

DIT UNIVERSITY ACADEMIC ORDINANCE, 2024

(Effective from AY 2023-2024)



DIT University
Mussoorie Diversion Road, Makkawala, Dehradun, Uttarakhand 248009

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ACADEMIC ORDINANCES, 2024

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act, the Statutes and the Rules of the University, the Academic Council, dated 30th April 2024 hereby, frames the New Academic Ordinances approved by BOG. This ordinance comes into effect from Academic Year 2023-24.

In addition to the clauses mentioned in this regulation, certain addition, deletion, or modification may apply to UG/PG/Ph.D. program. In the discipline of **Pharmacy, Architecture, Nursing, and Health Professions etc.** wherever the changes are to be incorporated they will be clearly mentioned in the **Program Catalog**, with reference to the main clause of the ordinance which is being modified.

DEFINITIONS

Definitions of various terms used in the Ordinances, unless the context otherwise requires, are given below:

a)	Academic Council	The Academic Council of the University
b)	Academic Session	The period of Academic Activities (Normally July / August to June of the subsequent year).
c)	Act	The DIT University Act, 2012.
d)	BOG	The Board of Governors of the University.
e)	BOM	The Board of Management of the University.
f)	BOE	The Board of Examinations of the University.
g)	BOR	The Board of Research of the University
h)	BOS	The Board of Studies of the various Schools / Departments of the University.
i)	Bridge Course	A course designed to help students to transition from one level of education to another.
j)	Chairman/Chairperson	The Chairman/Chairperson of the various Statutory Bodies of the University.
k)	Class Representative	The student's representative of a specific section of the program of the University.
l)	COA	The Council of Architecture.
m)	COE	The Controller of Examinations of the University.
n)	Course	A Course has specified syllabus and credits for Semester/Trimester long duration.
o)	Course Coordinator	Course Coordinator to the course is one of the Course Instructors responsible for uniformity of Teaching and Assessment across different sections.
p)	Course Instructor	Faculty member assigned to teach a particular course in a given Semester/Trimester by the concerned department.
q)	Dean	The Dean of the concerned School Functional Dean of the University.
r)	Dean (AA)	The Dean Academic Affairs of the University.
s)	Degree Program	A Structured Program having specified requirements in terms of Courses and Credits.
t)	Dean R&C	Dean Research and Consultancy of the University.
u)	Dean (SW)	The Dean of Students Welfare of the University

v)	HOD	The Head of the respective Department / Centre / Unit of the University.
w)	INC	Indian Nursing Council.
x)	Major Program	Primary area of study chosen by students involving comprehensive and in-depth curriculum
y)	Minor Program	Secondary area of study involving focused curriculum which provides Foundational Knowledge or Specialization.
z)	Named Courses	Named courses are one which are mandatory to register in given semester.
aa)	NCAHP	National Commission for Allied and Healthcare Professions.
bb)	Normal Plan of Study	A structured outline of sequence and selection of courses, a student takes to complete the degree program within a stipulated time frame.
cc)	PCI	The Pharmacy Council of India.
dd)	Program Catalog	An official yearly publication of the University that provides comprehensive information about the Academic Programs, Courses, Policies and Regulations.
ee)	Program Coordinator	A Senior Faculty member well versed with the functioning of the department and the Program
ff)	Registrar	The Registrar of the University.
gg)	Statues	The Statues of the DIT University.
hh)	Student	A student pursuing an academic program at DIT University.
ii)	UGC	The University Grants Commission
jj)	University	DIT University, Dehradun
kk)	VC	The Vice Chancellor of the University.

1. GENERAL

DIT University offers Degree Programs at Diploma, UG, PG & Ph.D. levels in the areas of Engineering, Architecture, Design, Pharmacy, Nursing, Management, Physical Sciences, Humanities, Nursing and Healthcare Professions. The Medium of instruction as well as examinations shall be in English in all the programs offered by the University

However, the programs offered in the area of Pharmacy, Architecture, Nursing and Healthcare Professions may have some additional conditions as required by the regulations of respective Regulatory Bodies/Councils. These details will be given in the program catalog.

The clauses enumerated in this Ordinance are applicable to the students admitted DIT University in the Academic Year 2023-24 and later. Further, the ordinance is also applicable to the students admitted in the earlier academic years but will be graduating in the academic year 2024-25 or later, with an additional clause stated below.

In order to ensure that the currently enrolled students (admitted prior to Academic year 2024-25) are not adversely impacted due to some of the provisions of this ordinance, the Academic Council may at appropriate stages consider and approve certain modifications or alter some of the clauses of this ordinance so that such students may graduate without any delay from their normal plan of study.

2. PROGRAMS OF STUDY

All operations of programs shall be specified in terms of minimum requirements on Credits and Courses to be completed by each student, depending on the degree program in which the student is admitted. Each Academic Year will comprise of two semesters (Semester I and Semester II) and one summer term. In the case of MBA program, the academic year will have 3 Trimesters (Trimester I, Trimester II and Trimester III) and a summer term.

2.1 Normal Duration of the Programs

The normal duration of various programs at Diploma/UG/PG level shall be as follows:

Level	Program	Normal Duration (N)
UG	B.Arch.	5 Years
	B.Tech. / B.Des./B.Pharm./B.A.(Hons.) /B.Sc.(Hons.)	4 Years
	B.Sc. / B.A. / BCA	3 Years
	B.Sc.(Nursing), BSc (Optometry), BSc (Operation Theater), BSc. (Medical Lab Technician)	4 Years
	Bachelors of Physiotherapy	4.5 Years
PG	MCA / M.Tech. / M.Des./ MA / M.Plan / MBA / MSc/ MCA	2 Years

While the normal duration given in the above table, it should be noted that few students may need extra time to complete the degree, due to reasons such as slow learners, break in study due to medical reasons etc. In such cases, the student may be allowed a maximum of 2 additional years to complete the degree. In exceptional cases, the Vice Chancellor (as Chairman of Academic council) may allow one or more additional years (in addition to N+2) for completion of the degree.

The requirements for the completion of each degree program shall be specified in terms of the minimum number of Courses and Credits. These shall be approved by the Academic Council as and when new programs are introduced, and may be modified from time to time, by the Academic council. The details of the minimum number of courses and credits required in each of the degree programs will be made available in the **Program Catalog** which shall be published every year.

2.2 Program Structure:

Each degree program is structured in terms of certain modules, called courses, to be completed by the student over a sequence of semesters/Trimesters. A course is usually of one semester/trimester duration. The courses offered by the university shall be categorized under different baskets, such as Discipline Core Courses, Discipline Elective Courses, Free Electives, Value Added Courses, etc. Typically, courses may vary from 2 to 5 credits, while provision exists to introduce courses

of 1 credit also. Certain courses such as Internship, Capstone Project, Seminar, Minor Projects etc. may have credits ranging between 2 to 18 credits. Each course will be uniquely specified by a Course Number and a Course Title, and approved by the Academic council.

In designing a program structure, the requirement of courses and their sequence shall be specified in the ‘normal Semester/Trimester wise pattern’. The student is expected to register and complete the courses as per the normal semester-wise pattern and on successful completion of all the courses specified will be eligible for the award of the corresponding degree. The details of registration and graduation requirements are given later in this ordinance. In the semester-wise pattern, certain courses are mentioned by their course number and course title, and these courses are referred to as “Named Courses”. A student has to mandatorily complete all the named courses with valid grades. A student getting “F” grade in a named course will automatically be required to re-register in that same course and get a valid grade. In addition to the named courses, the degree will require the student to complete other courses such as Electives.

2.3 Credit and Course Requirements to Complete the Different Degree Program is given as below:

Program	Minimum Credits	Minimum courses
B.Arch.	260	64
B. Tech., B.Des.	160	40
BA, BSc (Hons/Hons with Research)	160	40
BSc Nursing	155	55
BSc (Optometry)	243.5	48
BSc (Operation Theater)	110	25
BSc (Medical Lab Technician)	208	65
B.Pharm.	212	65
BSc. Physiotherapy	225	43
BA, BSc, BCA	120	30
M.Tech.	68	11
MCA	86	21
M.Des. UX	88	25
M.Plan.	90	23
MA	90	18
M.Pharma	95	21
MSc.	81	26
MBA	100	34

While the above table gives the minimum requirements in terms of courses and credits, the exact requirement for the completion of a given degree in a discipline may be more than the minimum specified above. These shall be approved by the Academic Council at the time of introducing the program for the first time, and may be modified by the Academic Council from time to time based on the

recommendations of the Department and the Board of Studies. The details of the programs, in terms of eligibility for admission, requirements for completion of the degree in terms of courses and credits, normal Semester/Trimester wise offering of courses for the program, list of courses, evaluation scheme etc. shall be available in the '**Program Catalog**' of the University which will be published every year.

3. MINOR PROGRAM:

Apart from the degree programs mentioned above, the university also offers Minor Programs in different disciplines. A Minor Program offers a focused set of courses in a particular subject, but not as extensive as a Major Program leading to a degree in that field. A student registered for a degree program will be eligible for the issue of 'Minor Certificate' on completion of the requirement of the minor program along with major area of study.

Undergraduate students may choose to pursue a minor program in specific areas. Minors shall allow students to acquire supplemental learning outside their major field and gain recognized certification in that additional area. Students shall be allowed to work for only one minor program along with their degree program.

The details of each Minor Program, as approved by the Academic council will be enumerated in the **Program catalog**.

3.1 Declaring a Minor:

Students interested in pursuing a minor should submit their applications normally at the end of their first year. Notices with deadlines for application will be issued by the Dean, Academic Affairs.

3.2 Eligibility:

While all undergraduate students can choose a minor, the schools/departments offering the program may have additional eligibility requirements based on academic performance. This may include a minimum overall CGPA (Cumulative Grade Point Average) or specific course grades relevant to the minor. The Cross-Campus Departmental Committee(s) for Academics shall set these criteria for each department offering the Minor Program.

3.3 Minor Program Structure:

Each minor program shall define a minimum number of courses and credits to be completed successfully for the award of the minor certificate. The program shall also specify Core Courses (mandatory) and Elective Courses that students can choose from to fulfill the requirements. Further, Students shall be permitted to use only one project/seminar type course to meet the elective requirement of the minor. The detailed structure of the minor program shall be given in the program catalog.

3.4 Awarding the Minor Certificate:

Upon successful completion of the minor's specific requirements, eligible students have to apply to the Registrar for issue of the "Minor Certificate". This certificate shall be awarded separately from a degree (major) certificate. It should be noted that the minor certificate will not be issued automatically, but will be issued only in the request of the eligible students. Such requests should be made within 6 months of graduation. Note that the student can graduate without a minor but cannot graduate without completing a major program (degree).

4. ADMISSIONS

Admissions to various programs of study are merit based and shall be made as per the eligibility criteria and process prescribed by the Academic Council and shall be published in the program catalog every year.

For the candidates to be eligible, the maximum gap normally permitted after completion of the qualifying examination shall be two years. In exceptional cases, where applications are received with gap of more than 2 years, such as medical circumstances, supported by documentary proof along with affidavits, the Vice Chancellor may consider and approve the admission. Such cases will be reported to the Board of Governors along with the reasons for the exceptions made.

If there is any requirement for bridge courses, as per admission criteria, the student has to pass the bridge course(s) within one academic year after admission, failing which his / her admission shall stand cancelled.

4.1 Re-Admission

When a student's name is struck-off from the university rolls or the student is discontinued from the program, regardless of the reason for the same, he/she will have to seek re-admission to the university if he/she wishes to continue in a particular program of study. In all such cases, a committee appointed by Vice Chancellor will examine the application on a case-to-case basis, and if readmitted, the student shall be governed by the Academic Structure, Fee Structure, Rules and Regulations applicable as on date of re-admission.

4.2 Inter University Transfer & Lateral Admissions:

- (i) The term 'Lateral Admission' is used when a student is admitted to a degree program (presently, B.Tech. or B.Pharm. program) after completing a diploma.
- (ii) There exist provisions for lateral transfer/migration of students from other Universities at second year or higher level.
- (iii) In cases where an aspirant for admission has a higher qualification than the minimum eligibility criteria in terms of a formal degree or courses

completed in a recognized university system, other than mentioned in i and ii above), the same will be considered as 'Admissions under Advanced Standing'.

In all the above cases, applications are to be made before the start of the Academic year, giving details including academic performance at 10th and 10+2 level, and the details (full transcript) of the already completed semesters/trimesters at the university in which the student is on-rolls at the time of application, explanation of any gap years etc. The applications must be received well before the commencement of the new academic session in which the admission is sought. The applications shall be reviewed by a committee constituted by the Vice Chancellor. The recommendations of the committee based on the basic eligibility criteria, availability of seats and overall merit of the candidates shall be forwarded to the Vice Chancellor for final approval.

Student seeking admission through Lateral transfer/migration may be exempted from certain courses which he/she has already studied. A standing equivalence committee, under the chairmanship of Dean, Academic Affairs, shall meet at the time of such admission and on the basis of student's previous transcripts, committee will recommend exemption from certain courses of the degree program in which the student is being admitted. While the credits for the exempted courses will be counted 'as deemed to be earned' for the purpose of deciding the eligibility for graduation, the grades/marks of such courses will not be included in the calculation of SGPA/CGPA of the student.

4.3 Student Exchange Programs:

Under Student Exchange Program with collaborating Universities/Institutions, a student of the collaborating university shall be allowed to register for courses offered by DIT University and grades shall be awarded on satisfactory completion of the course, as per the grading scheme of DIT University. Similarly, a student of DIT University may be allowed to register in courses of other reputed universities, and credits earned by the student in such courses may be considered for deciding the eligibility requirement for award of the degree by DIT University. This credit transfer will be subject to permission by a specially constituted committee by the Vice Chancellor for the specific purpose of deciding the Equivalence and credit transfer. The permission has to be obtained before the student registers for such courses. Assessment and Grade Conversion shall be considered on case-to-case basis subject to the final approval by the Vice Chancellor.

5. Allotment of Student's Identification Number

For every admitted student, two identification numbers shall be allotted, namely (i) Roll Number and ii) ERP ID Number

- (i) **Roll Number:** This shall be of 10 characters. The 10 characters assigned shall be coded as below:

1	2	3	4	5	6	7	8	9	10
Digits (1-9)		Alphabet (A-Z, avoid I and O)	Two digits (00 to 99)		Alphabet (A-Z, avoid I and O)	Digits (0001-9999)			
Last 2 digits of the year of admission		To identify the School/ College/Dept/ Broad area of the discipline	To identify the Program and specialization and Level (UG/PG/Ph.D etc.)		To identify the category of admission (all India/UK Domicile etc.) and mode of admission (direct/lateral etc.)	Serial number, allotted to students admitted in a year, starting from 0001 to 9999.			

Note:

- a) The first 2 digits and the last 4 digits will not change for a student, once allotted at the time of admission. Characters 3 to 6 may change during the study of the student, depending on any change in the degree program or level of the student during his study at the university.
 - b) The Roll Number of the student at any given time identifies the status of the student at that time. For the purpose of identifying the history of the student at the university, the student's past roll numbers may be referred to, using the unique ERP ID number of the student.
 - c) The Detailed Breakdown of the above codes shall be available in the Program Catalog.
- (ii) **ERP ID Number:** Apart from the roll number, a student shall be assigned a unique ERP ID number for the purpose of record keeping. During the existence of the students on-roll (from admission till graduation) the roll number of a student may change depending on the change of program of study, specialization etc. (if any). However, the ERP ID shall be unique and will not change for a given student. The ERP ID number will consist of 10 digits and shall be system generated at the time of admission.

6. REGISTRATION

Each degree program shall be specified in terms of minimum requirement of courses and credits, as approved by the Academic Council. Every student will be required to formally register in each of the courses before the student is permitted to attend classes and appear in evaluation, assessments, exams, etc. in the corresponding course.

This registration shall take place at the beginning of every Semester/Trimester/Summer Term as explained below:

- a) There shall be a normal Semester/Trimester wise course pattern for each degree program.
- b) It shall be the responsibility of the student to ensure that she/he registers in the courses as per the prescribed pattern given in the Program Catalog.
- c) However, if a student is unable to complete the courses as per the prescribed pattern due to any reason or has backlog in one or more courses and thus becomes a backlog student, the following shall apply –
 - (i) The student shall first register in backlog courses, if they are offered in the current Semester/Trimester.
 - (ii) After exhausting the above, the student may register in the courses that are remaining in the Semester/Trimester as per the prescribed pattern, provided the total number of the credits is less than the total number of permissible credits for a Semester/Trimester in the structure of the degree program, as given in the Program Catalog.
 - (iii) A student failing in a mandatory/named course must re-register in the course in the subsequent Semester/Trimester when the course is offered and get a valid grade. In other courses, a Fail grade in a course may mean re-registering in the same course or another course from the same basket of courses to which the failed course belongs to, in order to meet the graduation requirements.
 - (iv) After registering in the courses as above, the student may register in additional courses after taking prior permission from Dean/HoD, provided the total number of credits is less than the limit for a Semester/Trimester in that program. The respective Deans/HoDs may permit such requests only when there are additional seats available after the registration of normal and backlog students.
 - (v) There will be no provision for back paper exam, grade improvement exam, auxiliary exam or any other special exam, unless specifically approved by the Academic council and specified in the Program Catalog.

At any time, if a student falls below a minimum academic performance criterion, he/she shall be monitored by a separate committee [Academic Progression and Counselling Board (APCB)] as detailed later in this document. A student under the purview of APCB, will be governed by the restrictions imposed by the APCB instead of the above clauses.

6.1 Registration Process

- (i) At the beginning of each semester/trimester, the student shall register for the courses in that semester/trimester, before the start of classes, as declared in the Academic Calendar. The registration will be permitted only after the payment of requisite fee for the Semester/Trimester.
- (ii) Students who have not registered on the dates announced shall have to register before the last date for registration (including the window for late registration which shall be normally within a week of scheduled date of registration).
- (iii) Once registered, a student may be allowed to withdraw from a course or modify the registration or withdraw from the full Semester/Trimester

(Semester/Trimester break) within a specified date, only on genuine written request to the competent authority. The modification of course registration shall be permitted by The Dean Academic Affairs on recommendation by the Dean of the School. The application for withdrawal from the Semester/Trimester shall to be submitted to the Registrar and the same will be approved by the Vice Chancellor. Note that the Semester/Trimester fee once paid is non-refundable in such cases.

- (iv) The names of the on-rolls students who do not register in two consecutive Semesters/Trimesters without permission shall be struck-off from the rolls of the University

6.2 Late Registration

For any compelling reason such as illness, if a student is unable to register on the day of registration, he/she shall seek permission for late registration within the deadline specified in the Academic Calendar. Late registration requests will be recommended by the Dean of the School and approved by the Dean Academic Affairs.

6.3 Registration for courses during Summer Term

(i) The University may offer few courses during the summer term. If the ‘normal semester-wise pattern’ of the program specifically mentions any course during a summer term, such courses will be available for registration during the summer. In addition to these courses, few more courses may be offered by a department during summer depending on the resources available, and the concerned department will announce the same before the start of summer term. Only such courses will be available for summer registration by the students.

(ii) The maximum number of courses a student shall be permitted to register during the summer term is three (3), subject to the condition that the total number of credits do not exceed 15.

(iii) Certain courses like project/thesis/seminar/dissertation of max 5 credits each may be offered during summer, based on the approval by the Dean Academic Affairs.

Any deviation to the above needs to be put up to the Chairman of the Academic Council for consideration and approval.

6.4 Credit Limit for registration in a given Semester/ Trimester/Summer Term

There will be a limit to the maximum number of credits a student will be allowed to register in any Semester/Trimester/Summer Term. These may vary from program to program and shall be approved by the Academic Council and declared in the program catalog. Typically, these credits will be in the range of 24 to 30 in a Semester/Trimester, 20 to 24 in a Trimester and 12 in a Summer Term, and depends on the degree programs

6.5 Cancellation of Registration

Absence by a student for a period of two or more weeks at a stretch, without prior permission, during a Semester/Trimester may result in the cancellation of registration of the student from all the subjects in that semester/trimester.

6.6 Temporary Withdrawal Procedure

A student may be permitted not to register in a semester/trimester, due to specific reasons such as on medical grounds, subject to the following condition:

The student has to submit the request to the Dean, Academic Affairs through the Dean of the respective School enclosing the documentary proof in support of his/her request. The same shall be forwarded to the Vice Chancellor for approval.

7. PROGRAM FEE:

The Fees payable by the student admitted to the University is decided and approved by the competent authority of the Institute and the same is announced to the students at the time of admissions.

1. Every student has to pay the required Semester/Trimester fee as applicable to his/her degree program before the student can register for courses in a given Semester/Trimester.
2. In addition to the regular Semester/Trimester fee, the university will announce a summer term fee. If any course is structured to be offered during the summer term as announced in the normal Semester/Trimester - wise pattern, the student will not be charged a separate summer term fee. In all other cases, the student has to pay the summer term fee (apart from the regular Semester/Trimester fee) before registering in any course in the summer term.

8. ATTENDANCE

Students are required to attend all lectures, tutorials, practical and participate in other prescribed curricular and co-curricular activities. The class participation is mandatory.

The attendance shall be recorded by the Course instructor and regularly updated on the ERP system. In order to appear in the end-term examination of a course, the student must have attended at least 75% of the classes scheduled for the course before the particular examination. The school/department shall announce the names of students who do not meet the attendance criteria and are debarred from appearing in the end-term examinations. The Dean/Director/Principal of the School/College shall recommend cases of exceptions, in genuine cases such as medical grounds, to the Dean Academic Affairs who shall examine the cases and recommend these to the Vice Chancellor for final approval. Students must note that attending classes as per the requirements is their basic responsibility and in genuine cases the student shall seek prior permission from Course Instructor

before the absence. Only in exceptional and unanticipated cases, the application to the instructor for condonation may be made after the event of absence.

For calculating the attendance of a student in a course, the total classes engaged by the teacher in the Semester/Trimester shall be taken for reference. No relaxation shall be given on attendance requirement for late registration by the student.

Each School/department will also monitor the attendance of the students before the mid-term examination, and if the attendance of any student is very poor, the student may be debarred from appearing in the mid-term examination also.

The Vice Chancellor will review the 75% attendance requirement policy from time to time and in the overall interest of students and the system of teaching and evaluation may modify the cut-off attendance requirement for attending the end-term examination in any given semester. In all such cases, the decision of the Vice Chancellor will be final and binding on the students.

9. TEACHING AND EVALUATION

Effective classroom education aims to ignite students' curiosity, cultivate critical thinking skills, prepare them for unfamiliar situations, and empower them to learn independently. While classroom instruction organizes and connects facts, promotes understanding of ideas, and fosters creative knowledge application, teachers have an additional responsibility: to encourage students to seek knowledge themselves and utilize resources like libraries, labs, and their environment to optimize learning. Self-directed learning is, therefore, a crucial factor in designing teaching and evaluation strategies. Students are expected to cooperate and rise to this challenge.

Teaching and evaluation are interconnected and operate in a trusting environment built on mutual understanding. To ensure shared responsibility, these regulations provide some formal guidance.

9.1 Course Instructor/Coordinator and roles:

Each course, single or multi-section, shall be led by a faculty member called the Course Instructor/Coordinator. In a multi-section course, the Course Coordinator will be assisted by other instructors, who shall collaborate to achieve the full academic objectives and organizational needs for teaching the course and evaluating students. When the roles and responsibilities of the Course Coordinator is mentioned, it should be understood that it refers to this team of instructors acting as a unit under the coordinator's overall guidance.

Before the Semester/Trimester begins, the instructor(s) shall create a comprehensive course plan. In multi-section courses, continuous communication within the team of instructors must be ensured for smooth operation. While recognizing individual teaching styles, it shall be important to minimize

significant variations to ensure consistent operation and grading across sections within the same course, as well as across different courses within the department.

Within the first week of the semester, the Course Coordinator must provide a handout outlining important information, including:

- (i) Course operations: pace, coverage, level of detail, textbooks, readings, and assignments.
- (ii) Evaluation components: tutorials, labs, assignments, quizzes/tests/exams (announced or unannounced, open or closed book)
- (iii) Frequency, duration, schedule, and weighting of each evaluation component.
- (iv) Policies on Makeup exam (if permitted)
- (v) Additional grading procedure (if any, in addition to the details provided in this ordinance)

The detailed roles and responsibilities of the Course Instructors, Course Coordinators, Program Coordinators, HoDs, Deans for successful conduct of courses shall be given in the 'Handbook for Teachers'.

10. EVALUATION AND GRADING:

10.1 Continuous Evaluation

All structured courses shall necessarily have continuous evaluation and comprehensive end-term examination components. These components shall be distributed throughout the semester/trimester to assess students' various skills, such as the students understanding of concepts, applying concepts to applications, independent work, constructing arguments, and handling unfamiliar situations. The end-term examination shall be comprehensive and cover the entire course.

Continuous Evaluation component may include the following as per the requirement of the course:

- (i) Quiz
- (ii) Assignment
- (iii) Mid Term
- (iv) Lab Assessment
- (v) Mini Project/Field Project
- (vi) Case analysis and Presentation

Specific evaluation methods and instruments may apply to courses with Industrial/Summer Training, Theses, Seminars, and Dissertations. Refer to Program catalog and "Assessment and Evaluation Guidelines" documents for the details.

While each Theory course will have End-Term Examination, a course with Theory and Practical shall have separate End Term Lab Assessment and End Term Theory Assessment.

In a continuous teaching and learning environment, it is important that undue weightage is not given to a single component in deciding the performance of the students. While the academic Schools/Colleges shall decide the actual distribution of weightage of individual component of a course, the weightage given to end term examination should not be more than 40 percent and not less than 30 percent. Similarly, the weightage of Mid Term shall be fixed by the school ensuring the total weightage of components other than midterm and end term exams is not less than 40 percent of the total evaluation components. The applicable evaluation components shall be enumerated in the Program Catalog.

10.2 OPEN-BOOK Evaluation:

At least 10% of the evaluations for undergraduate courses and 20% for postgraduate courses must be conducted in an open-book format. It should be noted that an open book examination is not an evaluation component by itself but is a mode of conduct of the test or exam similar to ‘closed book component’ or ‘online quiz’ etc. Take-home assignment, by its nature, will be of open book format.

10.3 Grading System:

At the end of each semester/trimester/summer term, students shall receive grades for each of the courses registered. Grades will be based on the overall performance of the student considering all the evaluation components in the course. The University follows a Relative grading system, and therefore, the relative performance of the student, in relation to other students who have taken the course during the Semester/Trimester will be used for assigning grades.

The following ‘Letter Grades’ shall be assigned in courses based on the performance of students in each course.

Grades	Performance Level	Grade Points
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Fair	6
C	Average	5
D	Marginal	4
F	Fail	0

To get a valid grade (i.e., D and above), a student has to obtain a minimum of 30% marks in Total (aggregate of all evaluation component in the course) and, in addition, 30% marks in the End term examination if there is an end term examination in the course. For courses where there are no end term examinations, the student has to obtain a minimum of 30% in all the evaluation components in total.

The end term examination will comprehensively evaluate the understanding and the knowledge in specific course. Every student is required to appear in the end term examination to be eligible to be awarded a grade in the course. As a consequence, students who do not appear in the end term examination will be given “Fail” grade in the said course.

For Ph.D. Program, the passing percentage in the End Term Examination and total (aggregate of all evaluation component in the course) shall be as per Clause. No. 16.2.1

Note: The minimum marks required to get a valid grade may differ from the above in certain programs such as Pharmacy, Architecture, Planning, Nursing, Healthcare professions, to meet the criteria imposed by Statutory bodies such as Pharmacy Council of India, Council of Architecture, Indian Nursing council etc. In such cases, the criteria applicable to such courses will be described in the Program catalog.

Apart from the above, there will be few courses which may be of a nature that does not yield itself to a structured grading pattern given above. In such cases, non-letter grades as mentioned below will be used.

- (i) Good,
- (ii) Satisfactory,
- (iii) Unsatisfactory
- (iv) Poor

Note that “Non-Letter Grades” shall not be counted in the calculation of CGPA.

In certain instances, it is possible that the instructor is unable to assign a 'Grade' to the student within the specified deadline due to reasons such as pending one or more evaluation components, or the student is permitted to appear in the end-term examination on a later date etc. In such a case, the instructor will report it as 'I' (Incomplete) and the same will be recorded in the system. It is the responsibility of the concerned student and the instructor to ensure that the 'I' report is converted into a valid grade at the earliest. When a student has a 'I' grade against one or more courses, the student may be allowed to register for courses in the following semester if there is sufficient evidence that the 'I' will be converted to a valid grade soon. Such registration will be provisional and subject to modification based on the final grade awarded.

After a student has registered for a course, there may be instances where the student withdraws from the course after the deadline, or the registration is cancelled by an executive order (example as in Disciplinary cases), etc. All such cases shall be reported in the grade sheet, transcript etc. by assigning one of the following letters as a 'report'. These letters do not have any credit points or grade points attached.

- W: Withdrawn from the course after last date of withdrawal
 RC: Registration cancelled by the authority due to indiscipline, UFM etc.
 RTR: Required to Repeat a course as decided by competent authority

10.4 Semester/Trimester and Cumulative Grade Point Average (TGPA/SGPA / CGPA)

The Semester/Trimester Grade Point Average (SGPA / TGPA) shall be a weighted average of the grade points earned by a student in all the subjects he/she registered in a semester/trimester and shall describe his/her overall performance in that semester/trimester. If the points associated with the letter grades awarded to a student are $G_1, G_2, G_3, \dots, G_k$ and the corresponding credits are $C_1, C_2, C_3, \dots, C_k$, the SGPA/ TGPA shall be given by:

$$\text{SGPA or TGPA} = \frac{\sum_{i=1}^k [C_i G_i]}{\sum_{i=1}^k C_i}$$

Where

C_i = Number of credits assigned to the i^{th} subject & G_i is grade point equivalent to the letter grade obtained by the student in i^{th} subject.

k = the number of subjects for which the candidate has registered during the semester/ trimester.

The Cumulative Grade Point Average (CGPA) shall indicate the overall academic performance of a student in all the subjects registered upto and including the latest completed semester/ trimester/ Summer Term. It shall be computed in the same manner as the SGPA/ TGPA, considering all the subjects (say, n), and shall be given by:

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

where,

C_i = Number of credits assigned to the i^{th} subject & G_i is graded point equivalent to the letter grade obtained by the student in i^{th} subject.

n = no. of all subjects completed.

When a student repeats a subject, the new grade will replace the earlier one with the calculation of CGPA.

Marks percentage equivalent of CGPA, if required, can be obtained by multiplying the CGPA by 10. Similarly, the grade to marks conversion for individual courses can also be multiplied by 10 with corresponding grade points.

10.5 Progression of a Student in a Degree Program (Admission to Graduation):

The students enrolled in a program will progress through their studies as per the following rule:

- (i) For each of the program offered, there shall be “Normal Semester/Trimester wise Pattern” given in the program catalog document. Students will be expected to follow the pattern, accumulate/obtain valid grades in courses and progress as per the chart.
- (ii) There may be cases where a student is unable to progress as per the normal chart due to reasons such as, (i) withdrawal from Semester/Trimester or a course (ii) obtaining fail “F” Grade in certain courses. Whenever a student falls behind due to such reasons, it is the responsibility of the student to complete the back logs at the earliest opportunity and catchup with the normal pattern.
- (iii) While minor deviation from the normal pattern may be managed by a student, it will be necessary to monitor cases which are major deviations from the normal pattern. In such cases, a ‘Academic Progression and Counselling Board (APCB)’ shall deal with the following categories of students where there are major deviations from the normal pattern:

Category A: Students who fall short by two third or more of the credits at any given time as compared to the normal chart,

Category B: Students with less than 3.0 CGPA at any given time,

Category C: Students who have obtained 3 or more fail grades in the previous Semester/Trimester.

All such cases will be monitored and counselled by the APCB as explained in the Clause Number 11.

10.6 Restriction of Access to courses

- (i) A student shall not register in a Discipline Elective Course unless he/she has started registration in the Discipline Core Courses as per the pattern in a given semester.
- (ii) Students may be allowed to take courses of later Semester/Trimester in the normal chart, provided the student is not under APCB and department has sufficient seats in the course, and the student has done very well in academics till date. This will be done in a controlled manner and permitted by the Dean of the school, on recommendation by the Instructor and HoD.
- (iii) Before registering in a Capstone project, mostly offered in the last Semester/Trimester of study, the student shall have normally completed all the courses under discipline core and discipline electives and shall not be under APCB. In order to enable few students who may have marginal shortage of courses to complete the degree in time, the Dean of the School may permit students with a maximum of 3 pending courses under the Discipline Core and

Discipline Electives considered together to register in the capstone project.

- (iv) In limited cases, meritorious UG students may be allowed to take courses of PG level with prior permission from respective Dean/Heads of Department.

11. ACADEMIC PROGRESSION AND COUNSELLING BOARD (APCB)

All students at the beginning of every Semester/Trimester with CGPA less than 3.0 shall be brought under APCB. Once a student is under APCB, the student foregoes his or her freedom to choose the courses in the upcoming Semester/Trimester. The APCB, shall be empowered to regulate the progress of the student in terms of number of courses/credits that the student can register in the Semester/Trimester. Further, APCB will counsel the student and take an undertaking from the student about the minimum grade/performance in each of the courses to be registered in the upcoming Semester/Trimester so that he or she can come out of APCB at the earliest. Any student who repeatedly falls short of meeting the commitment made and does not follow the advice sincerely, may be asked to shift to a less rigorous program or discontinue from the University.

There is no year-wise pass in terms of academic progression. However, programs governed by specific councils such as CoA, PCI, NCI, etc. may have additional requirements in terms for progression which will be applicable to students admitted to degree programs that are regulated by these councils. These details shall be given in the Program Catalog.

The constitution of APCB shall be as follows:

- (i) Dean Academic Affair- Chairman
- (ii) Associate Dean, Academic Affair- Member
- (iii) Dean/Principal/Director of the respective Schools - Member
- (iv) HoD of the concerned department- Member
- (v) IQAC Coordinator-Member

12. ACADEMIC FLEXIBILITY: CHANGE OF PROGRAM

- (i) A student, once admitted to a degree program, may seek a transfer to a different degree program. Such request will be examined as per the details below, and are limited in number.
- (ii) The Change of Program, if any, will be made at the commencement of an Academic Year and subject to availability of seats in the new program. The program change shall be strictly based on merit with no regard to category/subcategory of admission.
- (iii) A student may submit an application to Dean Academic Affairs in the prescribed format. This is normally allowed at the end of any Academic

Year, during May-June. The APCB also may recommend a change of degree based on its discretion.

- (iv) While it will be easier to deal with cases of such transfers at the end of the first year, it will become more complex and difficult if a student is to be transferred at a later stage.

12.1 Eligibility for program change:

- (i) Whenever a student is applying for program change, the student needs to meet the minimum eligibility criteria for the target program as applicable at the time of admission.
- (ii) Usually, such transfers are limited in number and limited to students who are meritorious with CGPA 8.0 or above. The committee may examine other requests where the CGPA is at least 6.0, and recommend these for change if there are sufficient reasons and it does not create any other operational difficulties.
- (iii) It should be clear that whether the student is directly admitted or transferred to a program, he/she shall fulfill the requirement of courses and credits specified for that program before the student is eligible for graduation.
- (iv) All such transfer requests will be considered by a committee comprising of Dean Academic Affairs, Dean of respective Schools, Head of the Department and Dean Student Welfare, and recommended to Vice Chancellor for the final decision.
- (v) While the above conditions describe the eligibility, mere fulling the CGPA criteria or other conditions shall not guarantee change of program. The committee shall ensure that the source program is not depleted of student strength and the target program is not overloaded.

13. GRADUATION

For UG and PG Programs the students shall complete the required number of courses and credits as specified in the program catalog and secure a minimum CGPA of 5.00 at the end of the program, to be eligible for award of the degree. Further, the programs offered in the area of Pharmacy, Architecture, Nursing and Healthcare Professions may have additional criteria set for the award of degree under the purview of such Regulatory Bodies/Councils. The Program catalog will provide more information in this regard.

The students should have no disciplinary action pending and no fee dues pending against them for award of Diploma / Degrees.

Students once found to be eligible for the award of degree as per clause above will be issued a provisional degree/diploma certificate in prescribed format on written request by the students. The final degree/diploma certificate shall be issued during the convocation.

14. ROLES AND RESPONSIBILITIES:

14.1 The Controller of examination (CoE) Responsibilities:

The Controller of Examinations of the University shall be responsible for ensuring smooth and efficient operation of all Evaluations and Grading. The mid-term and end-term examinations will be scheduled, announced and monitored by CoE and his office, with assistance from the Deans, HoDs and faculty members of the Departments. While the detailed responsibilities of the CoE are given in the Statutes of the University, it will not be possible to centrally monitor the conduct of all components by the CoE or his office. From time to time, through appropriate orders, certain responsibilities of CoE may be delegated to the Dean of the respective schools.

Broad Guidelines and Details of assessment and evaluation schemes, as approved by the Academic council from time to time, applicable for all courses shall be described in “Assessment and Evaluation Guidelines” document. Further, Individual variations and greater details of the evaluation scheme for each course will be decided by the concerned departments and will be given in the ‘Program Catalog’.

14.2 Student Responsibilities:

Students shall be responsible for attending all classes, participating in quizzes, tests, and exams, and submitting assignments promptly and properly. If a student misses an evaluation component for any genuine reason, he/she shall inform the course coordinator at the earliest, normally before the evaluation component is conducted, and only in unexpected cases after the evaluation component is conducted. The course instructor/coordinator may offer a makeup option as long as the instructor believes the request is genuine and will offer a makeup to replicate the original evaluation format as closely as possible. Students anticipating a genuine difficulty with a scheduled evaluation should discuss it with the course coordinator beforehand. The course coordinator's decision on makeup for regular components will be binding on the student. In the case of centrally managed components (e.g. end-term examinations), the decision on makeups will be approved by the Dean Academic Affairs after taking inputs from the concerned HoDs and Deans.

15. CANCELLATION OF ADMISSION OR DISCONTINUATION FROM THE PROGRAM

The admission of a student at any stage of study shall be cancelled if he/she is later found to be ineligible for admission as per the eligibility criteria prescribed by the University or found to have submitted any false document.

The Vice chancellor may issue an order to discontinue any student from the program and the Institute and the student’s name will be struck-off the rolls if

(i) He/she is found unable to complete the Programme within the prescribed duration.

OR

(ii) On the recommendation of the Disciplinary committee when the student is found guilty of serious indiscipline and gross violation of code of conduct.

16. ADDITIONAL CLAUSES FOR Ph.D. PROGRAM

The Academic Program leading to the Ph.D. Degree shall be broad-based and will involve Minimum Course Credit requirement and a Research Thesis. The University will encourage interdisciplinary areas through a system of co-supervision.

The Degree of Doctor of Philosophy (Ph.D.) shall be conferred on a candidate, who fulfils all the requirements specified in these Ordinances, on approval of the Board of Governors on the recommendations of the Academic Council.

16.1 Admission and Eligibility for Ph.D. Program

Candidates who have completed either (i) 1-year/2-semester Master's Degree Program after a 4- year/8-semester Bachelor's Degree Program or (ii) a 2-year/4-Semester Master's Degree Program after a 3-year Bachelor's Degree Program or (iii) has educational qualifications declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks [either of (i)-(iii)] in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to DIVYANGJAN (differently-abled) category of candidates. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the category mentioned above shall be permissible based only on the qualifying marks without including the grace mark procedures.

16.1.1 Admission procedure

Admission to the Ph.D. program shall be made as per the following procedure:

- (i) Candidates who have not qualified in any National level test will have to appear in DIT University Eligibility Test (DUET). Examples of National Level tests are: UGC-NET (including JRF and NET-Ph.D.) / UGC-CSIR NET (including JRF and NET-Ph.D.)/ SLET / GATE / DOE / DST / DBT / NBHM / CUCET / ICCR / ICAR / GPAT /Teacher Fellowship holder or equivalent national examination Qualifying cut off marks in DUET will be 50% of the total marks.

- (ii) The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject specific.
- (iii) DIT University will decide the number of eligible candidates to be called for an interview based on the number of Ph.D. seats available.
- (iv) Provided that for the selection of candidates based on the entrance test conducted by the DIT University, a weightage of 70% for the entrance test and 30% for the performance in the interview/viva- voce shall be given.
- (v) Candidates who have qualified National Level Test shall be permitted to be admitted in the Ph.D. program throughout the year.
- (vi) Candidates who have qualified National level test, will be exempted from DUET. These candidates will be adjudged on the basis of personal interview with 100% weightage.
- (vii) Candidates who have either qualified the DUET or are exempted from the DUET shall be called for the common interview scheduled by the University.
- (viii) The admissions to the Ph.D. program shall be done through counselling based on the overall merit. Candidates will be required to present their research interests at the time of interview.

16.1.2 Full time and Part time Ph.D. Program

Admission of students to the Ph.D. program shall be under one of the following two categories:

- (i) Full-Time Ph.D.
- (ii) Part-Time Ph.D.

While the university will normally look for enriching its research program through Full- Time Ph.D. students, understanding the need to support research in industries and other organizations to fulfil the country's need for trained research personnel's, university will admit Part-Time Ph.D. students from reputed organizations, provided:

He/She is a working professional (including Faculty/Staff of DIT University), with at least two (02) years of work experience and should produce a "No Objection Certificate" (NOC) from his/her parent organization while applying, clearly stating that:

- (i) The candidate is permitted to pursue studies on a part-time basis.
- (ii) His/her official duties permit him/her to devote sufficient time for research.
- (iii) If required, he/she will be relieved from the duty to complete the course work.

The admission criteria, process of admission, Pre-Ph.D. course requirement and all other rules and regulations as applicable to full-time Ph.D. students shall also be applicable to part-time Ph.D. students, except for the on-campus attendance requirements.

The Vice Chancellor shall be empowered to permit the conversion of Ph.D. registration type i.e., from Full-Time (FT) to Part-Time (PT) and vice-versa, subject to recommendation of concerned Research Advisory Committee (RAC) and Dean Research and Consultancy (R&C).

16.1.3 Place of work/Research Centre

Ph.D. Scholars for their research shall work at DIT University or with the organizations, DIT University has signed the Memorandum of Understanding (MOU) for sharing research facilities viz. National Research Laboratories, R&D Organizations, PSUs, etc.

Research topic which will be of interdisciplinary nature, Ph.D. Scholar will perform experiments or research work, attend Schools/ Seminars/ Conferences/ Workshops/ Meetings, etc. in India or abroad involving an active participation or field trips such as, Data Collection, Survey Work, etc. on recommendation of the concerned Supervisor(s), forwarded by the HoD/Dean (Research) on a case-to-case basis.

16.1.4 University Fellowship for Full-time (FT) Ph.D. Scholar

The duration and amount of fellowship shall be as per the prevailing policy for the Full-time (FT) Ph.D. Scholar who will not be getting fellowship/remuneration from any other sources including Government/Semi-Government/Funded Projects, etc. The continuation of the Fellowship will be contingent on satisfactory academic and research performance as well as discharge of responsibilities assigned under the Fellowship scheme.

The University Fellowship amount will be decided from time to time under specified terms and conditions.

Full-time (FT) Ph.D. Scholar getting University Fellowship will be required to take up assigned responsibilities including 8-10 hours per week teaching / tutorial /laboratory or any other work assigned by HoD / Dean of School. If the attendance of a Ph.D. scholar will fall below 75% during a month, he/she will not be paid his/her Fellowship for that month.

16.2 Pre-Ph.D. Course Work Registration

- (i) All Ph.D. scholars shall be required to register for Pre-Ph.D. course work (Core Courses and Elective Courses) in consultation with his/her Course Advisor/ Research Supervisor(s)/mentor and to be approved by Dean Research & Consultancy (R&C). The Pre-PhD course work will either be conducted at DIT University or may be a MOOC/ SWAYAM/ NPTEL course or a course conducted at partner Institute having MOU with DIT University. After successful

completion of the course work, Ph.D. scholars will be required to register for their research work in the subsequent Semesters.

- (ii) All courses prescribed for Ph.D. course work shall be in conformity with the credit- hours instructional requirement and shall specify content, instructional and assessment methods.
- (iii) Those who have already completed the course work in M.Phil. program with the required CGPA score, may be exempted from doing the Pre-Ph.D. course work, and proceed directly to the post-course work part of the Ph.D. program, provided that exemption is recommended by the department and approved by Dean R&C. All other candidates admitted to the Ph.D. program shall be required to complete the Pre-Ph.D. course work, as prescribed.

16.3 Research Registration

16.3.1 After successfully completing the Pre-Ph.D. course work, within an academic year of the date of admission, the Ph.D. scholar will be required to prepare a synopsis under the guidance of his/her Research Supervisor(s), which shall be presented before the Research Advisory Committee (RAC). The RAC will give its recommendation and forward it to the Dean R&C for the final approval for the proposed research topic.

16.3.2 Minor changes in the topic/ title of the thesis may be done by the Ph.D. scholar on the recommendations of Research Advisory Committee before pre-submission seminar. The date of his/ her research candidature will be counted w.e.f. his/her date of admission to the Ph.D. Program.

16.3.3 In every Semester the research scholar will have to register in a “Ph.D. Thesis” course with minimum credit recommended by the RAC till the submission of the thesis. The registration in every semester will be permitted only after the payment of prescribed Semester fee for that semester.

16.4 Constitution of the Research Advisory Committee (RAC)

16.4.1 RAC shall be constituted soon after the completion of course work is completed for a candidate by Supervisor(s) in consultation with the respective Director / Dean / Head.

Note:

- (i) A Supervisor/Mentor shall be assigned for each scholar soon after the admission of the scholar.
- (ii) In case a mentor is assigned, the mentor will have to be replaced by a Supervisor within a Semester- the mentor may also become the supervisor provided he/she is eligible for Ph.D. thesis supervision and has the expertise required to supervise the thesis of the mentee.

16.4.2 Constitution of Research Advisory Committee (RAC) shall be as follows:

1.	Head of the Department	- Chairperson
2.	Research Supervisor	- Member

3.	Co-Research Supervisor (if any)	- Member
4.	Two experts to be nominated by the Vice Chancellor (Nominated experts must be eligible as per Clause No. 16.5/16.5.6). In case of interdisciplinary research, the experts may be from the same department or another department of DIT University. In special cases, an expert may be from a reputed Institution outside DIT University.	- Members

16.4.3 Research Advisory Committee (RAC) shall have the following responsibilities -

- i. To review the research proposal and finalize the topic of research.
- ii. To guide the Ph.D. scholar to develop the study design and methodology of research.
- iii. To periodically review and assist the progress of the research work of the Ph.D. scholar.
- iv. If the progress of the Ph.D. scholar is found to be unsatisfactory, the Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Committee may recommend to the Vice Chancellor, through Dean R&C, with specific reasons, for cancellation of the registration of the Ph.D. scholar.

16.4.4 RAC shall meet at least once in a Semester and monitor the progress of the Ph.D. scholar and based on the suggestions of the committee, the Ph.D. scholar will take follow-up actions.

16.4.5 All registered Ph.D. scholars shall be required to present their research progress to Research Advisory Committee once in every Semester and shall get satisfactory 'S' grade. If the Ph.D. scholar does not attend two consecutive meetings or if he/she gets unsatisfactory 'U' grade in two consequent RAC meetings, his/her admission may be cancelled.

16.4.6 In case a Ph.D. scholar has to change the Title/Topic or Supervisor(s), it shall be done with the approval of the Research Advisory Committee (RAC). Ph.D. scholars will apply for the same in the prescribed format to Dean R&C.

16.5 Research Supervisor/Co-Research Supervisor

16.5.1 Permanent faculty members of DIT University (with Doctorate Degree), working as Professor/Associate Professor with at least five (05) Research Publications in peer-reviewed or refereed journals or working as Assistant Professors with at least three (03) Research Publications in peer-reviewed or refereed journals shall be recognized as a Research Supervisor or Co- Supervisor.

- (i) Provided further that, the publication should be in the indexed journals listed in the Web of Science/SCOPUS/SCI.
- (ii) High-quality journals which are not listed above, the Vice Chancellor may relax the above condition on

recommendations of a committee constituted by the Vice Chancellor with two experts (designation equivalent to a professor or above), Director / Dean /Principal/ HoD of the concerned department as member and Dean R&C as chair.

- 16.5.2** A Co-Research Supervisor may be allowed from other departments of DIT University or from other partner Institution/ University, with whom DIT University has a MOU or from Institutions/Universities of National or International Repute/Eminence, with the recommendation of Dean R&C and approved by the Vice Chancellor. The Co-Research Supervisor should also fulfil the eligibility as mentioned in Clause No. 16.5
- 16.5.3** Ph.D. scholar may be allowed to take more than one Co-Research Supervisor in exceptional cases on recommendations of the Research Advisory Committee (RAC).
- 16.5.4** For Ph.D. scholars working in Central government/ State government research institutions, to whom degrees will be awarded by DIT University, the scientists, equivalent to Professor/Associate Professor/Assistant Professor working in such government research institutions may be appointed as Research Co-supervisors, if they fulfill the required eligibility mentioned in Clause No. 16.5 Appointing a supervisor from any of the eligible faculty members of DIT University is mandatory for all such students.
Provided that areas/disciplines in which there is no or a limited number of peer- reviewed or refereed journals are available, the above condition may be relaxed with approval of Vice Chancellor for recognition of a person as Research Supervisor with reasons recorded in writing.
- 16.5.5** In case of Interdisciplinary/Multidisciplinary Research work, if required, a Co-supervisor from outside the Department/School/Centre/ College/University may be appointed.
- 16.5.6** The maximum number of Ph.D. scholar registered under a Supervisor at any particular time shall be **eight (08)** for Professor, **six (06)** for Associate Professor and **four (04)** for Assistant Professor.
- 16.5.7** The Research Supervisor of a candidate should belong to the discipline of research; however, Co-Research Supervisor may be from Cross Disciplinary/ Interdisciplinary field as per requirements of the research.
- 16.5.8** Research Supervisor/ Co-Research Supervisor shall be appointed by Dean R&C in consultation with respective Director / Dean / HoD considering the specialization of Research Supervisor/ Co-Research Supervisor and topic of the research.
- 16.5.9** If an approved Research Supervisor/ Co-Research Supervisor in later stages stops to supervise the scholar due to some reasons, the Ph.D. scholar may be permitted to choose different Supervisor by filling out standard supervisor change form provided that above-mentioned criteria in Clause No. 16.5 are satisfied. The Ph.D. scholar may continue his/her registration on the same topic after the recommendation of the concerned RAC.
- 16.5.10** **Criteria for selection of Ph.D. Supervisor when he/she is on leave/left/superannuated from the University**

- (i) In case the Research Supervisor will be on leave for a period of one month to three months, then a Co-Research Supervisor may be identified by department and approved by the RAC of the Ph.D. scholar.
- (ii) In case the Research Supervisor will be on leave for a period of more than 3 months, then the status of the Supervisor may be changed to Co-Research Supervisor and a new Supervisor may be identified by the department and the RAC of the student, which will have to be approved by Dean, R&C.
- (iii) In case the Supervisor(s) resigned/left the University, then he/she will no longer continue as the Ph.D. Supervisor of the student. However, such faculty members may continue as Co-Supervisor if (a) he/she has already published research paper(s) and/or patents with the student that will form part of Ph.D. thesis of the student. and (b) the concerned department and RAC recommends the same and (c) No Objection Certificate (for this co-supervision) from the new Indian employer is received on the letter head of the competent authority in that organization. The RAC will finalize and recommend the name of the new Research Supervisor/ Co-Research Supervisor for the Ph.D. scholar.
- (iv) A superannuated faculty may not enroll fresh candidates but may continue supervising those candidates who have completed most of the work under his/her guidance (work duration: 03 years or above) but for others (work duration: less than 03 years) he/ she may propose a new Supervisor belonging to the discipline of research of the Ph.D. scholar.
- (v) Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

16.5.11 Selection criteria and allotment of Ph.D. scholar to Research Supervisor(s)

- (i) Constitution of personal interview panel for admission purpose will be as follows:
 - a) Director / Dean/Principal of concerned School – Chairman
 - b) Head of the concerned Department – Member Secretary
 - c) All other recognized Ph.D. Supervisors of the concerned department who are willing to supervise Ph.D. scholars and have sufficient number of vacancies or as decided by concerned Director/Dean in consultation with all Professors and Associate Professors/ Senior Faculty members of the department.
- (ii) Ph.D. scholar will produce consent from the Ph.D. Supervisor(s) at this stage, through the prescribed format.
- (iii) Personal interview panel shall recommend the merit list of admitted Ph.D. candidates with a preferred domain of research.

16.6 Duration of the Research Program

- 16.6.1** Ph.D. Program shall be for a **minimum** duration of three (03) years, including course work, and a **maximum** duration of six (06) years from the date of admission to the Ph.D. program.

However, a maximum of an additional two (02) years can be granted in extraordinary circumstances only with recommendation of Research Advisory Committee (RAC) and after permission of the Vice Chancellor; provided that the total period for completion of a Ph.D. program should not exceed eight (08) years from the date of admission in the Ph.D. program.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (02) years; however, the total period for completion of a Ph.D. program in such cases should not exceed ten (10) years from the date of admission in the Ph.D. program.

- 16.6.2** In case of relocation of a female Ph.D. Scholar from another university due to marriage or otherwise, the scholar may be considered for transfer to DIT University, provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/University Supervisor(s) from any funding agency. The research data shall be allowed to be transferred to DIT University; however, such Ph.D. scholar will give due credit to the parent guide and the University for the part of research already done there.

16.6.3 Leave Rules

- (i) Duty leave shall be permissible for Ph.D. scholars for performing experiments, attending schools/ seminars/ conferences/ workshops/ meetings etc. in India or abroad involving an active participation or field trips such as data collection, survey work, etc., on recommendation of the concerned Supervisor(s), forwarded by the HoD/Dean (Research) on a case-to-case basis. This kind of leave is also permissible for university related activities (e.g., sports, cultural fests, technical fests, etc.) on recommendation of the concerned Supervisor(s), forwarded by the concerned Faculty-In-charge/ Officer for the particular activity and subsequent approval by HoD on a case-to-case basis.
- (ii) All Full-time Ph.D. candidates shall be entitled for Personal Leave for a period of maximum 30 days per year (2.5 days leave per completed calendar month) in addition to Public Holidays. These leaves will not be carried over to the next Academic Year. Personal leave beyond 30 days and not more than 90 days in an Academic Year may be granted to a Ph.D. scholar in exceptional cases by the concerned Dean without Assistantship/Scholarship.
- (iii) Leave on medical ground, duly supported by a medical certificate, may be granted to a scholar for up to 10 days per

year. Such leave shall not entail any loss of financial assistantship.

- (iv) The female candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days. The application shall be supported by a Medical Certificate. In such cases, the maximum period of registration may be extended by the period of maternity leave availed. When a scholar will be sanctioned such leave the enhancement of fellowship or comprehensive examination (in case it has not taken place yet) shall be deferred for the appropriate period. However, the date of termination of fellowship shall remain unchanged.
- (v) The male candidates shall be entitled for 15 days of paternity leave at a stretch only once during the tenure. This should be supported by a Medical Certificate. When a scholar is permitted to avail such leave the enhancement of fellowship or comprehensive examination (in case it has not taken place yet) shall be deferred for the appropriate period. However, the date of termination of fellowship shall remain unchanged.

16.7 Pre-Submission Presentation and Open Seminar

16.7.1 Pre-Submission Presentation (PSP) & Open Seminar

- (i) After certification by the Supervisor(s) that the Ph.D. scholar has completed his/her research work and is ready to submit the thesis, the supervisor shall recommend to the Head of the Department for pre submission seminar. The Head of the Department on ensuring that all conditions for pre submission seminar are satisfied will forward the candidate's request to RAC. RAC will consider the certification and forward its recommendation to Dean R&C for approval of Pre-Submission Presentation request. Post approval the scholar shall be required to give Pre-Submission Presentation (PSP) of the research work before Research Advisory Committee for the approval for Thesis submission.
- (ii) Only RAC members can be present in the Pre-Submission Presentation.
- (iii) After successful completion of Pre-Submission Presentation (PSP), within one month candidate will have to present an Open Seminar. It will be open only to the faculty and students of that school.
- (iv) Within one month of Open Seminar, Ph.D. scholar shall submit a soft copy of the extended abstract (PDF) of the research work in the prescribed format to the Dean R&C.

16.8 Submission of Thesis

16.8.1 Thesis Submission

For Thesis submission, Ph.D. scholar must fulfil the following requirements:

- (i) CGPA requirement: The scholar should have completed his/her Pre-Ph.D. course work with a CGPA of 6.00 or higher, and

(ii) Scholarly output: The scholar will have to satisfy at least one of the five criteria (a)-(e) listed below:

- (a) Two original research papers in WoS/SCOPUS (or other well-established high impact-factor peer-reviewed) journals in the field of research and a third publication which can be an original paper in an internationally reputed journal. OR
- (b) Two original research papers in WoS/SCOPUS (or other well-established high impact-factor peer-reviewed) journals in the field of research and an original research paper published in a national/international conference proceeding. OR
- (c) Two original research papers in WoS/SCOPUS (or other well-established high impact-factor peer-reviewed) journals in the field of research and publication of filed patent. OR
- (d) Two original research papers in WoS/SCOPUS (or other well-established high impact-factor peer-reviewed) journals in the field of research and a third publication which can be a review article in a WoS/SCOPUS journal, based on the literature survey carried out by the Ph.D. scholar, OR
- (e) One original research paper in WoS/SCOPUS (or other well-established high impact-factor peer-reviewed) journals in the field of research and two original research papers in proceedings of international conferences sponsored / recognized by leading non-commercial international / national professional societies / academies. OR
- (f) In addition, in specific cases that are not covered by any of the criteria (a)-(e) above, exceptions can be made with the approval of the Vice-Chancellor provided unambiguous recommendation and proper supporting justification for this purpose is forwarded by the corresponding RACs to the Vice Chancellor through Dean R&C.

(iii) Permission from Research Advisory Committee (RAC) for Thesis submission.

(iv) The thesis plagiarism must be checked using the authorized plagiarism software available in the University library. Plagiarism should not exceed more than 10% as per reported by the software. The detailed process is prescribed in the PhD guideline document. Report of the Plagiarism check shall be enclosed with the thesis countersigned by Ph.D. scholar and Supervisor(s).

(v) The student will have to submit the no-dues certificate.

(vi) The papers published in the Journals must be annexed at the end of the thesis and these must be part of the final thesis being submitted in the library.

16.8.2 Initially only a softcopy of the Thesis prepared in the prescribed format, in Portable Document Format (.pdf) will have to be submitted electronically to Dean of Research & Consultancy (R&C) after approval by the Research Advisory Committee along with an application for submission and no dues clearance from the University.

16.8.3 The Supervisor(s) of the Ph.D. scholar shall submit a list of Six (06) external examiners for exam panel to Dean R&C, for the purpose of adjudication of the Thesis. The Panel of Examiners shall include preferably, but not necessarily, four experts from India and Two experts from Foreign Universities, all of them

should be renowned researchers on the topic of the thesis. The Supervisor(s) will have to provide the list of examiners in the prescribed format, along with a brief CV (not exceeding 100 words) of each of the proposed examiners. The Dean R&C will forward the list of the examiners for finalization to the Vice Chancellor. Vice Chancellor will approve any two examiners for examination of the thesis on his discretion from the submitted list of examiners.

16.8.4 In case the Ph.D. scholar could not submit the Thesis within **Two (02)** months from the date of submission of the extended abstract,

- (i) Candidate will have to again present Pre-Submission Seminar and Open Seminar as per Clause no. 16.7.
- (ii) The panel of examiners may be reconstituted at the discretion of the Vice Chancellor.

16.8.5 As per Clause No. 16.3.3, a Ph.D. scholar shall pay the required Semester fee for the Semester registration. However, once a scholar submits his/her Ph.D. thesis to the Office of the Dean Research & Consultancy for further evaluation there won't be any Semester registration fee until the Ph.D. degree is awarded. No Semester fee for the registration in the odd Semester will be charged if the thesis is submitted on or before 30th June. Similarly, no registration fee will be charged for the even Semester if the thesis is submitted on or before 31st December. Never the less, after thesis submission, the Ph.D. scholar has to register every semester (without paying fees) till his/her successful defence of the Ph.D. Thesis.

16.9 Evaluation of the Thesis

The Thesis shall be evaluated independently by **Two (02)** external examiners as well as by the Supervisor(s).

16.10 Revision and Resubmission of Thesis

16.10.1 If any one or both of the external examiners make any suggestion or pose a question to improve the research work, the internal examiner shall communicate the same to the concerned Ph.D. scholar for necessary action. The Ph.D. scholar will have to respond to each of these comments and suggestions irrespective of whether or not the examiner recommends No Revision/Minor Revision/Major Revision. Only after the internal examiner is satisfied by the written response submitted by the Ph.D. scholar the same shall be communicated to the Dean R&C.

16.10.2 In case external examiner recommends minor revisions in the thesis, the revisions incorporated by the Ph.D. scholar shall be communicated to the concerned external examiner within six (06) months duration from the date of receipt of the comments. In case of major revision, the corresponding duration shall be maximum one (01) year from the date of receipt of comments.

- (i) In case of minor revisions: no further extension beyond six (06) months will be granted to the student to implement the suggestions.
- (ii) In case of major revision: in exceptional circumstances, if the Ph.D. scholar will not be able to incorporate the suggestions in

the prescribed time, then on the written request of the student, the RAC (wherein Dean of School concerned will also be an additional member) will examine the case. Based on the satisfactory ground of the case, the RAC may recommend to the Vice Chancellor for the grant of an extension of maximum up to **six (06) more months. In such cases, the scholar must re-register for the Semester by paying requisite fee.**

- (iii) If Ph.D. scholar fails to submit his/her response to the examiner's comments/suggestions/questions within the time limit, the Ph.D. scholar shall be declared ineligible for award of the Ph.D. degree.
- (iv) In case of major revision, if the response will not be received from the external examiner within one (01) month after sending the revised thesis, the supervisor of the thesis can send a request, through the Dean R&C, to the Vice-Chancellor for appointing a new external examiner.

16.10.3 If one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, while the other examiner recommends only minor/major revision the Institution/ University shall send the dissertation/thesis to another external examiner out of the submitted panel of examiners, after due approval of the Vice Chancellor for adjudication. Viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the Ph.D. scholar shall be declared ineligible for the award of the degree.

16.10.4 If both the external examiners reject the thesis, the Ph.D. scholar shall be declared ineligible for the award of the degree without further adjudication.

16.11 Viva-Voce Examination

16.11.1 The Viva-Voce Examination of the Ph.D. scholar cannot be conducted until and unless the revisions, irrespective of minor or major, are approved. After the approval of the acceptance of the revised thesis, the viva-voce examination of the Ph.D. scholar shall be conducted by the panel mentioned as below. It shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other Ph.D. scholars and other interested experts/researchers of the University

16.11.2 Panel for Thesis Viva-Voce Examination

1.	Dean R&C or Representative of Vice Chancellor	- Chairman
2.	Director / Dean /Principal/ HOD	- Member
3.	One external examiner from within India who has evaluated the Thesis	- Member
4.	Supervisor (Internal Examiner)	- Member
5.	Co- Supervisor (if any)	- Member

16.11.3 After satisfactory Viva-Voce examination, the Ph.D. scholar shall submit only one (01) printed copy and a soft copy (in PDF format) of the final

accepted version of the thesis, as per Clause No. 16.7 to the Dean R&C office. The soft copy will be forwarded to the library.

16.12 Award of Degree

The Ph.D. scholars shall be declared eligible for the Award of Degree of **Doctor of Philosophy in their respective disciplines** only after completion of the course work with minimum CGPA of 6.00 and satisfactory completion of grade 'S' in their Thesis Viva-Voce examination.

16.13 Depository With UGC

On successful completion of the evaluation process and announcement of the award of Ph.D., the Librarian/Controller of Examination (COE) shall submit a soft copy of the Ph.D. Thesis to UGC portal(s) within a period of 30 days.

Note:

In case of any doubt or ambiguity in the interpretation of any clause mentioned in this document or any other related aspects which may arise, the decision of the Vice Chancellor shall be final.