

## **Himalayiya University**

**ORDINANCES APPROVED BY --- BOARD OF MANAGEMENT MEETING HELD ON ----**

### **ORDINANCES**

*(For Under Graduate & Post Graduate Courses)*

#### **1. Scope**

- 1.1 All the clauses of the ordinance are for the Master of Business Administration [M.B.A.] (Full Time/ Part Time), Bachelor of Business Administration [B.B.A.], Bachelor of Computer Applications [BCA], Master of Computer Applications [MCA], Bachelor of Hotel Management [B.H.M.], Bachelor of Science [B.Sc], Master of Science [M.Sc.], Bachelor of Science (Honours) (Agriculture) [B.Sc. Hons. (Ag)], Bachelor of Science (Forestry) [B.Sc. Forestry], Bachelor of Arts [B.A.], Master of Arts [M.A.], Master of Arts (Journalism & Mass Communication) [M.A. (JMC)], Bachelor of Journalism & Mass Communication [B.A.(J.M.C.)], Bachelor of Commerce (Honours) [B.Com.(Hons.)], Master of Commerce [M.Com], Bachelor of Science (Honours) [B.Sc(Hons.)], Bachelor of Arts (Honours.) [B.A. (Hons.)], Bachelor of Business Economics (B.B.E.), Bachelor of Arts + Bachelor of Law [B.A. LL.B.], Bachelor of Business Administration + Bachelor of Law [B.B.A.LL.B.], Bachelor of Fine Arts [B.F.A.], Bachelor of Arts (Honours) English [B.A. (Hons) English], Master of Arts (English) [M.A. (English)], Bachelor of Science (Honours) Physics [B.Sc. (Hons.) Physics],-Bachelor of Pharmacy [B.Pharma], Diploma in Pharmacy [D.Pharma], B.Sc. Fisheries, B.Sc. Nursing, Diploma in GNM, Bachelor of Medical Radio Diagnosis and Imaging Technology [BMRIT], Bachelor in Nutrition & Dietetics [BSND], Bachelor in Medical Lab Technology [BMLT], Bachelor in Medical Technology (Operation Theatre), Bachelor in Medical Microbiology, offered by the University no clause or sub clause thereof can be assumed for other programmes offered by the University.
- 1.2 All the clauses and sub clauses thereof of the ordinance are liable to change by alterations, inclusions and exclusions as deemed fit by the Academic Council and the Board of Management of the University from time to time without prior notice.
- 1.3 The interpretations of the clauses and the sub Clauses thereof are that of the Academic Council and the Board of Management of the University.
- 1.4 Any litigation will be at Dehradun jurisdiction.

#### **Definition of the Programme**

- 2.1 The programme is an undergraduate or postgraduate fulltime mode.

- 2.2 The different disciplines and number of seats available for the respective branches will be declared at the time of admission through suitable print media and the University prospectus and University website (website of Himalayiya University)

## 2 Medium of Instruction

- 3.1 The medium of instruction will be Hindi/English.

## 4. Duration of the Programme

Duration of the Program will be in Years. Each year will comprise of two semesters. Each semester shall normally have 90 instructional days.

Programmes	No. of Years	No. of Semester	Maximum period of years for completion*
B.Pharma, BFA, B.Sc. Agriculture	04	08	06
MCA, BCA, B.Sc. (Forestry), B.A.(J.M.C.) (Journalism & Mass Comm.), BBA, B.Com (Hons), B.A. (H), B.Sc. (H), B.A., B.Sc., D.Pharma, B.Sc. Nursing, B.Sc. Fisheries	03	06	05
MBA, M.A. (J.M.C.), M.Com, M.A., M.Sc.	02	04	04
M.C.A. (Lateral Entry)	02	04	04
LL.B.	03	06	05
B.A.LL.B. (Hons)/ B.B.A.LL.B. (Hons)	05	10	07

**\*Extension of one more year may be granted in very special case on the recommendation of statutory body.**

***The maximum period for completion has been revised as per the UGC guidelines on determination of a uniform period within which a student may be allowed to qualify for a degree.***

## 5. Admission, Eligibility to the Programme

- 5.1 The University reserves the right to admission.
- 5.2 Candidate should fulfill the requisite qualification and eligibility criteria before applying for admission (as defined from time to time and given in University prospectus).
- 5.3 Candidate will be considered admitted to the programme only after full payment of the prescribed fee as per the fee schedule decided by the Academic Council and Board of Management of the University at the time of admission and declared through suitable print media and the University prospectus.
- 5.4 Admission to various programmes in various faculties will be in regular mode.

Lateral admission will be available for M.C.A. programme only. Rules & Regulations for the admission to various programmes will be duly approved by Board of Studies of the respective Faculty, Academic Council, Board of Management or Competent authority of the University.

- 5.5 In case, the total admitted candidates to the programme are less than 25% of number of seats declared available for the programme at the time of admission, the Academic Council and Board of Management or competent authority of the University reserves the right to cancel all the admissions to the programme and discontinue the programme. For that session all the candidates who are admitted to the programme in such case, will be refunded with all the fee paid during admission. The student of such cases may be admitted to other programme depending upon their willingness and meeting eligibility criteria.
- 5.6 A candidate who has been convicted under criminal law or against whom there is pending investigation or trial for criminal prosecution shall not be eligible for admission to the programme.
- 5.7 Candidate has to be declared medically fit by RMO and should have attached a fitness certificate after he/she gets admitted to the University.
- 5.8 Admission on migration of a candidate from any other University will be considered only after equivalence is established on the recommendation of a committee constituted by the Vice Chancellor.
- 5.9 The reservation policy is as per notifications of the University.

## **6. Cancellation of Admission**

- 6.1 The admission of Candidates will be cancelled who is not found qualified or does not satisfy the eligibility criteria prescribed by the University. Such candidates will be allowed refund of fees as per rules upto one month from the date of commencement of the session.
- 6.2 A candidate, who after confirming the admission by paying the prescribed fee wishes to cancel the admission before the last date of admission, will be refunded the fees paid during admission after deduction of the processing fee as per fee schedule.

## **7. Curriculum of the programme**

- 7.1 Curriculum shall include Theory subjects, Practical, Seminars, Projects, Online Courses, Industrial Training and Educational Tour etc.
- Note:** Seminars, Projects, Industrial Training and Educational Tour will be treated as Practical.

- 7.2 Each Theory subject or practical will be treated as one head.
- 7.3 Curriculum of the Programme for different branches for all the semesters will be prescribed in the scheme of study and evaluation duly approved by the Board of Studies and the Academic Council of the University from time to time.
- 7.4 The syllabus for different branches and all semesters will be made available by the Board of Studies and the Academic Council.
- 7.5 Curriculum will also include co-curricular and extra-curricular activities as may be prescribed by the University from time to time.
- 7.6 Curriculum will be revised from time to time by the Board of Studies and the Academic Council to keep it up to date with the current technological requirement.

## 9. Attendance

- 9.1 Every Candidate is expected to attend all the lectures, tutorials, practical and other prescribed curricular and extra-curricular activities.
- 9.2 Minimum 70% attendance (including Medical Leave) in all theory subjects, practicals and seminar is mandatory for a candidate to appear in the End Semester Examination (ESE). A further 5% condonation is allowed on special consideration by the Vice-Chancellor.
- 9.3 The basis for the calculation of the attendance shall be the period from the commencement of the semester till the last date of the semester. For the 1st semester candidates the same is from the date of admission to the Programme or the start of the semester whichever is later, till the end of the semester (i.e. till the last day of teaching as per academic calendar).
- 9.4 Any candidate who has not satisfied the attendance criteria in any one or more of the theory subjects, practicals will not be eligible to appear in the End Semester Examination for the respective theory Subjects and practicals. She/he is required to re-register for the courses and have 70% attendance (including Medical Leave) in the subject only then she/he will be allowed to appear in End Sem Examination of that subject after paying the requisite fee. Such candidates will be awarded 'DB' grade. Subsequently the change of grade is possible according to the marks obtained.
- 9.5 Any candidate who has not fulfilled the attendance criteria in all subjects both theory and Practical's, he will not be allowed to appear in ESE. Such candidates will have to take readmission in the corresponding semester in the next academic year by paying the semester fee as per fee schedule or as

per relevant orders of the V.C. She/he has to be the regular student and attend all the theory and practical classes.

- 9.6 Candidates, who have less than 70% of attendance in the respective Theory subjects and Practicals from the start of the semester / Date of admission, will not be eligible to attend the End Semester Examination. However, candidates will not be debarred in Mid Semester Examination.
- 9.7 Candidates who will have to abstain from the university for such events as Participation in Inter University Tournaments / Cultural Festivals, Conference, Seminar and Allied Co-Curricular, Extra Curricular Activities will have to seek in writing prior sanction from the concerned Authority / Heads of Departments and such absence will be treated on duty and will get the benefit of the attendance for the academic work missed during such period.

## 10. Examination and Eligibility of Passing

- 10.1 Performance of a Candidate in a semester shall be evaluated through Continuous Term Evaluation and End Semester Evaluation as prescribed in the scheme of study and evaluation by the Board of Studies and the Academic Council of the University from time to time.
- 10.2 Relative weightage allocated for continuous term evaluation and End Semester Examination will be as prescribed in the scheme of study and evaluation by the Board of studies and the Academic Council of the University from time to time.
- 10.3 Award of Teachers assessment marks shall be done on a continuous basis throughout the semester and is based on Class Tests, Assignments/ Tutorials, Quizzes /Class Attendance/ Viva-Voce. The marks are to be awarded by the teacher at the end of the semester and before the End Semester Examination.
- 10.4 Award of marks for class attendance is based on the percentage of the classes attended by the Candidate.
- 10.5 **Mid Sem Examination (MSE).** will be held for all Theory Subjects and Practicals after completion of 40 to 50 instructional days from the start of the semester.
- (i) Mid Sem Practical Examination will be conducted internally.
- 10.6 **End Semester Examination** will be held for all Theory subjects and Practical at the end of the semester.

10.6.1 A Candidate who remains absent or is prohibited to attend the End Semester Examination will be declared as fail in End Semester Examination and will be awarded 'AB' grade in the respective subject of ESE. He/she can appear in the back paper examination in the subsequent semesters if he/she has fulfilled the attendance criteria.

10.6.2 In case student neither fulfills the attendance criteria nor appears in End Semester Examination (because of any reason) she/he will have to register for that subject in the subsequent year.

## 11. Credit System- Regulations

### 11.1 Credit Scheme

Each course Theory/ Practical course will have Lecture – Tutorial – Practical – (L-T-P).

**Lecture/Tutorial : one hour/week is given one credit.**

**Practical/ Project work/Seminar/Industrial Tour: Two hours/ week is given one credit & three hours / week is given 2 credits.**

### 11.2 Evaluation Scheme

The evaluation of academic performance of a candidate is based on the following.

#### A. Theory:

<b>Evaluation Heads</b>	<b>Description and sub heads</b>	<b>Distribution of Marks Theory (Total 100 marks)</b>
Continuous Term Evaluation	1. Teachers Assessment (For Theory Assignments, Quiz, Class Test, Seminar Presentation/ Minor Project, Dress Code & Attendance etc )	<b>25</b>
	2. Mid-Semester Examination, MSE A Theory exam of 50 marks and one and half hours duration will be conducted.	<b>25</b>
End Semester Evaluation	End Semester Examination ESE 100 marks 3hrs Theory exam will be conducted	<b>50</b>

#### Passing Criteria- Theory:

A minimum of 40 marks has to be secured as a sum of Continuous Term Evaluation and End Semester Evaluation. In case the candidate remains absent in MSE or secures zero marks in

continuous evaluation and secures passing marks in total after appearing in End Semester Exam, the candidate will be declared pass. However, in case candidate fails to secure minimum 30% marks in End Semester Examination, the candidate will be declared fail.

**B. FOR PDP, PROFESSIONAL COMMUNICATION & HEALTHY LIVING & FITNESS COURSES:**

For PDP, Professional Communication & Healthy Living & Fitness courses the theoretical examination will be conducted online i.e., the way the companies conduct their placement drive through online exams.

**C. Practical:**

<b>Evaluation Heads</b>	<b>Description and sub heads</b>	<b>Distribution of Marks Practical (Total 100 marks)</b>
Continuous Term Evaluation	1. Conduction of Practical and Assessment of Practical record, Attendance	<b>25</b>
	2. Mid-Semester Examination, MSE. Two hrs Practical Exam will be conducted; the score obtained will be awarded from 25 marks.	<b>25</b>
End Semester Evaluation	End Semester Examination ESE 3 hrs Practical Exam will be conducted, the score obtained will be awarded for 50 marks	<b>50</b>

**Passing Criteria- Practical's:**

A minimum of 40% marks has to be secured as a sum of Continuous Term Evaluation and End Semester Evaluation to get the pass grade. Student will have to pass separately in Mid Semester & End Semester Practical Examinations.

**D. Weightage for Online courses available on different web portals**

A minimum 20% weightage is to be awarded to the online courses available on different web portals like Swayam, Courseera, NPTEL etc. in the Board of Studies (BOS) of all the departments of the University.

**11.3 Provisions for Grace Marks**

A candidate may be awarded grace marks only, if the candidate will secure a pass in all the Theory & Practical subjects/courses after the award of the grace marks.

11.3.1 Maximum of 10 marks will be awarded only in theory subjects, which

can be distributed in any single subject/multiple subjects.

**11.4 Grades and Grade Points:**

The evaluation of academic performance of a student is done as per Letter grading system. A ten point Letter grading system is adopted which denotes the level of academic performance. The grade awarded to a student in a theory & practical course shall be based on the candidate's performance in the Theory and Practical Courses. Absolute grading system shall be adopted as follows:

Level	Out- Standing	Excellent	Very good	Good	Average	Satisf actory	Pas s	Fail	Absent	Deba rred
Grade	O	A+	A	B+	B	C	P	F	AB	DB
Grade points	10	09	08	07	06	05	04	00	00	00
% of marks	<b>Above 85</b>	<b>76-85</b>	<b>66-75</b>	<b>56-65</b>	<b>46-55</b>	<b>40-45</b>	<b>40</b>	<b>&lt;40</b>	<b>&lt;40</b>	<b>&lt;40</b>

**11.5 Description of Grades:**

<b>O grade:</b>	This grade stands for Superlative grade which indicates outstanding achievement..
<b>A+ grade:</b>	This grade stands for Excellent performance.
<b>A grade:</b>	This grade stands for Very Good performance.
<b>B+ grade:</b>	This grade stands for Good performance.
<b>B grade:</b>	This grade stands for Average performance.
<b>C grade:</b>	This grade is satisfactory performance.
<b>P Grade</b>	This grade is the minimum passing grade.
<b>F grade:</b>	This grade denotes failure and hence very poor performance. The candidate should appear the MTE or ESE in subsequent semester to obtain a pass.
<b>DB grade:</b>	Debarred students. The candidate should attend the special debar classes and appear the ESE in subsequent semester to obtain a pass.
<b>AB grade:</b>	Absent Students. The candidate should appear the MTE or ESE in



subsequent semester to obtain a pass.

**Calculation of Semester Grade Point Average, SGPA and Cumulative Grade Point Average CGPA:**

$$\text{SGPA} = \frac{\sum [( \text{course credits} ) \times ( \text{Grade points} )]}{\sum [( \text{course credits} )] \text{ of that semester}}$$

$$\text{CGPA} = \frac{\sum [( \text{course credits} ) \times ( \text{Grade points} )]}{\sum [( \text{course credits} )] \text{ till that semester}}$$

SGPA is calculated for that particular semester/current semester and CGPA is calculated from first semester to till the current semester.

**11.6 Promotion to higher years in the Program:**

- a) A student shall register for credit of all courses for the semester and will ensure that he /she attends all the classes and attains at-least 70% attendance in all the subjects.
- b) Earned credits mean those credits for which the student would have obtained after attaining 70% attendance and appeared in Mid Sem as well as End Sem Examinations and attain grade /grade points as per clause 11.5.
- c) A candidate will be promoted to the even semester from the odd semester of a year without any criterion.
- d) To be promoted from one year to the next:

The following rules I II & III for promotion to subsequent years are applicable only to the students who are attending at-least 70% of the classes/labs of all subjects in a semester/year.

- I. There will be automatic promotion of the student from First Year to Second Year.
- II. The students those who satisfy the attendance criteria as per norms of the university i.e. who are not debarred in the courses of a semester, their 50% or more of the credits /50% or more of total passed subjects of I & II year cumulatively will be considered for promotion to III year & same is applicable to fourth year with 50% or more of the credits/ 50% or more of total passed subjects of I/II/III year cumulatively.

- III. Student who has not earned 50% of total credits / 50% of total passed subjects of I & II year cumulatively will not be promoted to third year & such students have to take re-admission in II year. Similarly student who has not earned 50% of total credits /50% of total passed subjects of I, II & III year cumulatively will not be promoted to IV year & such students have to take re-admission in III year.
- IV. At the start of every semester student has to do the registration.
- e) The maximum duration for earning all credit requirements is as per the clause 4.
- f) If a candidate does not clear a subject in four attempts and in the meanwhile the subject has undergone a change in the syllabus, the candidate shall be required to appear according to the new syllabus.
- g) A student who has failed should be mandatorily required to fill /register for the back paper in the subsequent semester. It is compulsory for the students to appear for back paper in the subsequent semester, failing which the calculation of 50% of total cumulative credits/passed subjects of previous years will not be applicable for the promotion to higher years and such cases will be considered as year back.

**12. Scrutiny and Revaluation:**

- 12.1 Scrutiny can be entertained only after paying the required fees decided by the University norms. Student can apply for scrutiny within two week from the date of declaration of the result. No re-evaluation is entertained.

**13. Award of Degree and Rank**

- 13.1 Award of degree is allowed only when CGPA  $\geq 4.5$
- 13.2 Candidates at first **three top positions** amongst **FIRST HONOURS** only will be awarded **Gold, Silver & Bronze medals** respectively.

**14. Unfair means**

- 14.1 Cases of unfair means during examination shall be dealt by the "Committee to deal with unfair means cases during the examination", as per the rules of the University.

## **15. Readmission**

- 15.1 A Candidate can seek re-admission to any ongoing semester at the start of the semester by paying the requisite semester fee as per fee schedule. Such candidate will have to repeat the entire semester in all Theory subjects and Practical's as a regular candidate.
- 15.2. Candidate who has been detained by the University for his /her misconduct or not obeying the rules & regulations of university and subsequently has been permitted, will take re-admission by paying the requisite fee as per fee schedule.

## **16. Termination**

- 16.1 Candidate who is admitted on regular admission to the programme will have to successfully complete the programme clause 4 and failing which the admission to the programme of the candidate will be terminated.
- 16.2 Candidate who has failed twice in first year due to either non-appearance in examinations or not being able to pass the Theory subjects and Practicals or not being permitted to appear in examination due to not fulfilling of other ordinances or any other reason is liable for termination. The decision of the Academic Council and the Board of Management of the University will be final and binding on the candidate.
- 16.3 Candidate who is admitted on Lateral admission to the programme will have to successfully complete the programme as mentioned in clause 4 failing which the admission to the programme of the candidate will be terminated.
- 16.4 Failure to meet the standards of the discipline as prescribed by the University from time to time will lead to the termination of admission.
- 16.5 Absence from classes for thirty continuous days at a time in a semester without due approval from the University will lead to the termination of admission. HOD will report such cases to registrar who will notify such students and then the name of such students will be stuck off from the rolls of the University. For such students the academic fee will not be refunded.

## **17. Rustication/Expulsion**

- 17.1 A Candidate who has been involved in act of indiscipline or any unlawful criminal activity will be referred to the Proctorial Board who will enquire and recommend the punitive measures as per university rules. Based on the recommendations of the Proctorial board such students may be rusticated or expelled from the University.