

No. F. DTU/ORG/HOO/Notification/04(1)/2009/841-846 Dated 20th Nov. 2009

NOTIFICATION

No. F. DTU/ORG/HOO/Notification/04(1)/2009/_____. In exercise of the powers conferred by sub-section (2) of section 32 of the Delhi Technological University Act, 2009 (Delhi Act 6 of 2009), the Vice-Chancellor of the Delhi Technological University, with the approval of the Lt. Governor of the National Capital Territory of Delhi, hereby makes the following ordinance relating to Admission to Courses of Study, Conduct and Evaluation of Examinations for Under Graduate Programs Leading to Bachelor of Technology Degree.

1. Short title and Commencement.
 - (a) This Ordinance may be called the Delhi Technological University (First) Ordinance, 2009.
 - (b) They shall come into force on the date of their publication in the official gazette.
2. Definitions
 - (1) In these Ordinances, unless the context otherwise requires, -
 - (a) "Academic Programme" includes a programme of courses or any other component leading to a Bachelor's degree or a Master's degree.
 - (b) "Academic year" means a period of nearly twelve months devoted to completion of requirements specified in the scheme of learning and the related examinations.
 - (c) "Course" means a component of the academic program, carrying a distinctive code number and specific credits assigned to it.
 - (d) "End-term examination" means examination conducted at the end of the semester.
 - (e) "Examiners" means persons who are the teachers of University or outside teachers of any other academic institution or university appointed to conduct examination of any of the program of the University.
 - (f) "Examination Committee" means a Committee constituted for the purpose of maintaining the standards of examination.
 - (g) "Mid-term examination" means examination conducted during the semester.
 - (h) "Paper setter" means a person, either a teacher of the University or outside teacher of any other academic institution or University, who has been assigned to set a paper.
 - (i) "Registration" means registration for a course or semester at the start of the semester of any program of the university.

(j) "Semester system" means a program wherein each academic year is apportioned into two semesters.

(k) "Student" means a person admitted to the Department or Schools of Study of the University and its maintained or constituent institutions for any of the academic programs to which this Ordinance is applicable.

(l) "Unfair Means Scrutiny Committee" means a Committee for scrutinizing the cases of unfair means and for recommending punishment, if any, in such cases.

(2) Words and expressions used but not defined in this Ordinance and defined in the Act and statutes, shall have the meanings respectively as assigned to them in the Act and Statutes.

3. Eligibility for Admission. – (1) A candidate seeking admission to Bachelor of Technology (B. Tech) courses shall satisfy the following conditions, namely:-

(a) **Educational Qualifications.** - A candidate passing any one of the following examinations and securing at least sixty percent marks in the aggregate of physics, chemistry and mathematics subjects, shall be eligible for admission to the first Semester of Bachelor of Technology Course provided he has secured minimum passing marks in each subject separately, namely: -

- (i) Senior School Certificate Examination conducted by the Central Board of Secondary Education, New Delhi;
- (ii) Indian School Certificate Examination conducted by the Council for Indian School Certificate Examination, New Delhi;
- (iii) Bachelor of Sciences (General) or Bachelor of Sciences (Honors) examination of a recognized University with combination of physics, chemistry and mathematics with minimum aggregate of sixty percent marks;
- (iv) Any other examination recognized as equivalent to the Senior School Certificate Examination of the Central Board of Secondary Education by the University.

NOTE: A candidate must additionally have passed English language as a subject of study at the senior school certificate examination level (core or elective).

(b) A candidate satisfying the eligibility conditions shall be admitted to the program of studies on the basis of the criteria as laid down by the Academic Council. Such a criteria may be the merit of an entrance examination conducted by the University or any other agency recognized and approved by the University.

(2) After the first Semester there shall be no direct admission to any semester of the Courses.

4. **Composition and Functions of Board of Studies.** - (1) The Board of Studies of the department or school of studies shall consist of the following members, namely:-

- (a) Head of the department or school of studies - Chairman;
- (b) All Professors of the department or school of studies – Members;
- (c) Two experts appointed by the Vice-Chancellor – Members;
- (d) Two Associate Professors or Associate Professors of the department or school of studies, by rotation - Members.

(2) The term of the members of the Board of Studies other than the professors shall be two years.

(3) The Board of Studies shall, in addition to the functions prescribed, perform the following functions -

- (a) prepare the scheme of learning and scheme of examination for each programme and make recommendations for updating the syllabi to the Academic Council;
- (b) formulate guidelines for the process of registration;
- (c) In case of difference of opinion, suggest Interpretation of the Ordinances and submit its recommendations to the Vice-Chancellor, whose decision shall be final.

(4) Under exceptional circumstances, minor relaxations in Ordinances may be allowed in the first semester by the Board of Studies with the approval of the Vice-Chancellor. There shall not be such a relaxation in Ordinance in a subsequent semester. In case the condition warrants such a relaxation again, the amendment of Ordinance may be proposed.

5. **Composition and Functions of the Examination Committee.** - (1) The Examination Committee for the program, shall consist of the following, namely: -

- (a) Dean (Academic) - Chairman of the Committee;
- (b) All Heads of the departments – Member
- (c) The Controller of examination - Member

(2) The Examination Committee shall formulate the guidelines for maintenance of the standards of examination and shall be responsible for:

- (a) review and moderation of the examination results;
- (b) consideration of the representation of the students in relation to their examination result;
- (c) consideration of the unfair means practices and decisions thereof for recommendation of the penalty, if any.

6. **Classification of Courses.** - (1) Under each B.Tech. Degree program certain subjects are offered which may be classified as Theory or Practical or Drawing or Design or Minor Project or Major Project or Practical Training. Further classification is based on the relationship of the subjects with the degree program admitted to, namely Humanities and Social Science or Basic Sciences or Allied engineering or Departmental, Inter-departmental courses, core or departmental elective, open electives and self-study.

(2) In addition to the above, the Board of Studies of the concerned Department may classify any subject as a compulsory one or as one of the pre-requisite for another subject.

7. **Duration and Span of the Programme.** - (1) The duration of the B. Tech. course shall not be less than eight semesters and the maximum span of the course shall be seven years.

(2) A student who has earned not more than fifteen credits at the end of the first semester shall be given a warning for his poor performance. Further if he fails to earn at least twenty-five credits at the end of the second semester, his registration shall be cancelled from the course and the University.

(3) In case a student has not earned a minimum of one hundred credits at the end of eighth semester, his admission to the course and the university shall stand cancelled. The admission shall also stand cancelled at the end of seventh year from the registration in the course.

8. **Registration of Courses of study.** - (1) A student who joins the first semester will be automatically deemed to have registered for the subjects which are listed under the first Semester of the scheme of learning. Every student shall be required to register for the subjects in the second and subsequent semesters.

(2) The process of registration shall start just before the start of next semester. The student shall also indicate during registration of subject or subjects of earlier Semester(s) in which he desires to appear, if otherwise eligible. Such a student may be allowed to appear in the end semester examination and his marks of mid terms activities will remain unaltered. Since, attendance is compulsory, a student will be permitted to register for course or courses which he can attend. The number of theory subjects permitted for registration shall not be more than six. The total contact hours should not ordinarily exceed thirty-two hours per week.

(3) In order to get credit for any subject or course, a student has to earn a minimum of forty percent. marks in the internal assessment and end semester examination taken together.

(4) If a student does not qualify, he can re-appear in the end semester examination next year. The student has to do appropriate registration for reappearing in the examinations.

(5) In case, the course content or syllabus of the subject is revised, a disqualified student or student seeking improvement in that subject may appear in the revised course content only. In case a particular subject is discontinued, the department can specify another equivalent subject in lieu of the discontinued subject, in which the disqualified student has to appear in both the mid semester and end semester examinations.

9. **Attendance Requirements.** – (1) A student has to put in a minimum of seventy-five percent attendance separately in each subject for which he has been registered:

Provided that the Dean, authorized by the Vice-Chancellor for this purpose, may relax the minimum attendance upto ten percent for reasons to be recorded in writing:

Provided further that, under exceptional circumstances, the Vice-Chancellor may further relax the minimum attendance up to five percent:

Provided furthermore that under no circumstances, a student who has an aggregate attendance of less than sixty percent in a semester shall be allowed to appear in the semester end examination

(2) The relaxation provided in first proviso under Clause (1) may be considered by the Dean on production of documents showing that the student was, -

- (a) busy in authorized activities;
- (b) suffering from any disease.

Note: -

- (i) A student should submit the documents to the above effect within seven days of resuming the studies. Documents submitted thereafter will not be considered.
- (ii) No relaxation in attendance beyond clause (1) shall be allowed in any case.
- (iii) The registration of a student shall stand cancelled if he does not fulfill the attendance requirements in the subject(s).
- (iv) While considering the relaxation in the attendance, the authorized Dean shall display on notice board, the names of all such students who are not eligible to appear in the semester end examination of the subjects due to shortage of attendance at least, five calendar days before the start of the end semester examination and simultaneously intimate the same to the Controller of Examination.
- (v) In case any student appears in any examination, by default, who in fact should have been detained by the University in the said examination, the result of such examination shall not be considered by the University and the same shall be treated as null and void.

10. Cancellation of Registration. - (1) The University may cancel the registration of a student in all the subjects in a given semester if he, -

- (a) fails to clear the dues to the University or hostel;
- (b) a punishment is awarded to him leading to the cancellation of registration in the course in the semester/expulsion from the rolls of the University.

(2) For the reasons to be recorded in writing, the University may withhold the result of any student.

11. Examination Fees. - The Registrar, with the approval of Vice-Chancellor, shall notify the fees payable by students for various examinations. A student who has not paid the prescribed fees before the start of the examination shall not be eligible to appear in the examinations. The Vice-Chancellor, however, in exceptional cases of genuine hardship may grant permission to a student (students) to appear in the examination without the payment of the examination fee.

12. Evaluation and Review. - (1) The Board of Studies of the concerned department or school of study shall specify the requirements for the degree in following courses, namely:-

- (a) B. Tech (Electrical and Electronics Engineering);
- (b) B. Tech (Software Engineering);
- (c) B. Tech (Automobile Engineering);
- (d) B. Tech (Engineering Physics).

(2) The Board of Studies shall suggest Scheme of learning which shall come into operation on the approval of the Academic Council.

(3) The Board will specify minimum credits needed for the degree course and break up in terms of classification of courses, that is to say, -

- (a) Humanities and Social Sciences;
- (b) Basic Sciences;
- (c) Allied Engineering (Inter-Departmental Courses);
- (d) Departmental Core/ Departmental Electives;
- (e) Practical Training;
- (f) Unspecified/ Elective; and
- (g) Minor & Major Project.

(4) The Board of Studies shall recommend the panel of paper setters and examiners to the Controller of Examination who would appoint examiners and paper setters with the approval of the Vice Chancellor.

(5) The controller of examinations shall perform the following functions, namely:-

- (a) get the examination papers set and prepare the confidential material from the paper setters and examiners of various examinations before the start of each Semester Examination.
- (b) organize and conduct the examination and evaluation of the mid-term and end-semester activities. The proportion of weightage for mid-term examination and assessment shall be thirty percent and the end semester examination shall be seventy percent. The mid-term assessment will be supplemented by assignments, quizzes etc. for a theory course with weightage of ten percent. For a practical course, thirty percent weightage will be given for internal evaluation and seventy percent shall be given for end-semester examination. At the end of the Semester, the Head of the department shall forward to the Controller of Examination, the consolidated marks for the mid-term activities.
- (c) organize Central evaluation of end-semester examination, tabulation and declaration of results.
- (d) consider the individual representation of student about evaluation and take the remedial action as recommended by the examination committee. The examination committee shall have the power to moderate the result of the semester examination. The decision of the examination committee shall be final. The student shall apply for the same on a prescribed Proforma along with the evaluation fee prescribed by the University from time to time only for the end Semester Examination within seven days from the date of declaration of result.
- (e) maintain the secrecy and confidentiality of the paper setters and examiners and confidential material and be the custodian of records related to examination.
- (f) any other function assigned by the Vice Chancellor or prescribed in the statutes.

13. **Classification of Result.-** (1) The Semester Performance Index (SPI), shall be calculated on the basis of the credits and percentage of marks secured in the subjects of the semester passed by the student as follows:

$$\text{Semester Performance Index, SPI} = \frac{\sum (\text{Subject Credits} \times \% \text{ Marks Secured})}{(\sum \text{Total Credits of the semester})}$$

(2) Cumulative Performance Index (CPI) for the degree course. - A student having secured the minimum credit as needed for the degree course will be eligible for the award of degree. The final result will be evaluated as follows:

$$\text{Cumulative Performance Index, CPI} = \frac{\sum (\text{Subject Credits} \times \% \text{Marks Secured})}{(\sum \text{Credits for the course})}$$

(3) The final result will be classified based on the Cumulative Performance Index, CPI, as follows: -

- (a) First Class with distinction, CPI of seventy five percent or more;
- (b) First Class, CPI of sixty percent or more but less than seventy five percent;
- (c) Second Class, CPI of fifty percent or more but less than sixty percent;
- (d) Pass Class, CPI of forty percent or more but less than fifty percent.

14. Use of unfair means practice. - (1) The action deemed as "unfair means practice" shall be specified by the Academic Council and procedure for dealing with cases of suspected or alleged or reported use of unfair means practice shall also be approved by the Academic Council.

(2) All cases regarding reported use of unfair means practices in the examination shall be placed before the Unfair Means Scrutiny Committee/s appointed by the Vice-Chancellor. The Unfair Means Scrutiny committee shall give its decision in individual cases, and recommend penalties, if any in such cases to the Vice-Chancellor, whose decision shall be final.

15. Award of the Degree. - (1) The B.Tech Degree shall be awarded to a student if he has earned a minimum of two hundred twenty eight credits as specified in each degree program subject to break up and compulsory credit as mentioned there in. However, a student may register in subjects leading to a maximum of two hundred forty credits in the entire course.

(2) A student has to ensure his progress and register in those courses in which he must earn the credit to satisfy the above requirement of the particular degree course.

(3) If a student earns more than a specified minimum credit for degree course the best marks in the minimum credits (satisfying the above conditions) will be considered for the purposes of classification of result.

16. **GENERAL NOTES, -** (1) For all Theory Papers (Code: TH) there will be one mid-semester test, twenty marks and ten marks shall be assigned for internal assessment. The end-semester examination shall be of three hours duration for seventy marks. The total marks for the Theory Paper shall be one hundred.

(2) For all Practical Papers (Code: PR) there shall be mid-term assessment for thirty percent marks and an end-semester examination for seventy percent marks.

(3) The examinations for Industrial Training after fifth semester, shall be conducted along with the sixth semester. There shall be assessment of Practical Training Reports by a duly constituted Board. Likewise, for industrial training after sixth semester the assessment will be along with seventh semester examination.

(4) The total credits in all scheme of Examinations for B.Tech. program up to eighth semester will be two hundred forty and the denominator for calculation of average marks for final result will be two hundred twenty eight credits.

(5) The Practical Training after fifth and sixth semester and the minor and major projects are mandatory.

(6) The candidates securing a minimum of two hundred twenty eight credits shall be declared to have been qualified the B.Tech. final examination, provided they have not skipped or disqualified in more than four credits, in Core or Allied Engineering or applied sciences and humanities.

(7) In order to earn credit in any course or subject, a student should earn a minimum forty percent marks in internal assessment and end semester examination taken together.

17. Subject to the provisions of the Act, the Statutes and the Ordinances, the other administrative issues, such as disorderly conduct in examinations, other malpractices, date for submission of examination forms, issue of duplicate degrees, remuneration and any other matter connected with the conduct of examinations shall be dealt as per the guidelines approved for the purposes by the Academic Council.

18. Subject to the provisions of the Act and Statutes and these Ordinances, the issues not covered by these Ordinances, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion of a Committee consisting of any or all the Deans of the University. The decision of the Vice-Chancellor shall be final.

By Order, and on
behalf of Lt. Governor



(V.K.JAIN)
Additional Secretary (TTE)