The criterion for passing in a subject is that a student should secure minimum pass marks in the total of Internal Evaluation and End Term Examination as laid down in Appendix-I. A Student will earn the credits assigned for a subject if he/she passes in that subject.
- b) A student obtaining less than passing marks as specified in Appendix-I, in each subject (sum of internal and End-Term examination) will be declared fail in that subject and will have to re-appear in a End-Term examination of the course in subsequent odd / even semester end term examination, subject to maximum permissible period of n+2 years / n+4 semesters to complete the course.
- c) The University has adopted Absolute Grading System for converting marks into grades. The formula of 10- point grading system for conversion of marks obtained into Letter Grades and converting Letter Grades to Grade Point is given below:

Table 1: Marks, Letter Grades and Grade Points

Marks	Letter Grade	Grade Points
91-100	O (Outstanding)	10
81-90	A+(Excellent)	9
71-80	A(Very Good)	8
61-70	B+(Good)	7
51-60	B(Above Average)	6
46-50	C(Average)	5
40-45	P (Pass)*	4
0-39	F(Fail)	0
-	AB (Absent)	0

*For BBA,MBA,B.Com,M.Com, Diploma in Engg., B.Tech, BCA, MCA, M.Tech, B.Sc, B.A LL.B– 40% in individual paper (See Appendix-I)

For B.Arch., LL.M – 45% in individual paper (See Appendix-I)

- d) *While converting the marks into Letter Grade, the rounding off marks must be considered.*
- e) A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- f) For non credit courses "Satisfactory" or Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

14.2 Computation of SGPA and CGPA

The University has adopted the UGC recommended procedure for computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

a) 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 papers/ courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

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

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course. The University shall issue Semester Grade Card to the student.

b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

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

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

c) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

a) Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course/Paper 1	3	A	8	3x8=24
Course/Paper 2	4	B+	7	4x7=28
Course/Paper 3	3	B	6	3x6=18
Course/Paper 4	3	O	10	3x10=30
Course/Paper 5	3	C	5	3x5=15
Course/Paper 6	4	B	6	4x6=24
	20			139

Thus, $SGPA = 139/20 = 6.95$

b) Illustration for CGPA

Semester-1	Semester-2	Semester-3	Semester-4	Semester-5	Semester-6
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA:6.9	SGPA:7.8	SGPA:5.6	SGPA:6.0	SGPA:6.3	SGPA:8.0

Thus, $CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{20 + 22 + 25 + 26 + 26 + 25}$

$$= 6.73$$

15. RULES FOR THE AWARD OF GRACE MARKS

A candidate shall be eligible for grace marks provided:

- He / She has appeared in all the papers prescribed for the Examination.
- a) Grace marks to the extent of 1% of the aggregate marks of the papers in which the candidate has appeared in that particular scheme of examination, shall be awarded provided the student must pass the paper after awarding the grace marks.

- b) Grace marks to be awarded to a student only in the End-Term Examinations.
- c) No grace marks to be awarded in Internal Evaluation.

16. PROMOTION OF CANDIDATES

All the candidates will get automatically promoted to the higher semester. However, the student shall be required to complete the programme in a maximum permissible period i.e. n+2 years / n+ 4 semesters.

17. DECLARATION OF RESULT

The results are declared by the Controller of Examinations after being approved by the VC. The result will be displayed on the University notice board and also uploaded on web-site of the University.

18. MERCY CHANCE

Grant of Mercy chance is allowed only in hard and exceptional circumstances to those students who got re-appear and could not pass the examination within maximum duration of programme on the recommendation of the HoD through the Dean of respective Faculty duly approved by VC. Such candidates will have to pay a fee as prescribed by the University.

19. MIGRATION FROM ANY OTHER UNIVERSITY

The University may consider and allow the enrollment to the Jagan Nath University from any other University in any course running in the University on the recommendation of the HoD through respective Dean of the Faculty and approval by the Vice-Chancellor, subject to the following conditions:

1. Migration cannot be claimed as a matter of right and shall be allowed subject to availability of seat, merit and suitability of the candidate including satisfactory antecedents.
2. The candidate must possess the minimum qualification prescribed for admission to the course.
3. Migration will be allowed strictly as per norms of the Regulatory Authorities like COA, BCI, etc. wherever applicable.
4. The candidate must have studied the course under the semester system from which he/she is migrating.
5. The candidate should produce the following certificates from his/her earlier University/ Institute at time of seeking admissions:
 - (a) Migration certificate from earlier University.
 - (b) Character Certificate.
 - (c) Certificate and Mark sheets of Matriculation, 10+2 / Graduation.
 - (d) Original Mark sheets of all semesters passed/ appeared in the University from which he/she seeking admission.

6. The candidate must pay the Enrollment/Migration Fee as prescribed by the University.
7. The Degree of the University from where the student is seeking migration should be recognized as equivalent to the degree of the University.
8. Before migrating to Jagan Nath University, the Course Structure of the both the Institutions/Universities would be matched, at least 50% of the paper must match and out of matching papers the candidate is required to clear min. 40% papers, e.g. if a candidate is seeking migration in III sem then the course structure of I & II would be matched.
9. If a candidate has already studied a paper in his/her previous institute which is there in a different sem., still the student has to study this paper again at Jagan Nath University. For example, if a student studied a subject during his/her I semester in previous Institute and the same paper is there in IV sem., as per Jagan Nath University Scheme, still then he /she has to study this paper again at Jagan Nath University.

10. Migration would be allowed max. up to Semester as mentioned below:

Sr. No.	Course Duration	Migration Allowed up to
1	One Year	No Migration Allowed
2	Two Year	III Sem.
3	Three Year	III Sem.
4	Four/Five Year	V Sem.

20. MARKSHEET, MIGRATION AND PROVISIONAL CERTIFICATES

- a) The mark-sheet/ transcript for each semester containing the Grades obtained in various subjects in the Semester will be uploaded on the University Website/issued indicating SGPA of the student and a consolidated transcript after successful completion of the course or at the termination of the programme indicating the performance in all semesters i.e. CGPA of the course.
- b) After passing a course or otherwise, when a candidate desires to seek admission at a different University or a college of different University, Migration Certificate will be issued by the University on request.
- c) After completion of a Programme, a student may obtain a Provisional Certificate which will be valid till the issue of the Original Degree.
- d) If a candidate has lost his Mark Sheet/Degree, he must lodge an FIR with the police to avoid misuse of said Mark sheet/Degree. He may apply to the University along with a copy of the FIR for issuing him a duplicate Mark sheet/ Degree. He has to pay the requisite fee as prescribed by the University.

21. AWARD OF DEGREES

A student shall be awarded degree in programme he/she has registered himself/herself, undergone the course of studies, completed the project reports / dissertation specify in the curriculum of his/her programme within the stipulated time and scored the minimum credits prescribed in Appendix-I for award of the degree.

22. WITHDRAWAL OF DEGREE

A degree awarded by the University may be withdrawn if it is found at the later stage that the candidate has submitted any forged document or ineligible at the time of admission to the course.

23. SCHOLARSHIPS, AWARDS AND MEDALS

Students excelling in academics, co-curricular and extracurricular activities are felicitated through various awards and scholarships instituted by the University.

A candidate with highest CGPA would be declared Topper. In case of tie of CGPA, the student senior in age will be the topper. Gold, Silver and Bronze medal will be awarded on the basis of securing first three highest CGPA in the course concerned.

24. JURISDICTION: All disputes are subject to the jurisdiction at Jhajjar.

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Note: *Approved by AC vide Resolution No. 1.2 dated 04-05-2015 & BOM vide Resolution No.1.8 dated 11-05-2015.*

APPENDIX-I**NORMAL AND MAXIMUM DURATION & CREDITS FOR ALL THE PROGRAMES OFFERED BY THE UNIVERSITY TEACHING DEPARTMENTS**

Programmes	Normal Duration (In Years)	Maximum Duration (In Years)	Passing Criteria
Diploma in Engineering	Three	Five	40% in Individual Paper
Bachelor of Technology (B.Tech.)	Four	Six	40% in Individual Paper
Bachelor of Technology (B.Tech.) III Semester - Lateral Entry	Three	Five	40% in Individual Paper
Master of Technology (M.Tech.)	Two	Four	40% in Individual Paper and 50% in Semester Aggregate.
Bachelor of Computer Applications (BCA)	Three	Five	40% in Individual Paper
BCA-MCA (Integrated)	Five	Seven	40% in Individual Paper
Master of Computer Applications (MCA)	Three	Five	40% in Individual Paper
Master of Computer Applications (MCA) III Semester-Lateral Entry	Two	Four	40% in Individual Paper
Bachelor of Administration (BBA)	Three	Five	40% in Individual Paper
Bachelor of Commerce (B.Com)	Three	Five	40% in Individual Paper
Master of Business Administration (MBA)	Two	Four	40% in Individual Paper
Master of Commerce (M.Com.)	Two	Four	40% in Individual Paper
Bachelor of Architecture (B.Arch.)	Five	Seven	45% in Internal, External Separately and 50% in Semester Aggregate
Bachelor of Law (BA LL.B.)	Five	Seven	40% in Individual Paper and 45% in Semester Aggregate.
Master of Laws (LL.M.)	One	Three	45% in Individual Paper

			and 50% in Semester Aggregate.
BA (JMC)	Three	Five	40% in Individual Paper
B.Ed.	Two	Four	50% in Individual Paper
BA.B.Ed./B.Sc.B.Ed.	Four	Six	40% in Individual Paper
M.Ed.	Two	Four	40% in Individual Paper
Bachelor of Arts (BA)	Three	Five	40% in Individual Paper
Bachelor of Science (B.Sc.)	Three	Five	40% in Individual Paper