

Faculty of Engineering and Technology

M.J.P. Rohilkhand University, Bareilly

Ordinances Governing



Three Years Diploma in Engineering
2024

Contents

- I Admission
- II Eligibility to admission
- III Curriculum
- IV Scheme of Courses of Study
- V Registration
- VI Examination
- VII Attendance
- VIII Extracurricular activities
- IX Branch/Course Change.
- X Number of Seats
- XI Course Duration
- XII Regular Students and Back Paper
- XIII Academic Fees
- XIV Reservation
- XV Declaration of results and Promotions:
- XVI Back Paper Examination
- XVII Result
- XVIII Scrutiny and Re-evaluation
- XIX Issue of Diploma/Mark sheets
- XX Grade Cards
- XXI Course Coordinators and Examiners
- XXII Payment and Refund of Examination fees
- XXIII Admit Card
- XXIV Scale of Academic and Other fees
- XXV Interpretation

MJP Rohilkhand University, Bareilly (Admission, conduct of Examinations and conferment of Diplomas) Regulation 2024

Ordinance for Diploma Courses

- (a) “Academic Year” means the period commencing on the first day of July in a year and ending with the 30th day of June next following;
- (b) “Regulation” means the MJP Rohilkhand University, Bareilly (Admission, conduct of Examinations and conferment of Diplomas) Regulation 2024;
- (c) “Head of the Institution” means the Vice Chancellor of University.
- (d) “Committee” means the committee constituted by the Head of the Institution for the purposes of these regulations;
- (e) “Convener” means the person appointed to convene the meetings;
- (f) “Guardian” means the guardian mentioned in an application form for admission of any candidate;
- (g) “Dean” means the academic head of a Faculty;
- (h) “Regular course of study” means a course of study determined from time to time by the University;
- (i) “Session” means the period for which an institution is open for teaching during the academic year;
- (j) “Sessional marks” means the marks allotted for sessional work/examination relating to any examination for the class or course;
- (k) “Qualifying subject” means subjects of lateral entry system defined by Government order regarding lateral entry, and marks of which are not included in total but are compulsory to pass. Similarly the Environmental Education and Disaster Management subject, which is compulsory to pass and its marks are not included in total marks.
- (l) "Lateral Entry" means direct admission in IIIrd Semester

I Admission

- (a) Admission to the First semester classes of the courses specified, will be held as per the merit attained in Entrance Examination conducted by Council of Joint Entrance Examination, UP/University Examination/10th marks basis as decided by University from time to time.
- (b) Admission to the First-year classes for the courses under semester basis other than specified in above shall also be completed by the date as prescribed by the University from time to time.
- (c) The minimum eligibility for admission to 03 years Diploma shall be High School.
- (d) Direct admission to the third semester under the lateral entry scheme shall be made as per Government orders/University rules issued from time to time.
 - (i) Admission of ITI Science holders –
ITI science certificates holders are eligible to lateral entry program of Diploma in Engineering Programs.
- (e) All the candidates seeking admission to the first semester/third semester, as the case may be, of all courses run by University shall have minimum qualification prescribed by The State Government/regulatory body from time to time. The proof of minimum eligible

educational qualifications required for any of the courses have to be submitted to the Dean of Faculty/Head of the Department for seeking the admission by a candidate.

- (f) Provided that the result of qualifying examination of the candidate should have been declared by the concerned Board/University on or before the date of counseling, for admission in particular course, conducted by Joint Entrance Examination Council Uttar Pradesh/University/10th Merit.
- (g) Admission to first semester of all courses shall be made strictly on the basis prescribed under rule and shall be subject to the provisions made by the State/Central Government in respect of reservations for different categories from time to time.

II Eligibility to admission

- (a) Minimum standards of physical fitness, age and other requirements shall be as prescribed from time to time.
- (b) The eligibility criteria for direct admission on seats remaining vacant in first year after entrance examination Counseling shall be such as may be notified from time to time.
- (c) The Academic Council shall have power to amend or repeal the eligibility criteria laid down as per the guidelines of All India Council for Technical Education (A.I.C.T.E.).
- (d) For all the Diploma and Certificate courses the age of the candidate should not be less than 14 years on the first day of that an academic year and there is no upper age limit.
- (e) Candidate must be physically fit to undergo the prescribed course of study. For the same candidate has to submit the medical certificate.

III Curriculum

The three-year curriculum has been divided into 6 semesters and shall include lectures, tutorials, laboratory examination, seminars and projects apart from this industrial training and educational tours etc. as decided in scheme and necessary instructions issued from time to time. Curriculum shall also include curricular, co-curricular and extra-curricular activities as may be prescribed from time to time. For ITI entry Part-II onwards curriculum will be implemented.

The (03) three years duration comprising Six semesters as given below and for diploma course duration will be of three years or six semesters.

Part-I	Comprising First and Second Semester
Part-II	Comprising Third and Fourth Semester
Part-III	Comprising Fifth and Sixth Semester

IV Scheme of Courses of Study

The subjects, distribution of credits and numbers of lectures for various semesters of each part

of study and examination shall be as per the syllabi of the appropriate program subject to changes by recommendations of respective Board of studies/Faculty Board.

Ordinarily, the academic session shall end by early May of the following year. It shall be divided into two semesters, the odd semester (From July to November/December) and., Even Semester (from January to April/May). Each of the two semesters shall ordinarily consist of about seventeen weeks which shall include the mid semester and end semester examinations.

(a) Academic Calendar and Training

- (i) Semesters shall be as per the academic calendar provided by the University.
- (ii) The Head of the Institution/Dean, if required may complete the necessary weeks of training by keeping the institution open on day of holiday/ vacation in order to complete the training.
- (iii) Training would be part of Curriculum as prescribed by Board of Studies (BoS).

V Registration

- (a) Student eligible for admission in Part-II to Part-III of the programs must get registered in the first week of August, or as notified by Academic In-charge, in the Department by completing the necessary formalities as notified by the Institute.
- (b) Notwithstanding the rules for promotion student shall not be permitted to register himself/herself in an even semester unless he/she was a registered student of the previous odd semester and had pursued the program of that semester as a regular student.
- (c) In each semester a last date shall be fixed and notified in the beginning of the semester, after which admission/re- admission/promotion/registration shall not be ordinarily made.
- (d) A student, who has been registered in an odd semester of any part, shall pursue in that semester the regular lecture, tutorials, sessional marks, Laboratory examination etc. as mentioned. And after satisfying the condition of attendance the student will be allowed to appear in the end semester examination. He/she can appear in the mid semester test and after satisfying such other conditions laid down in these Ordinances, he/she shall be eligible to appear in- Test/Examination on such dates as may be fixed by the University/Institute/Department.
- (e) In case of re-admission a student must be a registered in the program.

VI Examination

National Education Policy-2020 emphasizes on overall growth and development of a student in a holistic manner taking into account the multidisciplinary approach, academic flexibility and constant and consistent evaluation coupled with the implementation of Choice Based Credit System (CBCS). The Examination for the Subject would be as follows:

- (a) Each theory and practical subject shall comprise of 100 marks. Out of total 100 marks,

40 marks shall be awarded based on sessional and rest 60 marks shall be awarded based on end semester examination which shall be conducted at the end of each semester.

- i. Sessional (Theory/Practical) : 40 Marks
 - ii. End Semester Examination (Theory/Practical) : 60 Marks
- Total : 100 Marks**

- (b) The End semester examination for each theory subject shall be of 2 hrs. duration.
- (c) For passing a Semester/Part, it would be necessary for candidate/candidates to appear in End Semester examination which shall be conducted at the end of each semester.
- (d) A total of 35 marks (including Sessional and End semester examination marks) in each theory and practical subjects/papers shall be required to pass a subject/paper in each Semester/Part.
- (e) Sessional: 40 Marks
The sessional shall be awarded based on following criterion.

(f) Theory:

- I Mid Semester test : 15 Marks (Based on 30-35% syllabus) (1 hr. duration)
- II Mid Semester test : 15 Marks (Based on next 30-35% syllabus) (1 hr. duration)
- Quizzes/Assignments : 5 Marks
- Attendance : 5 marks
- Total : 40 Marks**

- Note:** 1. If any student is absent in Ist or IInd Mid semester test because of medical or any other reason, a Makeup Test shall be conducted subject to furnishing an application by the student and same is allowed by the concerned Head.
2. If students fail to appear in Mid Semester/Make-up test his /her marks would be awarded on remaining weightage of Attendance/Quizzes/Assignments.

(g) Practical Subjects:

- Sessional:
- Lab performance/ Demonstration : 15 Marks
- Lab Record : 10 Marks
- Viva : 10 Marks
- Attendance : 05 Marks
- Total : 40 Marks**

Percentage of attendance		Award of Marks (Recommended)
(i)	50-59	1
(ii)	60-69	2
(iii)	70-79	3
(iv)	80-89	4
(v)	90-100	5

(h) Marks distribution in End Semester Lab Examination:

- Execution of lab work/Performance/ Demonstration : 30 Marks
- Writeup/Theory work : 20 Marks

Viva	: 10 Marks
Total	: 60 Marks

(i) Sessional Marks

- (i) Sessional marks shall be awarded in the individual subject. Theory or practical or project and communicate to the University out of the total marks allotted to such subjects. Theory or practical:
- (ii) Provided further that sessional marks are being awarded on the basis of actual class work and attendance as a pre- requisite of curriculum of courses of that class in order to appear in an examination, as such candidate, without undergoing the term work and having obtained pass in individual subjects of that class towards sessional, shall not be awarded any Diploma Certificate.
- (iii) Sessional marks shall be added to the marks obtained in End Semester Examination conducted by the University and considered for division.

(k) Unfair Means

If a candidate is found using unfair means in the examination the invigilator shall report such matter to the Superintendent of the Centre. The case may be treated as per University rules and regulations thereof.

VII Attendance

- (a) No candidate shall be permitted for the Semester Examination unless he has put in at least 75 per cent attendance.
- (b) Provided that the Head/Dean, on being satisfied that the candidates remained absent due to illness or could not attend the classes for reasons completely beyond his control, may condone the shortage in attendance up to five per cent.
- (c) Beyond 5 percent shortage, the examination committee decision would be final and binding to the candidate.

VIII Extracurricular activities

Every student studying in an affiliated institution shall be required to opt minimum one of the four extracurricular activities i.e. N.S.S/Physical Training/Games/Model Making. Marks shall be allotted for extracurricular activities and discipline separately as per the curriculum.

IX Branch/Course Change.

Neither change of course nor change of institution is allowed after taking admission.

X Number of Seats

- (a) The number of seats in each class/semester and course in a department shall be fixed by the University/State Government/Regulatory body.
- (b) In case of First or second or third or fourth or fifth or sixth semester no increase in sanctioned seats shall be permitted
Provided that all the repeaters are eligible for readmission under these regulations and the student promoted from the lower class shall be offered a seat even though it may exceed the

number of sanctioned seats.

- (c) Provided further that the number of seats for direct admission in third semester under the lateral entry scheme shall be as per the Govt. Orders from time to time and these seats shall be treated as supernumerary seats.

XI Course Duration

- (a) The duration for the completion of each course shall be two times of the number of years prescribed for the course. Each year shall have two semesters.
- (b) If any student does not appear continuously in four semesters examination or fails to do so on account of being not permitted to appear in examination, due to any reason, he/she shall not be permitted to complete the course.

The maximum time limit to complete the course shall be in accordance with the time limit mentioned in the table given below:

S. No.	The duration of the course	Time limit to complete the course
1	Two year courses (Four Semesters) (For Lateral Entry Students)	Four academic years (eight semesters)
2	Three year courses (Six Semesters)	Six academic years (twelve semesters)

XII Regular Students and Back Paper

Every student must apply as a regular student.

However, if a student has failed some subjects (called "back papers") or only needs to pass certain subjects to qualify, they will still be allowed to take the exam.

The student will be given two extra years beyond the normal time allowed for completing the diploma to clear these failed or qualifying subjects.

XIII Academic Fees

Examination and other fee from candidate should be charged as per University Order issued from time to time.

Academic fees have to be paid at the time of Registration/start of academic year

XIV Reservation

Seats for candidates belonging to Schedule Caste and other reserved category shall be reserved as per government orders issued from time to time. If the required number of students be not available in the categories as reserved by Government against their respective quota, the reserved seats thus falling vacant after subsequent counselling will be treated as unreserved and filled upon merit from the waiting list after seeking a written permission from Head of the Institution.

XV Declaration of results and Promotions:

The academic performance of students shall be evaluated on the basis of:

- Grades obtained in each subject
- Semester Grade point average (SGPA)
- Year Grade point average (YGPA)
- Diploma Grade point average (DGPA)

(a) Promotions

Promotion to higher semester shall be made on the following conditions: -

- (i) Promotion to I/III/V semester of a course under the semester of a course shall be made provisionally, without waiting for results. The admission/promotion shall be ratified only after the declaration of results of the concerned previous class.
- (ii) Provided that a candidate shall not have a claim to the provisional admission, if he/she fails and does not satisfy the relevant regulation for promotional to next higher semester.
- (iii) The students of all semesters promoted and admitted to next higher semester after completion of examination conducted. Attendance for next higher semester shall be counted, irrespective of declaration of result of previous semester from the date of start of their semester, the schedule of which is approved by the University.
- (iv) After every odd semester examination, the student without waiting for the declaration of the result of the examination shall automatically be eligible for admission to the next semester.
- (v) After every even semester examination, admission to the next odd semester of higher class will be granted only when the student does not fail in more than four subjects (theory and practical both) of all the previous semesters as well as current semester.
 - Provided that a student, fails in more than four subjects (including written and practical examination) shall be eligible to admission in the odd semester in the class of the same year and is treated as year back student.
 - Provided further that the student fails in any subjects (Four or less) shall be promoted to next year however he may be permitted to appear in the End Semester examination of failed subjects as declared by the university. University must ensure there is no clashes in End Semester Schedule for candidate appearing in Back Paper End Semester Examination.

(b) Passing Annual Examination

- (i) Candidate for the First Year Annual Examination of Diploma Course shall be required to have fulfilled the minimum educational qualification prescribed there for under these regulations and to have attended the classes as per curriculum of not less than one session.
- (ii) Candidate for the second Year Annual Examination of Diploma Course shall be required to have passed the First Year Annual Examination conducted by the University and have attended the classes as per curriculum of not less than one session thereafter.
- (iii) Candidate for the final Examination of Diploma Course shall be required to have passed the First and Second Year Annual Examination, as the case may be conducted by the University and have attended the classes as per curriculum of not less than one session thereafter.

(c) Passing a Semester:

After the end of each End Semester Examination a student shall be awarded a grade in each

subject of the semester courses according to performance.

Semester Grade Point Average (SGPA) which shall be calculated as follows:

$$SGPA = \frac{\text{Sum of (Credits X Grade Points) for all the Subject of the semester}}{\text{Sum of (Credits) for all the Subjects of the semester}}$$

(d) Passing a Part:

At the end of each part, a student shall be awarded a Year Grade Point Average (YGPA) which shall be calculated as follows:

Year Grade Point Average (YGPA) which shall be calculated as follows:

$$YGPA = \frac{\text{Sum of (credits X grade point) for all Subjects of odd and even semester of the part}}{\text{Sum of (credits for all the subjects of odd and even semester of the part)}}$$

A student shall be considered to have passed the Semester if he/she has obtained pass Grade in each subject of the Semester Program. To pass a paper the sum of the sessional marks and end semester marks scored should be 35% or more of the total marks.

(e) Minimum YGPA for required for passing a part

First Year Diploma : 4.5 YGPA
Second Year Diploma: 5.0 YGPA
Third Year Diploma : 5.0 YGPA

A student shall be declared to have FAILED in the semester program if he/she fails to fulfill the above condition.

A successful candidate in the final Diploma, Examination who obtains at least;

- (i) Sixty Five per cent of the total marks in the aggregate shall be placed in the First Division
- (ii) Forty-five per cent of the total marks but not less than 65 per cent of the total marks in the aggregate shall be placed in the second Division.
- (iii) A successful candidate of the Final Diploma Examination shall be awarded division on the basis on his aggregate obtained at the proceeding Annual Examination.
- (iv) A candidate getting 80 per cent of above in the aggregate shall be awarded “Honours”.

(f) Passing the Diploma Program:

Weightages is being given for each year marks for calculating the total aggregate

The final result shall be computed on following prescribed proportional weightage of all the semesters:

(i) Three Years Diploma courses (I to VI Semester)

- I Year (I & II Semester) - 20%
- II Year (III & IV Semester) - 40%
- III Year (V & VI Semester) - 40%

(ii) Lateral Entry courses (III to VI Semester): (Direct II Year Admission)

- II Year (III & IV Semester) - 40%
- III Year (V & VI Semester) - 60%

At the end of Part-III of the program a student who has PASSED Part-1, Part-II and Part-III of Diploma program, shall be awarded a Diploma Grade Point Average (DGPA) which shall be calculated as follows.

$$\text{DGPA} = 0.2Y_1 + 0.4Y_2 + 0.4Y_3$$

(For three-year course)

$$\text{DGPA} = 0.4Y_2 + 0.6Y_3$$

(For lateral entry course)

Where Y1, Y2 and Y3 are the YGPAs of Part-I, Part-II and Part-III respectively.

Also, Empirical formula for conversion of YGPA/DGPA into equivalent percentage shall be $X = Y \times 10$ where X is equivalent percentage and Y is YGPA/DGPA.

The failed student shall have an option to repeat Part-III, provided he/she has not exceeded the maximum period as mentioned in clause.

(g) Letter Grades and Grade points:

The progress of a student in each semester shall be continuously evaluated and at the conclusion of the semester the student shall be awarded a Letter Grade (A+, A, B+, B, C+, C, D) in each of the subjects, he/she has studied during the semester. The Grade awarded to the students shall depend on his/her performance in Sessional marks as well as End Semester Examination.

There shall be seven Letter Grades, the first four (A+, A, B+, B, C+, C, D) are Pass Grades and the last (F) Fail Grade. The following table gives the correlation between the Letter Grades, the Grade points assigned to them, the ranges of marks percentages to decide them and also description of their merits.

Grade	Grade Point	Percentage Marks
A+	10	91-100
A	9	81-90
B+	8	71-80
B	7	61-70
C+	6	51-60
C	5	41-50

D	4	35-40
F,I	2	34 and below

(h) Incomplete (I)-Grade

If a student fails to appear in one or more subjects (to the maximum of four subjects in a year) in the End Semester Examinations for medical reasons OR any other genuine reasons, he/she shall be awarded a letter symbol 'I' indicating that his/her result in such subjects is incomplete. In case of Medical, the student has to submit a medical certificate from C.M.O. The certificate from a private doctor will not be entertained.

The symbol 'I' shall be deemed to have the same Grade points as the 'F' Grade. However, the student shall have an opportunity to appear in the next examination to get it converted to a regular Grade.

(i) Classification of Results:

On the basis of the DGPA, the result of each student shall be declared as follows:

DGPA	RESULT
(a). 8.00 and above, provided he/she has Passed all the Parts in a single attempt	Passed in First Class with Honours
(b). 6.5 and above, but excluding (a)	Passed in First Class
(c). 5.00 and above, but less than 6.5	Passed in Second Class
(d). Below 5.00	Failed

(j) Grace Marks (05 marks)

- (i) Grace marks may be awarded to a candidate subject to the condition hereinafter appearing, provided by awarding such grace marks he/she is able to pass the examination.
- (ii) No grace marks in more than two subjects shall be awarded.
- (iii) Maximum grace marks in an aggregate shall be 05 marks per academic year in not more than two subjects.
- (iv) Grace marks so awarded shall be meant to condone the deficiency in the respective marks and not for altering the marks actually gained or the aggregate thereof, as such these shall not be added towards calculating the division/honours.
- (v) That the order of merit of a candidate shall not be affected by the award of such grace marks.

XVI Back Paper Examination

The candidate of diploma course shall be allowed to keep term with back paper provided

that he/she fails in not more than **four subjects of theory and/or practical including all the subjects of previous semester as well as current semester**

(a) Back Paper- May be in such case he/she shall have to obtain the minimum passing marks prescribed for the respective theory/practical examination;

- (i) He/She shall not be required to appear again in the back papers in which he obtains the minimum passing marks prescribed for the respective theory/practical. Even if he fails at the ensuing semester examination of the next higher semester.
- (ii) Candidate who pass their final semester Examination after clearing “back papers” shall be awarded the division on the basis of the aggregate of the original final semester Examination at which they appeared and were declared eligible for “Back Papers”.
- (iii) The back Paper shall be considered as one subject for the provision of this regulation i.e. the number of subjects including the back papers of the proceeding lower semester and the entire theory papers and practical’s of the next higher semester shall not exceed more than four papers

(b) Special Back Paper Examination

- (i) There will be special back paper examinations just after the declaration of the 6th semester result. Students appearing for special back paper examination can opt to appear in failed subjects of any Part -I, II along with III
- (ii) Part-III students if failed (Year Back) will not be allowed to appear in Special Back Paper Examination.
- (iii) Examination fees for Special Back Examination: Special Back paper examination fees per paper would be Rs 3000.00 (Three thousand only) or as notified by the university.

(c) Readmission

In case of year back, he/she can take Readmission by paying approved tuition fees in same year/part after the recommendation of concerned Head of Department (HoD).

- (i) He/she can choose to pass all the subjects of academic year.
- (ii) He/she can opt to pass the subjects in which he/she has failed. He/she can choose some other subjects to improve his/her grades.
- (iii) In both the above cases he/she can opt to retain sessional marks of previous year. He can attend classes of the subjects for which he has registered and opt for new sessional marks in these subjects, Subject to availability of teachers.
- (iv) However, in no case, he/she will have the option of combination of old and new sessional marks of the registered subjects. Undertaking to this effect of his/her choice/option will have to be submitted at the time of registration.
- (v) In case of registered subjects, He/She have to appear in sessional as well

as in End semester Examination.

XVII Result

- (a) The result of the Examination shall be announced by the University. A copy of the result sheet concerning Departments shall be sent to the Dean/Heads of the institutions for their record and to issue detailed mark sheet to the candidate, **highlighting Three-year Diploma.**
- (b) Examination Committee would be final authority for examination, in case of any error (except these covered under malpractices, fraud or improper conduct) such ones shall be placed before Examination Committee.

XVIII Scrutiny and Re-evaluation

Scrutiny and re-evaluation would be as per the University norms and rules.

XIX Issue of Diploma/Mark sheets

- (a) Diploma on the form prescribed by the University bearings the signatures (facsimile stamp) of the concerned authority, who hold the office on the date of declaration of result, shall be issued to a candidate who has been declared to have passed the Final Examination.
- (b) Marks sheet showing marks obtained in the individual subject, theory or practical shall be supplied to a candidate as per the University norms effective from time to time.
- (c) Duplicate Diploma issued as per the University norms effective from time to time.

XX Grade Cards:

At the end of each semester examination a Grade Card shall be issued to every student which shall contain the following information.

The letter Grades obtained in each subject.

SGPA, YGPA, DGPA

In addition, the Grade Card of the Final Semester of Part-III shall show the YGPAs of all the lower Parts of the program. The grade card will also indicate the number of attempts taken to pass and grace marks, if any.

Each Grade Card shall also contain the following information. Table giving the correspondence between Grades, Grade Points and their relative merits. The Grade of Final Semester of Part-III shall also contain the formula for DGPA; i.e.

$DGPA = 0.2Y_1 + 0.4Y_2 + 0.4Y_3$ (For three-year course)

$DGPA = 0.4Y_2 + 0.6Y_3$ (For lateral entry course)

Where Y_1 , Y_2 and Y_3 are the YGPAs of Part-I, Part-II and Part-III respectively, and the classification of result on the basis of DGPA.

Empirical formula for converting YGPA/DGPA into equivalent percentage is $X = Y \times 10$

Where X is equivalent percentage and Y is YGPA/DGPA.

A failed student who appears in the examination(s) in accordance with Clause XVII. Shall be issued one or more Grade Cards superseding the previous Grade Cards. This/These Grade Card shall indicate Grade(s) obtained by the student in such subject(s). which he/she opted to appear in together with the Grade(s) obtained by student in other subject(s) in the previous examination. The Grade Card(s) shall also indicate the latest SGPA/YGPA/DGPA.

As the case may be and the result of the student shall be declared on the basis of these latest Grades and the SGPA/YGPA/DGPA.

A candidate who has passed the Diploma course shall be ranked on the basis of his/her DGPA, only if he/she has passed in all items of the Part-1, Part-II and Part-III Respective regular semester examinations at the first appearance fulfilling the minimum requirement of YGPA.

XXI COURSE COORDINATORS AND EXAMINERS.

- (a) For every theory and every practical subject there shall be a coordinator, who shall be responsible for conduct of regular classes, examinations and evaluation of student performance in the course.
- (b) An examiner from other Institution/Department shall be associated in the practical examination work.
- (c) If a course is being taught by more than one teacher, the course coordinator shall be responsible to coordinate the complete 'examination work including the normalization of the result.
- (d) A maximum of 50% of the theory papers should be set by internal paper setters (teachers). In case of non- availability of external paper this condition may be relaxed.

XXII PAYMENT AND REFUND OF EXAMINATION FEES.

- a. A candidate who fails to pass or who is unable to present himself/for any examination on any account shall not be entitled to a refund or adjustment of the fee to next ensuing examination. The examination fees to be charged per semester will be announced from time to time.
- b. On receipt of the fee prescribed for the examination the Registrar/his nominee shall examine the application which, if found to be in order, shall be registered in the register of candidates for such examination. The Registrar/his nominee shall then issue admission card to the candidate, entitling him/her to sit for the said examination.

XXIII ADMIT CARD

- (a) A candidate shall not be admitted into examination room unless he/she produces his/her admit card to the Officer conducting the examination or satisfies such Officer that it will be subsequently produced.
- (b) The Registrar/his nominee may, if satisfied that an admit card has been lost or destroyed

on cogent reasons, issues a duplicate admit card on payment of a prescribed fee.

XXIV SCALE OF ACADEMIC AND OTHER FEES

- (a) The academic fees shall be charged to students as per their seat category, which may be modified from time to time by the order of the Executive Council. Students of first category, who are admitted under the quota of normal seats, have to pay an annual fee as prescribed per academic year in a single instalment at the beginning of the session. However, the student who does not hold domicile certificate of U.P. shall be charged an additional development fee, if required per annum.

The students of the Second category, who are admitted as NRI candidate, have to pay in a single instalment \$ 3000 or equivalent at the time of admission for all the three academic years of Diploma program. Each student admitted in Part-I shall be required to pay prescribed as caution money (irrespective category, which shall be refunded after completion of course and No dues clearance. however, in special cases, Vice-Chancellor on his own discretion may allow the payment of fee for students under NRI category in part instalments within one year of admission failing which the admission is likely to be cancelled.

SAARC countries will not be counted as NRI category in terms of fees.

- (b) With the deposition of academic fee a student is considered to be admitted to the program. Once a student is admitted, fee will not be refunded.
- (c) A student who is re-admitted in any Part of the Program has to pay normal fees or as applicable for the Part for which he/she is repeating the Program.

In addition to the academic fee prescribed, a student has to pay other fee such as Examination fees, Ordinance charges, Hostel, Society etc. as may be prescribed from time to time.

XXV Interpretation

If any question arises as to the interpretation of these Regulations, the same shall be decided by the Council. The Council shall have the power to issue clarification to remove any doubt which may arise in regard to implementation of these Regulations.