

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)
Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)



ALL ORDINANCES

For

**B.Tech, BHMCT, B.Pharm, BALLB, BBALLB, LLB, MHM, MBA(FT), MBA(PT),
MBA(Integrated), MCA, M.Tech., LLM, M.Pharm, Pharm.D.**

(For admission in 2022-23 and onwards)

**VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY, DEHRADUN**

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Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)

(Revised Ordinances as approved in 12th Meeting of Academic Council and 12th Meeting of Executive Council held on 2nd September, 2022 and 8th September, 2022 respectively)

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ORDINANCES

For

**Bachelor of Technology Programmes
(B.Tech.)**

(For admission in 2022-23 and onwards)

VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA

Ordinances
For
Bachelor of Technology Programmes
(B.Tech.)

(For admission in Academic Session 2022-23 and onwards)

1. Admission

- 1.1.** Admission to B.Tech. First year in 1st Semester and Lateral entry admission in B.Tech Second year in IIIrd Semester (for Lateral entry in 2nd year candidates only w.e.f. academic session 2023-24) will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun.
- 1.2.** Admission on migration of a candidate from any other University to this University is not permitted.

2. Eligibility for Admissions:

2.1. Admission to B.Tech. First Year:

As per AICTE norms approved by Academic Council of the University.

2.2. Admission to B.Tech. Second Year through Lateral Entry Scheme:

- (i)** Candidates who have passed 3 year / 4 year Diploma (as per AICTE norms) from institutions recognized by the Uttarakhand Board of Technical Education in any branch of Engineering/Technology except Agriculture Engineering are eligible for admission to Second year in any branch of Engineering/Technology except Agriculture Engineering.

- (ii) Candidates who have passed 3 year / 4 year diploma (as per AICTE norms) from institutions recognized by the Uttarakhand Board of Technical Education in Agriculture Engineering are only eligible for admission to Second year of Agriculture Engineering.
- (iii) Candidate who have passed B.Sc. (with Mathematics) with minimum of 60% marks are eligible to take admission to Second year in any branch of Engineering/Technology.

3. Direct Admission on Vacant Seats at Institution / College Level:

- 3.1 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 by the University.
- 3.2 The Academic Council of University shall have power to amend or repeal the eligibility criteria laid down.

4. B.Tech. Programmes:

There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually begins in December/January (December/January to May) is known as the Even Semester. Academic session may be scheduled in the winter/summer vacations as well.

These are divided into two distinct parts called Core Curriculum and Professional Curriculum. Each student is required to go through the Core Curriculum, irrespective of his/her chosen branch of specialization. It consists of compulsory courses in Physics, Chemistry, Mathematics, Computing, Electronics, Engineering Graphics, and Manufacturing Processes/Workshop Practice, besides a few elective courses from Engineering Science (as decided by the University) and Humanities and Social Sciences. The Professional Curriculum is meant for the chosen branch of specialization (major). It consists of a set of compulsory courses, electives and/or project work.

4.1 Curriculum Structure:

The University follows a specialized credit based semester system. Every Programme will have a specific curriculum for all semesters (Semester 1 to Semester 8) with a syllabi consisting of Theory, Practical, Project work, etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, tutorials, laboratory classes, seminar, industrial training/internship and practical training, projects, industrial/educational tour etc. as prescribed by university.

Undergraduate core courses includes subjects from:

- (i) Basic Sciences and Mathematics
- (ii) Basic Engineering
- (iii) Professional core courses
- (iv) Humanities including management
- (v) Seminar
- (vi) Project
- (vii) Internship/Industrial Training

Undergraduate Programme Electives includes subjects from:

- (i) Professional Electives
- (ii) Open Electives
- (iii) Audit/Non credit courses

The curriculum structure comprises of broad segments as tabulated below.

Knowledge Segments	Credits
Basic Sciences and Mathematics	26
Humanities including management	15
Basic Engineering	27
Professional core courses	62
Professional Electives	17
Open Electives	12
Seminar	1
Internship/Mini projects	3
Design project	2
Project	6
Total academic credits for B.Tech. degree (for 4 year programme)	171

4.1.1 Audit Courses:

The status and marks allotted for the audit courses are tabulated as below.

S. No	Audit course status	Marks obtained
1	Audit Pass (AP)	40% and above
2	Audit Fail (AF)	Below 40 %, candidate has to repeat the course

All students admitted to the first year of the B.Tech. programmes are required to take a diagnostic test in English. Based on their performance in this test, they may be advised to undertake certain additional non-credit course(s) in English Language and Composition. Further, for running B.Tech. in collaboration and twinning programme with Indian and Foreign University/Institutions in the field of Technical Education, Research and Training, the Academic Council of the University will be prescribing the norms in accordance with AICTE/UGC/State Government norms as applicable.

4.2 Curriculum:

- 4.2.1 The 4 year curriculum is divided into 8 semesters for 1st Semester admission and 3 year curriculum for admissions in 3rd Semester is divided into 6 semesters. It shall include lectures, tutorials, practicals, seminars, projects etc. in addition to industrial training/internship, educational tour etc. as defined in the scheme and instructions issued by the University from time to time.
- 4.2.2 The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

5. Duration of Course:

- 5.1 Total duration of the B.Tech. Course shall be 4 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE/UGC/University from time to time.
- 5.2 The maximum time allowed for a candidate admitted in 1st Semester / 3rd Semester (for Lateral entry in 2nd year) for completing the B.Tech. course shall be 7 (seven) / 5 (five) years respectively, failing which he/she shall not be allowed to continue for his/her B.Tech. degree.
- 5.3 The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration as per the provision of Clause 5.2.
- 5.4 The student can complete credit requirements prescribed for B.Tech. degree in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the Project in 8th semester will be held along with the end semester examination of the 8th semester i.e. end of 4th year.

6. Change of Branch:

- 6.1 Change of branch may be allowed against the vacant seats in the following two stages, provided criteria at following sub-clauses is satisfied:
- (i) In first year, after the last date of admission to the B.Tech. 1st Semester, on the basis of merit of entrance examination on vacant seat subject to clause 2.1.
 - (ii) In the second year, on the basis of merit (Marks/CGPA) at the B.Tech. first year examination for those who have completed the stipulated minimum credit requirements prescribed for B.Tech first year and pass in all subjects with grades other than “F” grade. Branch change in second year shall be made only against clear vacancy (due to

cancellation, withdrawal, vacant seats etc. of admission in first year) in a particular branch.

- (iii) The branch change is permissible from respective category on category-wise vacant seats.

6.2 After change of branch, number of students in branch(s) shall neither increase over the intake approved by AICTE/University nor it will decrease below 75% of intake approved by AICTE/University.

6.3 Change of branch facility is not applicable to following:

- (i) Candidates admitted in B.Tech. Agriculture Engineering course.
- (ii) Candidates admitted in Second year of B.Tech. course as per clause 2.2.

6.4 The change of branch will be effective only when it is approved by the University.

6.5 Further change of branch shall not be permitted

7. Change of College/Institute:

Within the Uttarakhand State the change of College/Institute shall not be permitted.

8. Attendance

8.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students.

8.2 A further relaxation of attendance upto 15% for a student can be given by Head of Institution / College provided that the he/she has been absent with prior permission of the Head of Institution / College for the reasons acceptable to him.

8.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause nos. 8.1 and 8.2 and such candidate(s) shall be treated as having failed and will be further governed by Clause nos. 5.1 and 5.2.

8.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

9. Examination:

- 9.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignment / tutorials, quizzes/viva-voce, projects, presentations, attendance, etc. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester by the subject teacher and forwarded to University through Head of Department/Head of Institution. The end semester examination shall comprise of written examination, practicals and viva-voce, inspection of certified course work in classes and laboratories, project work, design reports or by means of any combination of these methods.
- 9.2 The distribution of marks for sessional, end semester theory papers, practicals and other examinations, seminar, project, industrial training/internship and general proficiency shall be as prescribed.
- 9.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work. The grade will be awarded based on marks obtained as per Clause 15. The “F” grade denotes the failure in passing respective subjects and student has to make another attempt to pass the subject as per the provisions of this Ordinance.
- 9.4 The minimum pass marks in each subject having sessional marks component shall be 40% (including sessional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of sessional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.
- 9.5 There shall be no pass marks in General Proficiency (G.P.). However the remark corresponding to marks obtained in General Proficiency shall be reflected in the result as non-credit course.

10. Unfair means:

Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

11. Award of Sessional Marks:

Sessional Marks for theory subjects, practicals and projects shall be awarded as will be prescribed and at present the break-up of sessional marks shall be as follows:

(a)	<u>Theory Subjects:</u>	
(i)	Class Test (CT) which will comprise of two mid-term tests of equal weightage	60%
(ii)	Teacher Assessment: - Tutorial/Assignment/Quizzes - Attendance	20% 20%
(b)	<u>Practicals:</u>	
(i)	Two mid-term viva-voce/tests of equal weightage	50%
(ii)	Teacher Assessment of Lab Record	25%
(iii)	Attendance	25%

(c) Make-up test maybe held only for those students who could not appear in anyone of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/Head of Department in University was taken. Make up test shall ordinarily be held about two weeks before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time and it will be of three hours duration.

12. Award of General Proficiency Marks:

Distribution of marks for general proficiency General proficiency remarks will be based on the cumulative percentage of marks scored by student during each semester through various components as detailed below. Detailed distribution for award of marks in each component and/or their weightage may be as prescribed by the university from time to time.

S. No.	Assessment	Weightage of marks
1	Discipline/Behavior of students inside/outside of institute/university campus(To be awarded by Proctor / Head of Department as notified by Head of Institution)	40%
2	Games/Sports/Cultural/Literary events (To be awarded by respective officer incharge)	40%
3	Academic & research/Special lecture/Extra curricular events & industrial visits (To be awarded by concerned Head of Department)	20%

Sl. No	Marks secured	Remarks
1	80-100 %	Excellent
2	60-79 %	Very good
3	40-59 %	Good
4	20-39 %	Satisfactory
5	Less than 20 %	Average

13. Award of Seminar, Industrial Training/Internship/Mini Project, Educational Tour Grades at Institution/Head of Department in University campus level:

13.1 The marks of Seminar, Industrial Training/Internship/mini projects, Educational tour grades shall be awarded on the following basis:

(i) Write-up/Report/Project work **50%**

(ii) Presentation **50%**

13.2 The grades in Seminar, Industrial Training/Internship and Educational Tour shall be awarded by a committee consisting of following members:

(i) Head of Department or his/her nominee - Chairperson

(ii) Concerned Officer In-charge/designated Faculty member - Member

(iii) Senior Faculty Member of the Department nominated by the Head of Department – Member

14. Grace Marks:

A candidate may be awarded grace marks upto a maximum of total 10 marks, in maximum four subjects but not more than five marks in any subject including theory papers, practicals, project, seminar, industrial training/internship and/or aggregate marks in each academic year provided he/she can be declared to be promoted as per clause 19 by the award of these marks..

15. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

15.1 Award of Grades:

Students obtaining grades A (+) to P, shall be declared pass. Students failing in subject, will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like: -

(i) Three written tests: CT-1, CT-2 and End Semester Examination

(ii) Assignments Quizzes, homework, tutorials and regularity in attendance etc.

(iii) Practical (if part of the course).

- (iv) Practical, Design Project and Project shall be evaluated & graded as per guideline.

Structure of Grades and Grade Points:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O - Outstanding	10	90% and above
A ⁺ - Excellent	9	85% and above but less than 90%
A - Very Good	8	80% and above but less than 85%
B ⁺ - Good	7	70% and above but less than 80%
B - Above Average	6	60% and above but less than 70%
C - Average	5	50% and above but less than 60%
P - Pass	4	40% and above but less than 50%
F - Fail	0	Less than 40%

The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course

15.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

Where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses. Here the failed courses are also accounted.

The overall Grade of a student in the program of study upto the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

Where C_i = Credits of the registered subject
 G_i = Grade point awarded to the student in the registered subject
 n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
2 or 3 Hours Practical (P) per week	1 Credit

17. Earned Credits (EC):

18. Earning Credits through MOOC's

- (a) B.Tech students can avail a facility of earning up to a maximum of 20 credits of their degree requirements through MOOC's provided the maximum number of credits in an academic year are not more than 8.
- (b) MOOC courses eligible for this purpose are the courses offered by NPTEL/ SWAYAM only. 4 weeks course will enable students to earn 1 credit, 8 weeks course will enable to earn 2 credits, 12 weeks course will enable to earn 3 credits and 16 weeks course will enable to earn 4 credits.
- (c) MOOC courses can be taken in respective area only in lieu of Elective courses such as HSS Electives, Science Electives, Open electives, Departmental Electives. No core, lab or project courses can be dropped in lieu of MOOC.

(d) A student desirous of opting for a MOOC shall submit an application not later than one week prior to the scheduled normal date of semester registration to the concerned Head of the Department (HoD) giving the following details: Subject Title, Agency Offering MOOC, Examination system and Credits of the Subject. Timing and duration of course and its examination, centres of conducting of examination and facilities at the centre of the examination to be opted by the candidate.

(e) On receipt of the application by the HoDs, the HoDs shall constitute a committee of at least 3 members with himself as Chairman and two other members. This committee shall examine the proposal in detail regarding subject contents, examination system, suitability of the subject and equivalence of subject as per the University norms and give its recommendations for approval or non-approval including any special conditions to be imposed. The final approval of this will be granted by the University on explicit recommendation of Head of Institution.

(f) Fee and other charges, if any, payable to MOOC providing and certification agency shall be borne by concerned student at his/ her own level.

(g) The student shall submit the original certificate issued by MOOC to the concerned HoDs and the HoDs will verify the same. The original will be returned after verification and verification shall be certified by the HoDs on the photocopy which shall be kept in records. The HoDs will submit the recommendation report to the university authorities through Head of Institution. (i) An equivalent Grade corresponding to grade/ marks awarded by MOOC agency shall be determined by a committee consisted by the University. This equivalent Grade shall be shown in the mark sheet and accounted in the SGPA and CGPA calculations.

19. Promotion:

A student has to usually earn a minimum 10 number of credits in a semester to be eligible to register for the new subjects offered in the next semester. But in odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented as detailed in “Eligibility criteria for registering for higher semesters”. Student who do not meet this requirement detailed in Table 1 are not permitted to register for new subjects in the higher semesters. They have to either register for appearing in examination of the failed subjects in normal semesters in which they are offered subject(s) or use the Summer Semester facility subject to the limitations imposed by the ordinances.

Summer Semester facility will be offered to the students for completing failed subjects in summer vacations by studying and appearing in examinations. The Summer Semester facility will be offered to those who do not satisfy promotion requirements norm after the 2nd as well as the 4th semesters and 6th semester.

Table 1 Eligibility Criteria for Registering for Higher Semesters

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in Higher Semesters
First	23	23	Not insisted
Second	23	46	20
Third	23	69	Not insisted
Fourth	22	91	40
Fifth	22	113	Not insisted
Sixth	21	134	60
Seventh	19	153	Not insisted
Eighth	18	171	

Faculty advisors (Head of Department to designate 1 Faculty advisor for maximum 20 students) shall monitor advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semesters as in Table 1.

20. Carryover System:

20.1 A candidate who satisfies the requirements of clause 19 will be required to appear in those theory/practical/other subjects in which he/she failed i.e. secured “F” grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either enroll for summer semester by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester which will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.

20.2 The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

21. Ex-studentship:

21.1A candidate opting for ex-student ship shall be required to appear in all the theory & practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to Sessional, Industrial Training/Internship, Seminar and General Proficiency shall remain the same as those secured earlier.

21.2A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee as per schedule notified by the University.

22. Re-admission:

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

- 22.1 A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester(s) as applicable.
- 22.2 A candidate did not appear in a semester examination or he/she was not granted permission to appear in the examination.
- 22.3 A candidate has been detained by the institute and subsequently has been permitted to take re-admission.
- 22.4 A candidate as an ex-student passed the examination of the academic year or qualified for carry over system.
- 22.5 A candidate promoted with carry over subjects (i.e. those in which he/she secured "F" grade) and he/she opted for readmission.

23. Results:

- 23.1 The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in anyone of the final year semester examinations due to shortage of attendance, will be permitted in Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s) fulfilling the conditions of Clause 8.
- 23.2 A candidate will be eligible to get B.Tech. in respective Branch of study (i.e. major) after fulfilling the requirements of completing minimum 171 credits/125 credits for 1st semester admission/ 3rd semester admission respectively.
- 23.3 Along with B.Tech. in major (Branch of study), a candidate will be eligible to get Minor in chosen specialization from the list of subjects/subject groups prescribed by the University provided he/she completes the stipulated minimum 20 credits pertaining to it in addition to the prescribed minimum credits for B.Tech. as indicated in Clause 19.

24. Exit / B.Tech.-M.Tech. Dual degree options:

24.1 A candidate admitted in 1st semester will have an option to leave the B.Tech. programme after completing two years of study i.e. 1st year and 2nd year of B.Tech. by successfully completing the prescribed minimum credit requirements of 91 credits as detailed in Table 1 of the Clause 19. Such candidate will be eligible to get a Diploma certificate in the chosen branch of study.

24.2 The University may allow its B.Tech. students who successfully complete minimum 191 credits (i.e. 171 for major + 20 for minor) / minimum 145 credits (i.e. 125 for major + 20 for minor) during 4 years/3 years of study for 1st semester/3rd semester B.Tech. admissions respectively without any F or P grade at any stage to pursue M.Tech. degree as per the provisions laid down in Ordinance of M.Tech. programmes of the University by completing the prescribed additional credit requirements in one year subject to availability of seats. Thus, the total duration of B.Tech. + M. Tech. Dual Degree for such students will be 5/4 years for 1st Semester/3rd Semester admissions in B.Tech. respectively and entitle them for B.Tech. Degree and M.Tech. Degree certificates under B.Tech.-M.Tech. dual degree programme only after completion of the prescribed minimum duration subject to fulfillment of additional 52 credits of M.Tech..

Thus, B.Tech. students of VMSB Uttarakhand Technical University who complete minimum 191 credits (including minor) in B.Tech. may get admission in one year M.Tech i.e. under B.Tech.- M.Tech. dual degree programme as per the rules prescribed by Academic Council of VMSB Uttarakhand Technical University, Dehradun subject to availability of seats and fulfillment of laid down criteria. Such students who complete minimum 191 credits in B.Tech. and opt for B.Tech.-M.Tech. dual degree programme will not be eligible to get certificate of having completed Minor as the same credits will be considered for completing the minimum credit requirements of M.Tech. in one year duration.

25. Award of Rank and Medals:

25.1 On the basis of final year result, the top ten candidates in each branch of B.Tech. shall be awarded rank according to their merit provided they pass all the examinations in first attempt.

25.2 The topper of each B. Tech. programme will be awarded Vice Chancellor's Gold Medal in respective branch of the University subject to fulfilment of requirements in Clause 25.1.

25.3 The overall topper of B. Tech. programmes together will be awarded Chancellor's Gold Medal of the University subject to fulfillment of requirements in Clause 25.1.

26. Cancellation of Admission:

The admission of a student at any stage of study shall be cancelled if:

(i) He/She is not found qualified as per AICTE/State Government norms/ Guidelines or the eligibility criteria prescribed by the University.

or

(ii) He/She is found unable to complete the course within the stipulated time as prescribed in Clause 5.2.

or

(iii) He/She is found involved in creating indiscipline in the Institution/College or in the University.

or

(iv) The University can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The University may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

(v) The University reserves the authority to withdraw the degree conferred to a candidate on account of any discrepancy in the candidature observed at later stage.

27. General Rules:

27.1 Academic Calendar

The exact dates of all important events, such as registration/enrolment, induction, late registration/enrolment, commencement of classes, adding and dropping of courses, submission of documents, examinations, date of showing evaluated answer books, submission of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the University.

27.2 Registration/Enrolment

All students are required to register in each semester for the subjects to be pursued by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if any, for each subject to be registered. Also, the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

For students in the B.Tech. programmes, the course structure is flexible. Since the programmes follow a credit based system, the students are allowed to register as per their choice. A template for each programme has been recommended to help the students to select courses in each semester. The templates have been designed to ensure that if a student follows them, there will be no scheduling conflicts.

The sole responsibility for registration rests with the student and the institution of study concerned.

27.3 Registration/Enrolment Procedure

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:

Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part 2: payment of fees and clearance of outstanding dues (if any).

27.4 Late Registration/Enrolment

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds with recommendation of Director/Principal of college to the University, the University may allow and exempt him/her from payment of late registration fee.

27.5 Adding and Dropping of Courses

A student may add or drop course(s) till the last date(s) specified in the Academic Calendar with the permission of the College/University authorities. For this, he/she must fill the appropriate form, get the endorsement of the HOD and submit the form to the Head of Institution for approval of the University and also online in case of such options being made available by the University. A student may also drop course(s) up to the time of filling examination form whose exact date is specified in Academic Calendar with the following conditions.

- 1) Dropping of course(s) should not result in a net registration less than the specified minimum number of credits.
- 2) The request to drop course(s) must be endorsed by the HOD and Head of Institution for the approval of University in hard copy / online if such facility is made available by the University. The dropped subject will not be shown in the grade sheet and transcript of the student.

27.6 Academic Load

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum credit limit or 20 percent more credits than the normal load prescribed in the scheme of examination for respective semester. Thus a student must register for 18-26 credits in a semester.

27.7 Summer Semester Registration

Students register for these failed subjects at the beginning of the Summer Semester which will be of 30-40 contact hours for each subject on the advice of HOD by paying the extra fees as prescribed by the University. No student is allowed to register for more than 20 credits during the Summer Semester. Adding of subjects is not permitted in the Summer Semester. However, a student may drop a subject up to two weeks prior to the last day of classes.

27.8 Termination of Programme

If a student fails to report and register by the last date of registration without any bonafide reason, his/her programme may be terminated by University.

27.9 Showing the Answer Scripts:

The answer scripts of all examinations i.e. Class Tests will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examination Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

27.10 Course Committee and Class Committee:

The Course committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain good quality of Teaching-Learning-Evaluation processes.

27.10.1 Course Committee

There will be a separate 'Course Committee' for each of B.Tech. programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned.

Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

27.10.2 Class Committee

All branches of study will have class committees for every semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

- i) All faculty members teaching subjects in that semester.
- ii) Two student representatives of respective class nominated by the Head of the Department.

The Course Committee and Class Committees shall meet at least thrice in a semester i.e the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, and completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

- 28.** The Academic Council shall have the power to amend / relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.



ORDINANCE

For

BACHELOR OF PHARMACY

(B.PHARM.)

(For admission in 2022-23 and onwards)

VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA

Ordinances
For
Bachelor of Pharmacy Programme

(For admission in Academic Session 2022-23 and onwards)

CHAPTER-I: REGULATIONS

1. Short Title and Commencement

These regulations shall be called as “The Revised Regulations for the B. Pharm. Degree Program (CBCS) of the Pharmacy Council of India, New Delhi”. They shall come in to effect from the Academic Year 2022-2023. The regulations frame dare subject to modifications from time to time by Pharmacy Council of India and Veer Madho Singh Bhandari Uttarakhand Technical University.

2. Minimum qualification for admission

2.1 First year B.Pharm:

Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B /P.C.M.B.) as optional subjects individually. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

2.2. B. Pharm lateral entry (to third semester):

A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

3. Duration of the program

The course of study for B.Pharm shall extend over a period of eight semesters (four academic years) and six semesters (three academic years) for lateral entry students. The curriculum and syllabi for the program shall be prescribed from time to time by Pharmacy Council of India, New Delhi and updated by Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.

4. Medium of instruction and examinations

Medium of instruction and examination shall be in English.

5. Working days in each semester

Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from December/January to May/June in every calendar year.

6. Attendance and progress

A candidate is required to put in at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.

7. Program/Course credit structure

As per the philosophy of Credit Based Semester System, certain quantum of academic work viz. theory classes, tutorial hours, practical classes, etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly, the credit associated with any of the other academic, co/extra-curricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week.

7.1. Credit assignment

7.1.1. Theory and Laboratory courses

Courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and /or tutorial (T) hours, and Practical (P) courses consist of hours spent in the laboratory. Credits (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for practical (laboratory) hours. Thus, for example, a theory course having three lectures and one tutorial per week throughout the semester carries a credit of 4. Similarly, a practical having four laboratory hours per week throughout semester carries a credit of 2.

7.2. Minimum credit requirements

The minimum credit points required for award of a B. Pharm. degree is 208. These credits are divided into Theory courses, Tutorials, Practical, Practice School and Project over the duration of eight semesters. The credits are distributed semester-wise as shown in Table IX. Courses generally progress in sequences, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester-wise schedule of courses given in the syllabus.

The lateral entry students shall get 52 credit points transferred from their D.Pharm program. Such students shall take up additional remedial courses of 'Communication Skills' (Theory and Practical) and 'Computer Applications in Pharmacy' (Theory and Practical) equivalent to 3 and 4 credit points respectively, a total of 7 credit points to attain 59 credit points, the maximum of I and II

semesters.

8. Academic work

A regular record of attendance both in Theory and Practical shall be maintained by the teaching staff of respective courses.

9. Course of study

The course of study for B. Pharm shall include Semester Wise Theory & Practical as given in Table – I to VIII. The number of hours to be devoted to each theory, tutorial and practical course in any semester shall not be less than that shown in Table–I to VIII.

10. Program Committee

1. The B.Pharm. Program shall have a Program Committee constituted by the Head of the institution in consultation with all the Heads of the departments.
2. The composition of the Program Committee shall be as follows:

A senior teacher shall be the Chair person; One Teacher from each department handling B.Pharm courses; and four student representatives of the program (one from each academic year), nominated by the Head of the institution.

3. Duties of the Program Committee:
 - i. Periodic all year reviewing the progress of the classes.
 - ii. Discussing the problems concerning curriculum, syllabus and the conduct of classes.
 - iii. Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students at the beginning of respective semesters.
 - iv. Communicating its recommendation to the Head of the institution on academic matters.
 - v. The Program Committee shall meet at least thrice in a semester preferably at the end of each Sessional exam (Internal Assessment) and be for the end semester exam.

10. Examinations/ Assessments

The scheme for internal class assessment and end semester examinations is given in Table–

X.

11.1. End semester examinations

The End Semester Examinations for each theory and practical course through semesters I to VIII shall be conducted by the university except for the subjects with asterix symbol (*) in table I and II for which examinations shall be conducted by the subject experts at college level and the marks/grades shall be submitted to the university.

11.2. Internal assessment: Continuous mode

The mark allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Table-XI: Scheme for awarding internal assessment: Continuous mode

Theory		
Criteria	Maximum Marks	
Attendance(ReferTable–XII)	4	2
Academicactivities(Averageofany 3activitiese.g.quiz,assignment,openbooktest,fieldwork,group discussion and seminar)	3	1.5
Student–Teacherinteraction	3	1.5
Total	10	5
Practical		
Attendance(ReferTable–XII)	2	
BasedonPracticalRecords,Regularviva voce, etc.	3	
Total	5	

Table-XII: Guidelines for the allotment of marks for attendance

Percentageof Attendance	Theory	Practical
95– 100	4	2
90– 94	3	1.5
85– 89	2	1
80– 84	1	0.5
Less than 80	0	0

11.2.1. Sessional Exams

Two Sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s).The scheme of question paper for theory and practical Sessional examinations is given below. The average marks of two Sessional exams shall be computed for internal assessment as per the requirements given in tables–X.

Sessional exam shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly Sessional exam for practical shall be conducted for 40 marks and shall be computed or 10marks.

Question paper pattern for theory Sessional examinations for subjects having University examination

For subjects having Non University Examination

I.LongAnswers (Answer1outof2)	=	1x10=10
I. Multiple Choice Questions (MCQs)	=	10x1=10
OR		OR
Objective Type Questions (5x2)	=	05x2=10
(Answer all the questions)		
I.LongAnswers (Answer1outof2)	=	1x10=10
II.ShortAnswers (Answer2outof3)	=	2x5=10

Total	=	30marks
II.ShortAnswers(Answer4outof6)	=	4x5 =20

Total	=	30marks

Question paper pattern for practical sessional examinations

I.Synopsis	=	10
II.Experiments	=	25
III.Viva voce	=	05

Total	=	40marks

12. Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of B.Pharm. Program if he/she secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination and has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

13. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 12, then he/she shall re appear for the end semester examination of that course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

14. Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the internal assessment. The re-conduct of the Sessional exam shall be completed before the commencement of next end semester theory examinations.

15.Re-examination of end semester examinations

Re examination of end semester examination shall be conducted as per the schedule given in table XIII. The exact dates of examinations shall be notified from time to time.

Table-XIII:Tentative schedule of end semester examinations

Semester	For Regular Candidates	For Failed Candidates
I,III,V and VII	November/December	May/June
II,IV,V and VIII	May/June	November/December

Question paper pattern for end semester theory examinations

For 75 marks paper

I. Multiple Choice Questions (MCQs)	=	20 x 1	= 20
OR		OR	
Objective Type Questions (10 x 2)	=	10 x 2	= 20
(Answer all the questions)			
II. Long Answers (Answer 2 out of 3)	=	2 x 10	= 20
III. Short Answers (Answer 7 out of 9)	=	7 x 5	= 35

Total	=	75 marks	

For 50 marks paper

I. Long Answers (Answer 2 out of 3)	=	2 x 10	= 20
II. Short Answers (Answer 6 out of 8)	=	6 x 5	= 30
Total	=	50 marks	

For 35 marks paper

I. Long Answers (Answer 1 out of 2)	=	1 x 10	= 10
II. Short Answers (Answer 5 out of 7)	=	5 x 5	= 25
Total	=	35 marks	

Question paper pattern for end semester practical examinations

I. Synopsis	=	5	
II. Experiments	=	25	
III. Viva voce	=	5	

Total	=	35 marks	

16. Academic Progression:

No student shall be admitted to any examination unless he/she fulfills the norms given in

6. Academic progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.

A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in 26.

A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.

A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 26.

Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V/ VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are so applicable for those students who fail to register for examination(s) of any course in any semester.

17. Grading of performances

17.1. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table– XII.

Table – XII: Letter grades and grade points equivalent to Percentage of marks and performances

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 –100	O	10	Outstanding
80.00–89.99	A	9	Excellent
70.00 –79.99	B	8	Good
60.00 –69.99	C	7	Fair
50.00 –59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should re appear for the said evaluation/examination in due course.

18. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called ‘Semester Grade Point Average’ (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C₁, C₂, C₃, C₄ and C₅ and the student’s grade points in these courses are G₁, G₂, G₃, G₄ and G₅, respectively, and then students’ SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F grade awarded in that semester. For example if a learner has a F grade in course 4, the SGPA shall then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 \text{ * ZERO} + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

19. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the VIII semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all VIII semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4 + C_5S_5 + C_6S_6 + C_7S_7 + C_8S_8}{C_1 + C_2 + C_3 + C_4 + C_5 + C_6 + C_7 + C_8}$$

where C_1, C_2, C_3, \dots is the total number of credits for semester I, II, III, and S_1, S_2, S_3, \dots is the SGPA of semester I, II, III,

20. Declaration of class

The class shall be awarded on the basis of CGPA as follows: First

Class with Distinction	=CGPA of 7.50 and above
First Class	=CGPA of 6.00 to 7.49
Second Class	=CGPA of 5.00 to 5.99

21. Project work

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate to any one of the elective subjects opted by the student in semester VIII. The project shall be carried out in a group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students). The projects shall be evaluated as per the criteria given below.

Evaluation of Dissertation Book:

Objective(s) of the workdone	15Marks
Methodology adopted	20Marks
Results and Discussions	20Marks
Conclusions and Outcomes	20Marks

Total	75Marks
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Evaluation of Presentation:

Presentation of work	25Marks
Communication skills	20Marks
Question and answer skills	30Marks

Total	75Marks
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Explanation: The 75 marks assigned to the dissertation book shall be same for all the students in a group. However, the 75 marks assigned for presentation shall be awarded based on the performance of individual students in the given criteria.

22. Industrial training (Desirable)

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI and before the commencement of Semester – VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

23. Practice School

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed through out the semester. The student shall opt any one of the domains for practice school declared by the program committee from time to time.

At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the exams of semester VII, the report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at college level and grade point shall be awarded.

24. Award of Ranks

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the B.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the B. Pharm program in minimum prescribed number of years, (four years) for the award of Ranks.

25. Award of degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

26. Duration for completion of the program of study

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

27. Re-admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

No condonation is allowed for the candidate who has more than 2 years of breakup period and he/she has to rejoin the program by paying the required fees.

Table-I: Course of study for semester I

Coursecode	Nameofthecourse	No.of hours	Tutorial	Credit Points
BP101T	Human AnatomyandPhysiologyI–Theory	3	1	4
BP102T	PharmaceuticalAnalysisI–Theory	3	1	4
BP103T	PharmaceuticsI– Theory	3	1	4
BP104T	PharmaceuticalInorganicChemistry–Theory	3	1	4
BP105T	Communicationskills–Theory*	2	-	2
BP106RBT BP106RMT	RemedialBiology/ RemedialMathematics–Theory*	2	-	2
BP107P	HumanAnatomyandPhysiology–Practical	4	-	2
BP108P	PharmaceuticalAnalysisI–Practical	4	-	2
BP109P	PharmaceuticsI–Practical	4	-	2
BP110P	PharmaceuticalInorganicChemistry–Practical	4	-	2
BP111P	Communicationskills–Practical*	2	-	1
BP112RBP	Remedial Biology–Practical*	2	-	1
Total		32/34[§]/36[#]	4	27/29[§]/30[#]

[#]Applicable ONLY for the students who have studied Mathematics/Physics/Chemistry at HSC and appearing for Remedial Biology (RB) course.

[§]Applicable ONLY for the students who have studied Physics /Chemistry /Botany /Zoology at HSC and appearing for Remedial Mathematics (RM) course.

*Non University Examination (NUE)

Table-II: Course of study for semester II

Course Code	Name of the course	No.of hours	Tutorial	Credit Points
BP201T	Human Anatomy and Physiology II–Theory	3	1	4
BP202T	Pharmaceutical Organic Chemistry I–Theory	3	1	4
BP203T	Biochemistry–Theory	3	1	4
BP204T	Pathophysiology–Theory	3	1	4
BP205T	Computer Applications in Pharmacy–Theory*	3	-	3
BP206T	Environmental sciences–Theory*	3	-	3
BP207P	Human Anatomy and Physiology II–Practical	4	-	2
BP208P	Pharmaceutical Organic Chemistry I–Practical	4	-	2
BP209P	Biochemistry–Practical	4	-	2
BP210P	Computer Applications in Pharmacy–Practical*	2	-	1
Total		32	4	29

*Non University Examination (NUE)

Table-III: Course of study for semester III

Course Code	Name of the course	No.of hours	Tutorial	Credit Points
BP301T	Pharmaceutical Organic Chemistry II– Theory	3	1	4
BP302T	Physical Pharmaceutics I–Theory	3	1	4
BP303T	Pharmaceutical Microbiology–Theory	3	1	4
BP304T	Pharmaceutical Engineering–Theory	3	1	4
BP305P	Pharmaceutical Organic Chemistry II–Practical	4	-	2
BP306P	Physical Pharmaceutics I–Practical	4	-	2
BP307P	Pharmaceutical Microbiology–Practical	4	-	2
BP308P	Pharmaceutical Engineering–Practical	4	-	2
Total		28	4	24

Table-IV: Course of study for semester IV

Course Code	Name of the course	No.of hours	Tutorial	Credit Points
BP401T	Pharmaceutical Organic Chemistry III–Theory	3	1	4
BP402T	Medicinal Chemistry I–Theory	3	1	4
BP403T	Physical Pharmaceutics II–Theory	3	1	4
BP404T	Pharmacology I–Theory	3	1	4
BP405T	Pharmacognosy and Phytochemistry I–Theory	3	1	4
BP406P	Medicinal Chemistry I–Practical	4	-	2
BP407P	Physical Pharmaceutics II–Practical	4		2
BP408P	Pharmacology I–Practical	4	-	2
BP409P	Pharmacognosy and Phytochemistry I–Practical	4	-	2
Total		31	5	28

Table-V: Course of study for semester V

Course Code	Name of the course	No.of hours	Tutorial	Credit Points
BP501T	Medicinal Chemistry II–Theory	3	1	4
BP502T	Industrial Pharmacy I–Theory	3	1	4
BP503T	Pharmacology II–Theory	3	1	4
BP504T	Pharmacognosy and Phytochemistry II–Theory	3	1	4
BP505T	Pharmaceutical Jurisprudence– Theory	3	1	4
BP506P	Industrial Pharmacy I–Practical	4	-	2
BP507P	Pharmacology II–Practical	4	-	2
BP508P	Pharmacognosy and Phytochemistry II–Practical	4	-	2
Total		27	5	26

Table-VI: Course of study for semester VI

Course Code	Name of the course	No. of hours	Tutorial	Credit Points
BP601T	Medicinal Chemistry III – Theory	3	1	4
BP602T	Pharmacology III – Theory	3	1	4
BP603T	Herbal Drug Technology – Theory	3	1	4
BP604T	Biopharmaceutics and Pharmacokinetics – Theory	3	1	4
BP605T	Pharmaceutical Biotechnology – Theory	3	1	4
BP606T	Quality Assurance – Theory	3	1	4
BP607P	Medicinal Chemistry III – Practical	4	-	2
BP608P	Pharmacology III – Practical	4	-	2
BP609P	Herbal Drug Technology – Practical	4	-	2
Total		30	6	30

Table-VII: Course of study for semester VII

Course Code	Name of the course	No. of hours	Tutorial	Credit Points
BP701T	Instrumental Methods of Analysis – Theory	3	1	4
BP702T	Industrial Pharmacy II – Theory	3	1	4
BP703T	Pharmacy Practice – Theory	3	1	4
BP704T	Novel Drug Delivery System – Theory	3	1	4
BP705P	Instrumental Methods of Analysis – Practical	4	-	2
BP706PS	Practice School*	12	-	6
Total		28	5	24

*Non University Examination (NUE)

Table-VIII: Course of study for semester VIII

Course Code	Name of the course	No. of hours	Tutorial	Credit Points
BP801T	Biostatistics and Research Methodology	3	1	4
BP802T	Social and Preventive Pharmacy	3	1	4
BP803ET	Pharma Marketing Management	3+3=6	1+1=2	4+4=8
BP804ET	Pharmaceutical Regulatory Science			
BP805ET	Pharmacovigilance			
BP806ET	Quality Control and Standardization of Herbals			
BP807ET	Computer Aided Drug Design			
BP808ET	Cell and Molecular Biology			
BP809ET	Cosmetic Science			
BP810ET	Experimental Pharmacology			
BP811ET	Advanced Instrumentation Techniques			
BP812ET	Dietary Supplements and Nutraceuticals			
BP813PW	Project Work	12	-	6
Total		24	4	22

Table-IX: Semester wise credits distribution

Semester	Credit Points
I	27/29 ^s /30 [#]
II	29
III	26
IV	28
V	26
VI	26
VII	24
VIII	22
Extracurricular/Cocurricular activities	01*
Total credit points for the program	209/211^s/212[#]

* The credit points assigned for extra curricular and orco-curricular activities shall be given by the Principals of the colleges and the same shall be submitted to the University. The criteria to acquire this credit point shallbe defined by the colleges from time to time.

[§]Applicable ONLY for the students studied Physics /Chemistry /Botany /Zoology atHSC and appearing for Remedial Mathematics course.

[#]Applicable ONLY for the students studied Mathematics / Physics / Chemistry at HSC and appearing for Remedial Biology course.

Tables-X: Schemes for internal assessments and end semester examinations semester wise

SemesterI

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
BP101T	Human Anatomy andPhysiologyI–Theory	10	15	1 Hr	25	75	3 Hrs	100
BP102T	PharmaceuticalAnalysisI–Theory	10	15	1 Hr	25	75	3 Hrs	100
BP103T	PharmaceuticsI–Theory	10	15	1 Hr	25	75	3 Hrs	100
BP104T	PharmaceuticalInorganicChemistry–Theory	10	15	1 Hr	25	75	3 Hrs	100
BP105T	Communicationskills–Theory*	5	10	1 Hr	15	35	1.5Hrs	50
BP106RBT BP106RMT	Remedial Biology/Mathematics–Theory*	5	10	1 Hr	15	35	1.5Hrs	50
BP107P	Human Anatomy andPhysiology–Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP108P	PharmaceuticalAnalysisI–Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP109P	PharmaceuticsI–Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP110P	PharmaceuticalInorganicChemistry–Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP111P	Communicationskills–Practical*	5	5	2 Hrs	10	15	2 Hrs	25
BP112RBP	RemedialBiology–Practical*	5	5	2 Hrs	10	15	2Hrs	25
Total		70/75 [§] /80 [#]	115/125 [§] /130 [#]	23/24 [§] /26 [#] Hrs	185/200 [§] /210 [#]	490/525 [§] /540 [#]	31.5/33 [§] /35 [#] Hrs	675/725 [§] /750 [#]

[#]Applicable ONLY for the students studied Mathematics/Physics/Chemistry at HSC and appearing for Remedial Biology (RB) course .

[§]Applicable ONLY for the students studied Physics/Chemistry/Botany/Zoology at HSC andappearing for Remedial Mathematics (RM) course .

* Non University Examination (NUE)

SemesterII

Course code	Nameofthecourse	InternalAssessment				EndSemesterExams		Total Marks
		Continuous Mode	SessionalExams		Total	Marks	Duration	
			Marks	Duration				
BP201T	Human Anatomy and PhysiologyII–Theory	10	15	1Hr	25	75	3Hrs	100
BP202T	PharmaceuticalOrganic ChemistryI–Theory	10	15	1Hr	25	75	3Hrs	100
BP203T	Biochemistry–Theory	10	15	1Hr	25	75	3Hrs	100
BP204T	Pathophysiology–Theory	10	15	1Hr	25	75	3Hrs	100
BP205T	ComputerApplicationsin Pharmacy–Theory*	10	15	1Hr	25	50	2Hrs	75
BP206T	Environmentalsciences–Theory*	10	15	1Hr	25	50	2Hrs	75
BP207P	Human Anatomy and PhysiologyII–Practical	5	10	4Hrs	15	35	4Hrs	50
BP208P	PharmaceuticalOrganic ChemistryI–Practical	5	10	4Hrs	15	35	4Hrs	50
BP209P	Biochemistry– Practical	5	10	4Hrs	15	35	4Hrs	50
BP210P	ComputerApplicationsin Pharmacy–Practical*	5	5	2Hrs	10	15	2Hrs	25
Total		80	125	20 Hrs	205	520	30 Hrs	725

* The subject experts at college level shall conduct examinations

SemesterIII

Course code	Nameofthecourse	InternalAssessment				EndSemesterExams		Total Marks
		Continuous Mode	SessionalExams		Total	Marks	Duration	
			Marks	Duration				
BP301T	PharmaceuticalOrganic ChemistryII–Theory	10	15	1Hr	25	75	3Hrs	100
BP302T	PhysicalPharmaceuticsI–Theory	10	15	1Hr	25	75	3Hrs	100
BP303T	PharmaceuticalMicrobiology– Theory	10	15	1Hr	25	75	3Hrs	100
BP304T	PharmaceuticalEngineering– Theory	10	15	1Hr	25	75	3Hrs	100
BP305P	PharmaceuticalOrganic ChemistryII–Practical	5	10	4Hr	15	35	4Hrs	50
BP306P	PhysicalPharmaceuticsI– Practical	5	10	4Hr	15	35	4Hrs	50
BP307P	PharmaceuticalMicrobiology– Practical	5	10	4Hr	15	35	4Hrs	50
BP308P	PharmaceuticalEngineering– Practical	5	10	4Hr	15	35	4Hrs	50
Total		60	100	20	160	440	28Hrs	600

Semester IV

Course code	Nameofthecourse	InternalAssessment				EndSemesterExams		Total Marks
		Continuous Mode	SessionalExams		Total	Marks	Duration	
			Marks	Duration				
BP401T	PharmaceuticalOrganic ChemistryIII–Theory	10	15	1Hr	25	75	3Hrs	100
BP402T	MedicinalChemistryI–Theory	10	15	1Hr	25	75	3Hrs	100
BP403T	PhysicalPharmaceuticsII–Theory	10	15	1Hr	25	75	3Hrs	100
BP404T	PharmacologyI–Theory	10	15	1Hr	25	75	3Hrs	100
BP405T	PharmacognosyI–Theory	10	15	1Hr	25	75	3Hrs	100
BP406P	MedicinalChemistryI–Practical	5	10	4Hr	15	35	4Hrs	50
BP407P	PhysicalPharmaceuticsII–Practical	5	10	4Hrs	15	35	4Hrs	50
BP408P	PharmacologyI–Practical	5	10	4Hrs	15	35	4Hrs	50
BP409P	PharmacognosyI– Practical	5	10	4Hrs	15	35	4Hrs	50
Total		70	115	21 Hrs	185	515	31 Hrs	700

Semester V

Course code	Nameofthecourse	InternalAssessment				EndSemesterExams		Total Marks
		Continuous Mode	SessionalExams		Total	Marks	Duration	
			Marks	Duration				
BP501T	MedicinalChemistryII–Theory	10	15	1Hr	25	75	3Hrs	100
BP502T	IndustrialPharmacyI–Theory	10	15	1Hr	25	75	3Hrs	100
BP503T	PharmacologyII–Theory	10	15	1Hr	25	75	3Hrs	100
BP504T	PharmacognosyII–Theory	10	15	1Hr	25	75	3Hrs	100
BP505T	PharmaceuticalJurisprudence– Theory	10	15	1Hr	25	75	3Hrs	100
BP506P	IndustrialPharmacyI–Practical	5	10	4Hr	15	35	4Hrs	50
BP507P	PharmacologyII– Practical	5	10	4Hr	15	35	4Hrs	50
BP508P	PharmacognosyII– Practical	5	10	4Hr	15	35	4Hrs	50
Total		65	105	17 Hr	170	480	27 Hrs	650

Semester VI

Course code	Nameofthecourse	InternalAssessment				EndSemesterExams		Total Marks
		Continuous Mode	SessionalExams		Total	Marks	Duration	
			Marks	Duration				
BP601T	Medicinal ChemistryIII–Theory	10	15	1Hr	25	75	3Hrs	100
BP602T	PharmacologyIII–Theory	10	15	1Hr	25	75	3Hrs	100
BP603T	HerbalDrugTechnology–Theory	10	15	1Hr	25	75	3Hrs	100
BP604T	Biopharmaceutics andPharmacokinetics–Theory	10	15	1Hr	25	75	3Hrs	100
BP605T	PharmaceuticalBiotechnology–Theory	10	15	1Hr	25	75	3Hrs	100
BP606T	QualityAssurance–Theory	10	15	1Hr	25	75	3Hrs	100
BP607P	Medicinal chemistryIII–Practical	5	10	4Hrs	15	35	4Hrs	50
BP608P	PharmacologyIII–Practical	5	10	4Hrs	15	35	4Hrs	50
BP609P	HerbalDrugTechnology–Practical	5	10	4Hrs	15	35	4Hrs	50
Total		75	120	18 Hrs	195	555	30 Hrs	750

Semester VII

Course code	Nameofthecourse	InternalAssessment				End Semester Exams		Total Marks
		Continuous Mode	SessionalExams		Total	Marks	Duration	
			Marks	Duration				
BP701T	InstrumentalMethodsofAnalysis – Theory	10	15	1Hr	25	75	3Hrs	100
BP702T	IndustrialPharmacy–Theory	10	15	1Hr	25	75	3Hrs	100
BP703T	PharmacyPractice–Theory	10	15	1Hr	25	75	3Hrs	100
BP704T	NovelDrugDeliverySystem– Theory	10	15	1Hr	25	75	3Hrs	100
BP705P	InstrumentalMethodsofAnalysis –Practical	5	10	4Hrs	15	35	4Hrs	50
BP706PS	PracticeSchool*	25	-	-	25	125	5Hrs	150
Total		70	70	8Hrs	140	460	21 Hrs	600

* The subject experts at college level shall conduct examinations

Semester VIII

Course code	Nameofthecourse	InternalAssessment				EndSemesterExams		Total Marks
		Continuous Mode	SessionalExams		Total	Marks	Duration	
			Marks	Duration				
BP801T	BiostatisticsandResearch Methodology–Theory	10	15	1Hr	25	75	3Hrs	100
BP802T	SocialandPreventivePharmacy – Theory	10	15	1Hr	25	75	3Hrs	100
BP803ET	PharmaceuticalMarketing– Theory	10+10 =20	15 +15 = 30	1 +1 = 2Hrs	25 +25 = 50	75 +75 =150	3 +3 =6 Hrs	100 + 100 = 200
BP804ET	PharmaceuticalRegulatory Science– Theory							
BP805ET	Pharmacovigilance–Theory							
BP806ET	QualityControland StandardizationofHerbals– Theory							
BP807ET	ComputerAidedDrugDesign– Theory							
BP808ET	Celland MolecularBiology– Theory							
BP809ET	CosmeticScience– Theory							
BP810ET	ExperimentalPharmacology– Theory							
BP811ET	Advanced InstrumentationTechnique s–Theory							
BP812PW	Project Work	-	-	-	-	150	4Hrs	150

Total	40	60	4Hrs	100	450	16 Hrs	550
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VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY
(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)
Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)



ORDINANCE

For

Bachelor of Hotel Management and Catering Technology (BHMCT/BHM)

(For admission in 2022-23 and onwards)

VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA

Ordinances

For

BHMCT/BHM Programmes

(For admission in Academic Session 2022-23 and onwards)

1. Admission:

1.1. Admission to Bachelor of Hotel Management and Catering Technology (BHMCT/BHM) first year in first semester will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun.

1.2. Admission on migration of a candidate from any other University to this University is not permitted.

2. Eligibility for Admissions:

2.1. Admission to BHMCT/BHM First Year:

- As per AICTE norms approved by academic council of the university
- A candidate shall be eligible for admission to BHMCT/BHM programme if he/she has passed the 10+2 examination in any stream from a board recognized or established by Central/State Government through legislation shall eligible to apply.
- Further the candidate should have obtained at least 45% marks (40% in case of candidate belonging to SC/ST category) in the qualifying examination.

3 Direct admission on vacant seats at institution/college level:

3.1 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 by the University.

3.2 The Academic Council of University shall have power to amend or repeal the

eligibility criteria laid down.

4 BHMCT/BHM Programme:

There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually begins in December/January (December/January to May) is known as the Even Semester. Academic session may be scheduled in the winter/summer vacations as well. This program aims to provide professional and managerial expertise in hotel management. This course will also focus on Revenue Management and Sales & Marketing. Students will receive extensive exposure to hotel operations through practice to acquire knowledge and attitude to work in hospitality organizations.

This programme will also provide a pathway to a career in hospitality related research, teaching, and consultancy. This programme is well -suited for all hotel management professionals, as well as other graduates who wish to upgrade their qualifications in order to gain a competitive advantage in their careers. To give a boost for the career advancement one needs higher levels of managerial skills and knowledge which would be met by giving a UG level program which has a curriculum focused on the development of conceptual skills of the students.

The term “Hospitality” is now more holistic and encircled much more than four primary functional areas of a hotel. However, many institutions are offering hospitality based programmes in India but still focusing on hotels only. Hospitality encompasses diverse type of establishment such as Hotels, Hospitals, Restaurants, Airlines, Convention Centres, Events Destinations and related services.

This programme is designed for those hotel management graduates or graduates in any stream or any veteran of hospitality seek to leverage his skills and knowledge to achieve the next level of competency. This programme is designed keeping in mind the profile of a graduate who wants to advance in his career and gain the necessary conceptual skills required in the middle and middle management level.

This could be an ideal course for the people seeking to obtain specialized knowledge to venture into their own business. Four year Bachelor of Hotel management and Catering Technology program is based on the philosophy of bringing together the arts and sciences of hospitality. This will allow the aspirants to learn managerial, analytical and decision-making skills required in hospitality business in different level of hierarchy.

4.1 Curriculum Structure:

The University follows a specialized credit/grade based semester system. This programme will have a specific curriculum for all semesters (Semester 1 to Semester 8) with a syllabi consisting of Theory, Practical, Project work, etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, Tutorials, laboratory classes, seminar, specialized industrial training/internship/ specialized on job training and practical training, projects, tour etc. as prescribed by university.

Under Graduate Core courses include subjects from:

- (i) Food production
- (ii) Food & beverage service
- (iii) Accommodation operations
- (iv) Front office

Under Graduate Program Electives includes subjects from:

- (i) Professional Electives
- (ii) Open Electives
- (iii) Ability enhancement Course
- (iv) Value added Courses
- (v) Non credit course

The curriculum structure comprises of broad segments as tabulated below.

Knowledge Segments	Credits
Discipline Specific Course (DSE)	90
Skill Enhancement Course (SEC)	34
Project (PR)	04
Ability Enhancement Course (AEC)	12
Value Added Course (VAC)	12
Professional Elective (PE)	06
Specialized Industrial Exposure	30
Total Academic Credits for BHMCT Degree Programme	188

4.1 Audit Courses:

The status and marks allotted for the audit courses are tabulated as below. Every student will have to qualify in the audit courses for becoming eligible to get the degree.

S. No	Audit course status	Marks obtained
1	Qualified (Q)	40% and above

2	Not Qualified (NQ)	Below 40 %, candidate has to repeat the course
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All students admitted to the first year of the BHMCT programme are required to take a diagnostic test in English. Based on their performance in this test, they may be advised to undertake certain additional non-credit course(s) in English Language and composition. Further, for running BHMCT in collaboration and twinning programme with Indian and Foreign University/Institutions in the field of Technical Education, Hospitality, Research and Training, the Academic Council of the University will be prescribing the norms in accordance with AICTE/UGC/State Government/University norms as applicable.

4.2 Curriculum

- 4.2.1 The 4 (four) year curriculum is divided into 8 semesters. It shall include lectures, tutorials, practicals, seminars, projects etc. in addition to specialized On Job training/internship, educational tour etc. as defined in the scheme and instructions issued by the University from time to time.
- 4.2.2 The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

5. Duration of Course:

- 5.1 Total duration of the BHMCT/BHM course shall be of 04 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE/UGC/University from time to time.
- 5.2 The maximum time allowed for a candidate for completing the BHMCT/BHM course shall be 7 (seven) years failing which he/she shall not be allowed to continue for his/her BHMCT/BHM degree.
- 5.3 The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration as per the provision of Clause 5.2
- 5.4 The student can complete credit requirements prescribed for BHMCT/BHM degree in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the specialized on job training in 8th semester will be held along with the end semester examination of

the 8th semester i.e. end of final year i.e. fourth year.

- 5.5 Exit Option with Certificate in Hotel Management (With the completion of courses equal to a minimum of 52 Credits) after two semesters.
- 5.6 Exit Option with Diploma in Hotel Management after 4 semester (With the completion of courses equal to a minimum of 100 Credits)
- 5.7 Students opting for an award of 4 year Bachelor in Hotel Management & Catering Technology Degree must continue with theory and practical classes in the 7th & 8th Semester and undergo their specialized training of 45 days in fourth year in each semester (with successful completion of course equal to 188 credits)

6 Change of college

Within the Uttarakhand state the change of College shall not be permitted.

7. Attendance:

- 7.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students i.e. 75% attendance is required.
- 7.2 Relaxation of attendance upto 15 % for a student can be given by the head of the institution/ college provided that he/ she has been absent with prior permission of the Head of the Institution/College for the reasons acceptable to him i.e. attendance cannot go below 60% in any case.
- 7.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause No. 7.1 and 7.2. And such candidate(s) shall be treated as having failed and will be further governed by clause no. 5.1 & 5.2.
- 7.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

8. Examination:

- 8.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be

based on class tests, assignments/tutorials, quizzes/viva-voce, projects, presentations, attendance, etc. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester by the subject teacher and forwarded to University through Head of Department/Head of Institution. The end semester examination shall comprise of written examination, practicals and viva-voce.

- 8.2** The distribution of marks for Sessional, end semester theory papers, practicals and other examinations, seminar, project, industrial training/internship and general proficiency shall be as prescribed.
- 8.3** The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination & Sessional work. The grade will be awarded based on marks obtained. The “F” grade denotes the failure in passing respective subjects and student has to make another attempt to pass the subject as per the provisions of this Ordinance Clause 14.
- 8.4** The minimum pass marks in each subject having Sessional marks component shall be 40% (including Sessional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of Sessional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.
- 8.5** There shall be no pass marks in General Proficiency (GP). However the remark corresponding to marks obtained in General Proficiency shall be reflected in the result as non -credit course.

9. Unfair means:

Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

10. Award of Sessional Marks:

Sessional marks for theory subjects, practicals and project shall be awarded as will be prescribed and at present the break-up of Sessional marks shall be as follows:

(a) Theory Subjects

- (i)** Class tests (CT) which will comprise of **60%**

Two mid-term tests of equal weightage

(ii) Teacher Assessment:

Tutorial/Assignment/Quizzes	20%
Attendance	20%

(b) Practical:

(i) Two mid-term viva-voce/tests of equal weightage	50%
(ii) Teacher Assessment of Lab Record	25%
(iii) Attendance	25%

- (c)** Make-up test may be held only for those students who could not appear in anyone of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/Head of Department in University campus was taken. Make up test shall ordinarily be held about two weeks before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

11 . Awards of General Proficiency Marks:

Distribution of marks for General proficiency (non-credit) remarks will be based on the cumulative percentage of marks scored by student during each semester through various components as detailed below. Detailed distribution for award of marks in each component and/or their weightage may be as prescribed by the university from time to time.

S. No	Assessment	Weightage of marks
1	Discipline/Behaviour of students inside/outside of institute/university campus (To be awarded by Proctor of institute/Registrar of university)	40%
2	Games/Sports/Cultural/Literary events	40%

	(To be awarded by respective officer incharge)	
3	Academic & research/Special lecture/Extracurricular events & industrial visits (To be awarded by concerned Head of Department)	20%

Sl. No	Marks secured	Remarks
1	80-100 %	Excellent
2	60-79 %	Very good
3	40-59 %	Good
4	20-39 %	Satisfactory
5	Less than 20 %	Average

12. Award of Seminar, Project, specialized On Job Training/ Internship, educational tour grades at Institution/ Head of Department in University campus level:

12.1 The marks of Seminar specialized on job Training/Internship, Educational tour grades shall be awarded on the following basis:

- (i) Write-up/Report 50%
- (ii) Presentation 50%

12.2 The grades in Seminar, specialized on job Training /Internship and educational tour shall be awarded by a committee consisting of following members:

- (i) Head of the Department or his/her nominee - Chairperson
- (ii) Concerned Officer In-charge/designated Faculty member - Member
- (iii) Senior Faculty Member of the department nominated by the Head of Department – Member

In Semester VII the student shall work under the supervision of the Faculty and carry out a Field Work and submit a structured report in a hard copy & one soft copy (CD). The student is required to conduct research on a topic related to one (or more) of contemporary issues in Hotel Management & Catering Technology.

The topic is chosen in consultation with the faculty. The student will prepare and present a detailed research proposal prior to starting the work. A Field Work outlining the entire problem, including a survey of literature and the various results obtained along with their solutions is expected to be produced.

The student must submit the completed project and make an oral presentation of the same. Through the Field Work, the student is expected to furnish evidence of competence in understanding varied aspects of the theme/topic selected and a deep understanding of the specialty area. The completion of the project shall be certified by the Faculty Guide & approved by the Director of the Institute.

Based on the actual training, the student shall write a training report under the guidance of TPO and submit a copy of the same to the institute.

The report should be well documented and supported by –

- Certificate
- Acknowledgement
- Index
- Introduction
- Organization profile

- Outline of the task undertaken in a specific department
- Relevant charts, tables, formats, diagrams etc.
- Contribution to the host organization etc.
- Conclusion

13. Grace Marks:

A candidate maybe awarded grace marks up to a maximum of total 10 marks, in maximum four subjects but not more than five marks in any subject including theory papers, practicals, project, seminar, industrial training/internship and/or aggregate marks in each academic year provided he/she can be declared to be promoted by the award of these marks.

14. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

14.1 Award of Grades:

Students obtaining grades O to P shall be declared pass. Students failing in subject will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) Three written tests: CT -1, CT -2 and End Semester Examination
- (ii) Assignments Quizzes, homework, tutorials and regularity in attendance etc.
- (iii) Practical (If part of the course).
- (iv) Practical and Project shall be evaluated & graded as per guideline.

Structure of Grades and Grade Points:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O - Outstanding	10	90% and above
A ⁺ - Excellent	9	85% and above but less than 90%
A - Very Good	8	80% and above but less than 85%
B ⁺ - Good	7	70% and above but less than 80%
B - Above Average	6	60% and above but less than 70%
C - Average	5	50% and above but less than 60%
P - Pass	4	40% and above but less than 50%
F - Fail	0	Less than 40%
AB - Absent	-	Absent

The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course

14.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

Where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except non-credit courses. Here the failed courses are also accounted.

The overall Grade of a student in the program of study up to the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be

calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses.

Here the failed courses are also accounted.

The SGPA and CGPA will be rounded off to 2 decimal points and reported in marksheet, transcripts, etc.

Conversion of Grade in to percentage: The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to $CGPA \times 9.5$.

Award of Division:

First Division - CGPA of 6.5 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in first attempt)

Second Division - CGPA of 5 and above but less than 6.5 CGPA

Third Division - CGPA of 4 and above but less than 5 CGPA

15. Definition of Credit:

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
2 Hours Practical (P) per week	1 Credit

16. Earned Credits (EC):

The credits assigned to a course in which a student has obtained “P” (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

17. Earning Credits through MOOC’s

(a) BHMCT students can avail a facility of earning up to a maximum of 8 credits of their degree requirements through MOOC’s.

(b) MOOC courses eligible for this purpose are the courses offered by NPTEL/ SWAYAM only. 4 weeks course will enable students to earn 1 credit, 8 weeks course

will enable to earn 2 credits, 12 weeks course will enable to earn 3 credits and 16 weeks course will enable to earn 4 credits.

(c) MOOC courses can be taken in respective area only in lieu of Elective courses such as HSS Electives, Science Electives, Open electives, Departmental Electives. No core, lab or project courses can be dropped in lieu of MOOC.

(d) A student desirous of opting for a MOOC shall submit an application not later than one week prior to the scheduled normal date of semester registration to the concerned Head of the Department (HoD) giving the following details: Subject Title, Agency Offering MOOC, Examination system and Credits of the Subject. Timing and duration of course and its examination, centers of conducting of examination and facilities at the centre of the examination to be opted by the candidate.

(e) On receipt of the application by the HoDs, the HoDs shall constitute a committee of at least 3 members with himself as Chairman and two other members. This committee shall examine the proposal in detail regarding subject contents, examination system, suitability of the subject and equivalence of subject as per the University norms and give its recommendations for approval or non-approval including any special conditions to be imposed. The final approval of this will be granted by the University on explicit recommendation of Head of Institution.

(f) Fee and other charges, if any, payable to MOOC providing and certification agency shall be borne by concerned student at his/ her own level.

(g) The student shall submit the original certificate issued by MOOC to the concerned HoDs and the HoDs will verify the same. The original will be returned after verification and verification shall be certified by the HoDs on the photocopy which shall be kept in records. The HoDs will submit the recommendation report to the university authorities through Head of Institution. (i) An equivalent Grade corresponding to grade/ marks awarded by MOOC agency shall be determined by a committee consisted by the University. This equivalent Grade shall be shown in the mark sheet and accounted in the SGPA and CGPA calculations.

18. Promotion:

A student has to earn a minimum of 40 % of the total numbers of credits in a semester to be eligible to register for the new subjects offered in the next semester. But in odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented as detailed in “Eligibility criteria for registering for higher semesters”. Students who do not meet this requirement detailed in Table 1 are not permitted to register for new subjects in the higher semesters. They have to either register for appearing in examination of the failed subjects in normal semesters in which they are offered subject(s) or use the Summer Semester facility subject to the limitations imposed by the ordinances.

Summer Semester facility will be offered to the students for completing failed subjects in summer vacations by studying and appearing in examinations. The Summer Semester facility will be offered to those who do not satisfy promotion requirements norm after the 2nd as well as the 4th semesters and 6th semester.

Table 1: Eligibility Criteria for Registering for Higher Semesters

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	24	24	Not insisted
Second	26	50	20
Third	28	78	Not insisted
Fourth	20	98	40
Fifth	28	126	Not insisted
Sixth	26	152	60
Seventh	26	178	Not insisted
Eighth	10	188	

y advisors (Head of Department to designate a Faculty advisor for maximum of 20 students) shall monitor advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semesters as in Table 1.

19. Carryover System:

19.1 A candidate who satisfies the requirements of clause 18 will be required to appear in those theory/practical/other subjects in whom he/she failed i.e. secured “F” grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either enroll for summer semester

by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester which will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.

- 19.2** The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

20. Ex-Studentship

- 20.1** A candidate opting for ex - studentship shall be required to appear in all the theory & practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to Sessional, Industrial Training/Internship, Seminar and General Proficiency shall remain the same as those secured earlier.

- 20.2** A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee as per schedule notified by the University.

21. Re-admission:

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions within the permissible maximum duration of the programme:

- 21.1** A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester (s) as applicable.
- 21.2** A candidate did not appear in a semester examination/or he/she was not granted permission to appear in the examination. Candidate has been detained by the institute and subsequently has been permitted to take re-admission.
- 21.3** A candidate as an ex-student passed the examination of the academic year or qualified for carry over system.
- 21.4** A candidate promoted with carry over subjects (i.e. those in which he/she secured “F” grade) and he/she opted for readmission.

22. Results:

- 22.1** A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester(s) as applicable. The result of a candidate shall be

declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in any one of the final year semester examinations due to shortage of attendance, will be permitted in Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s) within the permissible maximum duration of the programme.

- 22.2 A student will be eligible for BHMCT/BHM degree after completion of minimum 188 credits with P or higher grades and passing in all Audit/Non-credit courses.
- 22.3 A student completing minimum of 52 credits with P or higher grades and passing in Audit/Non-credit courses as applicable in Ist & IInd semesters and willing to leave the programme will be allowed to leave and a Certificate in Hotel Management will be granted to him/her by the University.
- 22.4 A student completing minimum of 100 credits with P or higher grades and passing in Audit/Non-credit courses as applicable in Ist, IInd, IIIrd, IVth semesters and willing to leave the programme will be allowed to leave and a Diploma in Hotel Management will be granted to him/her by the University.
- 22.5 Students who have 4 year degree in BHMCT/BHM without any F grade at any stage in four year duration will be eligible to complete MHM in one more year of study as per the conditions prescribed by the University from time to time subject to completion of 208 credits (188 minimum credit requirements + 20 credits additional by opting for more than prescribed credit subjects during regular/summer semesters in 4 year duration) securing CGPA of 8 or more and availability of seats for which University will make separate notification.

23. Award of Rank and Medals:

- 23.1 On the basis of final year result, the top ten candidates in BHMCT/BHM shall be awarded rank according to their merit provided they pass all the examinations in first attempt without grace marks in the minimum duration prescribed for the programme.
- 23.2 The topper of BHMCT/BHM programme will be awarded by Vice Chancellor's Gold Medal subject to passing all the examinations in first attempt without grace marks.

24. Cancellation of admission

The admission of a student at any stage of study shall be cancelled if:

- (i) He/ She is not found qualified as per AICTE/State Government norms/ Guidelines or the eligibility criteria prescribed by the University.

Or

- (ii) He/ She is found unable to complete the course within the stipulated time as prescribed in Clause 5.2.

Or

- (iii) He/ She is found involved in creating indiscipline in the Institution/ College or in the University.

Or

- (iv) The University can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The University may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.
- (v) The University reserves the authority to withdraw the degree conferred to a candidate on account of any discrepancy in the candidature observed at later stage.

26. General Rules:

26.1 Academic Calendar

The exact dates of all important events, such as registration/enrolment, induction, late registration/enrolment, commencement of classes, adding and dropping of courses, submission of documents, examinations, date of showing evaluated answer books, submission of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the University.

26.2 Registration/Enrolment

All students are required to register in each semester for the subjects to be pursued

by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if any, for each subject to be registered. Also, the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

For students in the BHMCT programmes, the course structure is flexible. Since the programmes follow a credit based system, the students are allowed to register as per their choice. A template for each programme has been recommended to help the students to select courses in each semester. The templates have been designed to ensure that if a student follows them, there will be no scheduling conflicts.

The sole responsibility for registration rests with the student and the institution of study concerned.

26.3 Registration/Enrolment Procedure

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:

Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part 2: payment of fees and clearance of outstanding dues (if any).

26.4 Late Registration/Enrolment

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she

can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds with recommendation of Director/Principal of college to the

University, the University may allow and exempt him/her from payment of late registration fee.

26.5 Adding and Dropping of Courses

A student may add or drop course(s) till the last date(s) specified in the Academic Calendar with the permission of the College/University authorities. For this, he/she must fill the appropriate form, get the endorsement of the HOD and submit the form to the Head of Institution for approval of the University and also online in case of such options being made available by the University. A student may also drop course(s) up to the time of filling examination form whose exact date is specified in Academic Calendar with the following conditions.

1. Dropping of course(s) should not result in a net registration less than the specified minimum number of credits.
2. The request to drop course(s) must be endorsed by the HOD and Head of Institution for the approval of University in hard copy / online if such facility is made available by the University. The dropped subject will not be shown in the grade sheet and transcript of the student.

26.6 Academic Load

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum allotted credit limit or 20 percent more credits than the normal load prescribed in the scheme of examination for respective semester.

26.7 Summer Semester Registrations

Students register for these failed subjects at the beginning of the Summer Semester which will be of 30-40 contact hours for each subject on the advice of HOD by paying the extra fees as prescribed by the University. No student is allowed to register for more than 20 credits during the Summer Semester. Adding of subjects is not permitted in the

Summer Semester. However, a student may drop a subject up to two weeks prior to the last day of classes.

26.8 Termination of Programme

If a student fails to report and register by the last date of registration without any bonafide reason, his/her programme may be terminated by University.

26.9 Showing the Answer Scripts:

The answer scripts of all examinations i.e. Class Tests will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examination Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

26.10 Course Committees and Class Committee:

The Course committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain good quality of Teaching-Learning-Evaluation processes.

26.10.1 Course Committee

There will be a separate 'Course Committee' for each of BHMCT/BHM programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned.

Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

26.10.2 Class Committee

BHMCT/BHM will have class committees for every semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

1. All faculty members teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department.

The Course Committees and Class Committees shall meet at least thrice in a semester i.e the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, and completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

- 27.** The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

28. Prerequisite of BHMCT/BHM For Admission in MHMCT

The eighth semester of BHMCT/BHM is devoted for specialized Training which will be of 60 working days having 08 credits and remaining 30 days would be given for the prerequisite of 20 credits which is optional for the students seeking lateral entry in 02 year Masters of Hotel Management.

In Semester VIII the student shall work under the supervision of the Faculty and carry out a prerequisite.

At the end of semester the examination will be held as prescribed by the University.

COURSE MODULE				TEACHING PERIODS			WEIGHTAGE: EVALUATION		
COURSE			Credit	L	T	P	SE	ESE	Total
Code	Title	Component							
BHMP 801	Food Production	SIE	6	-	-	12	15	100	125
BHMP 802	F & B Service								
BHMP 803	Front Office								
BHMP 804	Accommodation								
BHMP 805	Industrial Training Report/Log Book /Viva- Voce	SIE	2	2			15	100	125
BHMT 806	Food Production Management	Minor	4	4	-	-	30	70	100
BHMT 803	F & B Service Management	Minor	4	4	-	-	30	70	100
BHMT 804	Front office Management	Minor	4	4	-	-	30	70	100
BHMT 805	Accommodation Management	Minor	4	4	-	-	30	50	100
BHMT 807	Hotel Sales & Marketing Management	Minor	2	2	-	-	30	50	100
BHMT 808	Human Resource Management	Minor	2	2	-	-	30	50	100
	Total		28						850

Abbreviation:

CWA – Class work Allotted, SE – Sessional Exam., ESE – End Semester Examination., and DSC – Discipline Core. AEC- Ability Enhancement Course, VAC- Value Added Course, SEC- Skill Enhancement Course.

SEMESTER: I

COURSE MODULE				TEACHING PERIODS			WEIGHTAGE: EVALUATION			
COURSE			Credit	L	T	P	CWA	SE	ESE	Total
Code	Title	Component								
BHMT 101	Food production foundation I	DSC	4	4	-	-	10	20	70	100
BHMT 102	F & B Service foundation I	DSC	4	4	-	-	10	20	70	100
BHMT 103	Room division foundation I	DSC	4	4	-	-	10	20	70	100
BHMT 104	Tourism Operations	DSC	2	2	-	-	10	20	70	100
--	Ability Enhancement Courses – 1	AEC	2	2	-	-	20	30	50	100
--	Value Added Courses - 1	VAC	2	2	-	-	20	30	50	100

Lab courses											
SEC	BHMP 101	Food production foundation I (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
	BHMP 102	F & B Service foundation I (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
	BHMP 103	Room division foundation I (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
	Total			24							900

Ability Enhancement Course – 1**(First Semester)**

S. No	Course Title	Course Code
1	Communication skills	AEC 101
2	Introduction to bakery	AEC 102

Value Added Course-1**(First Semester)**

S. No	Course Title	Course Code
1	Universal human values 1	VAC 101
2.	Computer Application	VAC 102

SEMESTER: II

COURSE MODULE				TEACHING PERIODS			WEIGHTAGE: EVALUATION				
COURSE			Credit	L	T	P	CWA	SE	ESE	Total	
Code	Tit le	Component									
BHMT 201	Food Production foundation II	DSC	4	4	-	-	10	20	70	100	
BHMT 202	F & B Service foundation-II	DSC	4	4	-	-	10	20	70	100	
BHMT 203	Room division foundation II	DSC	4	4	-	-	10	20	70	100	
BHMT 204	Environmental studies	DSC	4	4	-	-	10	20	70	100	
--	Ability Enhancement Courses – 2	AEC	2	2	-	-	20	30	50	100	
--	Value Added Courses – 2	VAC	2	2	-	-	20	30	50	100	
Lab and other courses											
SEC	BHMP 201	Food Production foundation –II (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
	BHMP 202	F & B Service foundation-II (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
	BHMP 203	Room division foundation-II (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
		Total		26							900

Ability Enhancement Course – 2
(Second Semester)

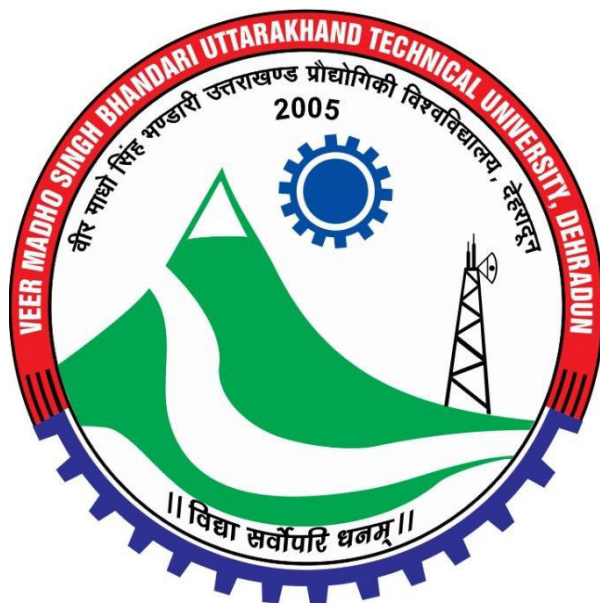
S. No	Course Title	Course Code
1	Food processing	AEC 201
2	International language (French)	AEC 202

Value Added Course-2
(Second Semester)

S. No	Course Title	Course Code
1	Universal human values- 2	VAC 201
2	Food Science	VAC 202

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)
Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)



ORDINANCES

For

LAW PROGRAMMES (L.L.B., B.A.L.L.B., B.B.A.L.L.B.)

(For admission in 2022-23 and onwards)



**VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA**

Ordinances

For

**LAW PROGRAMMES
(L.L.B., B.A.L.L.B., B.B.A.L.L.B.)
(For admission in Academic Session 2022-23 and onwards)**

1. PRELIMINARY

- a. This ordinance may be called the Ordinances (B.A,LL.B/B.B.A,LL.B five years integrated and LL.B. three years programs), 2022
- b. It shall come into effect from the academic session 2022-23

2. Definitions

In these regulations, and in all orders and notifications issued to execute these regulations, unless the context otherwise requires the following mean:

- a. **University** means Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun established under the Uttarakhand Technical University Act, 2005
- b. **Academic Council** means council constituted under section 19 of the Uttarakhand Technical University Act, 2005
- c. **Executive Council** means council constituted under section 17 of the Uttarakhand Technical University Act, 2005
- d. **Credit Courses** are all those subjects recognised by the University for which credit points are awarded.
- e. **Credit points** or **Credits** are those points which are allocated to a course as specified in these Ordinances depending upon the time spent in the transaction of the course or designated activity. Provided that the University may by notification modify these by either modifying the time allocated to a course or activity or by adding or deleting a course or activity.

- f. **Non-Credit Courses / Audit Courses** are all those subjects recognised by the University for which no credit points are awarded.
- g. **Clinic Courses/Subjects** are those mandatory or elective courses in which the teaching methodology adopted is predominantly practical in nature.
- h. **Semester Grade Point Average (SGPA)** is the figure obtained (on a 10-point scale) by dividing the sum of the products of Grade Values and course credits in each course by the total number of credits in all courses studied in the respective semester.
- i. **Cumulative Grade Point Average (CGPA)** is the figure obtained (on a 10-point scale) by dividing the sum of the products of Grade Values and course credits in each course by the total number of credits in all courses studied at the point when the CGPA is sought for.
- j. **Elective Courses** are those courses which are not mandatory, but which a student opts to study as per his/her interest to fulfil their credit requirements for the degree and are transacted through classroom teaching.
- k. **Mandatory Courses** are those courses specified by the university that a student has to successfully complete in order to obtain the degree

3. SCHEME OF STUDY OF THE COURSE

a. Medium, Duration of the Course and Semester System

- i. The medium of instruction and examination shall be bilingual in English and Hindi (Devnagri Script).
- ii. **LL.B (three years)**-The degree programme of LL.B shall consist of six semesters of examinations. These examinations shall be held in three years. A student who clears all the six semesters' examinations shall be conferred with the degree of LL.B.

A student shall be eligible for the award of LL.B (Three years) degree provided he/she/they have successfully completed the course in accordance with the requirements prescribed in these regulations within a maximum period of 5 years from his/her/their admission to the LL. B three-year course. Provided that the University may, in exceptional cases, permit a student to extend the period of study by one more year with the approval of the Academic Council.

- iii. **B.A.,LL.B/B.B.A,LL.B (five years)**- The five years integrated degree programmes of B.A., LL.B. / B.B.A.,LL.B. shall consist of ten semesters of examinations. These examinations shall be held in five years. A student who earns the required credits cumulatively as prescribed for the respective program shall be conferred with the degree of B.A., LL.B/BBA, LL.B.

A student shall be eligible for the award of B.A., LL.B/BBA, LL.B. degree provided he/she/they have successfully completed the course in accordance with the requirements prescribed in these regulations within a maximum period of seven years from his/her/their admission to the B.A., LL.B/BBA, LL.B. five-year program.

Provided that the University may, in exceptional cases, permit a student to extend the period of study by one more year with the approval of the Academic Council.

- iv. **B.A.,LL.B/B.B.A,LL.B and LL.B program-** There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually begins in December/January (December/January to May) is known as the Even Semester. The Academic session may be scheduled during the winter/summer vacations as well.

For LL.B (Three years program) there are 21 compulsory subjects 6 optional subjects and 4 clinic subjects. These subjects are the major subjects which have been given under Schedule I with their credits. Apart from this students can choose 5 subjects of 4 credits each from the minor subjects given under Schedule II.

For B.A.,LL.B/B.B.A,LL.B (Five years integrated program), there are 12 subjects of humanities/management,(Schedule IV) one minor subject (English mandatory total credit 8), 23 compulsory law subjects, 6 optional and 4 clinic subjects as per Schedule III. Apart from this students can choose 5 subjects of 4 credits each from the minor subjects given under Schedule II.

V. Non-Credit Subject

The status and marks allotted for the audit courses are tabulated as below.

S. No	Audit course status	Marks obtained
1	Audit Pass (AP)	40% and above
1	Audit fail (AF)	Below 40 %, candidate has to repeat the course

All students admitted to the first year of the B.A.,LL.B/B.B.A.,LL.B or LL.B are required to take a diagnostic test in English. Based on their performance in this test, they may be advised to undertake certain additional non-credit course(s) in English Language and Composition.

b. ELIGIBILITY FOR ADMISSION

- A graduate/postgraduate in any discipline of knowledge with at least 45% marks in case of General category, 42% in case of OBC and 40% marks in case of SC/ST or as prescribed by the Academic Council, from any University established by an Act of Parliament or by a State Legislature or an equivalent national institution recognized as Deemed to be University or a foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence, may apply for admission in the First semester of Three Years' Degree Programme in Law in this university.
- An applicant who has successfully completed a Senior Secondary School course or equivalent course from a Senior Secondary Board or equivalent constituted or recognized by a State Government or from any equivalent institution from a foreign country recognized by the

government of that country for the purpose of issue of qualifying certificate on successful completion of the course with at least 45% marks in case of General category, 42 per cent in case of OBC and 40% in case of SC/ST, may apply for and be admitted into the Centres of Legal Education to obtain the integrated degree in law with a degree in any other subject as the first degree in this University.

- iii. The candidates who have obtained a First Degree Certificate after prosecuting studies in Distance/ Correspondence mode shall also be eligible for admission in the Three Years' LL.B programme.
- iv. Any candidate who has obtained 10+2 or graduation/post graduation through the Open University system directly without having any basic qualification for prosecuting such studies are not eligible for admission in the law courses.
- v. The policy as prescribed by State Government/University shall be applicable for reserved categories like OBC, SC, ST candidates.
- vi. No candidate shall be permitted to simultaneously register for a Law Degree programme with any other graduate or post-graduate or certificate course run by this university or any other university or institute for academic or professional learning except in the integrated degree programme of this university. However, candidates can pursue a short-term part-time course on language, computer science or computer application at an institute or any course run by the Centre for Distance Learning of a University.

4. **ADMISSION CRITERIA** -Admission to any stream of Law courses shall be made as per the policy prescribed by the University.

5. **CREDIT SYSTEM:**

- a. There shall be for each paper 4 credits where 1 credit= 12 hours of classroom teaching. The University adopts BCI mandate in this respect which states that there shall be four class hours for one-hour duration each and one hour of tutorial/moot court/ project per week. By implication is expected that any course should be completed within at least 48 class hours.
- b. For Three Year Degree course in Law the course shall continue for not less than 15 weeks with at least 30 class hours per week including tutorials, moot-room exercises and seminars provided there shall be at least 24 lecture hours per week.
- c. For Five Year Integrated Degree course in Law the course shall continue for not less than 18 weeks with at least 30 class hours per week including tutorials, moot-room exercises and seminars provided there shall be at least 24 lecture hours per week.

6. **CREDIT REQUIREMENTS FOR THE AWARD OF BA., LL. B./BBA,LL,B and LL.B DEGREE, AND THE CALCULATIONS OF CGPA**

- a. To be eligible for the award of the B.A. L.L.B./BBA,LL.B degree, a student must clear all

mandatory courses and complete courses and other designated activities for at least worth **180 credit points** with an average GPA of 5.00/10.00. Provided at least 16 of these credit points must be earned from clinic courses and at least 48 from social science/Management courses.

- b. To be eligible for the award of the LL.B degree, a student must clear all mandatory courses and complete courses and other designated activities for at least worth **124 credit points** with an average GPA of 5.00/10.00. Provided at least 16 of these credit points must be earned from clinic courses.
- c. The computation of CGPA shall be determined after calculating the credit points obtained by the student from the credit courses already cleared by the student.

7. **AWARD OF GRADING-** The university introduces credit-based grading system for BA,LL.B/BB.A,LL.B and LL.B from the session of 2022.

- a. The performance of all students in all courses shall be evaluated on a 10-point scale. The following will be the grade values for the course:

<u>Percentage of Marks</u>	<u>Grade</u>	<u>Grade Value</u>
90 and above	<u>O (Outstanding)</u>	<u>10</u>
85-89	<u>A+ Excellent</u>	<u>9</u>
80-84	<u>A Very good</u>	<u>8</u>
70-79	<u>B+ Good</u>	<u>7</u>
60-69	<u>B Above Average</u>	<u>6</u>
<u>50-59</u>	<u>C - Average</u>	
<u>40-49</u>	<u>P – Pass</u>	
<u>Below 40</u>	<u>F – Fail</u>	
<u>AB - Absent</u>	<u>-</u>	<u>Absent</u>

- b. The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course.
- c. The SGPA and CGPA will be rounded off to 2 decimal points and reported in mark sheets, transcripts, etc.
- d. **Conversion of Grade into a percentage:** The performance of the students is measured in terms of CGPA (on a 10-point scale) as defined above. The equated percentage shall be equivalent to $CGPA \times 10$

e. **Award of Division:**

First Division - CGPA of 6.0 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in the first attempt)

8. EVALUATION OF PERFORMANCE:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses. Here the failed courses are also accounted.

The overall Grade of a student in the program of study up to the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

9. SUBJECTS IN LIBERAL ARTS DISCIPLINE

University adopts the guidelines circulated by the Curriculum Development Committee of the Bar Council of India relating to the subject combination in liberal arts disciplines contained in para 4.3A, 4.5, 4.6 and of the referred Committee report. Therefore, the affiliated colleges shall be at liberty to choose any three subjects containing four papers each out of subjects listed below with English as a compulsory subject having two papers for BA, LL.B five years integrated course.

- a. Sociology.
- b. History.
- c. Political Science.
- d. Economics.
- e. Psychology.
- f. Philosophy.

- g. Journalism & Mass Communication.
- h. English.

The number of total papers in BBA, LL.B course relating to management shall be 12 which are listed as under apart from compulsory English subject having two papers. Both the English papers shall be common for BA, LL.B & BBA, LL.B.

- a) Principles and Practices of Management
- b) Quantitative Practice and Business Statistics.
- c) Business Communication.
- d) Business Economics.
- e) Financial Accounting.
- f) Business Environment.
- g) Marketing Management.
- h) Organizational Behaviour.
- i) Financial Management.
- j) Human Resource Management.
- k) International Business.
- l) Corporate Planning and Project Management.

10. TOTAL NUMBER OF PAPERS IN LAW TO BE OFFERED IN BOTH THESTREAMS

For a regular law course in the Three Years' unitary stream or under the integrated double degree stream, there shall be not less than twenty eight papers in all which shall include eighteen compulsory papers, four clinical papers and six optional papers from among the list of optional papers given by the BCI. However, the university introduces 20 compulsory papers as per the recommendations of the Curriculum Development Committee of the Bar Council of India. It is further clarified that **all such papers shall be common for BA, LL.B & BBA, LL.B with the same code number. The syllabus/course curriculum of such compulsory, clinical & optional papers relating to Law shall also be common for LL.B 3 years course, though with a different code number.**

11.CONDUCT OF EXAMINATIONS-

- a. **ATTENDANCE-** As per BCI rules, No student shall be allowed to take the end semester examination in a subject if the student concerned has not attended a minimum of 70% of the classes held in the subject concerned as also the moot-court exercises, tutorials and practical training conducted in the subject taken together. However, if a student for bonafide reasons fails to attend 70% of the classes in any subject, the Principal/ Director or any office bearer authorized by him/her of a Centre of Legal Education may allowthe student concerned to take the

end semester examination if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of classes in all the subjects taken together.

The consequence of not fulfilling this requirement shall result in either detention in the same class or repeating the course and consequential loss of duration.

b. RULES GOVERNING EVALUATION

- i. Law Programs of both the streams of the University shall be run in accordance with the approved syllabi.
- i. The examination system of the University shall be targeting constant monitoring of the student's academic progress and transparency of the evaluation system.
- ii. Evaluation shall be a mix of internal and external where the internal evaluation of the different components shall be done by the concerned teacher of the respective affiliated colleges and the external evaluation shall be done by the evaluators nominated by the University.
- iii. University shall follow a continuous evaluation system for theory papers in Law and Liberal Disciplines including Management courses, the components of which shall be as under:
 1. Internal Assessment = 30% weightage.
 2. End-Semester/ External Examination = 70% weightage.
- iv. All the answer scripts of the different components of the internal evaluation shall be shown to the students within a week of the conduct of the examination and all the queries made by the student should be clarified by the concerned teacher of the respective affiliated colleges
- v. The Internal Assessment shall be based on the student's performance in regular course work. The components of internal assessments shall be of different types to test the overall knowledge of the student such as i. Surprise Tests/Snap Tests/Unannounced Tests. ii. Assignments. iii. Quizzes. iv. Project work. v. Seminar Presentation on topics given by the instructor. vi. Term papers. vii. Case Analysis. viii. Paper presentation etc. Faculty members shall be free to choose any component from the list given to test the academic progress of the student in different Centres of Legal Education under this University. Marks obtained in Internal Assessment shall be sent to the COE, UTU for inclusion in the final mark sheet of the students strictly 15 days prior to the commencement of the End-Semester Examination in a sealed envelope.
- vi. The marks obtained in a subject shall consist of marks allotted in the end semester theory paper, practical examination and sessional work. The grade will be awarded based on marks obtained as per Clause 7. The "F" grade denotes the failure in passing respective subjects and the student has to make another attempt to pass the subject as per the provisions of this Ordinance.
- vii. A candidate to be successful in the examination shall have to obtain 50% marks in aggregate with 40% marks in individual papers subject to securing minimum 30% marks in each paper

in an external examination. For example there are 5 subjects in a particular semester having 100 maximum marks for each subject (30 marks for internal & 70 marks for external examination). To be successful in that semester, the candidate must secure at least 250 marks in aggregate, 40% marks in each subject to the condition that he must have secured at least 21 marks (30% of 70 marks) in each paper in the external examination.

- viii. **Grace-** Maximum 5 grace marks in one or two subjects but not more than 5 marks total of 5 marks may be allowed in each semester to a candidate in External Examination. Provided he/she has secured 50% per cent marks in aggregate in all the subjects of the semester taken together. For example, if a candidate has secured 50% or more than 50% marks in aggregate but could not secure 30% marks in External Examination in any one or two subjects, such candidate can be allowed grace marks up to a maximum of 5 marks to be spread over like 2, and 3.
- ix. The academic schedule for each semester along with the duration of the semesters shall be announced by the University in the form of an Academic Calendar before the commencement of the Academic year. An academic year of the University shall normally start in the month of August of the current calendar year and end in the month of May of the next calendar year unless specifically provided in the calendar year. Every academic year shall be divided into two semesters. The odd semester shall normally commence in the month of August and end in the month of December and the even semester shall normally commence in the month of January and end in the month of May. However, University reserves the right to make alterations to the academic calendar.
- x. **Unfair means:-** Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

12. PROGRESSION POLICY

- a. A student has to usually earn a minimum 8 number of credits in a semester for both stream i.e. five years and three years program to be eligible to register for the new subjects offered in the next semester. But in odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented as detailed in “Eligibility criteria for registering for higher semesters”. Students who do not meet this requirement detailed in Table 1 for five years integrated program and Table 2 for three years program are not permitted to register for new subjects in the higher semesters. They have to either register for appearing in examination of the failed subjects in normal semesters in which they are offered subject(s) or use the Summer Semester facility subject to the limitations imposed by the ordinances.

- ii. **Summer Semester** facility will be offered to the students for completing failed subjects in summer vacations by studying and appearing in examinations. The Summer Semester facility will be offered to those who do not satisfy promotion requirements norm after the 2nd as well as the 4th semesters and 6th semesters.

Table 1 Eligibility Criteria for Registering for Higher Semesters (BALLB/BBALLB)

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	20	20	Not insisted
Second	20	40	16
Third	20	60	Not insisted
Fourth	20	80	32
Fifth	16	96	Not insisted
Sixth	16	112	48
Seventh	16	128	Not insisted
Eighth	16	144	64
Ninth	16	160	Not insisted
Tenth	20	180	

Table 2 Eligibility Criteria for Registering for Higher Semesters (LL.B)

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	20	20	Not insisted
Second	20	40	16
Third	24	64	Not insisted
Fourth	20	84	32
Fifth	20	104	Not insisted
Sixth	20	124	

Faculty advisors (Head of Department to designate 1 Faculty advisor for maximum 20 students) shall monitor, advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semesters as in Table 1 and Table 2.

ACADEMIC LOAD

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to the minimum credit limit or 20 percent more credits than the normal load prescribed in the scheme of examination for respective semester. Thus a student must register for 16-24 credits in a semester.

13. CARRYOVER SYSTEM:

- i. A candidate who satisfies the requirements of clause 12 will be required to appear in those theory/practical/other subjects in which he/she failed i.e. secured “F” grade. A candidate has the option to pass the failed subjects in the summer semester and/or regular semester. It will be open to candidates to either enrol for the summer semester by paying applicable fees as decided by University, attend classes and appear in an examination at the end of the summer semester which will be held in vacations or only appear in failed subject examination in a regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.
- ii. The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

14. EX-STUDENTSHIP:

- i. A candidate opting for ex-studentship shall be required to appear in all the theory & practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to Sessional, Industrial Training/Internship, Seminar and General Proficiency shall remain the same as those secured earlier.
- ii. A candidate opting for an ex-studentship shall be required to apply to the college by paying only the examination fee as per the schedule notified by the University.

15. RE-ADMISSION:

- i. A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions within the permissible maximum duration of the programme:

ii. A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester(s) as applicable.

- (i) A candidate did not appear in a semester examination/or he/she was not granted permission to appear in the examination.
- (ii) A candidate has been detained by the institute and subsequently has been permitted to take re-admission.
- (iii) A candidate as an ex-student passed the examination of the academic year or qualified for carryover system.
- (iv) A candidate promoted with carry over subjects (i.e. those in which he/she secured “F” grade) and he/she opted for readmission.

16. RESULTS:

The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in anyone of the final year semester examinations due to shortage of attendance, will be permitted in Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s).

17.SUMMER SEMESTER REGISTRATION

Students are eligible to register for these failed subjects at the beginning of the Summer Semester which will be of 30-40 contact hours for each subject on the advice of HOD by paying the extra fees as prescribed by the University. No student is allowed to register for more than 20 credits during the Summer Semester. Adding of subjects is not permitted in the Summer Semester. However, a student may drop a subject up to two weeks prior to the last day of classes.

18. TEACHING LOAD:

The teaching load of full-time and part-time teachers shall be according to the norms prescribed by the UGC / University from time to time.

19. INTERNSHIP:

Each registered student shall have to complete a minimum of 12 weeks of internship for Three Year Course stream during the entire period of legal studies under NGO, Trial and Appellate Advocate, Judiciary, Legal Regulatory

Authorities, Legislature and Parliament, other Legal Functionaries, Market Institutions, Law firms, Companies, Local Self Government and other such bodies where the law is practised either in action or in management. However, the internship in any year cannot be for a continuous period of more than Four Weeks. All the students shall be required to undergo internship training with Trial and Appellate Advocates at least once in the entire academic period. The period of internship can however be modified as per BCI directions from time to time.

Each registered student in 5 years integrated course shall have to undergo an internship in consonance with the rules framed by the Bar Council of India, which reads as under:-

20. DRESS CODE DURING INTERNSHIP:

According to the BCI rules the students placed under an internship or in moot-court exercise shall have the formal dress of legal professional in pupillage as under:

For all: Black trousers, white shirt, black tie, black shoes and black coat in winter. When students have problems in getting the entire formal dress for any reason, they have to have a white trousers, full sleeve shirt to be tucked in and covered shoes.

Optional for Female students: Black printed saree with white full sleeve blouse and covered black shoes or Lawyer's Suit with black shoes and black coat in winter.

21. INTER SE UNIVERSITY AND COLLEGE TRANSFER POLICY

- (i) A candidate seeking transfer from any other University to Uttarakhand Technical University may be allowed up to the fifth Semester only in case of LLB, B.A/B.BA, 5 years integrated programme and in the case of LL.B 3-year programme only up to 3rd Semester subject to his/her clearing/passing all the subjects up to 2nd and 4th Semester respectively as the case may be, which are necessary for promotion to next year and on furnishing an undertaking that such candidate shall clear additional subjects if any, as per VMSB Uttarakhand Technical University course curriculum, if not cleared in the previous University and such candidate shall also be required to get migration certificate from the previous University.
- (ii) Candidates seeking transfer from VMSB Uttarakhand Technical University may also be permitted transfer/migration in a similar situation in the like manner.
- (iii) Likewise Inter College transfer is not allowed.
- (iv) No such transfer stipulated in sub-section (i) to (ii) above, be allowed in between the session in any circumstance.

22. RULES OF RE-EVALUATION

Re-evaluation may be permitted as per the policy of the University applicable to respective courses.

23. COURTROOM EXERCISE

- 1 There shall be Court Room Exercises in Law Courses as decided by the Faculty.
- 2 CRE schedule for students shall be finalized by the course teacher and the students must have to abide by it.
- 3 Director / Principal, of Legal Education, shall be the coordinator for CREs.
- 4 The number of Rounds shall be decided by the concerned course teacher in consultation with Director/ Principal, Clinical Legal Education.
- 5 Two teachers shall be present during the CRE in the Court Room (Along with the principal faculty there shall be one more faculty to assist him/her)
- 6 Students who remain absent from the CRE on the scheduled day shall not be given further chances. However, under extraordinary circumstances, the matter shall be decided by the Director/Principal, Clinical Legal Education in consultation with Dean, Faculty of Law.
- 7 Dress Code: The following are the dress code in a Court Room Exercise, which shall comprise the attire:
 - a. Students representing the Clients in the Court Room shall be in complete attire.
 - b. White shirt full sleeves and Black Stripped Trousers used by the Legal Professionals.
 - c. Plain Black Tie or white band used by the Legal Professionals.
 - d. Black Coat.
 - e. Black shoes and black socks.Black Gown by Legal Professionals provided that in the first three years of the Course this may not be insisted.
- 8 **Court Room Decorum:** All students attending the Court Room Exercise shall strictly follow the Court Room decorum while the Court is in session. Any breach of Court Room Discipline shall attract disciplinary action. Cell Phones are not allowed inside the courtroom. Students are not allowed to use laptop unless permitted.
- 9 **Make Up of Attendance:** In so far as attendance make up is concerned the same rule shall apply for general participation in the Court Room. The presiding officer of the Court shall be requested to reschedule the participation of such student as representing the client in the Court for the purpose of giving the opportunity of presenting for the concerned student.
- 10 **Court Room Protocol:** Students are required to strictly follow the Court Room Protocol as instructed by the Faculty In-Charge.

- 11 **Evaluation:** The memorials and presentation in the Court shall be evaluated in such manner as may be prescribed by the Faculty member concerned in the protocol.

24. AWARD OF RANK AND MEDALS:

- a. On the basis of final year results, the top ten candidates in each branch of the law program shall be awarded rank according to their merit provided they pass all the examinations on the first attempt.
- b. The topper of each law programme will be awarded Vice Chancellor's Gold Medal in the respective program of law in the University.
- c. The overall topper of B.A., LL.B. / B.B.A., LL.B. / LL.B. i.e. all law programs together in a particular year of passing will be awarded Chancellor's Gold Medal of the University.

25. COURSE COMMITTEE AND CLASS COMMITTEE:

The Course Committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain the good quality of the Teaching-Learning- Evaluation processes.

26. COURSE COMMITTEE

There will be a separate 'Course Committee' for each of B.Tech. programme. The Course Committee will be constituted by the Head of the Department concerned. The Chairman of the Course Committee shall be the Head of Department concerned.

Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

27. CLASS COMMITTEE

All branches of study will have class committees for every semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

1. All faculty members teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department.

The Course Committees and Class Committees shall meet at least thrice in a semester i.e. the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

28. MISCELLANEOUS

The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

Schedule I

(Major Subject and Credits detail for LL.B Three years program)

S N	NAME OF SUBJECT	STATUS	CREDIT
1	Law of Torts including MV accident and Consumer Protection Laws.	COMPULSORY	4
2	Jurisprudence (Legal Method, Indian Legal System And Basic Theory of Law)	COMPULSORY	4
3	Law of Contract including Specific Relief Act & Sale of Goods Act	COMPULSORY	4
4	Constitutional Law-I	COMPULSORY	4
5	English and Legal Language	COMPULSORY	4
6	Law of Special Contract including Indian Partnership Act & Negotiable Instrument Act	COMPULSORY	4
7	Constitutional Law-II	COMPULSORY	4
8	Family Law-I	COMPULSORY	4
9	Property Law (Transfer of Property Act and Easement Act)	COMPULSORY	4
10	Labour and Industrial Law-I	COMPULSORY	4
11	Labour and Industrial Law-II	COMPULSORY	4
12	Law of Crime Paper-I : Penal Code	COMPULSORY	4
13	Family Law-II	COMPULSORY	4
14	Company Law	COMPULSORY	4
15	Principles of Taxation Law	COMPULSORY	4
16	Professional Ethics and Professional Accounting System	CLINICAL-1 COMPULSORY	4
17	Law of Crime Paper II: Criminal Procedure Code	COMPULSORY	4
18	Administrative Law	COMPULSORY	4
19	Environmental Law	COMPULSORY	4
20	Interpretation of Statutes and Principles of Legislation.	COMPULSORY	4
21	Alternate Dispute Resolution	CLINICAL-2 COMPULSORY	4
22	Law of Evidence	COMPULSORY	4
23	Civil Procedure Code and Limitation Act	COMPULSORY	4
24	Public International Law	COMPULSORY	4
25	Insurance Law	OPTED (OPTIONAL)	4
26	Drafting, Pleading and Conveyancing	CLINICAL -3	4
27	Intellectual Property Law	OPTED (OPTIONAL)	4
28	Land Laws including Tenure and Tenancy System.	OPTED (OPTIONAL)	4
29	Human Rights Laws and Practice including	OPTED	4
30	Protection of Women from Domestic Violence and Juvenile Justice Act.	(OPTIONAL)	
31	Cyber Laws	OPTED (OPTIONAL)	4
32	Moot Court Exercise and Internship	CLINICAL-4 COMPULSORY	4

SCHEDULE II

(Minor subjects for LL.B, B.A.,LL.B/B.B.A.,LL.B)

(Students may opt one group and each group have 5 subjects 4 credits each which can be completed during the programme duration by opting for them provided these are within the permissible limits of maximum credits in the respective semester)

Group -I Corporate Laws	Subjects	Credits
1	Law on Infrastructure Development (L:T:T::4:0:0)	4
2	Information Technology Law(L:T:T::4:0:0)	4
3	Bankruptcy & Insolvency(L:T:T::4:0:0)	4
4	Foreign Trade(L:T:T::4:0:0)	4
5	Banking Law(L:T:T::4:0:0)	4
Group-II International TradeLaw	Subjects	Credits
1	International Banking & Finance(L:T:T::4:0:0)	4
2	International Trade Economics(L:T:T::4:0:0)	4
3	Trade in Intellectual Property(L:T:T::4:0:0)	4
4	Trade in Services & Emigration Law(L:T:T::4:0:0)	4
5	International Dispute Resolution(L:T:T::4:0:0)	4
Group- III Law & Agriculture	Subjects	Credits
1	Law on Agriculture Infrastructure: seed, water, fertilizer, pesticide etc. (L:T:T::4:0:0)	4
2	Law on SMEs on agricultural processing and rural industry(L:T:T::4:0:0)	4
3	Agricultural Insurance(L:T:T::4:0:0)	4
4	Law on Agricultural Finance(L:T:T::4:0:0)	4

5	Cooperative and Corporatization of Agriculture(L:T:T::4:0:0)	4
Group-IV Intellectual Property Law	Subjects	Credits
1	IPR in Pharma Industry(L:T:T::4:0:0)	4
2	Bio Diversity protection(L:T:T::4:0:0)	4
3	Trade Secret and Technology transfer (L:T:T::4:0:0)	4
4	Patent Right creation and Registration(L:T:T::4:0:0)	4
5	IPR in SMEs(L:T:T::4:0:0)	4
Group-IV Crime & Criminology	Subjects	Credits
1	IT Offences(L:T:T::4:0:0)	4
2	Women & Criminal Law(L:T:T::4:0:0)	4
3	International Criminal Law(L:T:T::4:0:0)	4
4	Penology & Victimology(L:T:T::4:0:0)	4
5	Offences Against Child & Juvenile Offence(L:T:T::4:0:0)	4

Schedule III

(Major Subject and Credits detail for B.A., LL.B/B.B.A, LL.B Three years program)

S N	NAME OF SUBJECT	STATUS	CRED IT
1	Law of Torts including MV accident and Consumer Protection Laws.	COMPULSORY	4
2	Jurisprudence (Legal Method, Indian Legal System and Basic Theory of Law)	COMPULSORY	4
3	Law of Contract including Specific Relief Act & Sale of Goods Act	COMPULSORY	4
4	Constitutional Law-I	COMPULSORY	4
5	Law of Special Contract including Indian Partnership Act & Negotiable Instrument Act	COMPULSORY	4
6	Constitutional Law-II	COMPULSORY	4
7	Family Law-I	COMPULSORY	4
8	Property Law (Transfer of Property Act and Easement Act)	COMPULSORY	4
9	Labour and Industrial Law-I	COMPULSORY	4
10	Labour and Industrial Law-II	COMPULSORY	4
11	Law of Crime Paper-I : Penal Code	COMPULSORY	4
12	Family Law-II	COMPULSORY	4
13	Company Law	COMPULSORY	4
14	Principles of Taxation Law	COMPULSORY	4
15	Professional Ethics and Professional Accounting System	CLINICAL-1 COMPULSORY	4
16	Law of Crime Paper II: Criminal Procedure Code	COMPULSORY	4
17	Administrative Law	COMPULSORY	4
18	Environmental Law	COMPULSORY	4
19	Interpretation of Statutes and Principles of Legislation.	COMPULSORY	4
20	Alternate Dispute Resolution	CLINICAL-2 COMPULSORY	4
21	Law of Evidence	COMPULSORY	4
22	Civil Procedure Code and Limitation Act	COMPULSORY	4
23	Public International Law	COMPULSORY	4
24	Insurance Law	OPTED (OPTIONAL)	4
25	Drafting, Pleading and Conveyancing	CLINICAL -3	4
26	Intellectual Property Law	OPTED (OPTIONAL)	4
27	Land Laws including Tenure and Tenancy System.	OPTED (OPTIONAL)	4

28	Human Rights Laws and Practice including Protection of Women from Domestic Violence and Juvenile Justice Act.	OPTED (OPTIONAL)	4
29	Cyber Laws	OPTED (OPTIONAL)	4
30	Moot Court Exercise and Internship	CLINICAL-4 COMPULSORY	4
31	General and Legal English-1	Compulsory	4
32	General and Legal English-11	Compulsory	4
33	Legal Research and Methodology	Compulsory	4

Schedule-IV

Major Humanities/Management subjects for B.A.,LL.B/B.B.A.,LL.B

SN	Name of Subject	B.A.,LL.B/B.B.A.,LL.B	Credits
1.	Political Science	B.A.,LL.B	16
2.	History	B.A.,LL.B	16
3.	Sociology	B.A.,LL.B	16
4.	Principles and Practices of Management	B.B.A,LL.B	4
5.	Quantitative Practice and Business	B.B.A,LL.B	4
6.	Statistics.		
7.	Business Communication.	B.B.A,LL.B	4
8.	Business Economics.	B.B.A,LL.B	4
9.	Financial Accounting.	B.B.A,LL.B	4
10.	Business Environment.	B.B.A,LL.B	4
11.	Marketing Management.	B.B.A,LL.B	4
12.	Organizational Behaviour.	B.B.A,LL.B	4
13.	Financial Management.	B.B.A,LL.B	4
14.	Human Resource Management.	B.B.A,LL.B	4
15.	International Business.	B.B.A,LL.B	4
16.	Corporate Planning and Project Management	B.B.A,LL.B	4

Note-Total credits (16) of Political Science, History and Sociology are in assigned first 4 semester 4 credits in each semester.

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)

Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)



ORDINANCES

For

**Doctor of Pharmacy
(PHARM.D)**

(For admission in 2022-23 and onwards)

VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA

Ordinances

For

Pharm.D Programmes

(For admission in Academic Session 2022-23 and onwards)

CHAPTER-I

1. Duration of the course.–

- a) Pharm.D: The duration of the course shall be six academic years (five years of study and one year of internship or residency) full time with each academic year spread over a period of not less than two hundred working days. The period of six years duration is divided into two phases–

PhaseI – c o n s i s t i n g of First, Second, Third, Fourth and Fifth academic year.

PhaseII–consisting of internship or residency training during sixth year involving posting in speciality units. It is a phase of training wherein a student is exposed to actual pharmacy practice or clinical pharmacy services and acquires skill under supervision so that he or she may become capable of functioning independently.

- b) Pharm.D. (Post Baccalaureate): The duration of the course shall be for three academic years (two years of study and one year internship or residency) full time with each academic year spread over a period of not less than two hundred working days. The period of three years duration is divided into two phases–

PhaseI – consisting of First and Second academic year.

PhaseII–consisting of Internship or residency training during third year involving posting in speciality units. It is a phase of training wherein a student is exposed to actual pharmacy practice or clinical pharmacy services, and acquires skill under supervision so that he or she may become capable of functioning independently.

2. Duration of the course.–

- a) Pharm.D: The duration of the course shall be six academic years (five years of study and one year of internship or residency) full time with each academic year spread over a period of not less than two hundred working days. The period of six years duration is divided into two phases–

PhaseI – consisting of First, Second, Third, Fourth and Fifth academic year.

PhaseII–consisting of internship or residency training during sixth year involving posting in speciality units. It is a phase of training wherein a student is exposed to actual pharmacy practice or clinical pharmacy services and acquires skill under supervision so that he or she may become capable of functioning independently.

- b) Pharm.D. (Post Baccalaureate): The duration of the course shall be for three academic years (two years of study and one year internship or residency) full time

with each academic year spread over a period of not less than two hundred working days. The period of three years duration is divided into two phases –

Phase I – consisting of First and Second academic year.

Phase II – consisting of Internship or residency training during third year involving posting in speciality units. It is a phase of training wherein a student is exposed to actual pharmacy practice or clinical pharmacy services, and acquires skill under supervision so that he or she may become capable of functioning independently.

3. Minimum qualification for admission to. –

a) Pharm.D. Part-I Course – A pass in any of the following examinations –

(1) 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the following subjects:

Mathematics or Biology.

(2) A pass in D.Pharm course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

(3) Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

Provided that a student should complete the age of 17 years on or before 31st December of the year of admission to the course.

Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.

b) Pharm.D. (Post Baccalaureate) Course –

A pass in B.Pharm from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act:

Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.

4. Number of admissions in the above said programmes shall be as prescribed by the Pharmacy Council of India from time to time and presently be restricted as below –

i) Pharm.D. Programme – 30 students.

ii) Pharm.D. (Post Baccalaureate) Programme – 10 students.

5. Institutions running B.Pharm programme approved under section 12 of the Pharmacy Act, will only be permitted to run Pharm.D. programme. Pharm.D. (Post Baccalaureate) programme will be permitted only in those institutions which are permitted to run Pharm.D. programme.

6. Course of study. – The course of study for Pharm.D. shall include the subjects as given in the Tables below. The number of hours in a week, devoted to each subject for its teaching in theory, practical and tutorial shall not be less than that noted against it in columns (3), (4) and (5) below.

TABLES

First Year:

S.No.	Name of Subject	No.of hours of Theory	No.of hours of Practical	No.of hours of Tutorial
(1)	(2)	(3)	(4)	(5)
1.1	Human Anatomy and Physiology	3	3	1
1.2	Pharmaceutics	2	3	1
1.3	Medicinal Biochemistry	3	3	1
1.4	Pharmaceutical Organic Chemistry	3	3	1
1.5	Pharmaceutical Inorganic Chemistry	2	3	1
1.6	Remedial Mathematics/Biology	3	3*	1
	Total hours	16	18	6=(40)

*For Biology

Second Year:

S.No	Name of Subject	No.of hours of Theory	No.of hours of Practical	No.of hours of Tutorial
(1)	(2)	(3)	(4)	(5)
2.1	Pathophysiology	3	-	1
2.2	Pharmaceutical Microbiology	3	3	1
2.3	Pharmacognosy & Phytopharmaceuticals	3	3	1
2.4	Pharmacology-I	3	-	1
2.5	Community Pharmacy	2	-	1
2.6	Pharmacotherapeutics-I	3	3	1
	Total Hours	17	9	6=32

Third Year:

S.No.	Name of Subject	No.of hours of Theory	No.of hours of Practical	No.of hours of Tutorial
(1)	(2)	(3)	(4)	(5)
3.1	Pharmacology-II	3	3	1
3.2	Pharmaceutical Analysis	3	3	1
3.3	Pharmacotherapeutics-II	3	3	1
3.4	Pharmaceutical Jurisprudence	2	-	-
3.5	Medicinal Chemistry	3	3	1
3.6	Pharmaceutical Formulations	2	3	1
	Total hours	16	15	5=36

Fourth Year:

S.No.	Name of Subject	No.of hours of Theory	No.of hours of Practical/ Hospital Posting	No.of hours of Tutorial
(1)	(2)	(3)	(4)	(5)
4.1	Pharmacotherapeutics-III	3	3	1
4.2	Hospital Pharmacy	2	3	1
4.3	Clinical Pharmacy	3	3	1
4.4	Biostatistics & Research Methodology	2	-	1
4.5	Biopharmaceutics & Pharmacokinetics	3	3	1
4.6	Clinical Toxicology	2	-	1
	Total hours	15	12	6=33

Fifth Year:

S.No.	Name of Subject	No.of hours of Theory	No.of hours of Hospital posting*	No.of hours of Seminar
(1)	(2)	(3)	(4)	(5)
5.1	Clinical Research	3	-	1
5.2	Pharmacoepidemiology and Pharmacoeconomics	3	-	1
5.3	Clinical Pharmacokinetics & Pharmacotherapeutic Drug Monitoring	2	-	1
5.4	Clerkship*	-	-	1
5.5	Projectwork(SixMonths)	-	20	-
	Totalhours	8	20	4=32

*Attending ward rounds on daily basis.

Sixth Year:

Internship or residency training including postings in speciality units. Student should independently provide the clinical pharmacy services to the allotted wards.

- (i) Six months in General Medicine department, and
- (ii) Two months each in three other speciality departments

7. Syllabus. – The syllabus for each subject of study in the said Tables shall be as specified in Appendix-A to these regulations.
8. Approval of the authority conducting the course of study. – (1) No person, institution, society or university shall start and conduct Pharm.D or Pharm.D.(PostBaccalaureate) programme without the prior approval of the Pharmacy Council of India.
- (2) Any person or pharmacy college for the purpose of obtaining permission under sub-section (1) of section 12 of the Pharmacy Act, shall submit a scheme as prescribed by the Pharmacy Council of India.
- (3) The scheme referred to in sub-regulation (2) above, shall be in such form and contain such particulars and be preferred in such manner and be accompanied with such fee as may be prescribed:
- Provided that the Pharmacy Council of India shall not approve any institution under these regulations unless it provides adequate arrangements for teaching in regard to building, accommodation, labs., equipments, teaching staff, non-teaching staff, etc., as specified in Appendix-B to these regulations.
9. Examination. – (1) Every year there shall be an examination to examine the students.
- (2) Each examination may be held twice every year. The first examination in a year shall be the annual examination and the second examination shall be supplementary examination.
- (3) The examinations shall be of written and practical (including oral nature) carrying maximum marks for each part of a subject as indicated in Tables below:

TABLES

First Year examination:

S.No.	Name of Subject	Maximum marks for Theory			Maximum marks for Practicals		
		Examination	Sessional	Total	Examination	Sessional	Total
1.1	Human Anatomy and Physiology	70	30	100	70	30	100
1.2	Pharmaceutics	70	30	100	70	30	100
1.3	Medicinal Biochemistry	70	30	100	70	30	100
1.4	Pharmaceutical Organic Chemistry	70	30	100	70	30	100
1.5	Pharmaceutical Inorganic Chemistry	70	30	100	70	30	100
1.6	Remedial Mathematics/Biology	70	30	100	70*	30*	100*
				600			600 = 1200

*for Biology.

Second Year examination:

S.No.	Name of Subject	Maximum marks for Theory			Maximum marks for Practicals		
		Examination	Sessional	Total	Examination	Sessional	Total
2.1	Pathophysiology	70	30	100	-	-	-
2.2	Pharmaceutical Microbiology	70	30	100	70	30	100
2.3	Pharmacognosy & Phytopharmaceuticals	70	30	100	70	30	100
2.4	Pharmacology-I	70	30	100	-	-	-
2.5	Community Pharmacy	70	30	100	-	-	-
2.6	Pharmacotherapeutics-I	70	30	100	70	30	100
				600			300=900

Third Year examination:

S.No.	Name of Subject	Maximum marks for Theory			Maximum marks for Practicals		
		Examination	Sessional	Total	Examination	Sessional	Total
3.1	Pharmacology-II	70	30	100	70	30	100
3.2	Pharmaceutical Analysis	70	30	100	70	30	100
3.3	Pharmacotherapeutics-II	70	30	100	70	30	100
3.4	Pharmaceutical Jurisprudence	70	30	100	-	-	-
3.5	Medicinal Chemistry	70	30	100	70	30	100
3.6	Pharmaceutical Formulations	70	30	100	70	30	100
				600			500= 1100

Fourth Year examination:

S.No.	Name of Subject	Maximum marks for Theory			Maximum marks for Practicals		
		Examination	Sessional	Total	Examination	Sessional	Total
4.1	Pharmacotherapeutics-III	70	30	100	70	30	100
4.2	Hospital Pharmacy	70	30	100	70	30	100
4.3	Clinical Pharmacy	70	30	100	70	30	100
4.4	Biostatistics & Research Methodology	70	30	100	-	-	-
4.5	Biopharmaceutics & Pharmacokinetics	70	30	100	70	30	100
4.6	Clinical Toxicology	70	30	100	-	-	-
				600			400= 1000

Fifth Year examination:

S.No.	Name of Subject	Maximum marks for Theory			Maximum marks for Practicals		
		Examination	Sessional	Total	Examination	Sessional	Total
5.1	Clinical Research	70	30	100	-	-	-
5.2	Pharmacoepidemiology and Pharmacoeconomics	70	30	100	-	-	-
5.3	Clinical Pharmacokinetics & Pharmacotherapeutic Drug Monitoring	70	30	100	-	-	-
5.4	Clerkship*	-	-	-	70	30	100
5.5	Project work (Six Months)	-	-	-	100**	-	100
				300			200=500

*Attending ward rounds on daily basis.

**30 marks – viva-
voce (oral) 70 marks –
Thesis work

10. Eligibility for appearing Examination.— Only such students who produce certificate from the Head of the Institution in which he or she has undergone the Pharm.D. or as the case may be, the Pharm.D. (Post Baccalaureate) course, in proof of his or her having regularly and satisfactorily undergone the course of study by attending not less than 80% of the classes held both in theory and in practical separately in each subject shall be eligible for appear in the examination.

11. Mode of examinations.—(1) Theory examination shall be of three hours and practical examination shall be of four hours duration.

(2) A Student who fails in theory or practical examination of a subject shall re-appear both in theory and practical of the same subject.

(3) Practical examination shall also consist of a viva–voce (Oral) examination.

(4) Clerkship examination—Oral examination shall be conducted after the completion of clerkship of students. An external and an internal examiner will evaluate the student. Students may be asked to present the allotted medical cases followed by discussion. Students' capabilities in delivering clinical pharmacy services, pharmaceutical care planning and knowledge of therapeutics shall be assessed.

12. Award of sessional marks and maintenance of records.— (1) A regular record of both theory and practical class work and examinations conducted in an institution imparting training for Pharm.D. or as the case may be, Pharm.D. (Post Baccalaureate) course, shall be maintained for each student in the institution and 30 marks for each theory and 30 marks for each practical subject shall be allotted as sessional.

(2) There shall be at least two periodic sessional examinations during each academic year and the highest aggregate of any two performances shall form the basis of calculating sessional marks.

(3) The sessional marks in practicals shall be allotted on the following basis: -

(i) Actual performance in the sessional examination (20 marks);

(ii) Day to day assessment in the practical class work, promptness, viva-voce record maintenance, etc. (10 marks).

13. Minimum marks for passing examination.— A student shall not be declared to have passed examination unless he or she secures at least 50% marks in each of the subjects separately in the theory examinations, including sessional marks and at least 50% marks in each of the practical examinations including sessional marks. The students securing 60% marks or above in aggregate in all subjects in a single attempt at the Pharm.D. or as the case may be, Pharm. D. (Post Baccalaureate) course examination shall be declared to have passed in first class. Students securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he or she passes in all the subjects in a single attempt.
14. Eligibility for promotion to next year.— All students who have appeared for all the subjects and passed the first year annual examination are eligible for promotion to the second year and, so on. However, failure in more than two subjects shall debar him or her from promotion to then next year classes.
15. Internship.— (1) Internship is a phase of training wherein a student is expected to conduct actual practice of pharmacy and health care and acquires skills under the supervision so that he or she may become capable of functioning independently.
- (2) Every student has to undergo one year internship as per Appendix-C to these regulations.
16. Approval of examinations.— Examinations mentioned in regulations 10 to 12 and 14 shall be held by the examining authority hereinafter referred to as the university, which shall be approved by the Pharmacy Council of India under sub-section (2) of section 12 of the Pharmacy Act, 1948. Such approval shall be granted only if the examining authority concerned fulfills the conditions as specified in Appendix-D to these regulations.
17. Certificate of passing examination.— Every student who has passed the examinations for the Pharm.D. (Doctor of Pharmacy) or Pharm.D. (Post Baccalaureate) (Doctor of Pharmacy) as the case may be, shall be granted a certificate by the examining authority.

CHAPTER-II

Practical training

18. Hospital posting.— Every student shall be posted in constituent hospital for a period of not less than fifty hours to be covered in not less than 200 working days in each of second, third & fourth year course. Each student shall submit report duly certified by the preceptor and duly attested by the Head of the Department or Institution as prescribed. In the fifth year, every student shall spend half a day in the morning hours attending ward rounds on daily basis as a part of clerkship. Theory teaching may be scheduled in the afternoon.
19. Project work.— (1) To allow the student to develop data collection and reporting skills in the area of community, hospital and clinical pharmacy, a project work shall be carried out under the supervision of a teacher. The project topic must be approved by the Head of the Department or Head of the Institution. The same shall be announced to students within one month of commencement of the fifth year classes. Project work shall be presented in a written report and as a seminar at the end of the year. External and the internal examiners shall do the assessment of the project work.
- (2) Project work shall comprise of objectives of the work, methodology, results, discussions and conclusions.
20. Objectives of project work.—The main objectives of the project work is to—
- (i) Show the evidence of having made accurate description of published work of others and of having recorded the findings in an impartial manner; and
 - (ii) Develop the students in data collection, analysis and reporting and interpretation skills.
21. Methodology.—To complete the project work following methodology shall be adopted, namely:—
- (i) students shall work in groups of not less than *two* and not more than *four* under an authorised teacher;
 - (ii) project topic shall be approved by the Head of the Department or Head of the Institution;
 - (iii) project work chosen shall be related to the pharmacy practice in community hospital and clinical setup. It shall be patient and treatment (Medicine) oriented, like drug utilization reviews, pharmacoepidemiology, pharmacovigilance or pharmacoconomics;
 - (iv) project work shall be approved by the institutional ethics committee;
 - (v) student shall present at least three seminars, one in the beginning, one at middle and one at the end of the project work; and
 - (vi) two-page write-up of the project indicating title, objectives, methodology anticipated benefits and references shall be submitted to the Head of the Department or Head of the Institution.

22. Reporting .— (1) Student working on the project shall submit jointly to the Head of the Department or Head of the Institution a project report of about 40-50 pages. Project report should include a certificate issued by the authorised teacher, Head of the Department as well as by the Head of the Institution

(2) Project report shall be computer typed in double space using Times Roman font on A4 paper. The title shall be in bold with font size 18, sub-titles in bold with font size 14 and the text with font size 12. The cover page of the project report shall contain details about the name of the student and the name of the authorized teacher with font size 14.

(3) Submission of the project report shall be done at least one month prior to the commencement of annual or supplementary examination.

23. Evaluation.— The following methodology shall be adopted for evaluating the project work—

- (i) Project work shall be evaluated by internal and external examiners.
- (ii) Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of four students).
- (iii) Three seminars presented by students shall be evaluated for twenty marks each and the average of best two shall be forwarded to the university with marks of other subjects.

(iv) Evaluation shall be done on the following items:	Marks
a) Write up of the seminar	(7.5)
b) Presentation of work	(7.5)
c) Communication skills	(7.5)
d) Question and answer skills	(7.5)
Total	(30marks)

(v) Final evaluation of project work shall be done on the following items : **Marks**

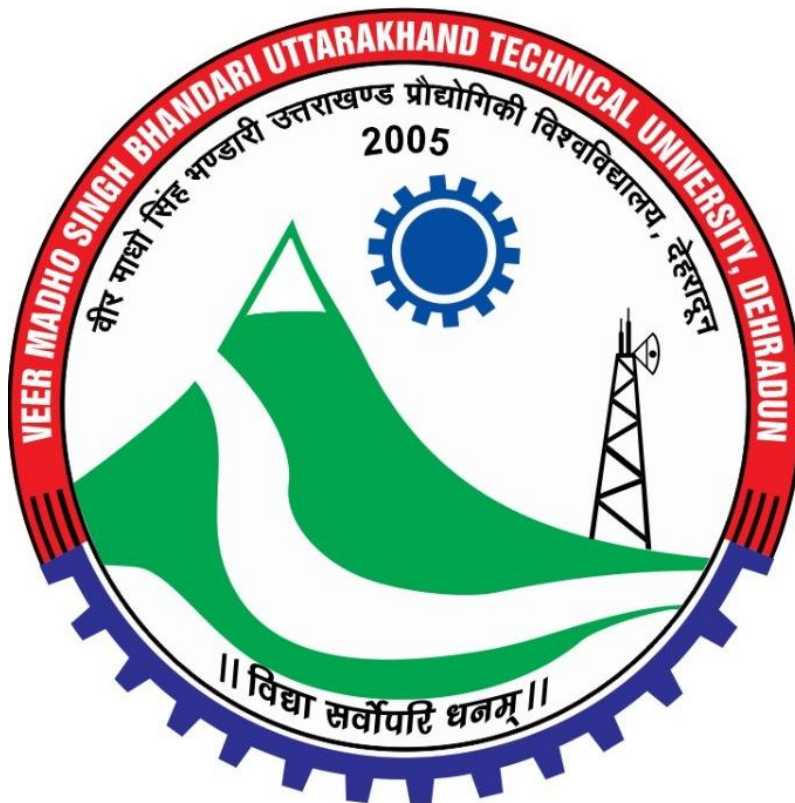
a) Write up of the seminar	(17.5)
b) Presentation of work	(17.5)
c) Communication skills	(17.5)
d) Question and answer skills	(17.5)
Total	(70marks)

Explanation.— For the purposes of differentiation in the evaluation in case of topic being the same for the group of students, the same shall be done based on item numbers b, c and d mentioned above.

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)

Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)



ORDINANCES

For

Master of Technology Programmes

(M.Tech.)

(For admission in 2022-23 and onwards)

VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA

Ordinances
for
Master of Technology Programmes
(w.e.f. 2022-23 and onwards)

1. Admission:

- 1.1 Admission to first year of M.Tech two years programme will be made as per the rules prescribed by Academic Council of VMSB Uttarakhand Technical University, Dehradun in consonance with M.Tech guide lines of AICTE.
- 1.2 B.Tech. students of VMSB Uttarakhand Technical University who complete minimum 191 credits (including minor) in B.Tech. may get admission in one year M.Tech i.e. under B.Tech.-M.Tech. dual degree programme as per the rules prescribed by Academic Council of VMSB Uttarakhand Technical University, Dehradun subject to availability of seats and fulfilment of laid down criteria. Such students who complete minimum 191 credits in B.Tech. and opt for B.Tech.-M.Tech. dual degree programme will not be eligible to get certificate of having completed Minor as the same credits will be considered for completing the minimum credit requirements of M.Tech. in one year duration.

2. Eligibility:

- 2.1. Admission to M.Tech. first year through GATE/University PG entrance examination will be made.
- 2.2. Candidate who has passed B.Tech or equivalent from any University recognized by UGC under 2(f) for awarding B.Tech degree in India and foreign University recognized equivalent by notified authority of Indian Government for the purpose with at least 55% marks obtained in B.Tech degree.
- 2.3. Direct admission on vacant seats at institution/college level.

The eligibility criteria for direct admission/sponsored admission on seats remaining vacant after counselling may be filled as notified from time to time by University.
- 2.4 As per the mandate of national education policy 2020, student who has passed his/her B.Tech. course with a minimum CGPA 8.0 (without any carryover / back paper throughout the B.Tech. course) may be offered admission in one year M.Tech. program as per rules prescribed by University.

- 2.5. Academic Council shall have power to amend or repeal eligibility criteria laid down on adopting new guidelines of AICTE/UGC.
- 2.6 Admission to one year M. Tech. under B.Tech.-M.Tech. dual degree programme for B.Tech. students of VMSB Uttarakhand Technical University shall be made only by the university on available seats.

3. Duration of Course:

- 3.1. The total duration of M.Tech shall be 24 months (2years) / 12 months (1 year for candidates admitted in one year M.Tech programme) in which each year will be comprising two semesters of 90 working days normally or as prescribed by AICTE from time to time.
- 3.2. Maximum time allowed for a candidate admitted in M.Tech for completing M.Tech. is 3 yrs./ 2 yrs.(for candidates admitted in one year M.Tech. under B.Tech.-M.Tech. Dual degree programme) which may be extended by one more year on genuine reason by Academic Council.

4. Curriculum:

- 4.1. The 2 years curriculum has been divided into 4 semesters and 1 year curriculum is divided into 2 semesters. It shall include lectures, tutorials, practicals, seminars, project, dissertation etc. required for the degree course as prescribed in the scheme and instructions issued by the University from time to time
- 4.2. The curricular and co-curricular along with extra curricular activities may be prescribed by University if AICTE guide lines are prescribed on the issue.

4.3 Curriculum Structure

The University follows a specialized credit based semester system. Every Programme will have a specific curriculum for all semesters (Semester 1 to Semester 4) with a syllabi consisting of Theory, Practical, Project work, Dissertation etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, Tutorials, laboratory classes, seminar, projects work, dissertation etc. as prescribed by university

The curriculum structure comprises of broad segments as tabulated below.

Knowledge Segments	Credits
Mathematics	4
Professional core courses	20
Professional Electives	13
Open Electives	6
Research Methodology and IPR	2
Seminar	2
Project	5
Dissertation	20
Total academic credits for M.Tech. degree	72

Audit Courses:

The status and marks allotted for the audit courses are tabulated as below. Every student will have to qualify in the audit courses for becoming eligible to get the degree.

S. No	Audit course status	Marks obtained
1	Qualified (Q)	40% and above
2	Not Qualified (NQ)	Below 40 %, candidate has to repeat the course

5. Attendance:

Every student is required to attend all the lectures, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned on medical ground or for other genuine reason beyond control of student but the attendance can be condoned only upto 20% only. Attendance will be deciding criteria for permission to appear in the examinations. It will be applicable subject wise and attendance will be counted from the date of admission in the course and first teaching class begins of the subject. The percentage of attendance will be estimated on the total classes held and the classes attended by the candidate.

6. Examination:

6.1. The performance of a student in the semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments, tutorials, quizzes, viva voce and attendance. The marks for continuous assessment shall be awarded at the end of the semester (sessional marks). The end semester examination shall be comprised of writtenpapers, practicals, viva voce, project work, design report, seminar and dissertation evaluated by supervisors and external evaluators with open defence.

6.2. Scheme of examination will be provided on each aspects and accordingly statement of marks will be prepared for records and award of M.Tech degree.

6.3

The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work. The grade will be awarded based on marks obtained as per Clause 10.1. The “F” grade denotes the failure in passing respective subjects and student has to make another attempt to pass the subject as per the provisions of this Ordinance.

6.4. The minimum pass marks in each theory subjects shall be 50% (including sessional marks) with minimum 40% in each theory papers in the end semester examination. If there is no sessional mark prescribed for theory papers then 50% will be minimum passing marks.

6.5. Project/Practical shall be 50% minimum marks to be declared pass and dissertation 70% marks will be minimum to be declared pass.

6.6. Aggregate of marks obtained by candidate to declare pass in M.Tech shall be 50%.

7. Unfair Means:

- 7.1. If unfair means adopted by the M.Tech student, the subject evaluation will be cancelled and candidate has to reappear in the examination, whenever conducted by the University.
- 7.2. Dissertation must be candidates own work written with similarity index being less than 20% as per similarity check software prescribed by the University. If Plagiarism is found in the dissertation with sufficient proof, the M.Tech degree will be made null and void at any stage.

8. Grace marks: In M.Tech. grace marks will be nil.

9. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

9.1 Award of Grades:

Students obtaining grades O to P, shall be declared pass. Students failing in subject, will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like: -

Three written tests: CT-1, CT-2 and End Semester Examination

Assignments, Quizzes, tutorials and regularity in attendance etc.

Practical (If part of the course).

Practical, Project and dissertation shall be evaluated & graded as per guideline.

Structure of Grades and Grade Points:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O - Outstanding	10	90% and above
A+- Excellent	9	85% and above but less than 90%
A - Very Good	8	80% and above but less than 85%
B - Good	7	70% and above but less than 80%
C - Average	6	60% and above but less than 70%
P - Pass	5	50% and above but less than 60%
F - Fail	0	Less than 50%
AB - Absent	-	Absent

The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course.

9.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average

(CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses.

Here the failed courses are also accounted.

The overall Grade of a student in the program of study upto the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

The SGPA and CGPA will be rounded off to 2 decimal points and reported in marksheet, transcripts, etc.

Conversion of Grade in to percentage: The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to CGPA x 9.5.

Award of Division:

First Division - CGPA of 6.5 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in first attempt)

Second Division - CGPA of 5 and above but less than 6.5 CGPA

Definition of Credit:

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
2 or 3 Hours Practical (P) per week	1 Credit

Essential Credits for Post Graduate Degree:The credits essential for obtaining the Post Graduate Degree in a particular specialization is 72 credits / 52 credits for admissions in 2 year/ 1 year M.Tech under B.Tech.-M.Tech. Dual degree respectively.

10. Earned Credits (EC):

The credits assigned to a course in which a student has obtained “P” (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

11. Promotion:

- 12.1 A student has to usually earn a minimum 12 number of credits in a semester to be eligible to register for the new subjects offered in the next semester. But in odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented as detailed in “Eligibility criteria for registering in higher semesters”. Students who do not meet this requirement detailed in Table 1 & 2 are not permitted to register for new subjects in the higher semesters. They have to either register for appearing in examination of the failed subjects in normal semesters in which they are offered subject(s).

Table 1 Eligibility Criteria for Registering in Higher Semesters for 2 year M.Tech. Programme

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semester
First	22 (22+3*)	22	Not insisted
Second	20 (20+3*)	42	24
Third	16	58	Not insisted
Fourth	14	72	--

***Optional credit course to students and it is not mandatory to promote in the next academic year. The marks of these optional subjects will be displayed in mark sheet.**

Table 2 Eligibility Criteria for Registering in Higher Semesters for 1 year B.Tech.-M.Tech. Dual Degree Programme

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semester
First	16+10=26	26	Not insisted
Second	14+12=26	52	--

Faculty advisors (Head of Department to designate One Faculty advisor) shall monitor advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semester as in Table1.

- 12.2 The candidate shall appear in the theory papers which does not satisfy clause 12.1 only two times after main examinations, otherwise has to leave the M.Tech course.
- 12.3 There shall be no carryover in M.Tech 2nd year.
- 12.4 Project/Dissertation duration will be one year and RDC (PG) will monitor the progress of the candidate on the topic at least two times before permission to write dissertation.

12. Evaluation of Dissertation:

- 13.1 Supervisor will submit at least three members expert list from relevant area with complete name & address and Head of Institution will designate one name outside the institute for evaluation of M.Tech. dissertation and supervisor will evaluate independently.
- 13.2 If the mark is less than 70%, then candidate has to resubmit his/her dissertation for next evaluation.
- 13.3 The internal assessment marks will be awarded based on evaluation of progress made by student in the work at least three times in a semester. Each evaluation will be of equal weightage. Total internal marks will be sum of :
 - i) Progress review - 60%
 - ii) Supervisor assessment - 40%
- 13.4 There will be open defence of M.Tech dissertation before external evaluator and any one of the two Professor/Associate Professor nominated by Head of Institution. The aggregate marks will be sum of marks awarded individually by External evaluator + Nominated internal teacher (Professor/Associate professor) + Supervisor during viva-voce examination i.e. open defence.
The marks distribution will be on the following basis
 - Quality of work - 200
 - Report - 100
 - Presentation - 100
 - Viva-voce - 50
- 13.5 It is compulsory for every student to submit/publish a research paper in SCI/Scopus/UGC indexed journal or national/ international conference before submission of thesis and also submit the similarity check report of originality being not less than 80% as per similarity check software prescribed by University.

14. Results:

The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year.

15. Award of Rank and Medals:

- 15.1 On the basis of final year result, the top three candidates in each branch of M.Tech. shall be awarded rank

according to their merit provided they pass all the examinations in first attempt in the minimum duration prescribed for the programme.

15.2 The topper of each M. Tech. programme will be awarded Vice Chancellor's Gold Medal in respective branch of the University subject to fulfilment of requirements in Clause 15.1.

15.3 The overall topper of M. Tech. programmes together will be awarded Chancellor's Gold Medal of the University subject to fulfilment of requirements in Clause 15.1.

15.4 The topper of each B.Tech.-M. Tech. dual degree programme will be awarded Vice Chancellor's Gold Medal in respective branch of the University subject to fulfilment of requirements in Clause 15.1.

15.5 The overall topper of B.Tech.-M. Tech. dual degree programmes together will be awarded Chancellor's Gold Medal of the University subject to fulfilment of requirements in Clause 15.1.

16. The Academic Council shall have the power to amend/relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

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ANNEXURE-I : Tentative Scheme of Examination

Proposed Scheme of Examination of M. Tech. 2 Year Programme for all specializations

Semester I									
Sr. No.	Course Type/Code	Course Name	Teaching Scheme			Credits	Internal Marks	External Marks	Total Marks
			L	T	P				
1		Advanced Mathematics	3	1	0	4	50	100	150
2	Core-I		3	1	0	4	50	100	150
3	Core-II		3	1	0	4	50	100	150
4	Professional Elective-1		3	0	0	3	50	100	150
5	Professional Elective-2		3	0	0	3	50	100	150
6	Core	Lab-I	0	0	3	1	25	25	50
7	Core	Lab-II	0	0	3	1	25	25	50
8	Mandatory course	Research Methodology and IPR	2	0	0	2	50	50	100
9	Audit-1	Audit	2	0	0	0	50	0	

		Total	22	3	8	22	400	600	950
10	*Open Elective-1 (Optional)		3	0	0	3	50	100	150
Semester II									
Sr. No.	Course Type/Code	Course Name	Teaching Scheme			Credits	Internal Marks	External Marks	Total Marks
			L	T	P				
1	Core-III		3	1	0	4	50	100	150
2	Core-IV		3	1	0	4	50	100	150
3	Professional Elective-3		3	1	0	4	50	100	150
4	Professional Elective-4		3	0	0	3	50	100	150
5	Open Elective-1		3	0	0	3	50	100	150
6	Core	Lab-III	0	0	3	1	25	25	50
7	Core	Lab-IV	0	0	3	1	25	25	50
		Total	15	3	6	20	300	550	850
9	*Open Elective-2 (Optional)		3	0	0	3	50	100	150
Semester III									
Sr. No.	Course Type/Code	Course Name	Teaching Scheme			Credits	Internal Marks	External Marks	Total Marks
			L	T	P				
1	Open Elective-2		3	0	0	3	50	100	150
2	Seminar		0	0	4	2	100		100
3	Project		0	0	10	5	100	150	250
4	Dissertation	Dissertation	0	0	12	6	300		300
		Total	3	0	22	16	550	250	800
Semester IV									
Sr. No.	Course Type/Code	Course Name	Teaching Scheme			Credits	Internal Marks	External Marks	Total Marks
			L	T	P				
1	Dissertation	Dissertation	0	0	28	14	250	450	700
		Total	0	0	28	14	250	450	700

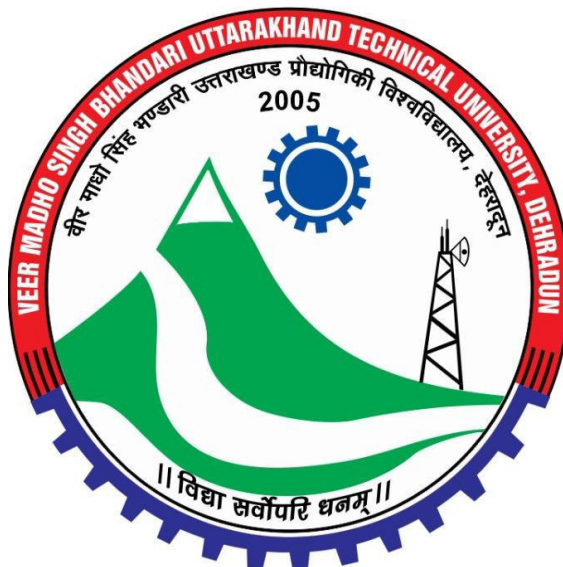
Proposed Scheme of Examination for B.Tech.-M. Tech. Dual 1 Year M.Tech. Programme for all specializations

Semester III									
Sr. No.	Course Type/Code	Course Name	Teaching Scheme			Credits	Internal Marks	External Marks	Total Marks
			L	T	P				

1		Advanced Mathematics	3	1	0	4	50	100	150
2	Core-I		3	1	0	4	50	100	150
3	Open Elective-1		3	0	0	3	50	100	150
4	Mandatory course	Research Methodology and IPR	2	0	0	2	50	50	100
5	Seminar		0	0	4	2	100		100
6	Project		0	0	10	5	100	150	250
7	Dissertation	Dissertation	0	0	12	6	300		300
		Total	11	2	26	26	700	500	1200

Semester IV

Sr. No.	Course Type/Code	Course Name	Teaching Scheme			Credits	Internal Marks	External Marks	Total Marks
			L	T	P				
1	Core-II		3	1	0	4	50	100	150
2	Professional Elective-1		3	0	0	3	50	100	150
3	Open Elective-1		3	0	0	3	50	100	150
4	Core	Lab-I	0	0	3	1	25	25	50
5	Core	Lab-II	0	0	3	1	25	25	50
6	Dissertation	Dissertation	0	0	28	14	250	450	700
		Total	9	1	34	26	450	800	1250



ORDINANCE

For

MASTER OF PHARMACY

(M.PHARM.)

(For admission in 2022-23 and onwards)

**VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun-248007, Uttarakhand, India**

Ordinances

For

Master of Pharmacy (M. Pharm.) Programmes

(For admission in Academic Session 2022-23 and onwards)

CHAPTER –I:REGULATIONS

1. Short Title and Commencement:

These regulations shall be called as “The Revised Regulations for the Master of Pharmacy (M. Pharm.) Degree Program – Credit Based Semester System (CBSS) of the Pharmacy Council of India, New Delhi”. They shall come into effect from the Academic Year 2016–17. The regulations framed are subject to modifications from time to time by the authorities of the University. (The Master of Pharmacy (M. Pharma.) course regulation 2014, based on notification in the Gazette of India No. 362, dated December 11, 2014)

2. Eligibility for Admissions:

2.1. Admission to M. Pharm. First Year:

A Pass in the following examinations

- a) B. Pharm. Degree examination of an Indian University established by law in India from an institution approved by Pharmacy Council of India (PCI) and has scored not less than 55 %

of the maximum marks (aggregate of 4 years of B. Pharm.).

b) Every student, selected for admission to post graduate Pharmacy program in any PCI approved institution should have obtained registration with the State Pharmacy Council or should obtain the same within one month from the date of his/her admission, failing which the admission of the candidate shall be cancelled.

Note: It is mandatory to submit a migration certificate obtained from the respective University where the candidate had passed his/her qualifying degree (B. Pharm.).

3. Duration of the program:

The program of study for M. Pharm. shall extend over a period of four semesters (two academic years). The curricula and syllabi for the program shall be prescribed from time to time by Pharmacy Council of India, New Delhi.

4. Medium of instruction and examinations:

Medium of instruction and examination shall be in English.

5. Working days in each semester:

Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from the month of December/January to May/June in every calendar year.

6. Attendance and progress:

A candidate is required to put in at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.

7. Program/Course credit structure:

As per the philosophy of Credit Based Semester System, certain quantum of academic work viz. theory classes, practical classes, seminars, assignments, etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits.

The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly the credit associated with any of the other academic, co/extracurricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week/per activity.

7.1. Credit assignment:

7.1.1. Theory and Laboratory courses:

Courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and Practical (P) courses consist of hours spent in the laboratory. Credits (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours. Thus, for example, a theory course having four lectures per week throughout the semester carries a credit of 4. Similarly, a practical having four laboratory hours per week throughout semester carries a credit of 2. The contact hours of seminars, assignments and research work shall be treated as that of practical courses for the purpose of calculating credits. i.e., the contact hours shall be multiplied by 1/2. Similarly, the contact hours of journal club, research work presentations and discussions with the supervisor shall be considered as theory course and multiplied by 1.

7.2. Minimum credit requirements:

The minimum credit points required for the award of M. Pharm. degree is 95. However based on the credit points earned by the students under the head of co-curricular activities, a student shall earn a maximum of 100 credit points. These credits are divided into Theory courses, Practical, Seminars, Assignments, Research work, Discussions with the supervisor, Journal club and Co-Curricular activities over the duration of four semesters. The credits are distributed semester-wise as shown in Table 14.

Courses generally progress in sequence, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester-wise schedule of courses given in the syllabus.

8. Academic work:

A regular record of attendance both in Theory, Practical, Seminar, Assignment, and Journal club, Discussion with the supervisor, Research work presentation and Dissertation shall be maintained by the department / teaching staff of respective courses.

9. Course of study

The specializations in M.Pharm program is given in Table 1.

Table – 1: List of M.Pharm. Specializations and their Code

S. No.	Specialization	Code
1.	Pharmaceutics	MPH
2.	Industrial Pharmacy	MIP
3.	Pharmaceutical Chemistry	MPC
4.	Pharmaceutical Analysis	MPA
5.	Pharmaceutical Quality Assurance	MQA
6.	Pharmaceutical Regulatory Affairs	MRA
7.	Pharmaceutical Biotechnology	MPB
8.	Pharmacy Practice	MPP
9.	Pharmacology	MPL
10.	Pharmacognosy	MPG

The course of study for M.Pharm specializations shall include Semester wise Theory & Practical as given in Table – 2 to 11. The number of hours to be devoted to each theory and practical course in any semester shall not be less than that shown in Table – 2 to 11.

Table – 2: Course of study for M. Pharm. (Pharmaceutics)

Course Code	Cours e	Credit Hours	Credit Points	Hrs./ w k	Mark s
Semester I					
MPH101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MPH102T	Drug Delivery System	4	4	4	100
MPH103T	Modern Pharmaceutics	4	4	4	100
MPH104T	Regulatory Affair	4	4	4	100
MPH105P	Pharmaceutics Practical I	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MPH201T	Molecular Pharmaceutics (Nano Tech and Targeted DDS)	4	4	4	100
MPH202T	Advanced Biopharmaceutics & Pharmacokinetics	4	4	4	100
MPH203T	Computer Aided Drug Delivery System	4	4	4	100
MPH204T	Cosmetic and Cosmeceuticals	4	4	4	100
MPH205P	Pharmaceutics Practical II	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table – 3: Course of study for M. Pharm. (Industrial Pharmacy)

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
Semester I					
MIP101 T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MIP102 T	Pharmaceutical Formulation Development	4	4	4	100
MIP103 T	Novel drug delivery systems	4	4	4	100
MIP104 T	Intellectual Property Rights	4	4	4	100
MIP105P	Industrial Pharmacy Practical I	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MIP201 T	Advanced Biopharmaceutics and Pharmacokinetics	4	4	4	100
MIP202 T	Scale up and Technology Transfer	4	4	4	100
MIP203 T	Pharmaceutical Production Technology	4	4	4	100
MIP204 T	Entrepreneurship Management	4	4	4	100
MIP205P	Industrial Pharmacy PracticalIII	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table – 4: Course of study for M. Pharm. (Pharmaceutical Chemistry)

Course Code	Course	Credit Hours	Credit Points	Hrs./week	Marks
Semester I					
MPC101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MPC1012T	Advanced Organic Chemistry –I	4	4	4	100
MPC103T	Advanced Medicinal chemistry	4	4	4	100
MPC104T	Chemistry of Natural Products	4	4	4	100
MPC105P	Pharmaceutical Chemistry Practical I	12	6	12	150
–	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MPC201T	Advanced Spectral Analysis	4	4	4	100
MPC202T	Advanced Organic Chemistry –II	4	4	4	100
MPC203T	Computer Aided Drug Design	4	4	4	100
MPC204T	Pharmaceutical Process Chemistry	4	4	4	100
MPC205P	Pharmaceutical Chemistry Practical II	12	6	12	150
–	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table – 5: Course of study for M. Pharm. (Pharmaceutical Analysis)

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
Semester I					
MPA101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MPA102T	Advanced Pharmaceutical Analysis	4	4	4	100
MPA103T	Pharmaceutical Validation	4	4	4	100
MPA104T	Food Analysis	4	4	4	100
MPA105P	Pharmaceutical Analysis Practical I	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MPA201T	Advanced Instrumental Analysis	4	4	4	100
MPA202T	Modern Bio-Analytical Techniques	4	4	4	100
MPA203T	Quality Control and Quality Assurance	4	4	4	100
MPA204T	Herbal and Cosmetic Analysis	4	4	4	100
MPA205P	Pharmaceutical Analysis Practical II	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table – 6: Course of study for M. Pharm. (Pharmaceutical Quality Assurance)

Course Code	Course	Credit Hours	Credit Points	Hrs./week	Marks
Semester I					
MQA101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MQA102T	Quality Management System	4	4	4	100
MQA103T	Quality Control and Quality Assurance	4	4	4	100
MQA104T	Product Development and Technology Transfer	4	4	4	100
MQA105P	Pharmaceutical Quality Assurance Practical I	12	6	12	150
–	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MQA201T	Hazards and Safety Management	4	4	4	100
MQA202T	Pharmaceutical Validation	4	4	4	100
MQA203T	Audits and Regulatory Compliance	4	4	4	100
MQA204T	Pharmaceutical Manufacturing Technology	4	4	4	100
MQA205P	Pharmaceutical Quality Assurance Practical II	12	6	12	150
–	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table - 7: Course of study for M. Pharm. (Regulatory Affairs)

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
Semester I					
MRA 101T	Good Regulatory Practices	4	4	4	100
MRA 102T	Documentation and Regulatory Writing	4	4	4	100
MRA 103T	Clinical Research Regulations	4	4	4	100
MRA 104T	Regulations and Legislation for Drugs & Cosmetics, Medical Devices, Biologicals & Herbals, and Food & Nutraceuticals In India and Intellectual Property Rights	4	4	4	100
MRA 105P	Regulatory Affairs Practical I	12	6	12	150
	Seminar/Assignment	7	4	7	100
	Total	35	26	35	650
Semester II					
MRA 201T	Regulatory Aspects of Drugs & Cosmetics	4	4	4	100
MRA 202T	Regulatory Aspects of Herbal & Biologicals	4	4	4	100
MRA 203T	Regulatory Aspects of Medical Devices	4	4	4	100
MRA 204T	Regulatory Aspects of Food & Nutraceuticals	4	4	4	100
MRA 205P	Regulatory Affairs Practical II	12	6	12	150
	Seminar/Assignment	7	4	7	100
	Total	35	26	35	650

Table – 8: Course of study for M. Pharm. (Pharmaceutical Biotechnology)

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
Semester I					
MPB 101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MPB 102T	Microbial And Cellular Biology	4	4	4	100
MPB 103T	Bioprocess Engineering and Technology	4	4	4	100
MPB 104T	Advanced Pharmaceutical Biotechnology	4	4	4	100
MPB 105P	Pharmaceutical Biotechnology Practical I	12	6	12	150
–	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MPB 201T	Proteins and protein Formulation	4	4	4	100
MPB 202T	Immunotechnology	4	4	4	100
MPB 203T	Bioinformatics and Computer Technology	4	4	4	100
MPB 204T	Biological Evaluation of Drug Therapy	4	4	4	100
MPB 205P	Pharmaceutical Biotechnology Practical II	12	6	12	150
–	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table – 9: Course of study for M. Pharm. (Pharmacy Practice)

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
Semester I					
MPP 101T	Clinical Pharmacy Practice	4	4	4	100
MPP 102T	Pharmacotherapeutics-I	4	4	4	100
MPP 103T	Hospital & Community Pharmacy	4	4	4	100
MPP 104T	Clinical Research	4	4	4	100
MPP 105P	Pharmacy Practice Practical I	12	6	12	150
–	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MPP 201T	Principles of Quality Use of Medicines	4	4	4	100
MPP 102T	Pharmacotherapeutics II	4	4	4	100
MPP 203T	Clinical Pharmacokinetics and Therapeutic Drug Monitoring	4	4	4	100
MPP 204T	Pharmacoepidemiology & Pharmacoeconomics	4	4	4	100
MPP 205P	Pharmacy Practice Practical II	12	6	12	150
–	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table - 10: Course of study for M. Pharm. (Pharmacology)

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
Semester I					
MPL 101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MPL 102T	Advanced Pharmacology-I	4	4	4	100
MPL 103T	Pharmacological and Toxicological Screening Methods-I	4	4	4	100
MPL 104T	Cellular and Molecular Pharmacology	4	4	4	100
MPL 105P	Pharmacology Practical I	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MPL 201T	Advanced Pharmacology II	4	4	4	100
MPL 202T	Pharmacological and Toxicological Screening Methods-II	4	4	4	100
MPL 203T	Principles of Drug Discovery	4	4	4	100
MPL 204T	Experimental Pharmacology practical- II	4	4	4	100
MPL 205P	Pharmacology Practical II	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table - 11: Course of study for M. Pharm. (Pharmacognosy)

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
Semester I					
MPG101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MPG102T	Advanced Pharmacognosy-I	4	4	4	100
MPG103T	Phytochemistry	4	4	4	100
MPG104T	Industrial Pharmacognostical Technology	4	4	4	100
MPG105P	Pharmacognosy Practical I	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650
Semester II					
MPG201T	Medicinal Plant biotechnology	4	4	4	100
MPG102T	Advanced Pharmacognosy-II	4	4	4	100
MPG203T	Indian system of medicine	4	4	4	100
MPG204T	Herbal cosmetics	4	4	4	100
MPG205P	Pharmacognosy Practical II	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table - 12: Course of study for M. Pharm. III Semester
(Common for All Specializations)

Course Code	Course	Credit Hours	Credit Points
MRM 301T	Research Methodology and Biostatistics*	4	4
–	Journal club	1	1
–	Discussion / Presentation (Proposal Presentation)	2	2
–	Research Work	28	14
Total		35	21

* Non University Exam

Table - 13: Course of study for M. Pharm. IV Semester
(Common for All Specializations)

Course Code	Course	Credit Hours	Credit Points
–	Journal Club	1	1
–	Research Work	31	16
–	Discussion/Final Presentation	3	3
Total		35	20

Table - 14: Semester wise credits distribution

Semester	Credit Points
I	26
II	26
III	21
IV	20
Co-curricular Activities (Attending Conference, Scientific Presentations and Other Scholarly Activities)	Minimum=02 Maximum=07*
Total Credit Points	Minimum=95 Maximum=100*

*Credit Points for Co-curricular Activities

Table – 15: Guidelines for Awarding Credit Points for Co-curricular Activities

Name of the Activity	Maximum Credit Points Eligible / Activity
Participation in National Level Seminar/Conference/Workshop/Symposium/ Training Programs (related to the specialization of the student)	01
Participation in international Level Seminar/Conference/Workshop/Symposium/ Training Programs (related to the specialization of the student)	02
Academic Award/Research Award from State Level/National Agencies	01
Academic Award/Research Award from International Agencies	02
Research / Review Publication in National Journals (Indexed in Scopus / Web of Science)	01
Research / Review Publication in International Journals (Indexed in Scopus / Web of Science)	02

Note: International Conference: Held Outside India

International Journal: The Editorial Board Outside India

*The credit points assigned for extracurricular and or co-curricular activities shall be given by the Principals of the colleges and the same shall be submitted to the University. The criteria to acquire this credit point shall be defined by the colleges from time to time.

10. Program Committee

1. The M. Pharm. programme shall have a Programme Committee constituted by the Head of the institution in consultation with all the Heads of the departments.
2. The composition of the Programme Committee shall be as follows:
A teacher at the cadre of Professor shall be the Chairperson; One Teacher

from each M.Pharm specialization and four student representatives (two from each academic year), nominated by the Head of the institution.

3. Duties of the Programme Committee:

- i. Periodically reviewing the progress of the classes.
- ii. Discussing the problems concerning curriculum, syllabus and the conduct of classes.
- iii. Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students at the beginning of respective semesters.
- iv. Communicating its recommendation to the Head of the institution on academic matters.
- v. The Programme Committee shall meet at least twice in a semester preferably at the end of each sessional exam and before the end semester exam.

11. Examinations/Assessments

The schemes for internal assessment and end semester examinations are given in Table – 16.

11.1 End semester examinations

The End Semester Examinations for each theory and practical course through semesters I to IV shall be conducted by the respective university except for the subject with asterisk symbol (*) in table I and II for which examinations shall be conducted by the subject experts at college level and the marks/grades shall be submitted to the university.

Tables – 16 : Schemes for internal assessments and end semester
(Pharmaceutics- MPH)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER I								
MPH 101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MPH 102T	Drug Delivery System	10	15	1 Hr	25	75	3 Hrs	100
MPH 103T	Modern Pharmaceutics	10	15	1 Hr	25	75	3 Hrs	100
MPH 104T	Regulatory Affair	10	15	1 Hr	25	75	3 Hrs	100
MPH 105P	Pharmaceutics Practical I	20	30	6 Hrs	50	100	6 Hrs	150
MPH106	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MPH 201T	Molecular Pharmaceutics(Nano Tech andTargeted DDS)	10	15	1 Hr	25	75	3 Hrs	100
MPH 202T	Advanced Biopharmaceutics & Pharmacokinetics	10	15	1 Hr	25	75	3 Hrs	100
MPH 203T	Computer Aided Drug Delivery System	10	15	1 Hr	25	75	3 Hrs	100
MPH	Cosmetic	10	15	1 Hr	25	75	3 Hrs	100

204T	and Cosmeceuticals							
MPH 205P	Pharmaceuti cs Practical I	20	30	6 Hrs	50	100	6 Hrs	150
MPH206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Tables - 17 : Schemes for internal assessments and end semester
(Industrial Pharmacy- MIP)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER I								
MIP101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MIP102T	Pharmaceutical Formulation Development	10	15	1 Hr	25	75	3 Hrs	100
MIP103T	Novel drug delivery systems	10	15	1 Hr	25	75	3 Hrs	100
MIP104T	Intellectual Property Rights	10	15	1 Hr	25	75	3 Hrs	100
MIP105P	Industrial Pharmacy Practical I	20	30	6 Hrs	50	100	6 Hrs	150
MIP106	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MIP201T	Advanced Biopharmaceutics and Pharmacokinetics	10	15	1 Hr	25	75	3 Hrs	100
MIP202T	Scale up and Technology	10	15	1 Hr	25	75	3 Hrs	100

	Transfer							
MIP203T	Pharmaceutic al Production Technology	10	15	1 Hr	25	75	3 Hrs	100
MIP204T	Entrepreneurs hip Management	10	15	1 Hr	25	75	3 Hrs	100
MIP205P	Industrial Pharmacy Practical II	20	30	6 Hrs	50	100	6 Hrs	150
MIP206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Table - 18: Schemes for internal assessments and end semester
(Pharmaceutical Chemistry-MPC)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Cont inuous Mode	SessionalExams		Tot al	Mar ks	Du rati on	
			Marks	Durati on				
SEMESTER I								
MPC101T	Modern Pharmaceutic al Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MPC102T	Advanced Organic Chemistry -I	10	15	1 Hr	25	75	3 Hrs	100
MPC103T	Advanced Medicinal chemistry	10	15	1 Hr	25	75	3 Hrs	100
MPC104T	Chemistry of Natural Products	10	15	1 Hr	25	75	3 Hrs	100
MPC105P	Pharmaceutic al Chemistry Practical I	20	30	6 Hrs	50	100	6 Hrs	150
-	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MPC201T	Advanced Spectral Analysis	10	15	1 Hr	25	75	3 Hrs	100
MPC202T	Advanced Organic Chemistry -II	10	15	1 Hr	25	75	3 Hrs	100
MPC203T	Computer Aided Drug Design	10	15	1 Hr	25	75	3 Hrs	100
MPC204T	Pharmaceutical Process Chemistry	10	15	1 Hr	25	75	3 Hrs	100
MPC205P	Pharmaceutic	20	30	6 Hrs	50	100	6	150

	al Chemistry Practical II						Hrs	
MPC206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Tables - 19: Schemes for internal assessments and end semester examinations
(Pharmaceutical Analysis-MPA)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER I								
MPA101T	Modern Pharmaceutical Analysis	10	15	1 Hr	25	75	3 Hrs	100
MPA102T	Advanced Pharmaceutical Analysis	10	15	1 Hr	25	75	3 Hrs	100
MPA103T	Pharmaceutical Validation	10	15	1 Hr	25	75	3 Hrs	100
MPA104T	Food Analysis	10	15	1 Hr	25	75	3 Hrs	100
MPA105P	Pharmaceutical Analysis-I	20	30	6 Hrs	50	100	6 Hrs	150
MPA106	Seminar /Assignment	-	-	-	-	-	-	100
Total I								650
SEMESTER II								
MPA201T	Advanced Instrumental Analysis	10	15	1 Hr	25	75	3 Hrs	100

MPA202T	Modern Bio-Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MPA203T	Quality Control and Quality	10	15	1 Hr	25	75	3 Hrs	100
MPA204T	Herbal and Cosmetic analysis	10	15	1 Hr	25	75	3 Hrs	100
MPA205 P	Pharmaceutical Analysis-II	20	30	6 Hrs	50	100	6 Hrs	150
MPA206	Seminar /Assignment	-	-	-	-	-	-	100
Total I								650

**Tables – 20: Schemes for internal assessments and end semester examinations
(Pharmaceutical Quality Assurance–MQA)**

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER I								
MQA101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MQA102T	Quality Management System	10	15	1 Hr	25	75	3 Hrs	100
MQA103T	Quality Control and Quality Assurance	10	15	1 Hr	25	75	3 Hrs	100
MQA104T	Product Development and Technology Transfer	10	15	1 Hr	25	75	3 Hrs	100
MQA105P	Pharmaceutical Quality Assurance Practical I	20	30	6 Hrs	50	100	6 Hrs	150
MQA106	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MQA201T	Hazards and Safety Management	10	15	1 Hr	25	75	3 Hrs	100
MQA202T	Pharmaceutical Validation	10	15	1 Hr	25	75	3 Hrs	100
MQA203T	Audits and Regulatory Compliance	10	15	1 Hr	25	75	3 Hrs	100
MQA204T	Pharmaceutical Manufacturing Technology	10	15	1 Hr	25	75	3 Hrs	100
MQA205P	Pharmaceutical Quality Assurance Practical II	20	30	6 Hrs	50	100	6 Hrs	150
MQA206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Tables – 21: Schemes for internal assessments and end semester examinations
(Pharmaceutical Regulatory Affairs–MRA)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Cont inuo us Mod e	Sessional Exams		Tot al	Mar ks	Dura tion	
			Mar ks	Durati on				
SEMESTER I								
MRA101T	Good Pharmaceutical Practices	10	15	1 Hr	25	75	3 Hrs	100
MRA102T	Documentation and Regulatory Writing	10	15	1 Hr	25	75	3 Hrs	100
MRA103T	Clinical Research Regulations	10	15	1 Hr	25	75	3 Hrs	100
MRA104T	Regulations and Legislation for Drugs & Cosmetics, Medical Devices, Biologicals & Herbals, and Food & Nutraceuticals In India and Intellectual Property Rights	10	15	1 Hr	25	75	3 Hrs	100
MRA105T	Pharmaceutical Regulatory Affairs Practical I	20	30	6 Hrs	50	100	6 Hrs	150
MRA106	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MRA201T	Regulatory Aspects of Drugs & Cosmetics	10	15	1 Hr	25	75	3 Hrs	100

MRA2 02T	Regulatory Aspects of Herbal & Biologicals	10	15	1 Hr	25	75	3 Hrs	100
MRA2 03T	Regulatory Aspects of Medical Devices	10	15	1 Hr	25	75	3 Hrs	100
MRA2 04T	Regulatory Aspects of Food & Nutraceuticals	10	15	1 Hr	25	75	3 Hrs	100
MRA2 05P	Pharmaceutical Regulatory Affairs Practical II	20	30	6 Hrs	50	100	6 Hrs	150
MRA206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Tables – 22: Schemes for internal assessments and end semester examinations
(Pharmaceutical Biotechnology-MPB)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER I								
MPB101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MPB102T	Microbial And Cellular Biology	10	15	1 Hr	25	75	3 Hrs	100
MPB103T	Bioprocess Engineering and Technology	10	15	1 Hr	25	75	3 Hrs	100
MPB104T	Advanced Pharmaceutical Biotechnology	10	15	1 Hr	25	75	3 Hrs	100
MPB105P	Pharmaceutical Biotechnology Practical I	20	30	6 Hrs	50	100	6 Hrs	150
MPB106	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MPB201T	Proteins and protein Formulation	10	15	1 Hr	25	75	3 Hrs	100
MPB202T	Immunotechnology	10	15	1 Hr	25	75	3 Hrs	100
MPB203T	Bioinformatics and Computer Technology	10	15	1 Hr	25	75	3 Hrs	100
MPB204T	Biological Evaluation of Drug Therapy	10	15	1 Hr	25	75	3 Hrs	100
MPB205P	Pharmaceutical Biotechnology Practical II	20	30	6 Hrs	50	100	6 Hrs	150
MPB206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Tables – 23: Schemes for internal assessments and end semester examinations
(Pharmacy Practice-MPP)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER I								
MPP101T	Clinical Pharmacy Practice	10	15	1 Hr	25	75	3 Hrs	100
MPP102T	Pharmacotherapeutics-I	10	15	1 Hr	25	75	3 Hrs	100
MPP103T	Hospital & Community Pharmacy	10	15	1 Hr	25	75	3 Hrs	100
MPP104T	Clinical Research	10	15	1 Hr	25	75	3 Hrs	100
MPP105P	Pharmacy Practice Practical I	20	30	6 Hrs	50	100	6 Hrs	150
MPP106	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MPP201T	Principles of Quality Use of Medicines	10	15	1 Hr	25	75	3 Hrs	100
MPP202T	Pharmacotherapeutics II	10	15	1 Hr	25	75	3 Hrs	100
MPP203T	Clinical Pharmacokinetics and Therapeutic Drug Monitoring	10	15	1 Hr	25	75	3 Hrs	100
MPP204T	Pharmacoepidemiology & Pharmacoeconomics	10	15	1 Hr	25	75	3 Hrs	100
MPP205P	Pharmacy Practice Practical II	20	30	6 Hrs	50	100	6 Hrs	150
MPP206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Tables – 24: Schemes for internal assessments and end semester examinations
(Pharmacology-MPL)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER I								
MPL101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MPL102T	Advanced Pharmacology-I	10	15	1 Hr	25	75	3 Hrs	100
MPL103T	Pharmacological and Toxicological Screening Methods-I	10	15	1 Hr	25	75	3 Hrs	100
MPL104T	Cellular and Molecular Pharmacology	10	15	1 Hr	25	75	3 Hrs	100
MPL105P	Experimental Pharmacology – I	20	30	6 Hrs	50	100	6 Hrs	150
MPL106	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MPL201T	Advanced Pharmacology II	10	15	1 Hr	25	75	3 Hrs	100
MPL102T	Pharmacological and Toxicological Screening Methods-II	10	15	1 Hr	25	75	3 Hrs	100
MPL203T	Principles of Drug Discovery	10	15	1 Hr	25	75	3 Hrs	100
MPL204T	Clinical research and pharmacovigilance	10	15	1 Hr	25	75	3 Hrs	100
MPL205P	Experimental Pharmacology – II	20	30	6 Hrs	50	100	6 Hrs	150
MPL206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Tables – 25: Schemes for internal assessments and end semester examinations
(Pharmacognosy-MPG)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER I								
MPG101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MPG102T	Advanced Pharmacognosy-I	10	15	1 Hr	25	75	3 Hrs	100
MPG103T	Phytochemistry	10	15	1 Hr	25	75	3 Hrs	100
MPG104T	Industrial Pharmacognostical Technology	10	15	1 Hr	25	75	3 Hrs	100
MPG105P	Pharmacognosy Practical I	20	30	6 Hrs	50	100	6 Hrs	150
MPG106	Seminar /Assignment	-	-	-	-	-	-	100
Total								650
SEMESTER II								
MPG201T	Medicinal Plant biotechnology	10	15	1 Hr	25	75	3 Hrs	100
MPG102T	Advanced Pharmacognosy-II	10	15	1 Hr	25	75	3 Hrs	100
MPG203T	Indian system of medicine	10	15	1 Hr	25	75	3 Hrs	100
MPG204T	Herbal cosmetics	10	15	1 Hr	25	75	3 Hrs	100
MPG205P	Pharmacognosy Practical II	20	30	6 Hrs	50	100	6 Hrs	150
MPG206	Seminar /Assignment	-	-	-	-	-	-	100
Total								650

Tables – 26: Schemes for internal assessments and end semester examinations
(Semester III& IV)

Course Code	Course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
SEMESTER III								
MRM301T	Research Methodology and Biostatistics*	10	15	1 Hr	25	75	3 Hrs	100
MRM302	Journal club	-	-	-	25	-	-	25
MRM303	Discussion / Presentation (Proposal Presentation)	-	-	-	50	-	-	50
MRM304	Research work*	-	-	-	-	350	1 Hr	350
Total								525
SEMESTER IV								
MRM 401	Journal club	-	-	-	25	-	-	25
MRM402	Discussion / Presentation (Proposal Presentation)	-	-	-	75	-	-	75
MRM403	Research work and Colloquium	-	-	-	-	400	1 Hr	400
Total								500

*Non University Examination

11.2 Internal assessment: Continuous mode

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Table - 27: Scheme for awarding internal assessment: Continuous mode

Theory	
Criteria	Maximum Marks
Attendance (Refer Table - 28)	8
Student - Teacher interaction	2
Total	10
Practical	
Attendance (Refer Table - 28)	10
Based on Practical Records, Regular viva voce, etc.	10
Total	20

Table - 28: Guidelines for the allotment of marks for attendance

Percentage of Attendance	Theory	Practical
95 - 100	8	10
90 - 94	6	7.5
85 - 89	4	5
80 - 84	2	2.5
Less than 80	0	0

11.2.1. Sessional Exams

Two sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical sessional examinations is given in the table. The average marks of two sessional exams shall be computed for internal assessment as per the requirements given in tables.

12. Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of M.Pharm.programme if he/she secures at least 50% marks in that particular course including internal assessment.

13. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 12, then he/she shall reappear for the end semester examination of that course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

14. Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the sessional exam component of the internal assessment. The re-conduct of the sessional exam shall be completed before the commencement of next end semester theory examinations.

15. Reexamination of end semester examinations

Reexamination of end semester examination shall be conducted as per the schedule given in table 29. The exact dates of examinations shall be notified from time to time.

Table – 29: Tentative schedule of end semester examinations

Semester	For Regular Candidates	For Failed Candidates
I and III	November / December	May / June
II and IV	May / June	November / December

16. Allowed to keep terms (ATKT):

No student shall be admitted to any examination unless he/she fulfills the norms given in 6. ATKT rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the courses of I, II and III semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to IV semesters within the stipulated time period as per the norms.

Note: Grade AB should be considered as failed and treated as one head for deciding ATKT. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

17. Grading of performances

17.1 Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table – 30.

Table – 30: Letter grades and grade points equivalent to Percentage of marks and performances

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

18. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C₁, C₂, C₃ and C₄ and the student's grade points in these courses are G₁, G₂, G₃ and G₄, respectively, and then students' SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4}{C_1 + C_2 + C_3 + C_4}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4^*}{C_1 + C_2 + C_3 + C_4}$$

19. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the IV semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all IV semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4}{C_1 + C_2 + C_3 + C_4}$$

where C_1, C_2, C_3, \dots is the total number of credits for semester I, II, III, and S_1, S_2, S_3, \dots is the SGPA of semester I, II, III,

20. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of 7.50 and above

First Class = CGPA of 6.00 to 7.49

Second Class = CGPA of 5.00 to 5.99

21. Project work

All the students shall undertake a project under the supervision of a teacher in Semester III to IV and submit a report. 4 copies of the project report shall be submitted (typed & bound copy not less than 75 pages).

The internal and external examiner (should be Ph.D) appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s).

No dissertation will be evaluated until at least one review paper based on the dissertation has been published or accepted in UGC CARE/SCOPUS/SCI indexed journals. Proof of publication or acceptance will be submitted along with the award list to the University by the Principal of the legal centre.

No dissertation will be evaluated if the similarity index is reported to be more than 10% by the similarity checking software prescribed by the University.

The projects shall be evaluated as per the criteria given below.

Evaluation of Dissertation Book:

Objective(s) of the work done	50 Marks
Methodology adopted	150 Marks
Results and Discussions	250 Marks

Conclusions and Outcomes	50 Marks
Total	500 Marks
Evaluation of Presentation:	
Presentation of work	100 Marks
Communication skills	50 Marks
Question and answer skills	100 Marks
Total	250 Marks

22. Award of Ranks

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the M.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the M. Pharm program in minimum prescribed number of years, (two years) for the award of Ranks.

23. Award of degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

24. Duration for completion of the program of study

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

25. Revaluation I Retotaling of answer papers

There is no provision for revaluation of the answer papers in any examination. However, the candidates can apply for retotaling by paying prescribed fee.

26. Re-admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)
Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)



ORDINANCES

For

MASTER IN COMPUTER APPLICATION PROGRAMMES

(MCA)

(For admission in 2022-23 and onwards)

**VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA**

Ordinances

for

MASTER IN COMPUTER APPLICATION PROGRAMMES

(MCA)

(For admission in 2022-23 and onwards)

1. Admission

Admission to MCA 1st semester will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun.

2. Eligibility for Admissions:

- 2.1 Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree.

OR

Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the University).

Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

- 2.2 The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause 2.1, as per the guidelines of AICTE/University.

3. Duration of Courses:

- 3.1 Total duration of the MCA Courses shall be 2 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE/UGC/University from time to time.
- 3.2 The maximum time allowed for completing the MCA course shall be 3 (three) years, failing which he/she shall not be allowed to continue for his/her MCA degree.

4. Curriculum:

- 4.1 The 2 year curriculum has been divided into 4 semesters. It shall include lectures, tutorials, practicals, seminars, project etc. as defined in the scheme of instructions and examination issued by the University from time to time.
- 4.2 The curriculum will also include such other curricular, co-curricular and extra-curricular activities as may be prescribed by the University, if AICTE guidelines are prescribed on the issue.

4.3 Curriculum Structure

The University follows a specialized credit based semester system. The programme will have a specific curriculum for all semesters (Semester 1 to Semester 4) with a syllabi consisting of Theory, Practical, Project work etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, Tutorials, laboratory classes, seminar, projects work etc. as prescribed by university

The curriculum structure comprises of broad segments as tabulated below.

Knowledge Segments	Credits
Humanities & Management	8
Professional core courses	57
Professional Electives	13
Open Electives	8
Seminar	2
Project	8
Total academic credits for M.C.A. degree	96

Audit Courses:

The status and marks allotted for the audit courses are tabulated as below. Every student will have to qualify in the audit courses for becoming eligible to get the degree.

S. No	Audit course status	Marks obtained
1	Qualified (Q)	40% and above
2	Not Qualified (NQ)	Below 40 %, candidate has to repeat the course

5. Attendance:

- 5.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students.
- 5.2 A further relaxation of attendance up to 15% for a student can be given by Head of Institution/college provided that he/she has been absent with prior permission of the Head of the institution/college for there as on acceptable to him.
- 5.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause Nos. 5.1, and 5.2 and such candidate shall be treated as having failed and further governed by clause no. 3.
- 5.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

6. Examination:

- 6.1 The performance of a student in a semester shall be evaluated through continuous class

assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be conducted by means of written papers, practicals and/or viva- voce, inspection of certified course work in classes, project work, and design reports or by means of any combination of these methods.

6.2 The distribution of marks for sessional, end semester theory papers, practicals and other examinations, seminars and project etc. shall be as per the prescribed scheme of examination.

6.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work. The grade will be awarded based on the marks obtained as per clause 10. The “F” grade denotes the failure in passing respective subjects and student has to make another attempt to pass the subject as per provision of this ordinance.

6.4 The minimum pass marks in each subject having sessional marks components shall be 40% (including sessional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of sessional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.

7. **Unfair means:**

Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

8. **Award of Sessional Marks:**

Sessional Marks for theory subjects, practicals and projects shall be awarded as will be prescribed and at present the break-up of sessional marks shall be as follows:

(a) **Theory Subjects:**

(i)	Class Test (CT) which will comprise of	60%
	two mid-term tests of equal weightage	

(ii) **Teacher Assessment:**

Tutorial/Assignment/Quizzes	20%
Attendance	

20%

(b) **Practicals:**

(i)	Two mid-term viva-voce/tests of equal weightage	50%
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(ii)	Teacher Assessment of Lab Record	25%
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(iii)	Attendance	25%
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(c) Make-up test may be held only for those students who could not appear in anyone of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/Head of Department in the University campus was taken. Make up test shall ordinarily be held about two weeks before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time and it will be of three hours duration.

9. **Grace Marks:**

A candidate may be awarded grace marks up to a maximum of total 10 marks, in maximum

four subjects but not more than five marks in any subject including theory papers, practicals, project, seminar, industrial training/internship and/or aggregate marks in each academic year provided he/she can be declared to be promoted as per clause 19 by the award of these marks..

10. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

10.1 Award of Grades:

Students obtaining grades O to P, shall be declared pass. Students failing in subject, will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) Three written tests: CT-1, CT-2 and End Semester Examination
- (ii) Assignments Quizzes, homework, tutorials and regularity in attendance etc.
- (iii) Practical (If part of the course).
- (iv) Practical, Design Project and Project shall be evaluated & graded as per guideline.

Structure of Grades and Grade Points:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O - Outstanding	10	90% and above
A ⁺ - Excellent	9	85% and above but less than 90%
A - Very Good	8	80% and above but less than 85%
B ⁺ - Good	7	70% and above but less than 80%
B - Above Average	6	60% and above but less than 70%
C - Average	5	50% and above but less than 60%
P - Pass	4	40% and above but less than 50%
F - Fail	0	Less than 40%
AB - Absent	-	Absent

The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course

10.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses.

Here the failed courses are also accounted.

The overall Grade of a student in the program of study up to the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

The SGPA and CGPA will be rounded off to 2 decimal points and reported in marksheets, transcripts, etc.

Conversion of Grade in to percentage: The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to $CGPA \times 9.5$.

Award of Division:

First Division - CGPA of 6.5 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in first attempt)

Second Division - CGPA of 5 and above but less than 6.5 CGPA

Third Division - CGPA of 4 and above but less than 5 CGPA

11. Definition of Credit:

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
2 or 3 Hours Practical (P) per week	1 Credit

- 11.1 Essential Credits for Post Graduate Degree:** The credits essential for obtaining the MCA Degree is 96 credits.

12. Earned Credits (EC):

The credits assigned to a course in which a student has obtained “P” (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

13. Promotion:

A student has to usually earn a minimum 10 number of credits in a semester to be eligible to register for the new subjects offered in the next semester. But in odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented as detailed in “Eligibility criteria for registering in higher semesters”. Students who do not meet this requirement detailed in Table 1 are not permitted to register for new subjects in the higher semesters. They have to either register for appearing in examination of the failed subjects in normal semesters in which they are offered subject(s).

Table 1 Eligibility Criteria for Registering in Higher Semesters

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semester
First	24	24	Not insisted
Second	24 (24+4*)	48	20
Third	24 (24+4*)	72	Not insisted
Fourth	24 (24+4*)	96	--

***Optional credit course to students and it is not mandatory to promote in the next academic year. The marks of these optional subjects will be displayed in mark sheet.**

Faculty advisors (Head of Department to designate One Faculty advisor) shall monitor advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semester as in Table 1.

14. Carryover System:

- 14.1** A candidate who satisfies the requirements of clause 13 will be required to appear in those theory/practical/other subjects in which he/she failed i.e. secured “F” grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either enroll for summer semester by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester which

will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.

- 14.2** The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

15. Results:

The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year.

16. Change of College:

Within the Uttarakhand state Change of College shall not be permitted.

17. Award of Rank and Medals:

- 17.1 On the basis of final year result, the top three candidates in MCA shall be awarded rank according to their merit provided they pass all the examinations in first attempt in the minimum duration prescribed for the programme.
- 17.2 The topper of MCA programme will be awarded Vice Chancellor's Gold Medal subject to fulfillment of requirements in Clause 17.1.

18. General Rules:

18.1 Academic Calendar

The exact dates of all important events, such as registration/enrolment, induction, late registration/enrolment, commencement of classes, adding and dropping of courses, submission of documents, examinations, date of showing evaluated answer books, submission of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the University.

18.2 Registration/Enrolment

All students are required to register in each semester for the subjects to be pursued by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if any, for each subject to be registered. Also, the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

The sole responsibility for registration rests with the student and the institution of study concerned.

18.3 Registration/Enrolment Procedure

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:

Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part 2: payment of fees and clearance of outstanding dues (if any).

18.4 Late Registration/Enrolment

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds with recommendation of Director/Principal of college to the University, the University may allow and exempt him/her from payment of late registration fee.

18.5 Adding and Dropping of Courses

A student may add or drop course(s) till the last date(s) specified in the Academic Calendar with the permission of the College/University authorities. For this, he/she must fill the appropriate form, get the endorsement of the HOD and submit the form to the Head of Institution for approval of the University and also online in case of such options being made available by the University. A student may also drop course(s) up to the time of filling examination form whose exact date is specified in Academic Calendar with the following conditions.

1. Dropping of course(s) should not result in a net registration less than the specified minimum number of credits.
2. The request to drop course(s) must be endorsed by the HOD and Head of Institution for the approval of University in hard copy / online if such facility is made available by the University. The dropped subject will not be shown in the grade sheet and transcript of the student.

18.6 Academic Load

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum credit limit or 20 percent more credits than the normal load prescribed in the scheme of examination for respective semester. Thus a student must register for 18-28 credits in a semester.

18.7 Showing the Answer Scripts:

The answer scripts of all examinations i.e. Class Tests will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examination Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

18.8 Course Committees and Class Committee:

The Course committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain good quality of Teaching-Learning-Evaluation processes.

18.8.1 Course Committee

There will be a separate 'Course Committee' for MCA programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned.

Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

18.8.2 Class Committee

In MCA programme study will have class committees for every semester constituted by the Head of Department and the Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

1. All faculty members teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department. The Course Committees and Class Committees shall meet at least thrice in a semester i.e the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committee should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

19. The Academic Council shall have the power to amend/relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

*(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)
Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)*



ORDINANCES

For

Master of Business Administration (FT & PT) (MBA-FULL TIME & PART TIME)

(For admission in 2022-23 and onwards)

VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA

Ordinances

For

MBA (FT & PT) Programmes

(For admission in Academic Session 2022-23 and onwards)

These Ordinances are for 2 year full time Master of Business Administration (MBA) programme and 3 year part time Master of Business Administration (MBA) programme of four semesters and six semesters respectively.

1. Admission

- 1.1 Admission to MBA Ist semester (1st year) will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun.
- 1.2 Admission on migration of a candidate from any other University to this University is not permitted.

2. Eligibility for Admissions to MBA (Full Time) and MBA (Part Time):

- 2.1 **Admission to MBA First Year:** The minimum qualifications for admission to MBA programme will be as per AICTE norms approved by Academic Council of the University.
- 2.2 **For MBA (Part Time) Programme:** The minimum qualification and experience for admission to MBA (Part-time) programme shall be as follows:
 - (a) Qualification as per clause 2.1 above and
 - (b) Minimum two years working experience in any Organization / Institution.
 - (c) Presently working in any Organization / Institution at a distance of not more than 50 Kilometers from the University.

3. Direct admission on vacant seats at institution /college level:

- 3.1 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 by the University.

- 3.2 The Academic Council of University shall have power to amend or repeal the eligibility criteria laid down.

4. MBA Programmes

MBA (Full Time) is 2 year (4 semester) programme while MBA (Part Time) is 3 year (6 semester) programme. There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually begins in December/January (December/January to May) is known as the Even Semester. Academic session may be scheduled in the winter/summer vacations as well.

4.1 Curriculum Structure:

The University follows a specialized credit based semester system. Every Programme will have a specific curriculum for all semesters (Semester 1 to Semester 4 for full time MBA and Semester 1 to Semester 6 for part time MBA) with a syllabi consisting of Theory, Practical, Project work, etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, Tutorials, seminar, industrial/internship and practical training, projects, tour etc. as prescribed by university.

4.2 Curriculum:

- 4.2.1 For full time MBA programme, the 2 year curriculum is divided into 4 semesters while for part time MBA programme, the 3 year curriculum is divided into 6 semesters. It shall include lectures, tutorials, practicals, seminars, projects etc. in addition to industrial training/internship, educational tour etc. as defined in the scheme and in instructions issued by the University from time to time.
- 4.2.2. The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

5. Duration of Course

- 5.1 Total duration of the full time MBA Course shall be 2 years while it is 3 years for part time MBA course, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE/UGC/University from time to time.
- 5.2 The maximum time allowed for a candidate admitted in Ist semester for completing the course shall be 4 years for MBA (full time) and 5 years for MBA (part time), failing which he/she shall not be allowed to continue his/her MBA. Degree.
- 5.3 The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration as per the provision of Clause 5.2.

- 5.4 The student can complete credit requirements prescribed for MBA (full time) in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the Project in 4th semester will be held along with the end semester examination of the 4th semester i.e. end of 2 year.
- 5.5 The student can complete credit requirements prescribed for MBA (part time) in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the Project in 6th semester will be held along with the end semester examination of the 6th semester i.e. end of 3 year.

6. Change of College:

Within the Uttarakhand state the change of College shall not be permitted.

7. Attendance

- 7.1 Every student is required to attend all the lectures, tutorials, practical's and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students i.e. to the limit of 75% attendance.
- 7.2 A further relaxation of attendance up to 15% i.e. up to 60% attendance for a student can be given by Head of Institution/College provided that he/she has been absent with prior permission of the Head of the Institution/College for the reasons acceptable to him.
- 7.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause Nos 7.1 and 7.2 and such candidate(s) shall be treated as having failed and will be further governed by clause no. 5.1 & 5.2.
- 7.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

8. Examination:

- 8.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on assignments, Activities, Seminars and Internal Exams, quizzes/viva-voce, projects, presentations, attendance, etc. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester by the subject teacher and forwarded to University through Head of Department/Head of Institution. The end semester examination shall comprise of written examination, Summer Training / viva-voce.
- 8.2 The distribution of marks for sessional, end semester theory papers, Training Report and other examinations, seminar, project, industrial

training/internship and general proficiency shall be as prescribed by the University.

8.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work. The grade will be awarded based on marks obtained as per Clause 15. The “F” grade denotes the failure in passing respective subjects and student has to make another attempt to pass the subject as per the provisions of this Ordinance.

8.4 The minimum pass marks in each subject having sessional marks component shall be 40% (including sessional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of sessional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.

9. Unfair means:

Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

10. Evaluation Pattern

Evaluation Component	Description and sub heads	Marks
Continuous Term Evaluation	1.Mid Term Examination	10% (10 marks)
	2. Teachers Assessment	10% (10 marks)
	3.Attendance	10% (10 marks)
End Semester Evaluation	End Semester Examination (ESE) A 70marks 3hrs Theory exam will be conducted.	70% (70 marks)
Total		100

(a) Practicals:

- | | | |
|-------|---|-----|
| (i) | Two mid-term viva-voce/tests of equal weightage | 50% |
| (ii) | Teacher Assessment of Lab, Record/Reports | 25% |
| (iii) | Attendance | 25% |

(b) Make-up test shall be held only for those students who could not appear in anyone of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/Head of Department in University campus was taken. Make up-test shall ordinarily be held about two weeks

before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

Candidate who remain absent or are prohibited to attend the midterm Examinations will be declared as fail in midterm Examination.

Candidate will have to satisfy the attendance criterion to appear in the respective Theory subjects and Practical to attend the Mid Term Examinations.

End Semester Examination will be held for all Theory subjects and Practical at the end of the semester.

B. Summer Internship Project

Evaluation component	Marks
Report	70%
Presentation	30%
Total	100

10.1.5 Dissertation / **Business Research Project (BRP)** is a team-based business research assignment undertaken by IV semester MBA (full time) / VI semester MBA (part time) students and it carries 200 marks. A team of 3- 4 students undertakes the research assignment for a business firm/ industry/ organization/ NGO/ research organization under the guidance of the Faculty guide deputed by the Head of Department.

10.1.6 The basic framework of the research topic, literature review, and research design will be designed by the students in the beginning of semester. The elaborated research proposal along with the pilot study will be evaluated by the panel. Only after the proposal is found suitable, permission for continuing the BRP/Dissertation will be given by the Faculty guide.

10.1.7. Business Research Project/ Dissertation report shall be evaluated by two examiners one external decided by controller of exam of university and one internal appointed by the institute concern.

Wherever there is viva-voice, it shall be conducted by the common Viva Board consisting of the Chairman and internal members of the BOE in the concerned subject, internal guide and external examiner appointed by the university. Though the BRP is a team work, students in the team are evaluated individually according to the below-mentioned criteria.

11. Dissertation Report / Business Research Project Evaluation

Scheme of Evaluation	Marks	Weightage (%)
Report (Internal)	100	50
Seminar (Internal) (Guide + Panel) 2 evaluations of 25 marks each	50	25
Viva-Voce (External)	50	25
Total	200	100

11.1 Provisions for Grace Marks

A candidate may be awarded grace marks only if the candidate will secure a pass in all the Theory and Practical's course after award of the grace marks. A maximum of 10 marks in a semester, in maximum four Theory or Practical course, but not more than 5 marks in any one theory or Practical course.

12. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

13 Award of Grades:

Students obtaining grades O to P, shall be declared pass. Students failing in subject, will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) Two written class tests: CT-1, CT-2 and End Semester Examination
- (ii) Assignments Quizzes, Seminar and regularity in attendance etc.
- (iii) Summer Training Report and Viva Voce after Second Semester before commencement of Third Semester for MBA (full time) only

Structure of Grades and Grade Points:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O - Outstanding	10	90% and above
A ⁺ - Excellent	9	85% and above but less than 90%
A - Very Good	8	80% and above but less than 85%
B ⁺ - Good	7	70% and above but less than 80%
B - Above Average	6	60% and above but less than 70%
C - Average	5	50% and above but less than 60%
P – Pass	4	40% and above but less than 50%
F – Fail	0	Less than 40%
AB - Absent	-	Absent

The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time.

The “I” grade is awarded to a student who is unable to complete the course

13.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses. Here the failed courses are also accounted.

The overall Grade of a student in the program of study upto the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

The SGPA and CGPA will be rounded off to 2 decimal points and reported in mark sheet, transcripts, etc.

Conversion of Grade in to percentage: The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to $CGPA \times 9.5$.

Award of Division:

First Division - CGPA of 6.5 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in first attempt)

Second Division - CGPA of 5 and above but less than 6.5 CGPA

Third Division - CGPA of 4 and above but less than 5 CGPA

14. Definition of Credit:

3 Hr. Lecture (L) per week 3 Credit

1 Hr. Case Study (T) per week 1 Credit

15. Earned Credits (EC):

The credits assigned to a course in which a student has obtained "P" (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

16. Promotion:

16.1.1 Candidate who remain absent or is prohibited to attend the End Semester Examination will be declared as fail in End Semester Examination.

16.1.2 Candidate will have to satisfy the attendance criterion to appear in the respective Theory subjects and Practical to attend the End semester Examination

- 16.1.3 Candidate who will not satisfy the attendance criterion will not be allowed to appear Theory subjects and Practical End Semester Examination and the Candidates will be declared as fail in the End Semester Examination.
- 16.1.4 Candidate has to score a minimum of 30% of the marks to qualify the End Semester Examination.
- 16.1.5 Candidate who does not qualify the End Semester Examination will be declared fail in there spective Theory subject and Practical.
- 16.1.6 End semester Practical Examination will be conducted by two Examiners with one Examiner external to the university.
- 16.1.7 Candidate will be declared pass in the semester when he will have passed in all Theory subjects and Practical.
- 16.1.8 **Passing Criteria-** A minimum of 50% marks has to be secured as a sum of Continuous Term Evaluation and End Semester Evaluation.
- 16.1.9 **Summer Internship Project(SIP)** is a six to eight week industry project to be undertaken by the students after the completion of second semester in MBA (full time) programme while it is not required for the working professionals pursuing the MBA (part time) programme.
- 16.1.10 A report for the project undertaken by the student is to be prepared and submitted in the department after completion of the summer internship.The evaluation criterion for SIP is as follows.

Evaluation will be done based on 40% of total marks being awarded by the supervisor of the SIP in industry concerned + 60% by the three member committee of teachers constituted by the respective Head of Department/Institution.

Table 1 Eligibility Criteria for Registering for Higher Semesters

For MBA (Full Time) Programme of 2 years			
Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	26	26	Nil
Second	26	52	20
Third	23	75	Nil
Fourth	23	98	--
For MBA (Part Time) Programme of 3 years			
First	16	16	Nil
Second	16	32	20
Third	16	48	Nil

Fourth	15	63	40
Fifth	15	78	Nil
Sixth	20	98	--

Faculty advisors (Head of Department to designate 1 Faculty advisor for maximum 20 students) shall monitor advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semesters as in Table 1.

Audit Courses:

The status and marks allotted for the audit courses are tabulated as below. Every student will have to qualify in the audit courses, if any for becoming eligible to get the degree.

S. No	Audit course status	Marks obtained
1	Qualified (Q)	40% and above
2	Not Qualified (NQ)	Below 40 %, candidate has to repeat the course

17. Carryover System:

- 17.1 A candidate who satisfies the requirements of clause 16 will be required to appear in those theory/practical/other subjects in which he/she failed i.e. secured "F" grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either enroll for summer semester by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester which will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.
- 17.2 The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

18. Ex-studentship:

- 18.1 A candidate opting for ex-studentships will be required to appear in all the theory & practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to Sessional, Industrial Training / Internship, Seminar and General Proficiency shall remain the same as those secured earlier.

- 18.2 A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee as per schedule notified by the University.

19. Re-admission:

A candidate may be allowed for re-admission provided he / she satisfies one of the following conditions:

- 19.1 A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester(s) as applicable.
- 19.2 A candidate did not appear in a semester examination/or he/she was not granted permission to appear in the examination.
- 19.3 A candidate has been detained by the institute and subsequently has been permitted to take re-admission.
- 19.4 A candidate as a next-student passed the examination of the academic year or qualified for carry over system.
- 19.5 A candidate promoted with carry over subjects (i.e. those in which he/she secured "F" grade) and he/she opted for readmission.

20. Results:

The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in any one of the final year semester examinations due to short age of attendance, will be permitted in Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s).

21. Exit / MBA-

21.1 A candidate admitted in Ist semester of MBA (Full Time) programme will have an option to leave the MBA programme after completing one years of study i.e. 1st sem. and 2nd sem. by successfully completing the prescribed minimum credit requirements of 52 credits as detailed in Table 1 of the Clause 16. Such candidate will be eligible to get a Post Graduate Certificate in Management (PGCM).

21.2 A candidate admitted in Ist semester of MBA (Part Time) programme will have an option to leave the MBA programme after completing two years of study i.e. 1st, 2nd, 3rd, and 4th semesters by successfully completing the prescribed minimum credit requirements of 60 credits as detailed in Table 1 of the Clause 16. Such candidate will be eligible to get a Post Graduate Certificate in Management (PGCM).

22. Award of Rank and Medals:

- 22.1 On the basis of final year result, the top ten candidates in each branch of MBA shall be awarded rank according to their merit provided they pass all the examinations in first attempt in the minimum duration prescribed for the

programme.

22.2 Topper of each MBA programmes will be awarded Vice Chancellor's Gold Medal subject to fulfillment of clause 22.1.

22.3 The topper of all MBA programmes together will be awarded Chancellor's Gold Medal of the University, subject to fulfillment of clause 22.1.

23. Cancellation of Admission:

The admission of a student at any stage of study shall be cancelled if:

(i) He/She is not found qualified as per AICTE/State Government norms/ Guidelines or the eligibility criteria prescribed by the University.

or

(ii) He/She is found unable to complete the course within the stipulated time as prescribed in Clause 5.2.

or

(iii) He/She is found involved in creating indiscipline in the Institution/ College or in the University.

or

(iv) The University can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The University may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

(v) The University reserves the authority to withdraw the degree conferred to a candidate on account of any discrepancy in the candidature observed at later stage.

24. General Rules:

24.1 Academic Calendar

The exact dates of all important events, such as registration/enrolment, induction, late registration/enrolment, commencement of classes, adding and dropping of courses, submission of documents, examinations, date of showing evaluated answer books, submission of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the University.

24.2 Registration/Enrolment

All students are required to register in each semester for the subjects to be pursued by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if

any, for each subject to be registered. Also, the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

For students in the MBA programmes, the course structure is flexible. Since the programmes follow a credit based system, the students are allowed to register as per their choice. A template for each programme has been recommended to help the students to select courses in each semester. The templates have been designed to ensure that if a student follows them, there will be no scheduling conflicts.

The sole responsibility for registration rests with the student and the institution of study concerned.

24.3 Registration/Enrolment Procedure

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:

Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part 2: payment of fees and clearance of outstanding dues (if any).

24.4 Late Registration/Enrolment

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds with recommendation of Director/Principal of college to the University, the University may allow and exempt him/her from payment of late registration fee.

24.5 Academic Load

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum credit limit of 18 of 20 percent more credits than the normal load prescribed in the scheme of examination for respective semester. Thus a student must register for 18-31 credits in a semester.

24.6 Summer Semester Registration

Students register for these failed subjects at the beginning of the Summer Semester which will be of 30-40 contact hours for each subject on the advice of HOD by paying the extra fees as prescribed by the University. No student is allowed to

register for more than 20 credits during the Summer Semester. Adding of subjects is not permitted in the Summer Semester. However, a student may drop a subject up to two weeks prior to the last day of classes.

24.7 Termination of Programme

If a student fails to report and register by the last date of registration without any bonafide reason, his/her programme may be terminated by University.

24.8 Showing the Answer Scripts:

The answer scripts of all examinations i.e. Internal Exam will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examination Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

24.9 Course Committees and Class Committee:

The Course committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain good quality of Teaching-Learning-Evaluation processes.

24.9.1 Course Committee

There will be a separate 'Course Committee' for each of MBA programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned.

Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

24.9.2 Class Committee

All branches of study will have class committees for every semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

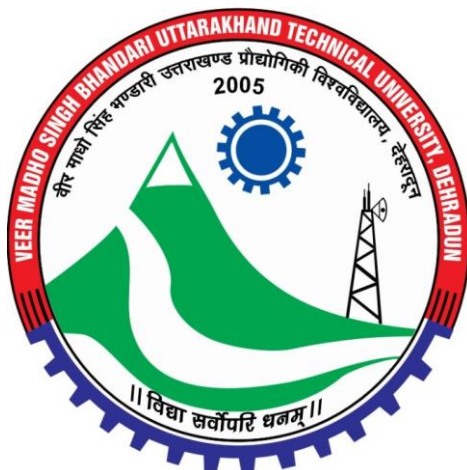
1. All faculty members teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department.

The Course Committees and Class Committees shall meet at least thrice in a semester i.e the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

25. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

*(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)
Sudhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)*



ORDINANCES

For

Master of Business Administration (Integrated) (MBA-Integrated)

(For admission in 2022-23 and onwards)

**VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA**

Ordinances

For

MBA (Integrated) Programmes

(For admission in Academic Session 2022-23 and onwards)

These Ordinances are for 5 year full time Master of Business Administration (MBA Integrated) programme of five Years and Ten semesters.

1. Admission

- 1.1 Admission to MBA Integrated First semester (1st year) will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun. Transfer from any other University to this University is not permitted.

2. Eligibility for Admissions to MBA (Full Time Integrated)

- 2.1 **Admission to MBA Integrated First Year:** The minimum qualifications for admission to MBA Integrated programme will be as per AICTE norms approved by Academic Council of the University.

3. Direct admission on vacant seats at institution /college level:

- 3.1 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 by the University.
- 3.2 The Academic Council of University shall have power to amend or repeal the eligibility criteria laid down.

4. MBA Integrated Programmes

MBA (Full Time Integrated) is 5 year (10 semester programme). There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually

begins in December/January (December/January to May) is known as the Even Semester. Academic session may be scheduled in the winter/summer vacations as well.

4.1 Curriculum Structure:

The University follows a specialized credit based semester system. MBA Integrated full time Programme will have a specific curriculum for all semesters - Semester 1 to Semester 10 with a syllabi consisting of Theory, Practical, Project work, etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, Tutorials, seminar, industrial/internship and practical training, projects, tour etc. as prescribed by university.

4.2 Curriculum:

- 4.2.1 For full time MBA Integrate programme, the 5 year curriculum is divided into 10 semesters. It shall include lectures, tutorials, practicals, seminars, projects etc. in addition to industrial training/internship, educational tour etc. as defined in the scheme and in structions issued by the University from time to time.
- 4.2.2. The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

5. Duration of Course

- 5.1 Total duration of the full time MBA Integrated Course shall be 5 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE/UGC/ University from time to time.
- 5.2 The maximum time allowed for a candidate admitted in Ist semester for completing the course shall be 8 years for MBA (full time Integrated), failing which he/she shall not be allowed to continue his/her MBA Integrated degree.
- 5.3 The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration as per the provision of Clause 5.2.
- 5.4 The student can complete credit requirements prescribed for MBA (full time- Integrated) in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the Project in 10th semester will be held along with the end semester examination of the 10th semester i.e. end of 5 year.

6. Change of College:

Within the Uttarakhand state the change of College shall not be permitted.

7. Attendance

- 7.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students i.e. to the limit of 75% attendance.
- 7.2 A further relaxation of attendance upto 15% i.e. upto 60% attendance for a student can be given by Head of Institution/College provided that he/she has been absent with prior permission of the Head of the Institution/College for the reasons acceptable to him.
- 7.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause Nos 7.1 and 7.2 and such candidate(s) shall be treated as having failed and will be further governed by clause no. 5.1 & 5.2.
- 7.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

8. Examination:

- 8.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on assignments, Activities, Seminars and Internal Exams, quizzes/viva-voce, projects, presentations, attendance, etc. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester by the subject teacher and forwarded to University through Head of Department/Head of Institution. The end semester examination shall comprise of written examination, Summer Training / viva-voce.
- 8.2 The distribution of marks for sessional, end semester theory papers, Training Report and other examinations, seminar, project, industrial training/internship and general proficiency shall be as prescribed.
- 8.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work. The grade will be awarded based on marks obtained as per Clause 15. The "F" grade denotes the failure in passing respective subjects and student has to make another attempt to pass the subject as per the provisions of this Ordinance.
- 8.4 The minimum pass marks in each subject having sessional marks component shall be 40% (including sessional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of sessional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.

9. Unfair means:

Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

10. Evaluation Pattern

Evaluation Component	Description and sub heads	Marks
Continuous Term Evaluation	1.Mid Term Examination	(20 marks)
	2. Teachers Assessment	(20 marks)
	3.Attendance	(10 marks)
End Semester Evaluation	End Semester Examination (ESE) A 100 marks 3hrs Theory exam will be conducted.	(100 marks)
Total		150

(a) Practicals:

- (i)** Two mid-term viva-voce/tests of equal weightage **50%**
- (ii)** Teacher Assessment of Lab, Record / Reports **25%**
- (iii)** Attendance **25%**

- (b)** Make-up test shall be held only for those students who could not appear in anyone of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/Head of Department in University campus was taken. Make up-test shall ordinarily be held about two weeks before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

Candidate who remain absent or are prohibited to attend the midterm Examination will be declared as fail in midterm Examination.

Candidate will have to satisfy the attendance criterion to appear in the respective Theory subjects and Practical to attend the Mid Term Examination.

Candidate who will not satisfy the attendance criterion will not be allowed to appear the Theory subjects and Practical Mid Term Examination and such Candidate will be declared as fail.

End Semester Examination will be held for all Theory subjects and Practical at the end of the semester.

10.1.5 Work Experience and Dissertation will be a assignment undertaken by student of VII semester and carries 200 marks (50 internal and 150 external). The student is required to make a dissertation after completing training for it in a business firm / industry / organization / NGO/ research organization under the guidance of the Faculty guide deputed by the Head of Department.

10.1.6 The basic framework of the research topic, literature review, and research design will be designed by the students in the beginning of semester. The elaborated research proposal along with the pilot study will be evaluated by the panel. Only after the proposal is found suitable, Dissertation will be given by Faculty guide.

10.1.7 Dissertation report shall be evaluated by the Board of Examiners(BOE) comprising of one external (faculty member outside institution concerned to act as Chairperson) notified by Controller of Examination of the University along with one internal examiner (faculty member other than the Dissertation Supervisor) to be appointed by the Head of the institute concern, and Dissertation Supervisor(s). Wherever there is viva-voice, it shall be conducted by the common Viva Board consisting of the Chairperson and internal member of the BOE.

10.1.8 Dissertation Report Evaluation

Scheme of Evaluation	Marks	Weightage (%)
Report(Internal)	100	50
Seminar (Internal) (Guide + Panel) 2 evaluations of 25 marks each	50	25
Viva-Voce (External)	50	25
Total	200	100

10.1.9 Case study application and research based project to be undertaken in 8th semester. Case study application will be internal of 100 marks and research based project will be of 4 credits and 150 marks 100 (external and 50 internal) evaluated by industry expert panel decided by the college authorities and university.

10.1.10 An industrial application report of 20 credits to be submitted in 10th semester of total 300 marks (200 external 100 internal)

11 Provisions for Grace Marks

A candidate may be awarded grace marks only if the candidate will secure a pass in the entire Theory and Practical's course after award of the grace marks. A maximum of 10 marks in a semester, in maximum four Theory or Practical course, but not more than 5 marks in any one theory or Practical course.

12. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

13 Award of Grades:

Students obtaining grades O to P, shall be declared pass. Students failing in subject, will be awarded F grade. The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) Two written class tests: CT-1, CT-2 and End Semester Examination
- (ii) Assignments Quizzes, Seminar and regularity in attendance etc.
- (iii) Summer Training Report and Viva Voce after Second Semester before commencement of Third Semester for MBA (full time Integrated) only

Structure of Grades and Grade Points:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O - Outstanding	10	90% and above
A+- Excellent	9	85% and above but less than 90%
A - Very Good	8	80% and above but less than 85%
B+ - Good	7	70% and above but less than 80%
B – Above Average	6	60% and above but less than 70%
C - Average	5	50% and above but less than 60%
P – Pass	4	40% and above but less than 50%
F – Fail	0	Less than 40%
AB - Absent	-	Absent

The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course

13.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses. Here the failed courses are also accounted.

The overall Grade of a student in the program of study upto the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

The SGPA and CGPA will be rounded off to 2 decimal points and reported in mark sheet, transcripts, etc.

Conversion of Grade in to percentage: The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to $CGPA \times 9.5$.

Award of Division:

First Division - CGPA of 6.5 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in first attempt in minimum duration prescribed for the programme)

Second Division - CGPA of 5 and above but less than 6.5 CGPA

14. Definition of Credit:

3 Hr. Lecture (L) per week	3 Credit
1 Hr. Case Study (T) per week	1 Credit

15. Earned Credits (EC):

The credits assigned to a course in which a student has obtained “P” (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

16. Promotion:

- 16.1.1 Candidate who remain absent or is prohibited to attend the End Semester Examination will be declared as fail in End Semester Examination.
- 16.1.2 Candidate will have to satisfy the attendance criterion to appear in the respective Theory subjects and Practical to attend the End semester Examination
- 16.1.3 Candidate who will not satisfy the attendance criterion will not be allowed to appear Theory subjects and Practical End Semester

Examination and the Candidates will be declared as fail in the End Semester Examination.

- 16.1.4 Candidate has to score a minimum of 30% of the marks to qualify the End Semester Examination.
- 16.1.5 Candidate who does not qualify the End Semester Examination will be declared fail in there spective Theory subject and Practical.
- 16.1.6 End semester Practical Examination will be conducted by two Examinerswith oneExaminerexternaltotheuniversity.
- 16.1.7 Candidatewillbedeclaredpassinthesemesterwhenhewillhavepassedinall Theory subjects andPractical.
- 16.1.8 **Passing Criteria**-A minimum of 50% marks has to be secured as a sum of Continuous Term Evaluation and End Semester Evaluation.
- 16.1.9 **SummerInternshipProject (SIP)**is a six to eight week industry project to be under taken by the students after the completion of second semester in MBA (full time Integrated) programme while it is not required for the working professionals pursuing the MBA (part time) programme.
- 16.1.10 A report for the project undertaken by the student is to be prepared and submittedinthedepartmentsaftercompletionofthesummerinternship.The evaluation criterion for SIP is as follows.

Evaluation will be done based on 40% of total marks being awarded by the supervisor of the SIP in industry concerned + 60% by the three member committee of teachers constituted by the respective Head of Department/Institution.

Table 1 Eligibility Criteria for Registering for Higher Semesters

For MBA (Full Time Integrated) Programme of 5 years			
Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	24	24	Nil
Second	24	48	20
Third	24	72	Nil
Fourth	24	96	40
Fifth	24	120	Nil
Sixth	16	136	60
Seventh	20	156	Nil
Eighth	24	180	80
Nine	24	204	Nil
Ten	20	224	

Faculty advisors (Head of Department to designate 1 Faculty advisor for maximum 20

students) shall monitor, advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semesters as in Table 1.

Audit Courses:

The status and marks allotted for the audit courses are tabulated as below. Every student will have to qualify in the audit courses, if any for becoming eligible to get the degree.

S. No	Audit course status	Marks obtained
1	Qualified (Q)	40% and above
2	Not Qualified (NQ)	Below 40 %, candidate has to repeat the course

17. Carryover System:

- 17.1 A candidate who satisfies the requirements of clause 16 will be required to appear in those theory/practical/other subjects in which he/she failed i.e. secured "F" grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either enroll for summer semester by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester which will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.
- 17.2 The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

18. Ex-studentship:

- 18.1 A candidate opting for ex-studentships will be required to appear in all the theory & practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to Sessional, Industrial Training / Internship, Seminar and General Proficiency shall remain the same as those secured earlier.
- 18.2 A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee as per schedule notified by the University.

19. Re-admission:

A candidate may be allowed for re-admission provided he / she satisfies one of the following conditions:

- 19.1 A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester(s) as applicable.
- 19.2 A candidate did not appear in a semester examination/or he/she was not granted permission to appear in the examination.
- 19.3 A candidate has been detained by the institute and subsequently has been

permitted to take re-admission.

19.4 A candidate as a next-student passed the examination of the academic year or qualified for carry over system.

19.5 A candidate promoted with carry over subjects (i.e. those in which he/she secured “F” grade) and he/she opted for readmission.

20. Results:

The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in any one of the final year semester examinations due to short age of attendance, will be permitted in Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s).

21. Exit options during MBA (Full time Integrated) -

21.1 A candidate admitted in Ist semester of MBA (Full Time Integrated) programme will have an option to leave the programme after completing three years of study i.e. 1st to 6th semester by successfully completing the prescribed minimum credit requirements of 136 credits as detailed in Table 1 of the Clause 16. Such candidate will be eligible to get a Bachelor of Business Administration (BBA).

21.2 A candidate admitted in Ist semester of MBA (Full Time Integrated) programme will have an option to leave the programme after completing two years of study i.e. 1st to 4th semester by successfully completing the prescribed minimum credit requirements of 96 credits as detailed in Table 1 of the Clause 16. Such candidate will be eligible to get a Post Graduate Certificate in Management (PGCM).

Comment [d1]: Should be 96 Credits as per Table.

22. Award of Rank and Medals:

22.1 On the basis of final year result, the top ten candidates in each branch of MBA shall be awarded rank according to their merit provided they pass all the examinations in first attempt in the minimum duration prescribed for the programme.

22.2 Topper of each MBA programmes will be awarded Vice Chancellor's Gold Medal subject to fulfillment of clause 22.1.

22.3 The topper of all MBA programmes together will be awarded Chancellor's Gold Medal of the University, subject to fulfillment of clause 22.1.

23. Cancellation of Admission:

The admission of a student at any stage of study shall be cancelled if:

- (i) He/She is not found qualified as per AICTE/State Government norms/ Guidelines or the eligibility criteria prescribed by the University.

or

- (ii) He/She is found unable to complete the course within the stipulated time as prescribed in Clause 5.2.

or

- (iii) He/She is found involved in creating indiscipline in the Institution/ College or in the University.

or

- (iv) The University can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The University may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.
- (v) The University reserves the authority to withdraw the degree conferred to a candidate on account of any discrepancy in the candidature observed at later stage.

24. General Rules:

24.1 Academic Calendar

The exact dates of all important events, such as registration/enrolment, induction, late registration/enrolment, commencement of classes, adding and dropping of courses, submission of documents, examinations, date of showing evaluated answer books, submission of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the University.

24.2 Registration/Enrolment

All students are required to register in each semester for the subjects to be pursued by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if any, for each subject to be registered. Also, the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

For students in the MBA programmes, the course structure is flexible. Since the programmes follow a credit based system, the students are allowed to register as per their choice. A template for each programme has been recommended to help the students to select courses in each semester. The templates have been designed to ensure that if a student follows them, there will be no scheduling conflicts.

The sole responsibility for registration rests with the student and the institution of study concerned.

24.3 Registration/Enrolment Procedure

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which

shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:

Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part 2: payment of fees and clearance of outstanding dues (if any).

24.4 Late Registration/Enrolment

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds with recommendation of Director/Principal of college to the University, the University may allow and exempt him/her from payment of late registration fee.

24.5 Academic Load

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum credit limit of 18 of 20 percent more credits than the normal load prescribed in the scheme of examination for respective semester. Thus a student must register for 18-31 credits in a semester.

24.6 Summer Semester Registration

Students register for these failed subjects at the beginning of the Summer Semester which will be of 30-40 contact hours for each subject on the advice of HOD by paying the extra fees as prescribed by the University. No student is allowed to register for more than 20 credits during the Summer Semester. Adding of subjects is not permitted in the Summer Semester. However, a student may drop a subject up to two weeks prior to the last day of classes.

24.7 Termination of Programme

If a student fails to report and register by the last date of registration without any bonafide reason, his/her programme may be terminated by University.

24.8 Showing the Answer Scripts:

The answer scripts of all examinations i.e. Internal Exam will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examination Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

24.9 Course Committees and Class Committee:

The Course committee and Class committee are to be put in place for proper monitoring of course progress. Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain good quality of Teaching-Learning-Evaluation processes.

24.9.1 Course Committee

There will be a separate 'Course Committee' for each of MBA programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned.

Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

24.9.2 Class Committee

All branches of study will have class committees for every semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

1. All faculty members teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department.

The Course Committees and Class Committees shall meet at least thrice in a semester i.e the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

25. The Academic Council shall have the power to amend/relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)

Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)



ORDINANCE

For

Master of Hotel Management (MHM)

(For admission in 2022-23 and onwards)

VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA

Ordinances
For
MHM Programmes
(For admission in Academic Session 2022-23 and onwards)

1. Admission:

- 1.1. Admission to MHM first year in first semester will be made as per the rules prescribed by the Academic Council of the VMSB Uttarakhand Technical University, Dehradun.
- 1.2. Admission on migration of a candidate from any other University to this University is not permitted.

2. Eligibility for Admissions:

2.1. Admission to MHM First Year for Two year programme:

As per AICTE norms or approved by academic council of the University.

2.2 Admission to MHM One year programme for students of BHMCT of VMSBUT

Candidates who have passed 4 year BHMCT degree with 208 Credits in single attempt in 4 year duration from VMSB Uttarakhand Technical University, Dehradun securing minimum 8 CGPA will be eligible to take admission in MHM second year in the MHM programme of the University. Such candidates will have to complete the other left out credit requirements as prescribed by the University in regular semesters of the one year in MHM programme.

3. Direct admission on vacant seats at institution/college level:

- 3.1 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 by the University.
- 3.2 The Academic Council of University shall have power to amend or repeal the eligibility criteria laid down.

4. MHM Programme:

There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually begins in December/January (December/January to May) is known as the Even Semester. Academic session may be scheduled in the winter/summer vacations as well. This program aims to provide professional and managerial expertise in hotel management. This course will also focus on Revenue Management and Sales & Marketing. Students will receive extensive exposure to hotel operations through practice to acquire knowledge and attitude to work in hospitality organizations.

This programme will also provide a pathway to a career in hospitality related research, teaching, and consultancy. This programme is well -suited for all hotel management professionals, as well as other graduates who wish to upgrade their qualifications in order to gain a competitive advantage in their careers. To give a boost for the career advancement one needs higher levels of managerial skills and knowledge which would be met by giving a PG level program which has a curriculum focused on the development of conceptual skills of the students.

The term “Hospitality” is now more holistic and encircled much more than four primary functional areas of a hotel. However, many institutions are offering hospitality based programmes in India but still focusing on hotels only. Hospitality encompasses diverse type of establishment such as Hotels, Hospitals, Restaurants, Airlines, Convention Centres, Events Destinations and related services.

This programme is designed for those hotel management graduates or graduates in any stream or any veteran of hospitality seek to leverage his skills and knowledge to achieve the next level of competency. This programme is designed keeping in mind the profile of a graduate who wants to advance in his career and gain the necessary conceptual skills required in the middle and senior management level.

This could be an ideal course for the people seeking to obtain specialized knowledge to venture into their own business.

Two year Master of Hotel Management program is based on the philosophy of bringing together the arts and sciences of hospitality. This will allow the aspirants to learn managerial, analytical and decision-making skills required in hospitality business in different level of hierarchy.

4.1 Curriculum Structure:

The University follows a specialized credit/grade based semester system. This programme will have a specific curriculum for all semesters (Semester 1 to Semester 4) with a syllabi consisting of Theory, Practical, Project work, etc. as given below and shall be in accordance with the prescribed syllabus. The subjects shall be covered through lectures, Tutorials, laboratory classes, seminar, Specialized on Job Training and practical training, projects, tour etc. as prescribed by university.

The subjects shall be covered through lectures, Tutorials, laboratory classes, seminar, industrial/internship and practical training, projects, tour etc. as prescribed by university.

Post Graduate Core courses include subjects from:

- (i) Hospitality & Tourism
- (ii) Hotel Information System
- (iii) Professional core courses
- (iv) Principles of Management
- (v) Project

Post Graduate Program Electives includes subjects from:

- (i) Professional Electives
- (ii) Open Electives
- (iii) Ability enhancement Course
- (iv) Value added Courses
- (v) Non credit course

The curriculum structure comprises of broad segments as tabulated below.

Knowledge Segments	Credits
Discipline Specific Course (DSE)	36
Skill Enhancement Course (SEC)	18
Project	01
Ability Enhancement Course (AEC)	06
Value Added Course (VAC)	06
Professional Elective	06
Specialized Industrial Exposure	10
Total Academic Credits for MHM	83
Degree Programme	

4.1.1 Audit Courses:

The status and marks allotted for the audit courses are tabulated as below. Every student will have to qualify in the audit courses for becoming eligible to get the degree.

S. No	Audit course status	Marks obtained
1	Qualified (Q)	40% and above
2	Not Qualified (NQ)	Below 40 %, candidate has to repeat the course

All students admitted to the first year of the MHM programme are required to take a diagnostic test in English. Based on their performance in this test, they may be advised to undertake certain additional non-credit course(s) in English Language and composition. Further, for running MHM in collaboration and twinning programme with Indian and Foreign University/Institutions in the field of Technical Education, Hospitality, Research and Training, the Academic Council of the University will be prescribing the norms in accordance with AICTE/UGC/State Government norms as applicable.

4.2 Curriculum

- 4.2.1 The two year curriculum is divided into 4 semesters. It shall include lectures, tutorials, practicals, seminars, projects etc. in addition to specialized On Job training/internship, educational tour etc. as defined in the scheme and instructions issued by the University from time to time.
- 4.2.2 The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

5. Duration of Course:

- 5.1 Total duration of the MHM course shall be of 02 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE/UGC/University from time to time.
- 5.2 The maximum time allowed for a candidate for completing the MHM course shall be 4 (Four) years failing which he/she shall not be allowed to continue for his/her MHM degree.
- 5.3 The student may complete the programme at a slower pace by taking more time but not more than prescribed maximum duration as per the provision of Clause 5.2.
- 5.4 The student can complete credit requirements prescribed for MHM degree in expedient mode by taking the maximum number of permissible credits in respective semesters, however the final examination of the specialized on job training in 4th semester will be held along with the end semester examination of the 4th semester i.e. end of final year.

6. Change of college

Within the Uttarakhand state the change of College shall not be permitted.

7. Attendance:

- 7.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students.
- 7.2 Relaxation of attendance upto 15 % for a student can be given by the head of the institution/ college provided that he/ she has been absent with prior permission of the Head of the Institution/College for the reasons acceptable to him.
- 7.3 No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause No. 7.1 and 7.2. And such candidate(s) shall be treated as having failed and will be further governed by clause no. 5.1 & 5.2.
- 7.4 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

8. Examination:

- 8.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce, projects, presentations, attendance, etc. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester by the subject teacher and forwarded to University through Head of Department/Head of Institution. The end semester examination shall comprise of written examination, practicals and viva-voce.
- 8.2 The distribution of marks for Sessional, end semester theory papers, practicals and other examinations, seminar, project, industrial training/internship and general proficiency shall be as prescribed.

- 8.3** The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination & Sessional work. The grade will be awarded based on marks obtained. The “F” grade denotes the failure in passing respective subjects and student has to make another attempt to pass the subject as per the provisions of this Ordinance Clause 14.
- 8.4** The minimum pass marks in each subject having Sessional marks component shall be 40% (including Sessional marks) with a minimum of 30% marks in the end semester examination of respective subject. If there is no provision of Sessional marks in any subject, the minimum pass marks in that subject shall be 40% in the end semester examination.
- 8.5** There shall be no pass marks in General Proficiency (GP). However the remark corresponding to marks obtained in General Proficiency shall be reflected in the result as non -credit course.

9. Unfair means:

Cases of unfair means shall be dealt as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

10. Award of Sessional Marks:

Sessional marks for theory subjects, practicals and project shall be awarded as will be prescribed and at present the break-up of Sessional marks shall be as follows:

(a) Theory Subjects

- | | |
|--|------------|
| (i) Class tests (CT) which will comprise of | 60% |
| Two mid-term tests of equal weightage | |

(ii) Teacher Assessment:

- | | |
|-----------------------------|------------|
| Tutorial/Assignment/Quizzes | 20% |
| Attendance | 20% |

(b) Practicals:

- | | |
|--|------------|
| (i) Two mid-term viva-voce/tests of equal weightage | 50% |
| (ii) Teacher Assessment of Lab Record | 25% |
| (iii) Attendance | 25% |

- (c)** Make-up test may be held only for those students who could not appear in anyone of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/Head of Department in University campus was taken. Make up test shall ordinarily be held about two weeks before the semester examination.

The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time and it will be of three hours duration.

11. Awards of General Proficiency Marks:

Distribution of marks for General proficiency (non-credit) remarks will be based on the cumulative percentage of marks scored by student during each semester through various components as detailed below. Detailed distribution for award of marks in each component and/or their weightage may be as prescribed by the university from time to time.

S. No	Assessment	Weightage of marks
1	Discipline/Behaviour of students inside/outside of institute/university campus (To be awarded by Proctor of institute/Registrar of university)	40%
2	Games/Sports/Cultural/Literary events (To be awarded by respective officer incharge)	40%
3	Academic & research/Special lecture/Extra curricular events & industrial visits (To be awarded by concerned Head of Department)	20%

Sl. No	Marks secured	Remarks
1	80-100 %	Excellent
2	60-79 %	Very good
3	40-59 %	Good
4	20-39 %	Satisfactory
5	Less than 20 %	Average

12. Award of Seminar, Project, specialized On Job Training/ Internship, educational tour grades at Institution/ Head of Department in University campus level:

12.1 The marks of Seminar specialized on job Training/Internship, Educational tour grades shall be awarded on the following basis:

- (i) Write-up/Report **50%**
- (ii) Presentation **50%**

12.2 The grades in Seminar, specialized on job Training /Internship and educational tour shall be awarded by a committee consisting of following members:

- (i) Head of the Department or his/her nominee - Chairperson
- (ii) Concerned Officer Incharge/designated Faculty member - Member
- (iii) Senior Faculty Member of the department nominated by the Head of Department – Member

In Semester III the student shall work under the supervision of the Faculty and carry out a Field Work and submit a structured report in a hard copy & one soft copy (CD). The student is required to conduct research on a topic related to one (or more) of contemporary issues in Hotel Management & Catering Technology.

The topic is chosen in consultation with the faculty. The student will prepare and present a detailed research proposal prior to starting the work. A Field Work outlining the entire problem, including a survey of literature and the various results obtained along with their solutions is expected to be produced.

The student must submit the completed project and make an oral presentation of the same. Through the Field Work, the student is expected to furnish evidence of competence in understanding varied aspects of the theme/topic selected and a deep understanding of the specialty area. The completion of the project shall be certified by the Faculty Guide & approved by the Director of the Institute.

At the end of fourth Semester each student shall have to undergo specialized On Job training for a period not less than 22 weeks. Based on the actual training, the student shall write a training report under the guidance of TPO and submit a copy of the same to the institute.

The report should be well documented and supported by –

- Certificate
- Acknowledgement
- Index
- Introduction
- Organization profile
- Outline of the task undertaken in a specific department
- Relevant charts, tables, formats, diagrams etc.
- Contribution to the host organization etc.
- Conclusion

13. Grace Marks:

A candidate maybe awarded grace marks up to a maximum of total 10 marks, in maximum four subjects but not more than five marks in any subject including theory papers, practicals, project, seminar, industrial training/internship and/or aggregate marks in each academic year provided he/she can be declared to be promoted by the award of these marks.

14. Structure of Grading of Academic Performance:

The following shall be the structure of grading for academic performance of the students:

14.1 Award of Grades:

Students obtaining grades O to P shall be declared pass. Students failing in subject will be awarded F grade.

The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) Three written tests: CT/SE-1, CT/SE-2 and End Semester Examination

(ii) Assignments Quizzes, homework, tutorials and regularity in attendance etc.

(iii) Practical (If part of the course).

(iv) Practical and Project shall be evaluated & graded as per guideline.

Structure of Grades and Grade Points:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O - Outstanding	10	90% and above
A ⁺ - Excellent	9	85% and above but less than 90%
A - Very Good	8	80% and above but less than 85%
B ⁺ - Good	7	70% and above but less than 80%
B - Above Average	6	60% and above but less than 70%
C - Average	5	50% and above but less than 60%
P - Pass	4	40% and above but less than 50%
F - Fail	0	Less than 40%
AB - Absent	-	Absent

The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course

14.2 Evaluation of Performance:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

Where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except non-credit courses. Here the failed courses are also accounted.

The overall Grade of a student in the program of study up to the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

The SGPA and CGPA will be rounded off to 2 decimal points and reported in mark sheet, transcripts, etc.

Conversion of Grade in to percentage: The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to $CGPA \times 9.5$.

Award of Division:

First Division - CGPA of 6.5 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in first attempt)

Second Division - CGPA of 5 and above but less than 6.5 CGPA

Third Division - CGPA of 4 and above but less than 5 CGPA

15. Definition of Credit:

1 Hr. Lecture (L) per week	1 Credit
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1 Hr. Tutorial (T) per week	1 Credit
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2 Hours Practical (P) per week	1 Credit
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16. Earned Credits (EC):

The credits assigned to a course in which a student has obtained “P” (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

17. Earning Credits through MOOC's

(a) MHM students can avail a facility of earning up to a maximum of 8 credits of their degree requirements through MOOC's.

(b) MOOC courses eligible for this purpose are the courses offered by NPTEL/ SWAYAM only. 4 weeks course will enable students to earn 1 credit, 8 weeks course will enable to earn 2 credits, 12 weeks course will enable to earn 3 credits and 16 weeks course will enable to earn 4 credits.

(c) MOOC courses can be taken in respective area only in lieu of Elective courses such as HSS Electives, Science Electives, Open electives, Departmental Electives. No core, lab or project courses can be dropped in lieu of MOOC.

(d) A student desirous of opting for a MOOC shall submit an application not later than one week prior to the scheduled normal date of semester registration to the concerned Head of the Department (HoD) giving the following details: Subject Title, Agency Offering MOOC, Examination system and Credits of the Subject. Timing and duration of course and its examination, centers of conducting of examination and facilities at the centre of the examination to be opted by the candidate.

(e) On receipt of the application by the HoDs, the HoDs shall constitute a committee of at least 3 members with himself as Chairman and two other members. This committee shall examine the proposal in detail regarding subject contents, examination system, suitability of the subject and equivalence of subject as per the University norms and

give its recommendations for approval or non-approval including any special conditions to be imposed. The final approval of this will be granted by the University on explicit recommendation of Head of Institution.

(f) Fee and other charges, if any, payable to MOOC providing and certification agency shall be borne by concerned student at his/ her own level.

(g) The student shall submit the original certificate issued by MOOC to the concerned HoDs and the HoDs will verify the same. The original will be returned after verification and verification shall be certified by the HoDs on the photocopy which shall be kept in records. The HoDs will submit the recommendation report to the university authorities through Head of Institution. (i) An equivalent Grade corresponding to grade/ marks awarded by MOOC agency shall be determined by a committee consisted by the University. This equivalent Grade shall be shown in the mark sheet and accounted in the SGPA and CGPA calculations.

18. Promotion:

A student has to earn a minimum of 40 % of the total numbers of credits in a semester to be eligible to register for the new subjects offered in the next semester. But in odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented as detailed in “Eligibility criteria for registering for higher semesters”. Students who do not meet this requirement detailed in Table 1 are not permitted to register for new subjects in the higher semesters. They have to either register for appearing in examination of the failed subjects in normal semesters in which they are offered subject(s) or use the Summer Semester facility subject to the limitations imposed by the ordinances.

Summer Semester facility will be offered to the students for completing failed subjects in summer vacations by studying and appearing in examinations. The Summer Semester facility will be offered to those who do not satisfy promotion requirements norm after the 2nd as well as the 4th semesters and 6th semester.

Table 1: Eligibility Criteria for Registering for Higher Semesters

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	26	26	Not insisted
Second	28	54	20
Third	34	88	Not insisted
Fourth	10	98	

Faculty advisors (Head of Department to designate a Faculty advisor for maximum of 20 students) shall monitor advice and support the students for this. Institute shall make necessary arrangement to inform the students about the minimum cumulative credits requirement to register for higher semesters as in Table 1.

19. Carryover System:

19.1 A candidate who satisfies the requirements of clause 18 will be required to appear in those theory/practical/other subjects in whom he/she failed i.e. secured “F” grade. A candidate has option to pass the failed subjects in summer semester and/or regular semester. It will be open to candidate to either

enroll for summer semester by paying applicable fees as decided by University, attend classes and appear in examination at the end of summer semester which will be held in vacations or only appear in failed subject examination in regular semester(s) without attending the classes by merely filling the examination form and paying fee as applicable to appear only in failed subject examinations.

19.2 The highest marks secured in any subjects in various attempts (end semester and carryover examination either in Summer Semester or Regular semester examinations) shall be considered.

20. Ex-Studentship

20.1 A candidate opting for ex - studentship shall be required to appear in all the theory & practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to Sessional, Industrial Training/Internship, Seminar and General Proficiency shall remain the same as those secured earlier.

20.2 A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee as per schedule notified by the University.

21. Re-admission:

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions within the prescribed maximum duration for completion of the programme:

21.1 A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester (s) as applicable.

21.2 A candidate did not appear in a semester examination/or he/she was not granted permission to appear in the examination. Candidate has been detained by the institute and subsequently has been permitted to take re-admission.

21.3 A candidate as an ex-student passed the examination of the academic year or qualified for carry over system.

21.4 A candidate promoted with carry over subjects (i.e. those in which he/she secured “F” grade) and he/she opted for readmission.

22. Results:

22.1 A candidate is declared fail due to non fulfillment of required credits for promotion to higher semester after even semester(s) as applicable. The result of a candidate shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in any one

- 22.2 of the final year semester examinations due to shortage of attendance, will be permitted in Summer Semester or in that particular semester of the next academic session to study as a regular student and appear at respective end semester examination(s).
- 22.3 A candidate admitted in two years MHM programme will be awarded MHM degree after completion of the prescribed 98 cumulative credits in two years duration.
- 22.4 A candidate admitted in one year MHM programme will be awarded MHM degree after completion of the prescribed 98 cumulative credits in two years duration.

23. Award of Rank and Medals:

23.1 On the basis of final year result, the top ten candidates in MHM shall be awarded rank according to their merit provided they pass all the examinations in first attempt in the minimum duration prescribed for the programme.

23.2 The topper of MHM programme will be awarded by Vice Chancellor's Gold Medal.

24. Cancellation of admission

The admission of a student at any stage of study shall be cancelled if:

(i) He/ She is not found qualified as per AICTE/State Government norms/ Guidelines or the eligibility criteria prescribed by the University.

Or

(ii) He/ She is found unable to complete the course within the stipulated time as prescribed in Clause 5.2.

Or

(iii) He/ She is found involved in creating indiscipline in the Institution/ College or in the University.

Or

(iv) The University can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The University may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

(v) The University reserves the authority to withdraw the degree conferred to a candidate on account of any discrepancy in the candidature observed at later stage.

25. General Rules:

26.1 Academic Calendar

The exact dates of all important events, such as registration/enrolment, induction, late registration/enrolment, commencement of classes, adding and dropping of courses, submission of documents, examinations, date of showing evaluated answer books, submission of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the University.

26.2 Registration/Enrolment

All students are required to register in each semester for the subjects to be pursued by them, as per their programme, on the dates specified in the Academic Calendar of the University. A student must ensure that he/she has completed the pre-requisites, if any, for each subject to be registered. Also, the student/Institute must ensure that there is no conflict in the timetable of the subjects that he/she has registered.

For students in the MHM programmes, the course structure is flexible. Since the programmes follow a credit based system, the students are allowed to register as per their choice. A template for each programme has been recommended to help the students to select courses in each semester. The templates have been designed to ensure that if a student follows them, there will be no scheduling conflicts.

The sole responsibility for registration rests with the student and the institution of study concerned.

26.3 Registration/Enrolment Procedure

A list of subjects to be offered during the semester will be available on the University website and is also made available to the Institute/Department which shall provide the necessary information on the curriculum, subjects offered, rules and procedures, and any other relevant information during registration in each semester. The registration procedure consists of two parts to be completed as per schedule given by the University academic Calendar:

Part 1: filling of the registration form mentioning the subjects to be credited in the next semester.

Part 2: payment of fees and clearance of outstanding dues (if any).

26.4 Late Registration/Enrolment

If for any compelling reason (like illness) a student is unable to register on the day of registration, he/she can register on the late registration day specified in academic calendar on payment of the late registration

fee. However, if a student seeks prior permission to register late on valid grounds with recommendation of Director/Principal of college to the University, the University may allow and exempt him/her from payment of late registration fee.

26.5 Adding and Dropping of Courses

A student may add or drop course(s) till the last date(s) specified in the Academic Calendar with the permission of the College/University authorities. For this, he/she must fill the appropriate form, get the endorsement of the HOD and submit the form to the Head of Institution for approval of the University and also online in case of such options being made available by the University. A student may also drop course(s) up to the time of filling examination form whose exact date is specified in Academic Calendar with the following conditions.

1. Dropping of course(s) should not result in a net registration less than the specified minimum number of credits.
2. The request to drop course(s) must be endorsed by the HOD and Head of Institution for the approval of University in hard copy / online if such facility is made available by the University. The dropped subject will not be shown in the grade sheet and transcript of the student.

26.6 Academic Load

Each subject carries a weightage in terms of credits depending upon the number of contact hours (lectures, tutorials, laboratory hours). A student is allowed to register up to minimum allotted credit limit or 40 percent more credits than the normal load prescribed in the scheme of examination for respective semester.

26.7 Summer Semester Registrations

Students register for these failed subjects at the beginning of the Summer Semester which will be of 30-40 contact hours for each subject on the advice of HOD by paying the extra fees as prescribed by the University. No student is allowed to register for more than 20 credits during the Summer Semester. Adding of subjects is not permitted in the Summer Semester. However, a student may drop a subject up to two weeks prior to the last day of classes.

26.8 Termination of Programme

If a student fails to report and register by the last date of registration without any bonafide reason, his/her programme may be terminated by University.

26.9 Showing the Answer Scripts:

The answer scripts of all examinations i.e. Class Tests will be shown to student in classroom and the End Semester Examination answer scripts may be shown to the students as per policy prescribed by University from time to time.

Examination Fee for Back Paper per subject will be as decided by the University from time to time will be charged from the students.

26.10 Course Committees and Class Committee:

The Course committee and Class committee are to be put in place for proper monitoring of course progress.

Head of Department will be reviewing the activities of 'Course Committee' and 'Class Committee' and ensure the necessary actions to ascertain good quality of Teaching-Learning-Evaluation processes.

26.10.1 Course Committee

There will be a separate 'Course Committee' for each of MHM programme. The Course Committee will be constituted by the Head of Department concerned. The Chairman of the Course Committee shall be Head of Department concerned.

Members:-

- i) Head of Department
- ii) All teachers of respective Department.
- iii) Four student representatives of respective course, one from each year nominated by the Head of Department concerned.

26.10.2 Class Committee

MHM will have class committees for every semester constituted by the respective Heads of Departments. The Chairman of the committee shall be a faculty member of the department, usually senior most among teachers teaching in the respective semester with Members as detailed below.

1. All faculty members teaching subjects in that semester.
2. Two student representatives of respective class nominated by the Head of the Department.

The Course Committees and Class Committees shall meet at least thrice in a semester i.e the first at the beginning of the semester, the second and third after the first and second class tests respectively. Both committees should monitor the conduction of courses, declaration and adherence to the course plan, time schedule, and completion of the syllabus, standards of class tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time for slow

learners and offer further opportunities to advanced learners. At the end of the semester, the committees should meet without student representatives to review the conduction of courses and propose corrections for future improvement.

- 27.** The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

Abbreviation:

CWA – Class work Allotted, SE – Sessional Exam., ESE – End Semester Examination., and DSC – Discipline Core. AEC- Ability Enhancement Course, VAC- Value Added Course, SEC- Skill Enhancement Course.

SEMESTER: I

COURSE MODULE				TEACHING PERIODS			WEIGHTAGE: EVALUATION			
COURSE			Credit	L	T	P	CWA	CT	ESE	Total
Code	Title	Component								
MHMT 101	F & B Service Operation & Management-I	DSC	4	4	-	-	10	20	70	100
MHMT 102	Front Office Operation & Management-I	DSC	4	4	-	-	10	20	70	100
MHMT 103	Accommodation Operation & Management-I	DSC	4	4			10	20	70	100
--	Ability Enhancement Courses – 1	AEC	2	2	-	-	20	30	50	100
--	Value Added Courses - 1	VAC	2	2	-	-	20	30	50	100
Lab courses										
SEC 101	MHMP F & B Service Operation & Management-I (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
SEC 102	MHMP Front Office Operation & Management-I (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
SEC 103	MHMP Accommodation Operation & Management-I (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
Total			22							800

Ability Enhancement Course – 1**(First Semester)**

S. No	Course Title	Course Code
1	Business Communication	AEC 101
2	Hospitality Marketing	AEC 102
3	Properties Development & Planning	AEC 103

Value Added Course-1**(First Semester)**

S. No	Course Title	Course Code
1	Foreign Language – French	VAC 101
2	Healthy Living & Fitness	VAC 102

SEMESTER: II

COURSE MODULE				TEACHING PERIODS			WEIGHTAGE: EVALUATION				
COURSE			Credit	L	T	P	CWA	CT	ESE	Total	
Code	Title	Component									
MHMT 201	Food Production Operation & Management-I	DSC	4	3	-	-	10	20	70	100	
MHMT 202	F & B Service Operation & Management-II	DSC	4	3	-	-	10	20	70	100	
MHMT 203	Accommodation Operation & Management-II	DSC	4	3	-	-	10	20	70	100	
--	Ability Enhancement Courses – 2	AEC	2	2	-	-	20	30	50	100	
--	Value Added Courses - 2	VAC	2	2	-	-	20	30	50	100	
Lab and other courses											
SEC	MHM P 201	Food Production Operation & Management-I (PRACTICAL)	SEC	4	-	-	8	20	30	50	100
	MHM P 202	F & B Service Operation & Management-II (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
	MHM P 203	Accommodation Operation & Management-II (PRACTICAL)	SEC	2	-	-	4	20	30	50	100
		Total		24							800

Ability Enhancement Course – 2**(Second Semester)**

S. No	Course Title	Course Code
1	Principle and Practice of Management	AEC 201
2	Accounting for Managers	AEC 202
3	Food of India	AEC 203

Value Added Course-2**(Second Semester)**

S. No	Course Title	Course Code
1	Food Science and Nutrition	VAC 201
2	Hygiene and Sanitation	VAC 202

SEMESTER: III

COURSE MODULE				TEACHING PERIODS			WEIGHTAGE: EVALUATION			
COURSE			Credit	L	T	P	C WA	CT	ESE	Total
Code	Title	Component								
MHMT 301	Research In Hospitality	DSC	4	4	-	-	10	20	70	100
MHMT 302	Food Production Operation & Management-II	DSC	4	4	-	-	10	20	70	100
MHMT 303	Front Office Operation & Management-II	DSC	4	4	-	-	10	20	70	100
PFR 301	Project Field Report	PFR	1	-		2	10	20	70	100
MHMT 305A	Advance Culinary Skills	PE	4	4	-	-	10	20	70	100
MHMT 305B	Advance F&B Service									
MHMT 305C	Advance Front office									
MHMT 305D	Advance Accommodation Operations									
--	Ability Enhancement Courses – 1	AEC	2	2	-	-	20	30	50	100
--	Value Added Courses - 1	VAC	2	2	-	-	20	30	50	100
Lab courses										
SEC	MHMP 302	Food Production Operation & Management-II (PRACTICAL)	2	-	-	4	20	30	50	100
	MHMP 303	Front Office Operation & Management-II (PRACTICAL)	2	-	-	4	20	30	50	100
PE	MHMT 305A	Advance Culinary Skills (PRACTICAL)	2	-	-	4	20	30	50	100
	MHMT 305B	Advance F&B Service (PRACTICAL)								
	MHMT 305C	Advance Front office (PRACTICAL)								
	MHMT 305D	Advance Accommodation Operations (PRACTICAL)								
Total			27							1000

Ability Enhancement Course – III
(Third Semester)

S. No	Course Title	Course Code
1	Customer Relationship Management	AEC 301
2	Hotel Safety Security & Engineering	AEC 302
3	Workforce Management	AEC 303

Value Added Course-III
(Third Semester)

S. No	Course Title	Course Code
1	Communication in English	VAC 301
2	Entrepreneurship Management	VAC 302

SEMESTER: IV

COURSE MODULE				TEACHING PERIODS			WEIGHTAGE: EVALUATION			
COURSE			Credit	L	T	P	C WA	CT	ESE	Total
Code	Title	Component								
MHMP 401A	Food Production Management	SIE	6			12	10	15	100	125
MHMP 401B	F & B Service Management									
MHMP 401C	Front Office Management									
MHMP 401D	Accommodation Management									
MHMP 402	Industrial Training Report/Log Book /Viva-Voce	SIE	4		4		10	15	100	125
	Total		10							250

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

(Formerly Uttarakhand Technical University, Dehradun Established by Uttarakhand State Govt. wide Act no. 415 of 2005)
Suddhowala, PO-Chandanwadi, Premnagar, Dehradun, Uttarakhand (Website- www.uktech.ac.in)



ORDINANCE

For

**Master of Legislative Law
(L.L.M.)**

(For admission in 2022-23 and onwards)



**VEER MADHO SINGH BHANDARI
UTTARAKHAND TECHNICAL UNIVERSITY
Dehradun, Uttarakhand -248007, INDIA**

Ordinances

For

LL.M. Programmes

(For admission in Academic Session 2022-23 and onwards)

1. PRELIMINARY

- a. This ordinance may be called the Ordinances (LL.M One year Degree program), 2022
- b. It shall come into effect from the academic session 2022-23

2. Definitions

In these regulations, and in all orders and notifications issued to execute these regulations, unless the context otherwise requires the following mean:

- a. **University** means Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun established under the Uttarakhand Technical University Act, 2005
- b. **Academic Council** means council constituted under section 19 of the Uttarakhand Technical University Act, 2005
- c. **Executive Council** means council constituted under section 17 of the Uttarakhand Technical University Act, 2005
- d. **Credit Courses** are all those subjects recognised by the University for which credit points are awarded.
- e. **Credit points** or **Credits** are those points which are allocated to a course as specified in these Ordinances depending upon the time spent in the transaction of the course or designated activity. Provided that the University may by notification modify these by either modifying the time allocated to a course or activity or by adding or deleting a course or activity.
- f. **Non-Credit Courses / Audit Courses** are all those subjects recognised by the University for which no credit points are awarded.
- g. **Clinic Courses** are those mandatory or elective courses in which the teaching

methodology adopted is predominantly practical in nature.

- h. **Cumulative Grade Point Average (CGPA)** is the figure obtained (on a 10-point scale) by dividing the sum of the products of Grade Values and course credits in each course by the total number of credits in all courses studied at the point when the CGPA is sought for.
- i. **Elective Courses** are those courses which are not mandatory, but which a student opts to study to fulfil their credit requirements for the degree and are transacted through classroom teaching.
- j. **Mandatory Courses** are those courses specified by the university that a student has to successfully complete in order to obtain the degree

3. THE PROGRAMME

The LL.M. Programme is a Post-Graduate study in select areas in Legal Advanced Education. The duration of the programme shall be of One Year in two semesters with a minimum of 30 contact hours each week and eighteen weeks for each of the two terms, including classroom teaching, library work, seminars and research;

The One Year LL.M. programme shall have 24 credits with three mandatory courses of 3 credits each (making a total of nine credits), six optional courses of 2 credits each (making a total of 12 credits) and a dissertation of 3 credits.

Each of the Semesters shall be of working duration of 18 weeks.

4. ELIGIBILITY

LL.B. (5 Years Integrated/ 3 Years) degree/ equivalent from a recognized University, with at least 50% marks. Candidates appearing in the qualifying examination, however, can appear provisionally, subject to the production of necessary qualification papers before or at the time of the counselling session.

5. PROGRAMME DURATION, CONTINUATION AND TERMINATION

- a) A Master's Degree Programme in Law shall comprise of a number of courses and / or other components as specified in the Teaching and Examination and Syllabi as approved by the Academic Council.
- b) LL.M. Programme shall be of one-year duration. Emphasis shall be placed on research preparation for academic and scholarly assignments for aspirants. The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching and Examination and Syllabi.
- c) The maximum permissible period for completing a LL.M. is 3 years from the date of registration/admission.

6. DIVISION OF ACADEMIC YEAR

- a) An academic year shall be divided into two semesters.

- b) The Programme shall run in accordance with the Academic Calendar issued by the University. There are two regular semesters in a year. The semester that usually begins in July (July to November/December) is known as the Odd Semester and the semester that usually begins in December/January (December/January to May) is known as the Even Semester. The Academic session may be scheduled during the winter/summer vacations as well.
- c) Each of the two semesters shall be a working duration of about 18-20 weeks. There shall be a vacation of one week after the First Semester.

7. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in a semester. However, the Director / Principal of the affiliated Centers of Legal Education may condone attendance shortage of 10% for the individual for reasons to be recorded. However, under no condition a student who has an aggregate attendance less than 65% in a semester shall be allowed to appear in the semester examination.

Student/s detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he / she will be required to take re-admission and repeat all the courses of the said semester with the next batch of students. The University Enrolment No. of such students shall, however, remain unaltered and he /she shall be required to complete the programme in a maximum period of 3 years.

The Controller of Examination shall announce the names of all such students who are not eligible to appear in the semester examination at least 7 calendar days before the commencement of the semester examination. In case any student appears by default, who has in fact been detained by the University, his/ her result shall be treated as null and void.

8. SCHEME OF EXAMINATION AND EVALUATION

- (i) The examination system of the University shall be targeting constant monitoring of the student's academic progress and transparency of the evaluation system.
- (ii) Evaluation shall be a mix of internal and external where the internal evaluation of the different components shall be done by the concerned teacher of the respective affiliated colleges and the external evaluation shall be done by the evaluators nominated by the University.
- (iii) University shall follow a continuous evaluation system for theory papers in Law and Liberal Disciplines including Management courses, the components of which shall be as under:
 - a. Internal Assessment = 40% weightage.
 - b. End-Semester/ External Examination = 60% weightage.
- (iv) All the answer scripts of the different components of the internal evaluation shall be shown to the students within a week of the conduct of the examination and all the queries made by the student should be clarified by the concerned teacher of the respective affiliated colleges
- (v) The Internal Assessment shall be based on the student's performance in regular

course work. The components of internal assessments shall be of different types to test the overall knowledge of the student such as i. Surprise Tests/Snap Tests/Unannounced Tests. ii. Assignments. iii. Quizzes. iv. Project work. v. Seminar Presentation on topics given by the instructor. vi. Term papers. vii. Case Analysis. viii. Paper presentation etc. Faculty members shall be free to choose any component from the list given to test the academic progress of the student in different Centres of Legal Education under this University. Marks obtained in Internal Assessment shall be sent to the COE, UTU for inclusion in the final mark sheet of the students strictly 15 days prior to the commencement of the End-Semester Examination in a sealed envelope.

- (vi) The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work. The grade will be awarded based on marks obtained as per Clause 11. The “F” grade denotes the failure in passing respective subjects and the student has to make another attempt to pass the subject as per the provisions of this Ordinance.
- (vii) A candidate to be successful in the examination shall have to obtain **50%** marks in aggregate with 40% marks in individual papers subject to securing minimum 30% marks in each paper in an external examination. For example, there are 5 subjects in a particular semester having 100 maximum marks for each subject (40 marks for internal & 60 marks for external examination). To be successful in that semester, the candidate must secure at least 275 marks in aggregate, 40% marks in each subject to the condition that he must have secured at least 18 marks (30% of 60 marks) in each paper in the external examination.

9. Dissertation/ Thesis

For the dissertation, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner who will ordinarily be the supervisor and one or more external examiners. The internal examiner shall award marks out of 40% and the external examiner out of 60%. The external examiner must be Ph.D in law holder who shall be appointed by the University. In case of any dispute, the dissertation may be valued by an internal and an external examiner and the mean of the two scores may be taken as marks awarded to the candidate. If, however, thereby a difference of 15% of the total marks between the two scores of the examiners, the dissertation may be sent to the third examiner and the marks awarded by him shall be the final score of the candidate in respect of the dissertation.

Provided that,

- no dissertation will be evaluated until at least one research paper based on the dissertation has been published or communicated to publish in UGC CARE/SCOPUS/SCI indexed journal or presented at a conference. Proof of publication or communication or conference presentation will be submitted along with the award list to the University by the Principal of the legal centre.
- no dissertation will be evaluated if the similarity index is reported to be more than 10% by the similarity checking software prescribed by the University.

10. CREDIT REQUIREMENTS FOR THE AWARD OF LL.M one year CGPA

- a. To be eligible for the award of the LL.M one-year degree, a student must clear all mandatory courses and complete courses and other designated activities for at least worth

- 24 credit points** of the respective specialized program with an average GPA of 5.50/10.00.
- b. The computation of CGPA shall be determined after calculating the credit points obtained by the student from the credit courses already cleared by the student.

11. **AWARD OF GRADING-** Grades are awarded by the University for LL.M Program as below. A student has to secure grade between O and P to pass in respective subject/course.

- a. The performance of all students in all courses shall be evaluated on a 10-point scale. The following will be the grade values for the course:

Percentage of Marks	Grade	Grade Value
90 and above	O (Outstanding)	10
85-89	A+ (Excellent)	9
80-84	A (Very good)	8
70-79	B+ (Good)	7
60-69	B (Above Average)	6
50-59	C - Average	5
40-49	P (Pass)	4
Below 40	F (Fail)	0
AB- Absent	-	Absent

- b. The “W” grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute/University on medical grounds for a period exceeding four weeks and informed to the University in time. The “I” grade is awarded to a student who is unable to complete the course
- c. The SGPA and CGPA will be rounded off to 2 decimal points and reported in marksheet, transcripts, etc.
- d. **Conversion of Grade in to percentage:** The performance of the students is measured in terms of CGPA (on a 10 point scale) as defined above. The equated percentage shall be equivalent to $CGPA \times 9.5$.
- e. **Award of Division:**
 First Division - CGPA of 6.0 and above but less than 10 CGPA (First Division with Distinction will be awarded to those securing CGPA of 8 and above but less than 10 CGPA provided they pass all the examinations in first attempt)
 Second Division - CGPA of 5 and above but less than 6.0 CGPA

12. EVALUATION OF PERFORMANCE:

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit/non-credit courses, registered in the semester.

$$SGPA = \frac{\sum_{i=1}^s C_i G_i}{\sum_{i=1}^s C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

s = Total number of registered subjects in the semester, except audit/non-credit courses.

Here the failed courses are also accounted.

The overall Grade of a student in the program of study up to the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit/non-credit Courses. Here the failed courses are also accounted.

13. Provision for Grace Marks:

Maximum 5 grace marks (maximum 3 marks in one individual subject) (may be allowed in each semester to a candidate in External Examination restricted to two subjects only provided he/she has secured 55% per cent marks in aggregate in all the subjects of the semester taken together. For example, if a candidate has secured 55% or more than 55% marks in aggregate but could not secure 30% marks in External Examination in any one or two subjects, such candidate can be allowed grace marks up to a maximum of 5 marks to be spread over like 3, and 2.

14. USE OF UNFAIR MEANS

Cases of unfair means shall be dealt with as per the rules of the University and the Government Public Examination (Prevention of Unfair means) Act if any in force.

15. AWARD OF DEGREE

A student shall be awarded a LL.M. Degree if,

- a) He/She has enrolled himself/ herself as a regular student undergone the course of studies, completed the dissertation/ seminar/ articles as specified in the curriculum within the stipulated time and secured all the 24 credits required for the course completion.
- b) There are no dues outstanding in his/ her name.

- c) No disciplinary action is pending against him/ her.

NOTE: Notwithstanding anything stated in this Regulation for any unforeseen issues arising and not covered by this regulation or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting members representing Law in the Academic Council. However, the decision of the Vice-Chancellor shall be final and binding.

16. GOLD MEDAL TO MERITORIOUS STUDENTS

Vice Chancellor's Gold Medal will be awarded to the meritorious students who secured the highest marks (First Rank) in LL.M. and passed all subjects in a single attempt without grace marks in the minimum duration prescribed for the programme.

17. MISCELLANEOUS

The Academic Council shall have the power to amend/relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.

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18. Course Structure / Curriculum:

The course Structure / Curriculum for One-Year LL.M. shall have the following components:

- i) Compulsory Papers - (3 papers of three credits each)
- ii) Optional / Specialization Papers - (6 papers of two credits each)
- iii) Dissertation - (three credits)

Compulsory Papers :

The compulsory papers shall consist of the following three subjects / papers, which should be completed in the first Semester:

- i) Research Methods and Legal Writing
- ii) Comparative Public Law / Systems of Governance
- iii) Law and Justice in a Globalizing World

Optional/Specialization Papers:

The University offers in one or more of the under-mentioned eight groups of specialization i.e.

- (a) Corporate and Commercial Law
- (b) Criminal and Security Law
- (c) Constitutional & Administrative Law
- (d) Human Rights Law
- (e) Environmental Law and Policy
- (f) International Comparative Law,
- (g) Law, Policy and Good Governance
- (h) Family Law
- (i) International Comparative Law

Dissertation

The dissertation shall carry a minimum of three credits.

GRADES AND DIVISIONS

After the evaluation, only grades should be allotted to the students for the LL.M.Degree as per clause 11.

The detailed topics of the specialization subjects shall be the following:

I. (Corporate and Commercial Law)

- i) Competition Law
- ii) Banking and Insurance Law
- iii) Labour / Employment Law
- iv) Company Law
- v) Intellectual Property law
- vi) Cyber Law

II. (Criminal and Security Law)

- i) Criminology and Criminal Justice Administration
- ii) Victimology
- iii) Criminal Justice and Human Rights
- iv) Police Law and Administration
- v) Corporate Crimes/White Collar Crimes
- vi) International Criminal Law

III. (Constitutional and Administrative Law)

- i) Center-State Relations and Constitutional Governance
- ii) Fundamental Rights and Directive Principles
- iii) Local Self-Government & Federal Governance
- iv) Administrative Law

- v) Media Law
- vi) Minorities Law
- IV. (Family Law)**
 - i) Marriage, Matrimonial Rights and Remedies
 - ii) Penal Laws on Family Affairs
 - iii) Family Property and Succession
 - iv) Family Disputes and Dispute Resolution
 - v) Rights of Women, their Protection and Gender Equality
 - vi) Uniform Civil Code
- V. (Human Rights Law)**
 - i) Comparative Concept and Development of Human Rights
 - ii) Human Rights & International Order
 - iii) Criminal Justice and Human Rights
 - iv) Protection & Enforcement of Human Rights in India
 - v) International Humanitarian Law & Refugee Law
 - vi) Comparative Human Rights of Disadvantageous Groups
- VI. (Law, Policy and Good Governance)**
 - i) Rule of Law and Good Governance
 - ii) Public Policy: Theory and Practice
 - iii) Human Rights, Governance and Sustainable Development
 - iv) Law, Policy and Development
 - v) Sociology of Law, Governance & Political Economy of Law
 - vi) Law, Constitutionalism and Political Theory
- VII. (International Comparative Law)**
 - i) Public International Law
 - ii) International Economic Laws
 - iii) Private International Law / Conflict of Laws
 - iv) Air and Space Law
 - v) Laws of International Organizations
 - vi) International Humanitarian Law
- VIII. (Environmental Law and Policy)**
 - i) Environmental Jurisprudence
 - ii) Hazardous Waste and Law
 - iii) Biodiversity and Law
 - iv) Law and Sustainable Development
 - v) Global environment law and climate change
 - vi) Environmental Justice
- IX. (International Trade Law)**
 - i) International Economic Law
 - ii) International Trade Law

- iii) International Banking and Finance
- iv) International Investment Law
- v) Int'l Commercial Arbitration
- vi) International Taxation

P.S.: Each of these Courses will have practical training and research component for students to perform on which evaluation for grades is determined.

EXAMINATION PAPERS FOR FIRST SEMESTER

Compulsory Papers

1. Research Methods and Legal Writing
2. Comparative Public Law / Systems of Governance
3. Law and Justice in a Globalizing World

Optional Papers.

Corporate and Commercial Law Group

- 1- Competition Law
- 2- Banking and Insurance Law

Or

Criminal and Security Law Group

- 1- Criminology and Criminal Justice Administration
- 2- Victimology

Or

Constitutional and Administrative Law Group

- 1- Center-State Relations and Constitutional Governance
- 2- Fundamental Rights and Directive Principles

Or

(Family Law)

1. Marriage, Matrimonial Rights and Remedies
2. Penal Laws on Family Affairs

Or

(Human Rights Law)

- 1- Comparative Concept and Development of Human Rights
- 2- Human Rights & International Order

Or

(Law, Policy and Good Governance)

1. Rule of Law and Good Governance
2. Public Policy: Theory and Practice

Or

(International Comparative Law)

- 1- Public International Law
- 2- International Economic Laws

Or

(Environmental Law and Policy)

- 1.Environmental Jurisprudence
- 2.Hazardous Waste and Law

Or

(International Trade Law)

- 1.International Economic Law
- 2.International Trade Law

EXAMINATION PAPERS FOR SECOND SEMESTER

Group I (Corporate and Commercial Law Group)

- 1.Labour / Employment Law
2. Company Law
3. Intellectual Property law
4. Cyber Law
5. Dissertation

Group II (Criminal and Security Law Group)

1. Criminal Justice and Human Rights
2. Police Law and Administration
3. Corporate Crimes/White Collar Crimes
4. International Criminal Law
5. Dissertation

Group III (Constitutional and Administrative Law Group)

- 1.Local Self-Government & Federal Governance
2. Administrative Law
- 3.Media Law
- 4.Minorities Law
- 5.Dissertation.

Group IV (Family Law)

- 1.Family Property and Succession
2. Family Disputes and Dispute Resolution
3. Rights of Women, their Protection and Gender Equality
4. Uniform Civil Code
- 5- Dissertation

Group V (Human Rights Law)

1. Criminal Justice and Human Rights
2. Protection & Enforcement of Human Rights in India
3. International Humanitarian Law & Refugee Law
4. Comparative Human Rights of Disadvantageous Groups
5. Dissertation

Group VI (Law, Policy and Good Governance)

1. Human Rights, Governance and Sustainable Development
2. Law, Policy and Development
3. Sociology of Law, Governance & Political Economy of Law
4. Law, Constitutionalism and Political Theory
5. Dissertation

Group VII (International Comparative Law)

3. Private International Law / Conflict of Laws
4. Air and Space Law
5. Laws of International Organizations
6. International Humanitarian Law
7. Dissertation

Group VIII (Environmental Law and Policy)

1. Biodiversity and Law
2. Law and Sustainable Development
3. Global environment law and climate change
4. Environmental Justice
5. Dissertation

Group IX (International Trade Law)

1. International Banking and Finance
2. International Investment Law
3. International Commercial Arbitration
4. International Taxation
5. Dissertation