

JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA

The Academic System of Bachelor of Arts in Journalism and Mass

Communication (BAJMC) Program (with effect from AY 2025-26)

SECTION-1

Academic Qualities, Evaluation and Grading, Rules, Regulations and Procedures

1. ACADEMIC QUALITIES

The Bachelor of Arts in Journalism and Mass Communication (BAJMC) program aligns with the principles of the National Education Policy 2020 (NEP 2020), fostering a holistic, multidisciplinary, and skill-focused approach to education. It aims to cultivate the following academic qualities in students for success in the dynamic field of media and communication:

1.1 Sustained Disciplined Work

In accordance with NEP 2020's emphasis on rigor and excellence, the BAJMC program fosters a culture of sustained and disciplined effort. With an intensive, modular curriculum, students engage in continuous assignments, projects, and evaluations, ensuring they build resilience and a strong work ethic critical for professional excellence.

1.2 Self-Learning and Critical Thinking

Aligned with NEP 2020's goal of fostering independent and creative thinking, the BAJMC program encourages self-learning through a student-centered curriculum. By promoting inquiry, research, and innovation, students develop the ability to explore diverse perspectives, adapt to evolving media trends, and become lifelong learners.

1.3 Flexibility in Pace of Learning

Incorporating NEP 2020's principles of inclusivity and student-centric flexibility, the BAJMC program provides opportunities for learners to progress at their own pace. Deadlines for assignments and projects are balanced with provisions for late submissions, supported by structured penalties. This flexibility accommodates varied learning speeds while fostering respect for timelines.

1.4 Cooperative Working and Interdisciplinary Collaboration

NEP 2020 emphasizes teamwork and interdisciplinary collaboration. The BAJMC program integrates group projects and collaborative activities to help students master the art of

working in teams. Through real-world simulations and cross-disciplinary projects, students develop leadership skills, resolve group conflicts, and produce innovative solutions in a cooperative environment.

1.5 Multidisciplinary and Holistic Education

The BAJMC curriculum, in line with NEP 2020, incorporates elements of humanities, technology, and social sciences to provide a well-rounded education. Students are exposed to a broad spectrum of subjects, enhancing their analytical, creative, and problem-solving abilities

1.6 Ethical and Professional Integrity

NEP 2020's emphasis on ethics and human values is deeply integrated into the BAJMC program. Courses on media law, ethics, and responsible journalism are designed to instill a strong moral foundation, ensuring students uphold the highest standards of integrity and professionalism.

2. THE COURSE DESCRIPTION

At the beginning of each semester, the course coordinator/teacher concerned will circulate a Course Description of the course on the first day of the start of the semester to motivate the students for the course and will comprise of the following:

- I. Course Title
- II. Course Code
- III. Pre-requisites, if any
- IV. Objective(s)
- V. Course Learning Outcomes
- VI. Course Outline
- VII. Methodology: This will outline how the qualities mentioned in section 1 above will be incorporated in the teaching-learning process. Specifically, the provisions for flexibility and self-learning will be explicitly identified
- VIII. Evaluation Scheme
- IX. Text and reference books

3. EVALUATION SYSTEM FOR THE BAJMC PROGRAM

The evaluation system in the Bachelor of Arts in Journalism and Mass Communication (BAJMC) program is designed to align with the principles of NEP 2020. It emphasizes

continuous assessment, practical application, and the holistic development of students, encouraging sustained and disciplined work across the entire study period.

3.1 Continuous Evaluation Policy

The evaluation system comprises:

- a. Formative Assessments: Continuous assessments like quizzes, assignments, and class participation.
- b. Summative Assessments: Periodic written exams, practical, and end-semester evaluations.
- c. Practical Learning: Emphasis on internships, projects, and research dissertations.

3.2 Theory Evaluation

- a. There shall generally be two examinations: mid-terms and end-terms.
- b. These shall have a total weightage of 75%; the balance 25% shall be allocated to Assignments, Quizzes, Homework, and Regularity in Attendance and tutorials (A) etc. by the Course Coordinator/respective teacher.
- c. Allotment of marks, duration of each Examination and coverage of Syllabi will be as under:

Written exams:

Examination	Mid-Term	Make-up*	End Semester Exam**
Total Marks	30	30	40
Duration	1 hour	1 hour	2 hours
Syllabi Coverage	Up to midterm	Up to midterm	Full syllabus

***Make-up Examination:**

- a. Conducted after Mid-Term for approved cases (e.g., medical reasons).
- b. Covers the syllabus up to Mid-Term.
- c. Marks awarded capped at 60% of maximum marks for the make-up exam.

d. No make-up exam for the End Semester Exam.

****Mandatory End Semester Exam:**

Non-attendance results in an "F" grade for the course, making the student ineligible for supplementary exams.

Teacher's Assessment

Components and Weightage:

Component	Weightage	Coverage
Assignments, Quizzes, Class Participation, Case Submissions	25%	Entire semester

* Details of components and marks distribution are shared by the course teacher at the beginning of the semester.

3.3 Practical/Laboratory Evaluation

Evaluation is based on:

- Day to day work
- Punctuality and Regularity
- Quantity and Quality of work
- Any other component to be decided and announced by the teacher(s)
- Mid-term and end-term submissions with viva voce.

Weightage Breakdown:

Component	Weightage
1. Day-to-day work	60%
<ul style="list-style-type: none">• Attendance: 15%• Quantity and quality of work: 30%• Laboratory record: 15%	
2. Mid-term submission and viva voce	
3. End-term submission and viva voce	

3.4 Dissertation/Project Evaluation

Evaluation Scheme for Dissertation/Project:

- a. Students are required to register for the Dissertation at the end of pre-final semester
- b. Following evaluation scheme will be followed in each semester while evaluating and awarding grades:
- c. Day-to-day Work (30 Marks): Regularity, punctuality, quality of discussions, and learning outcomes.
- d. Dissertation/Project Report (20 Marks): Organization, clarity, quality of references, presentation, and results.
- e. Mid-term/Final Evaluation by Panel (50 Marks): Problem statement, execution, results, and overall comprehension.

Guidelines for Monitoring and Evaluation of Dissertation

- a. The students must meet their supervisors immediately after the lists of Dissertations assigned to them are displayed and commence their Dissertation/projects.
- b. The students must meet and report to their supervisors at least twice a week on appointed days and time.
- c. The students should maintain a logbook of their day to day activity and get it signed by the supervisors twice a week during their meetings

3.5 Value Addition Courses (VAC)/ Skill Enhancement Courses (SEC)/ Ability Enhancement Course (AEC)/ Multidisciplinary Courses (MDC)/ any other course with 2 credits:

Value Addition / Skill Enhancement / Ability Enhancement /Multi-Disciplinary Courses / any other course with 2 credits is being run presently with L-T-P load of 2-0-0 may be evaluated as under:

- a. Mid Semester Examination - 30 marks (To be held along with T-2 Exam)
- b. End Semester Examination - 40 marks
- c. Teachers Assessment (TA) - 30 marks

3.6 Summer Training/ Internship/ Apprenticeship

- a.** Each student will have the option of internship/apprenticeship of six weeks duration during the summer vacation after even semester studies.
- b.** Each student will maintain a training diary in a format to be provided by Head-Training &
- c.** Placement as per requirements specified by them.
- d.** The training report shall be evaluated by a panel of two examiners to be appointed by HOD concerned
- e.** After completion of the training each student shall submit report on the summer training in the following format:

Summer Training Report

- No. of Pages – 10
- Paper Size - A-4 Size Pages
- Font Size - 12, Times New Roman
- Spacing - Double Spacing
- Spiral bound

Title Page

- Title of the training work
- Organization's name and address
- Name and designation of training In-charge
- Period of training
- Name, Department and Roll No. of the Student
- Name of the Institute

Inside

- Content, Acknowledgement and Declaration by the student
- Introduction
- Description of the Organization
- Description of the work carried out
- Details of data collection, analysis carried out, design carried out, Programme development, experiments performed etc.
- Any results
- Conclusions
- References
- Appendices

3.7 Grading System

- Grades A (+) to D: Pass
- Grade F: Fail

Grades are based on aggregate marks from written tests, assignments, and practical. Relative or absolute grading methods are used based on cohort size.

Attendance-Based Grading

- Minimum 75% attendance required.
- Non-compliance results in an "F" grade and debarment from the supplementary exam.

3.8 Make-up Examinations

- Theory:
 - Approved cases only (e.g., medical emergencies).
 - Request within 5 days of the missed exam with supporting documents.
 - Vice Chancellor's approval is final.
 - Scheduled between Mid Semester and End Semester Exams.

- Practical/Dissertation/Project:
 - Requests for rescheduling must be submitted to the HOD via the course coordinator.

3.9 Supplementary Examinations

- a. The supplementary Examinations shall be held for immediate concluding semesters. The preparatory/coaching classes of 15 days prior to supplementary Examination may be held at the discretion of the Institute. A student is entitled to appear in Supplementary Examinations only once, for a subject held immediately succeeding the semester in which fail grade is incurred
- b. Eligibility: Students with “F” grade (Except debarred cases either due to attendance or indulging in UFM) are eligible to appear in the Supplementary Examination.
- c. Supplementary Examinations shall be held twice in an Academic Session. For the odd semester, it shall be held in December/ January and for the Even Semester, before commencement of next semester or as scheduled in the academic calendar.
- d. The Supplementary Examination shall be of two hours duration for each subject with 100 as maximum marks.
- e. The Supplementary Examinations will cover the entire syllabus of the semester.

3.10 Grading

- a. Grade shall be determined on the basis of marks obtained by the students in the supplementary examination of the subject only.
- b. The highest grade obtainable by a student passing through supplementary examination shall be limited to C+ and the marks boundaries for award of grade for supplementary examination, irrespective of grade boundaries used in regular semester examination, shall be as under:

Grade	Total Marks
C+	≥ 50
C	≥ 40 to < 50
D	≥ 30 to < 40
F	< 30

- c. Supplementary of Practical/ Laboratory Courses:** Those students who fail in the practical/ Laboratory subjects are allowed to take supplementary Examination. For such practical/ Laboratory subjects, concerned students are required to carry out practical work for three days and then take viva-voce/practical test on the fourth day. The maximum grade awarded for the supplementary Examination shall be up to C+ (four grades comprising F, D, C and C+). Those students who again get F grade will have to register a fresh in the practical courses, whenever next available in the regular semester.
- d. Supplementary for Dissertation/ Project:** There shall be no supplementary examinations for Dissertation/Project.
- e. Treatment of failed students:** If a student fails in the Supplementary Examination, he/she shall have to re-register for the subject, in the immediately following corresponding regular semester, where the subject is on offer. A fee of Rs. 1000/- per subject or as decided by the university from time to time will be charged from the students.

3.11 Provision for Summer Term

To assist the students in clearing the backlog courses, an additional Summer Term may be run by the Institute as per the details below.

- i. Duration: Normally 5-6 weeks
- ii. Registration for summer courses: Schedule shall be announced by the institute
- iii. Examinations and Marks: Mid-Term (30 marks), End-Term (40 marks), Teacher's Assessment (30 marks)
- iv. Number of credits allowed: 12 (maximum)
- v. Students can register in a maximum of 2 practical courses in summer term.
- vi. Amongst the projects, only one dissertation/project (whether minor or major) can be registered.
- vii. When a student registers for the project course he/she is entitled to register for additional courses as follows:
 - a. Along with Minor project – One theory or two laboratory subjects of 1 credit each or one laboratory subject of 2 credits.

- b. Along with Major project – One laboratory subject.
- viii. Student failed or debarred from appearing in End Semester Exam in the Even Semester, will also be eligible to opt for Summer Term.
- ix. Summer Term is not open for those students who wish to improve grades.
- x. Late registration for summer term shall be allowed only up to first day of start of classes for the summer term. Thereafter, no registration shall be allowed for any reason whatsoever.
- xi. Courses offered initially for the summer term may be withdrawn at the discretion of the Institute if the registration in the course is less than 5 students up to 3 days prior to start of the summer term.
- xii. Restriction for 2nd year students–
 - a. The students shall be allowed to register for maximum of two courses.
 - b. The students shall be required to give an undertaking that he / she will complete the corporate internship during the summer break.
 - c. No relaxation shall be provided for the attendance requirement while doing the summer courses.
- xiii. The student can register only for the courses which are on offer. The courses shall be decided by the Dean (A&R) in consultation with HoDs and then notified well in advance.
- xiv. Attendance for registered students is mandatory. Attendance rules as for normal semester shall apply for the summer semester also. No deviations in this regard shall be made.
- xv. Fee structure shall be notified as approved by the management.

3.12 Earning Credits through MOOCs

- i. BAJMC students can avail a facility of earning up to a maximum of 5% credits of their degree requirements through MOOCs.
- ii. MOOC courses eligible for this purpose are the courses offered by NPTEL/ SWAYAM/ EDX/Coursera only.

- iii. MOOC courses can be taken in respective area only in lieu of Elective courses such as Departmental Electives, Skills Enhancement Courses, Value Added Courses, Ability Enhancement Courses.
- iv. No core, lab, project courses can be dropped in lieu of MOOC.
- v. A student desirous of opting for a MOOC shall apply 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: Course Title, Agency Offering MOOC, Examination system and Credits of the Course. Timing and duration of course and its examination, centers of conducting of examination and facilities at the center of the examination to be opted by the candidate. The course to be dropped in lieu of the MOOC, transcript and electives opted in current semester.
- vi. On receipt of the application by the HOD, he/she shall constitute a committee of at least 3 members with himself/herself as Chairman and two other members. This committee shall examine the proposal in detail regarding course contents, examination system, suitability of the course and equivalence of course as per the Institute norms and give its recommendations for approval or non-approval including any special conditions to be imposed.
- vii. The application along with the recommendations of the committee shall be discussed by the HOD with the Dean-A&R and Dean-RID in a meeting for final approval or rejection of the proposal.
- viii. Fee and other charges, if any, payable to MOOC providing and certification agency shall be borne by concerned student at his/ her own level.
- ix. The student shall submit to the Registrar the original certificate issued by MOOC authorities along with a photocopy of the same. The original will be returned after verification and verification shall be certified by the Registrar on the photocopy which shall be kept in records.
- x. An equivalent Grade corresponding to grade/ marks awarded by MOOC agency shall be determined by a committee consisting of Dean A & R, Dean RID and an HOD. This equivalent Grade shall be shown in the transcript and accounted in the SGPA and CGPA calculations.

3.13 General Rules: Examinations

- i. Showing the Answer Scripts: The answer scripts of all Examinations shall be shown to the students.
- ii. Students desirous of seeing the marked answer scripts of End Semester Exam, have to ensure their presence before results are declared, as per dates notified in the Academic Calendar. No appeal shall be accepted for scrutiny of grades.

4. ADMISSION PROCEDURE FOR BACHELOR OF ARTS IN JOURNALISM AND MASS COMMUNICATION (BAJMC)

4.1 Eligibility Criteria

- i. Candidates who have passed 10+2 or equivalent examination from any recognized board, reflecting NEP's emphasis on multidisciplinary education.
- ii. Minimum aggregate marks as specified by the institution (e.g., 60% for general category, with appropriate relaxations for SC/ST/OBC and other disadvantaged groups).
- iii. Candidate should have secured a Pass Grade in all subjects
- iv. Candidates with gap year (if any) between their 10+2 and admission to UG program will be required to submit a Gap Period Affidavit (available at university website)

4.2 Multimodal Application Process

- i. Online and Offline Access:
 - Applications are made available through both digital platforms and offline means to ensure accessibility for all candidates, promoting inclusivity.
 - Visit the institution's website or designated centers for application forms.
- ii. Application Submission:
 - Complete the application form, providing personal, educational, and contact details.
 - NEP 2020's focus on a holistic profile is supported by requesting a statement of purpose or portfolio for candidates with prior media-related activities or achievements.
- iii. Document Upload:

- Submit required documents, such as:
 - Class 10 and Class 12-mark sheets/certificates
 - Proof of identity (e.g., Aadhaar, Passport)
 - Portfolio or creative work samples (optional).
- iv. Fee Payment Options:
 - Application fee payment is available through multiple modes (online, bank transfer, or at designated centers), ensuring inclusivity for students from diverse backgrounds.

4.3 Aptitude Assessment (Optional)

- i. Institutions may conduct aptitude tests or interviews to identify candidates' critical thinking, creativity, and communication skills.
- ii. NEP's emphasis on flexibility allows candidates to be assessed via:
 - a. Written test for general knowledge, media awareness, and English proficiency.
 - b. Submission of creative portfolios, reflecting NEP's focus on holistic development.

4.4 Transparent Merit-Based Selection

- i. Merit lists are prepared considering academic performance, aptitude scores, and extracurricular achievements, in line with NEP's emphasis on academic and non-academic excellence.
- ii. Institutions will prioritize diversity and inclusion to ensure representation from varied socioeconomic and regional backgrounds.

4.5 Counseling and Supportive Orientation

- i. Personalized Counseling:
 - Counseling sessions will help students understand program expectations, career paths, and available support systems.
 - Faculty will address individual concerns and guide students on how BAJMC aligns with NEP's vision of multidisciplinary and career-focused education.
- ii. Document Verification:

- Original documents will be verified during counseling.
- Additional support will be provided for students requiring financial aid, scholarships, or mentorship, ensuring equity.

4.6 Admission Confirmation and Flexible Fee Payment

- Candidates can confirm their admission by paying the fee, with provisions for installment-based payments or financial aid as per university guidelines.
- Digital payment systems ensure convenience and transparency.

4.7 Orientation Program

- A comprehensive orientation will familiarize students with NEP's flexible academic structure, choice-based learning opportunities, and interdisciplinary projects.
- Students will be introduced to mentoring systems and skill-development workshops.

4.8 Admission Eligibility for Second and Subsequent Semesters:

- 75% attendance shall be mandatory for each semester and for each course to appear for semester-end examination. Further, 20% attendance shall be condoned for the students participating/involved in Co-curricular/Extra-Curricular activities like NCC/NSS/Sports/Cultural Activities/Study Tours/Field Work/Seminars, etc., with prior permission of the Principal of the College in writing.
- Candidates with 75% attendance but failing to appear for semester-end odd semester examination shall also be eligible to seek the admission for immediate higher semester.
- Mere submission of application by the candidate to appear for examination without 75% attendance shall not be eligible for higher semester.
- Candidates not submitting examination application forms but maintaining 75% attendance shall not be eligible for admission to higher semester.
- If the candidate appears for II semester end examination and discontinued for III semester and wishes to take admission for IV semester in future, such candidates shall not be allowed for IV semester. Such candidate shall again seek admission to III semester as per university schedule. This is also applicable to other odd semesters.

- vi. A candidate who does not satisfy the requirement of 75% attendance even in one Course (subject/paper) shall not be permitted to take the University examination of that semester and he/she shall seek re- admission to that Semester in a subsequent year as per University schedule.

4.9 Program Structure and Exit Options

Duration	Exit Option	Qualification Awarded	Credit Requirement	Skill/Competency Focus
3 Years	Bachelor's Degree	Bachelor's Degree in Journalism and Mass Communication	120 Credits	Comprehensive training in journalism, media ethics, and digital platforms.
4 Years	Bachelor's Degree with Honours and Research	Bachelor's Degree (with Honours and Research) in Journalism and Mass Communication	160 Credits	Advanced media specialization, research, and professional readiness.

5. Program Structure for Bachelor of Arts in Journalism and Mass Communication (BAJMC)

The BAJMC program is structured to provide a comprehensive, multidisciplinary, and skill-focused education, adhering to the principles of NEP 2020. It comprises six major components:

1. Discipline Specific Core Courses- Major and Minor (DSCC)
2. Elective Courses (EC)
3. Ability Enhancement Courses (AEC)
4. Skill Enhancement Course (SEC)
5. VAC: Value Addition Course
6. MDC: Multi-Disciplinary Course
7. INT / APP / PRO – Internship / Apprenticeship / Project

5.1 Components

a) Discipline Specific Core Courses (DSCC): These are compulsory core courses fundamental to the BAJMC program. They cover the essential subjects and skills required in journalism and mass communication, such as media history, journalism ethics, reporting, and

multimedia communication.

b) Elective Courses (EC): The elective component offers flexibility and interdisciplinary exposure. It includes:

- i. Discipline Specific Core Elective (DSE): Elective courses offered within the discipline of journalism and mass communication to deepen expertise in specific areas.
- ii. Open Elective Courses (OEC): Electives chosen from other disciplines, providing exposure beyond the core BAJMC curriculum. Students may select an OEC in each semester from other disciplines. They can choose OECs from the same subject across semesters or explore different disciplines each semester.

c) Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC) and Multi-Disciplinary Course (MDC): These courses aim to build foundational skills and enhance professional abilities.

d) Value Added Courses (VAC): These courses are aimed at improving the mental and physical health of the students.

e) Internship/Dissertation/Research Project: A research-focused elective designed to acquire specialized knowledge in a chosen topic. Students work under the guidance of a faculty advisor to produce a dissertation or research project in the even semesters (compulsory in 6th and 8th semester).

5.2 NEP-Aligned Flexibility

- Skill Integration: Emphasis on interdisciplinary projects and vocational courses.
- Internships: Two mandatory internships in the 6th and 8th semesters for experiential learning.
- Academic Bank of Credits (ABC): Credits from external platforms (e.g., SWAYAM) can contribute up to 40% of total credits.
- Holistic Development: Inclusion of seminars, case studies, and creative assessments.

6. CREDIT SYSTEM

- a) The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements.

- b) Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and/or laboratory contact hours in a week. A member of the faculty, called the Course Coordinator, coordinates each course. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.
- c) A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for the programme.
- d) Credits assignment
- Lectures/Tutorials: One lecture/tutorial hour per week per semester is assigned one credit.
 - Practical: One laboratory hour per week per semester is assigned half credit. However, some courses are preparatory in nature and have half the credit weightage of a normal course while a few courses are without credit and are referred to as noncredit (NC) courses.
- e) Earned Credits (EC): The credits assigned to a course in which a student has obtained "D" (minimum passing grade) or a higher grade will be counted as credits earned by him/her.
- f) Registration for Courses and Grading System
- Priority-1: Backlog Courses on offer.
 - Priority-2: Core Courses of the semester.
 - Priority-3: Electives on offer as per the curricula structure
 - Priority-4: Courses for improvement of grades (on offer and subject to the credit limit requirement).
- g) It shall be responsibility of the student to plan and register for the Backlog courses as and when offered.

- h) The time table shall be drawn based on the core courses and electives registered during the Pre-registration process.
- i) A student may however, register for lesser courses so that the total credits are in the range of 15 to 24 in a regular Semester.
- j) On the recommendations of the Dean (Academic & Research), a student may be allowed to register for a maximum of 31 total credits in a Semester depending on the specific needs of the BAJMC programme. In such cases the permission has to be sought from Dean (Academic & Research).
- k) A student shall not be permitted to register for a course unless he/she passes the course which is a pre-requisite to that course (if applicable).
- l) Minimum Number of Students to be registered in an Elective Course
- m) An elective course shall run only if there is a minimum registration of 20 students in that course. Under special circumstances, an Elective Course may be run with minimum registration of 15, with prior permission of the Vice Chancellor.
- n) Students may be allowed registration for Backlog Subjects when the Number of Students is less than 5 and where the course(s) are not on offer in the regular ongoing semester but within the credit limits purely at the discretion of the Vice-Chancellor.
- o) Such students would be allotted Tutor(s) for the subject(s) with whom they will be provided one contact hour per week.
- p) Under the guidance of the assigned Tutor(s), they will carry out the assignment and studies.
- q) T-1, T-2 (or Mid Term) and End Semester Exam and TA component will be conducted as per the normal weightage.
- r) This facility may be extended during summer semester also purely at the sole discretion of Vice Chancellor.
- s) Addition, Deletion and Withdrawal from Elective Courses
 - A student shall have the option to add-on or delete courses from the list of registered courses on or before a date notified in the Academic Calendar or as laid down in the procedure instructions.

- A student may also be allowed to withdraw from a course up to one week after the commencement of the Semester. For this purpose, the student has to submit his/her application on a prescribed form, available in the Academic Section of the Institute.
- t) Structure of Grading of Academic Performance: The following shall be the structure of grading for academic performance of the students:
- u) Award of Grades: Students obtaining grades A (+) to D, shall be declared pass. Students failing in a subject will be awarded F grade.
- v) The grades shall be decided on the aggregate of evaluation of all the components like:
- Three written tests, T-1, T-2, (or Mid Term) and End Semester Exam (No makeup tests allowed)
 - Assignments Quizzes, homework, tutorials and regularity in attendance
 - Practical/ Laboratory and Dissertation/Projects shall be evaluated & graded as given in sections 3.2 and 3.3 above.
- w) Students missing End semester examination of a theory subject or End semester Viva/Test in a laboratory subject shall be awarded 'F' grade in the subject.
- x) Structure of Grading of Academic Performance
- y) The following shall be the structure of grading for academic
- z) Performance of the students:

Performance of the students	Grade Point	Description of performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Average
C	5	Below Average
D	4	Marginal
F	0	Fail

NP	-	Audit Pass
NF	-	Audit Fail
W	-	Withdrawal
X	-	Discontinued Dissertation/Project

Note: The number of students is less than 10 then absolute grading system will be followed (See Table below):

Marks	Grade
89	$\leq A+$
82	$\leq A$
73	$\leq B+$
64	$\leq B$
55	$\leq C+$
48	$\leq C$
35	$\leq D$

Note:

- a) The grade boundaries as indicated above may be marginally adjusted
- b) The upper and lower limits are subject to limitations of percentage of marks
- c) Description of Grades
 - An A+ grade stands for outstanding achievement. The minimum marks for award of an A+ grade is 80%. However, individual course coordinators may set higher marks requirement.
 - B and C Grades: B and C grades denote performance ranging from Very Good to Below Average. These are decided based on the relative performance of students.
 - D Grade: D grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of D grade are 30%. However, individual course coordinators may set a higher marks requirement.

- F Grade: F grade denotes poor & very poor performance, i.e. failing a course. F grade is awarded in case of:
 - UFM
 - Debarred due to short fall in attendance (see Attendance Rules)
 - Missing / not appearing in End Semester Examination
 - A student has to repeat all compulsory (core) courses in which she/he obtains F grades, until a passing grade is obtained. For the other (elective) courses in which F grades have been obtained, the student may take the same course or any other course from the same category.
 - W Grade: 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 on medical grounds for a period exceeding four weeks.
 - X Grade: X grade is awarded for incomplete dissertation/project work, at the end of a semester. Subsequently, it is converted into a regular grade upon completion of the dissertation/project work and its evaluation.
- d) 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 courses, registered for in the semester.

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

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 Courses

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 Courses

An example of these calculations is given below:

I Semester

Subject Code (1)	Credit (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Points Secured (6)
23B2XCSX11	5	C+	5	6	30
23B2XMA11X	3	C	3	5	15
23B2XCSX1X	3	A+	3	10	30
23B2XCS11X	2	B+	2	8	16
23B2XGE11X	3	F	0	0	0
23B2XHXS11X	2	D	2	4	8
23B2XCS11X	2	B	2	7	14

Credits Registered in the I semester (total of column 2) =20

Earned Credits in the I semester (total of column 4) =17

Point secured in the I semester (total of column 6) =113

- SGPA (I semester) =5.65
- CGPA (I semester) =5.65

II Semester

Subject Code (1)	Credit (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Points Secured (6)
23B2XMA11 X	5	A+	5	10	50
23B2XCSX1 X	5	C	5	5	25
23B2XCS11 X	3	B	3	7	21
23B2XGE11 X	2	B+	2	8	16
23B2XHXS1 X	3	A	3	9	27
23B2XCS11 X	2	C+	2	6	12

Credits Registered in the II semester (total of column 2) = 20

Earned Credits in the II semester (total of column 4) = 20

Point secured in the II semester (total of column 6) = 151

- SGPA (II semester) = 7.55
- CGPA (II semester) = $(113+151) / (20+20) = 6.6$

Conversion of grades into percentages

- The performance of the student is measured in terms of CGPA (on a 10-point scale) as defined above. However, on request from the Indian Industry and overseas institutes querying on percentage obtained by students, a mathematical formula for conversion of CGPAs to equivalent percentage has been adopted. The equated percentage shall be equivalent to CGPA X 10.

Provision for improvement of grade(s) for students

Students shall be permitted to improve their grades under the following conditions:

- The facility for improvement of grades will be available only to the students having CGPA less than 6.0
- Students shall be allowed to register for grade improvement before passing the 6th semester examination.

- Grade improvement shall be allowed only in Theory subjects and it shall not be permitted in subjects like Dissertations/Projects, Seminars, Practical/ Laboratory Courses, Term Paper, Colloquium etc.
- Students desirous of improvement of Grades in subject(s) have to register at the time of registration for the semester in the concerned subject(s) as a regular student provided the subject is on offer and there is no clash in time table. Registration after the last date of registration will not be permitted. Registration for purposes of grade improvement during summer term or any other special term is not permitted.
- Additional fee will be paid by the student for undertaking each subject(s) for grade improvement.
- The credit registration limit for the purpose of improvement of grade shall be the normal credit limit as in case of regular student in a semester.
- Attendance is also compulsory as per attendance regulations of the Institute in the subjects registered for improvement.
- The minimum grade obtainable in the subject taken for grade improvement will be D. A student securing F grade in the grade improvement studies will be awarded D' grade.
- After the final result of the subject taken for improvement of grade, the grade obtained after improvement will replace the earlier grade and the grade earned earlier will cease to exist.
- Student having undertaken improvement of grades option will not be eligible for the award of any Medal/ Merit position.
- Following documentation shall be re-sorted in such cases:
 - The student will be given a fresh replacement grade sheet indicating the new grade with a “*” mark which shall be explained as (improved grade) at the bottom of grade sheet. The word replacement grade sheet shall be stamped on top.
 - The transcript shall also be marked accordingly.
 - The authority for the improved grades shall be indicated through pre-printed explanatory note on the back of the grade sheet/transcript.

7. RULES, REGULATIONS AND PROCEDURES

7.1 Conditions for Pass and Progression (Aligned with NEP 2020)

To ensure academic rigor and alignment with the multidisciplinary and flexible principles of NEP 2020, the following conditions must be met for a student to pass and progress in the Bachelor of Arts in Journalism and Mass Communication (BAJMC) program:

7.2 Conditions for Passing Individual Courses

- **Minimum Passing Marks:** A student must secure at least 40% aggregate marks (Internal Assessment + End-Semester Examination) in each course, including theory, practical, and project components.
- **Mandatory End-Semester Examination:** Appearing in the End-Semester Examination is compulsory.
- **Failure to appear** results in an “F” grade for the course.

7.3 Separate Passing in Components

- Students must secure at least 35% marks in the End-Semester Examination and 40% in Internal Assessment separately to pass a course.
- **Attendance Requirement:** A minimum of 75% attendance is mandatory to qualify for End-Semester Examinations.
- Students failing to meet this requirement will receive an "F" grade and must repeat the course.

7.4 Conditions for Progression to the Next Semester

- **Credit Threshold for Progression:** Students must earn at least 50% of the total credits offered in the current semester to progress to the next semester.
- **Backlog Clearance:** Students with backlogs in more than two courses will not be allowed to progress to the next academic year. They must clear these courses in supplementary exams or during subsequent semesters.
- **Grace Period for Course Completion:** Students are allowed a maximum of two additional semesters beyond the regular program duration (6 years for a 4-year BAJMC program) to complete all course requirements, including backlogs.

7.5 Grading and Credit Accumulation

- **Grade Requirement:** Students must obtain a minimum grade of "C" (equivalent to 4.0 GP) in each course to pass.
- **Academic Bank of Credits (ABC):** Credits earned from completed courses are stored in the Academic Bank of Credits and can be utilized for progression or re-entry after exiting the program at Certificate, Diploma, or Bachelor's levels.

7.6 Re-Examinations and Supplementary Exams

- **Eligibility for Supplementary Exams:** Students who fail a course (F grade) can appear for supplementary examinations to clear the backlog.
- **Only one supplementary attempt is allowed for each course within the same academic year.**
- **Restrictions on End-Semester Supplementary Exams:** Students failing to appear in the End-Semester Examination due to attendance shortage (F grade) are not eligible for supplementary exams. They must retake the course.
- **Maximum Allowed Backlogs for Supplementary Exams:** Students can register for supplementary exams in up to two courses per semester.

7.7 Exit Options and Re-Entry Conditions

- **Students exiting with a Bachelor's Degree (3 years)** can re-enter the program within a stipulated period to complete the 4-year Honors degree.
- **Re-Entry Requirements:** Students must fulfill the credit and grade requirements for the completed semesters to rejoin.
- **Timeframe for Re-Entry:** Re-entry must occur within 3 years of exiting to maintain eligibility for progression.
- **Timeframe for Program Completion:** The degree must be completed within a maximum of 6 years from the date of admission, including time taken for re-entry or backlog clearances.

7.8 Conditions for Award of a Degree (Aligned with NEP 2020)

To be eligible for the award of the Bachelor of Arts in Journalism and Mass Communication (BAJMC) degree, a student must fulfill the following conditions:

- Credit Completion
 - Students must successfully earn the required credits as specified for the degree:
 - Bachelor's Degree (3 years): 120 credits.
 - Bachelor's Degree with Honors (4 years): 160 credits.
- Minimum Grade Requirements
 - A student must secure at least a C grade (GP of 4.0) or above in all courses, including core, elective, practical, and project/dissertation components.
- Completion of Core Components:
 - Students must pass all Discipline Specific Core Courses (DSCC), including theory and practical
 - Completion of mandatory Ability Enhancement Courses (AEC) such as Environmental Studies and Indian Constitution
 - Internship and Project Completion
- Attendance and Discipline Requirements
 - A minimum of 75% attendance across all courses is mandatory unless special exemptions are granted for valid reasons (e.g., medical grounds).
- Disciplinary Compliance
 - Adherence to the institution's code of conduct, ethical guidelines, and academic integrity standards is mandatory.
- Issuance of Degree
 - Degrees will be conferred after the successful completion of all academic, attendance, and disciplinary requirements.
 - The degree will include a certificate indicating the level of achievement, including any interdisciplinary or additional credits earned.
- Award of Honors Degree (Optional 4th Year)
 - Students opting for the additional 4th year to earn a Bachelor's Degree with Honors must:
 - Complete the required 160 credits.
 - Successfully undertake a research project/dissertation or advanced specialization coursework.
 - Fulfill requirements for internships, skill development, and multidisciplinary electives.

8. ATTENDANCE REQUIREMENTS

- a) All undergraduate students are expected to be present in every lecture, tutorial, practical or drawing class scheduled for them.
- b) A student must have a minimum attendance of 80% in a course during a semester, in lectures, tutorials and practical taken together (as applicable). A student with less than 80% attendance in a course will be awarded F grade in that course irrespective of his/her performance in the tests. The Course Coordinator while awarding the grades will consider the consolidated attendance record for the whole semester.
- c) A student should meet the above attendance requirement irrespective of the number of days; he/she is on medical and/or other leave for any reason, whatsoever.
- d) In order to maintain the attendance record of a particular course, a roll call shall be taken in every scheduled lecture, tutorial and practical class.
- e) For the purpose of attendance, every scheduled practical class will be counted as one unit irrespective of the number of contact hours.
- f) A relaxation of up to 5% may be given on the following special grounds:
 - 1. Any continuous illness of two weeks or more supported by a proper medical certificate.
 - 2. The student being deputed to represent the Institute with the prior approval of the Dean (Academic & Research).
 - 3. Any special personal reason, on the recommendation of the Dean (Academic) and approval of the Vice Chancellor.
 - 4. Semester Withdrawal in Medical Cases
 - 5. A student who has been absent from classes on the basis of medical advice after due approval of the Dean / Vice Chancellor and has submitted authentic medical record may be permitted to withdraw from the semester. Further if a student is absent from the classes on account of certified genuine medical reasons for duration of five weeks or more will be asked to withdraw from the semester compulsorily.
- g) The decision to take a semester withdrawal must be taken minimum 30 days before the end semester examination. If a student does not apply for same, he / she shall continue to be registered and be evaluated as per the performance.
- h) Information regarding absence during the Semester

1. A student must inform the Dean (Academic& Research) immediately of any instance of continuous absence from classes.
2. A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Course Coordinator for make-up in quizzes, assignments and laboratory work.
3. If a student is continuously absent from the Institute for more than 10 days without notifying the Dean (Academic & Research) his/her name will be struck off the rolls of the Institute.

SECTION-2

Instructions and Penalty for use of Unfair Means

The salient instructions for the conduct by a student in the Examination hall shall be printed on the cover page of the answer - book. Any contravention of these instructions and the use of any unfair means will render the student liable for punishment.

1. Actions by the Invigilator's on Detecting Unfair means Case

- a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the web cam available with the server room/mobile etc. if possible.
- b) The Invigilator In charge shall get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.
- c) After completing all the above formalities, a fresh answer-book shall be given to the student for completing the Examination.
- d) If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, Co-Invigilator may sign as a witness to the event.
- e) No extra time will be given for completing the Examination as a result of this exercise.
- f) After Examination is over, these answer books duly marked as I (confiscated copy) and II (freshly issued copy) along with the material

found in possession and the prescribed form duly filled and signed by the Invigilator In charge shall be delivered separately to the Registrar.

2. Convening of Committee on Unfair Means

- a) A Committee (Standing Committee) appointed by the Vice-Chancellor shall enquire into cases of unfair means in the Examination. Composition of the committee shall be:
 - 1. Dean (A&R) Chairman
 - 2. Two professors nominated by the VC
 - 3. Head of the Concerned Dept.
 - 4. Dy Registrar (Member Secretary)
- b) The Committee shall thoroughly examine the cases on the basis of the material/documents placed and give hearing to the student and the concerned Invigilator. It shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.

3. Categories of Offences and Punishments

For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below:

(A) CATEGORY 1: NATURE OF OFFENCE

- (a) A student is found talking in the Examination hall to another student.
- (b) A student is found to be talking to a person outside the Examination-hall before submission of the answer sheet e.g. while going to the wash room etc.
- (c) A student has deliberately changed his/her seat in the Examination-hall without the permission of invigilator.

ACTION TO BE TAKEN: The invigilator in charge of the room/hall shall immediately take possession of the first answer book. The student shall be informed that the first answer sheet is being cancelled and he shall provide the student with a second answer book. The first answer-book is to be cancelled and the

second answer- book is to be evaluated.

(B) CATEGORY 2: NATURE OF OFFENCE

(a) A student is reported to have appealed to the Examiner in the answer-book. (Examiners should report such cases to the Dean as they may arise during evaluation exercise).

(b) Writing the solutions of the questions on the question paper/electronic device etc. during the Examination.

(c) A student is found possessing cell phone or any other item of such type or communication gadget in the Examination hall.

ACTION TO BE TAKEN: The Examination of the concerned paper to be cancelled and awarded zero marks.

(C) CATEGORY 3: NATURE OF OFFENCE:

(a) A student is found possessing any notes or printed unauthorized material or notes written on any part of the body-clothes or instruments such as electronic device etc. or having notes written on chair, table, desk etc. during the Examination.

(b) A student tries to/or appeals to the Invigilator for help during the Examination.

(c) Cheating in the evaluated answer book (Examiners to report such cases if detected).

(d) Disrupting the smooth conduct of Examination in any way.

ACTION TO BE TAKEN: The student should be awarded fail grade in that subject and will not be allowed to appear in next supplementary Examination of that subject.

(D) CATEGORY 4: NATURE OF OFFENCE

A student is found:

(a) making use of unauthorized material like written/photocopied note/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself/herself or through assistance of

others.

(b) to be consulting notes or books while being out-side the Examination hall during the Examination hours.

(c) to be passing on a copy of question(s) set in the paper or solution thereof to anyone.

(d) to have received help from other students or giving help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned.

(e) to be allowing other students to copy from his/her answer book.

(f) communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the Institute Examination for influencing them in the award of marks.

(g) to be guilty of swallowing or destroying any note or paper or any other material found with him/her.

ACTION TO BE TAKEN: All the Examinations of the registered courses for that semester to be cancelled and the student to be debarred from appearing in the supplementary Examinations for all such subjects.

(E) CATEGORY 5: NATURE OF OFFENCE

A student is found:

(a) in possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person.

(b) guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.

ACTION TO BE TAKEN: All Examination to be cancelled for that semester and the student to be debarred from appearing for any Institute Examination for the next one semester.

(F) CATEGORY 6: NATURE OF OFFENCE

- (a) Smuggling in an answer-book, taking out or arranging to send out an answer- book.
- (b) Writing deliberately another students' roll no. in his/her answer-book.
- (c) found in possession of answer-book not his/her own
- (d) impersonating another candidate
- (e) allowing impersonation in any Examination.
- (f) Guilty of serious misconduct in the Examination hall or non-compliance with the instructions of the superintendent or any of the invigilators in the Examination hall.
- (g) Using threatening or foul language etc. during the Examination.

ACTION TO BE TAKEN: All Examinations of that semester to be cancelled and to be further debarred from appearing in any Institute Examination for a period of two to three semesters or expulsion from the Institute depending on the gravity of the offence.

(G) CATEGORY 7: NATURE OF OFFENCE

Any person who is not a candidate for any Examination found committing or abetting in committal of any of the offences mentioned above.

ACTION TO BE TAKEN: To be dealt with the Vice-Chancellor in an appropriate manner including expulsion from the Institute if he/she is the student of this Institute.

(H) CATEGORY 8: NATURE OF OFFENCE

Second/subsequent case(s) of UFM reported against a student in the same academic year.

ACTION TO BE TAKEN: One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her including the action corresponding to present UFM case (assuming it is not a second/subsequent UFM case

against him/her).

4. **Cases not covered by these Regulations:** To be decided by the Vice-Chancellor.

5. **Unfair means / Plagiarism in Class Work**

Any case pertaining to purported resorting to unfair means / plagiarism during the Class Work / Quizzes / Submission of Seminar Report/ Dissertation/ Practical's/ Laboratory Classes/ Projects, etc. shall be dealt with by the appropriate committee/ persons of the concerned department as nominated by the HOD with information to Dean. In cases of serious nature/grave offence in opinion of the Dean / Departmental Committee/ Head, the matter shall be referred to the Vice Chancellor for investigation through Standing Committee of the University. These offences could be:

- a) Which have occurred before or after the Examination, or partly before and during or during and after the Examination;
- b) Which have been detected after the Examination/declaration of the result/award of the degree;
- c) Which has been reported or detected after a research paper report/note/communication has been published in a Research Journal widely circulated magazine/Proceedings of conferences/seminar or a monograph/ book, and or any electronic device.
- d) The penalty in such cases of unfair means/plagiarism which have been found to be true and shall be recommended by the appropriate committees of the department/ institute Standing Committee, as the case may be.
- e) The imposition of any such penalty shall be at the discretion of the Vice- Chancellor, who, after considering the full facts and the report on the matter
 - (i) may impose the same penalty,
 - (ii) may reduce the penalty, or
 - (iii) may enhance the penalty as recommended by the committee.

SECTION-3

Procedure for Enquiries and Punishments on Disciplinary Cases of Students

The welfare and discipline of students are two integral parts of an Institutional behavior. Student's behavior and discipline will therefore be assessed and will receive the same attention as the academic work. The discipline of the students will therefore be closely monitored in the campus, class rooms, laboratories, play grounds, Annapurna and in the hostels in respect of residing students and outside the campus for both residing and non-residing students. Adherence to discipline norms will be evaluated at the end of each academic year and will be reflected as proficiency grade.

1. PROCEDURE FOR PROCESSING CASES OF INDISCIPLINE

- A student shall be guilty of misconduct and breach of discipline if he or she violates any of the provisions of the standing orders issued by the Institute. Any case of indiscipline received / observed shall be referred to Dean Students Welfare (DSW) who after considering the case may decide as under:
- Dispose of the case, depending upon the nature of indiscipline/ misconduct at his own level.
- Refer the case to Proctorial Board for enquiry.
- Forward the case to the Vice-Chancellor with his detailed comments.
- The Vice Chancellor may suspend a student(s), for an act of indiscipline which is detrimental to healthy atmosphere / law & order in the campus, if in his judgment a prima facie case of breach of discipline exists against the student(s) and institute an inquiry by Proctorial Board.

2. PROCEDURE FOR ENQUIRY

Proctorial Board on receipt of the case shall issue a notice containing the substance of charge/imputation or misconduct against the student(s) concerned and requiring the student(s) to submit statement of defense within a specified period. This notice shall also specify the date on which the student(s) will appear before the committee in person to answer the charges. The committee will, after examining the charged student(s) and such other persons whose testimony may have bearing on the incident, submit its report detailing findings and fixing responsibilities to the DSW/Vice Chancellor.

3. PROCEDURE FOR AWARD OF PUNISHMENT

- a) The DSW/ Vice Chancellor shall consider the report of the enquiry committee and decide upon the quantum of punishment to be awarded. This shall be promulgated by the Registrar.
- b) In case of proposed punishment of rustication or expulsion the Registrar shall inform the student in writing of the charges, the proposed penalty and the clauses under which the Institute proposes to act. The student will be given 5 days' notice to "Show Cause" why the proposed penalty should not be imposed.
- c) The reply if any, received shall again be placed before the DSW/ Vice Chancellor who after due consideration shall award the final punishment. In Case no reply is received by the stipulated time, it will be presumed that the student has nothing to offer in his defense and the punishment proposed shall be imposed.
- d) Final decision on acts of indiscipline would be communicated in writing to the concerned student with an entry in his/her personal record.

4. GUIDELINE FOR PUNISHMENTS FOR ACTS OF INDISCIPLINE

The following punishments may be imposed for acts of indiscipline / misconduct for good & sufficient reasons. The list is not exhaustive.

- a) Written Warning.
- b) Imposition of suspended monetary fine and warning. A suspended fine becomes operative if the concerned student is found guilty of another act of indiscipline during the remaining period of his/her study in the Institute.
- c) Imposition of monetary fine.
- d) Deduction of marks from the discipline group of marks.
- e) Any combination of (i), (iii) and (iv) above.
- f) Rustication/Expulsion from the Institute.
- g) Suspension / expulsion from Hostel / Institute.
- h) Any student who is expelled from the hostel on disciplinary ground shall forfeit the amount deposited by him/her towards the hostel charges for the semester. No refunds on pro-rata basis, shall be entitled under any circumstances irrespective of the date of

expulsion. Student expelled for the complete semester or more shall be required to apply afresh for the hostel accommodation.

5. COMPETENT AUTHORITY TO AWARD VARIOUS PUNISHMENTS

- For punishments at D above, from (i) to (v), the competent authority shall be DSW/ Vice- Chancellor.
- For punishments at D from (vi) to (vii), the competent authority shall be the Vice-Chancellor only.

6. PROCEDURE FOR AWARDING GRADES FOR THE DISCIPLINARY GROUP OF MARKS

- The disciplinary grade awarded at the end of each Academic Year will be reflected on the Grade Sheet of even semester.
- Computation of yearly Discipline Grades.
- A student shall automatically get A+ grade, if no act of indiscipline is recorded against him/her. As a guideline maximum marks to be deducted for offences/punishment awarded are given in the table below. The list is neither comprehensive nor complete as each case shall be dealt with on its own merit and decided by the Competent Authority.

7. OFFENCE/PUNISHMENT AWARDED and MAX MARKS TO BE DEDUCTED

(a)	Written Warning	05
(b)	Mass bunking of class	05
(c)	Visiting socially unacceptable web site	10
(d)	Violation of hostel rules	15
(e)	Suspension from hostel/campus	15
(f)	Violation of academic rules	25
(g)	Indulging in violence	60
(h)	Damage to institutional property	80
(i)	Expulsion from hostel/Institute	80

The deduction in marks from the disciplinary grade shall be cumulated over the academic year, the events and the acts, the commensurate grades are as follows: -

Range of Deduction	Grade To Be Awarded of Disciplinary Marks
00 - 10	A+
11 – 20	A
21 – 30	B+
31 – 40	B
41 – 50	C+
51 – 60	C
61 – 80	D
>80	F

- Annual computation of discipline grades shall be carried out by a committee constituted by the VC. The committee will review the grades based on overall adherence to discipline and conduct by the affected students and make recommendation to Vice Chancellor thru DSW for his approval.
- The discipline grades at the end of the programme may be revised by a committee comprising DSW as chairperson and two professors to be nominated by the by the Vice Chancellor. The committee will make suitable recommendation based on overall adherence to discipline and conduct by the students during the entire programme.

SECTION-4

STANDING ORDERS

1. General

- i. Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- ii. Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time.
Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.
- iii. The schemes for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.
- iv. The V.C. is overall in-charge of the academic activities including attendance and leave of students. Any complaint within the jurisdiction of the concerned section will be dealt-with by the Officer in- charge of the section.
- v. Dean Students Welfare (DSW) will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. DSW will be assisted by other members of faculty.

2. Conduct and Behavior

- i. Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
- ii. Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- iii. All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the institute as well as hostel. I-card is an important document. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.

- iv. Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
- v. Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final Examination and will be awarded Fail grade.
- vi. If in a particular class/period more than 50% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absentees.
- vii. No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students. Girl students must be shown special consideration in this regard.
- viii. Students should not indulge in violence of any kind with fellow students, teaching faculty and employees of the University within or outside the Institute. Violence by any student or group of students will lead to severe disciplinary action.
- ix. Students are not allowed to become members of outside societies or allowed to join discussion of a political nature or to take part in any political activity without prior permission of the University.
- x. No meeting of the students other than those organized under the aegis of the various recognized students' activities shall be called without the prior permission in writing from the Vice Chancellor.
- xi. No meeting/function within the Institute campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor.
- xii. No students shall use unfair means at any of the Examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- xiii. Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- xiv. Students must take good care of all University property. Any damage to Institute

property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.

- xv. Students must handle the laboratory equipment, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use of negligent handling will have to be made good by the students concerned.
- xvi. Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them.
- xvii. Use of mobile cellular phone inside the Academic, Administrative area, Library, Labs, Corridors, Toilets, Coffee shop, Tuck shop, Classrooms is strictly prohibited. Mobile phones must be kept in silent mode and attended to outside the Academic/Administrative block. Use of mobile phone with cameras is strictly prohibited. Violation will lead to confiscation of the mobile phone.
- xviii. All the students are required to observe the prescribed dress code while moving in the Administrative/Academic block including Labs & LRC on working days. Students not wearing the prescribed dress code may be denied entry to the Institute except PG students.
- xix. Consumption of liquor or any other intoxicating drug or smoking is strictly prohibited within the hostel, campus or outside. Offenders will be summarily expelled.

3. **Learning Resource Centre (LRC)**

- i. Students must follow the LRC rules for borrowing books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- ii. Library books should be used with great care. Tearing or folding or cutting of library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may

- be required to replace the book by a new copy or pay double the cost of the book.
- iii. In open access LRC like ours, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
 - iv. LRC cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
 - v. Before leaving the LRC, a student should make sure of getting the LRC books properly issued at the counter against the card.
 - vi. Personal property or books other than those belonging to the LRC must be deposited at the entrance gate.
 - vii. The loss of LRC books or borrowers' card must be immediately brought to the notice of the Learning Resource Manager (LRM) in writing.
 - viii. Polite and courteous behavior inside the LRC is expected from all the users and silence must be observed inside the reading room.

SECTION-5

STANDING ORDERS FOR HOSTEL STUDENTS

1. A new student, on arrival, will report to the Hostel Warden/Administrator who will allot him/her a room/seat in one of the Hostels after the student has paid fees and got registered.
2. The following are the Standing Orders for compliance by all Hostel inmates:
3. At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.
4. Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
5. Students must show their ID card to the security staff every time they enter/leave Hostel gate.
6. Inmates are required to compulsorily get their rooms cleaned by the house keeping.
7. Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc. inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ Institute.
8. Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
9. Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
10. Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
11. Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.

12. Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
13. Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
14. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
15. Before proceeding on summer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel Supervisor / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The Institute authorities shall not be responsible for the private belongings of the students found in such rooms.
16. The Warden / Administrator is assisted by a Supervisor / Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden / Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
17. Hostellers are not allowed to park their cars inside the Campus. However two wheelers can be parked in the designated area at the owner's risk.
18. No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden / Administrator.
19. No student is allowed to engage private servant or keep pets.
20. Visitors including parents are not allowed to go inside the hostel rooms. Parents/Guardians can meet their wards in the Visitor's Lounge during the specified

visiting hours with the permission of Warden.

21. Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
22. Students are prohibited from giving shelters to any other student / outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation
23. / shelter to any outsider will be reported to local administration for suitable action.
24. All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
25. Any student, who does not occupy the Hostel room allotted to him within seven days of his registration, shall lose the Hostel seat and the same may be allocated to the next student in the queue.
26. Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
27. All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
28. Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
29. Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
30. Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the Institute. FIR will also be lodged against student indulging in ragging.
31. Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
32. All the students are charged Hostel fee for the semester, as such they must

completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.

33. Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.