



**WEST BENGAL UNIVERSITY OF TECHNOLOGY**

**First Regulations**

*Effective from 27th December, 2002*

BF-142, Sector-I, Salt Lake  
Kolkata-700 064

**West Bengal University of Technology**

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**PART - I**

**REGULATIONS GOVERNING ACADEMIC  
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**CHAPTER I**

**AFFILIATION OF COURSE/INSTITUTES**

In exercise of the power conferred by sub-section (2) and Section 10 of Section 27 of the West Bengal University of Technology Act, 2002 (West Bengal Act IV of 2002) (hereinafter referred to as the Act), the West Bengal Chancellor, in consultation with the Advisory Committee, is pleased hereby to issue 'Regulations' relating to affiliation of institutions/colleges and courses.

1. These regulations may be called the 'West Regulations relating to Affiliation'.
2. Unless the context otherwise requires words, expressions used in these regulations shall have the same meaning as in the Act.
3. The provisions with the provisions of sections 10 (2)(a) and section 10 (2)(b) and Section 27 of the Act.
  - (a) All institutions/colleges requiring affiliation in West Bengal (except and above in Engineering/Technology, Inter-disciplinary/ Multi-disciplinary areas in Basic and Applied Science, Management Sciences shall be eligible for course-wise and institutional affiliation in the following:
    - (i) The provision shall also apply to such new institutions/colleges which intend to offer such courses as referred to 3 (a) above.
    - (ii) For the existing institutions/colleges, covered under this above, which were functional on the date of Notification of the Government of West Bengal under Section 10(2)(a) and 10(2)(b) such course institutional affiliation, shall be effective for newly started courses at any level for the academic session 2024-2025 onwards.

4. Affiliates of new institutions of education or colleges of existing courses or an existing institution/colleges is subsequent years or in a new college shall be subject to scrutiny by the University. The affiliates shall be ultimately awarded on a yearly basis. Each year application for affiliates shall be submitted in the prescribed form, within a specified date through a University notification to the Office of the Registrar, West Bengal University of Technology for the processing before the respective academic council.

5. Affiliates of an institution/college shall be awarded in course wise basis. An institution/college shall be charged an affiliation fee for each programme/course at the time of first approval for affiliation of its new programme/course and yearly continuing fee for each ongoing course as per rates decided by the University from time to time. Government institution/colleges shall be exempted from paying any affiliation/continuing fee.

6. The University shall have the power to suspend/withdraw affiliation of a course in an institution/college and/or affiliation of an unapproved college if it is satisfied that -

- Any of the conditions provided in the terms of affiliation, as per regulation is not being observed, including those formulated by the University from time to time.
- The Commission of affiliation is determined to the reported standard of discipline and standards and administrative arrangements of the University.
- Academic performance of students continues to remain below minimum expectations for more than three years in consecutive.

Provided that the University shall give due notice to the existing institution/college or college the institution/college or other necessary committees, and granting the institution/college an opportunity to present their case to the University.

- All matters related to affiliates shall require the concurrence by the Executive Council, or all such term that it is termed, the Advisory Committee of the University.
- An institution/college applying for affiliation of a course, shall have to notify the University first.

12. The institution/college, if it is an a government institution/college is obligated to cooperate in a University that duly concerned in accordance with the Affiliations of the University.

13. The institution/college must have a whole time Director/Dean, and adequate number of teaching faculty as per guidelines set by UETWU/UTW University.

14. Qualifications of teaching faculty and support staff and their service conditions are in conformity with the UETWU/UTW University Government/University regulations formulated for the purpose.

15. The provision for lab-infra for all adequately equipped library, adequate equipment for offering required laboratory and teaching facilities to get course requirements, are provided.

16. The Governing Body of the institution/college is fully capable of financial management, without any liability to the University. The institution/college shall furnish an undertaking to the effect that it is fully capable of meeting its financial liabilities from its own resources. Notwithstanding the above condition, the West Bengal University of Technology shall be so sure, be responsible for financial liabilities in relation to the institution/college.

17. The fee, which shall include tuition and other fee, will shall be charged as per directives of the Government of West Bengal and shall not include any capitation fee.

18. The admission to a course shall be made as per regulations of the University formulated from time to time, which shall be binding on the institution/college.

19. The number of students admitted to a course shall be in conformity with the sanctioned intake accorded by AICTE/University.

20. In case of institution/colleges, other than Government institution/colleges, any change/alteration of the constitution of the Governing Body/Managing Committee shall immediately be intimated to the University, and the change shall be brought into effect after concurrence of the University.

- Notwithstanding any special condition existing in the University which maybe temporary suspension of the provision of this regulation, an institution/college shall not admit students in a course without prior approval of the University regarding affiliation/academic and removal of affiliation for the concerned course.

10. When a new course is proposed to be started in an Institute/College already conducting courses under affiliation of the University, the concerned Institute/College shall be required to obtain the previous sanction there in these regulations by affiliation of new courses.
11. An Institute/College conducting courses under affiliation of the University shall submit a duly certified financial statement of the Institute/College every year, within six months of the conclusion of the concerned financial year.
12. An Institute/College conducting courses under affiliation of the University, shall furnish an accurate and up-to-date, comprising number of teachers, laboratory classes etc. conducted for each subject of a course, to each Examinee. Failure in maintaining the stipulated records for the subjects of a course for two consecutive academic sessions may render the Institute/College liable to suspension/withdrawal of affiliation of the course by the University.
13. If an Institute/College fails to fulfill any condition provided in these regulations or fails to comply with the directions of the University within a reasonable time, the University may pass such orders/penalty suspension or partial/total withdrawal of affiliation of the Institute/College in respect of the course(s) affiliation is granted, after the expiration of regulations 3 & 7 shall apply to such cases.
14. In case of any dispute in interpretation of the regulations underlying any regulations, the interpretation of the University shall be taken as final.
15. In case of a dispute, the matter shall be referred to a Tribunal consisting of the following members, namely:
  - a. A distinguished judge of the High Court.
  - b. A representative of the University nominated by the Executive Council of the University.
  - c. A representative of the concerned Institute/College nominated by the Governing Body of the Institute.

The expenditure for the Tribunal shall be charged to the Institute/College.

## CHAPTER II

### ACADEMIC REGULATIONS

#### 1. Division of Semester and Calendar

1.1. Each year shall be divided into two semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students enrolling in odd and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn) for newly admitted students may begin a little later depending on completion of admission formalities. The number of teaching weeks in each semester shall be three or equivalent with a minimum of 100 teaching days including the period of examination.

1.2. Each year the University shall draw up a calendar of academic and associated activities, which shall be affixed to as far as possible limits of periods and dates shall be as decided by the Academic Council's wide provision for modification from time to time as per needs of the institutions concerned.

#### 2. Eligibility for Admission

2.1. Admission to different courses of the University shall be based on criteria decided by the Academic Council of the University. There shall be provision for direct admission for selected number of first-class Intermediate/College (Senior) students. Details of criteria for admission shall be as per provision in the rules framed for the purpose.

2.2. Candidates shall be required to submit the forms prescribed for medical fitness certificate.

2.3. Admission shall ordinarily close after a specified period from the date of commencement of the first semester instruction, through a notification.

However, in exceptional cases, admission of a candidate after the last date may be encouraged by the University with justification by Institute/Colleges. Under such an event this period shall not

shall exceed four weeks from the date of commencement of the first semester examination.

2.2 Candidates shall have to register as bonafide students with the University as per University regulations within a period specified by the University, by a formal application passed through the Director (General) of the Institution/College concerned.

2.3 Students pursuing full degree Engineering/Technology programmes only in affiliated institutions may be allowed a change of branch in an Institution/College after completion of course requirements for the first semester and second spring semester of the first year programme, subject to availability of seats in a programme. The admission shall be on the basis of merit secured through the combined results of the first and second semester examinations held in the form of 'Joint Grade Point Average (JGPA)' at the end of the first year. This is an incentive to continuous students securing a JGPA of 4.5 or more. The change of branch shall be allowed to only such students who have cleared all examination items of both semesters in the attempt, or examinations held during academic session of the first admission to the course. Change of branch may be allowed subject to the condition that the concerned student should attempt in the 'parent' programme shall be equal to 75% of the approved seats and the new student strength in the 'host' programme shall not exceed by more than 10% of the normal student strength existing on the date prior to the change during the process. Institutional decision on the matter shall be final.

2.4 The change of branch facility shall not be available to students of certificate/diploma courses (BSC/ITM) and also B.Pharm and B.Tech courses.

2.5 No new college students shall be allowed after the expiry of the first day of admission.

Under extraordinary circumstances, however, the University may admit students from non-affiliated institutions/colleges as students in the same programme at any time during the continuation of the programme.

### 3. Provisions for lateral entry in Engineering & Technological Courses

A student who has acquired a diploma in Engineering through a minimum of three years of institutional study, can be considered to be academically equivalent to a student who has passed the first year of the first year Engineering degree programme for which the qualifying examination is of the 10+ level.

Lateral entry for diploma holders will be allowed in the second year third semester (3rd Sem) in addition to the mentioned limits at first year level. Lateral is a maximum of 10% will be allowed for each institute.

### 4. Eligibility for appearing in Examinations

4.1 A student shall be eligible to appear in an examination provided he presents a regular record of study in respective department and obtains at least 75% of theoretical, practical and assessed classes on an average, fulfilling the minimum. The students shall be considered from the date of admission of the candidate in the Institution/College.

4.2 **Classmates:** A student who has been absent for three periods due to participation in cultural, sports, other academic/official programmes in the interest of the Institution/College/University/government with prior written permission of the head of the Institution/College shall be permitted a maximum of additional maximum of 10% in attendance and would be eligible for appearing in examination with a minimum of 80% of attendance in a semester.

4.3 A student shall be selected by any examination of the University only if he has paid the prescribed fee by the date specified by the Controller of Examinations. A student may however, appear for examination fee with permission obtained for his late submission of application after the expiry of the specified day provided that on each period of year shall apply to a candidate for an examination for clearing the backlog or special examination if any.

4.4 A candidate shall be allowed in an examination only after he is found as Admit Card by the relevant examination by the University, after obtaining the eligibility certificate from the head of the institution.

4.7 A student who is promoted to the next higher year with backlog in stipulated number of (s) in the previous year shall be permitted to appear in an or-credit exam in such number as per provisions.

#### 4. Rules for examinations

4.1 Each discipline consists of the following three types of tests:

- 1. Theory tests
- 2. Practical tests
- 3. Short oral tests

The schedule of these tests along with their marks given for each semester shall be as per rules formulated by the Academic Council from time to time.

4.2 As the end of each semester there shall be an examination (Semester) internal and external examination conducted by the University as per programme announced by the Controller of Examinations.

4.3 Each paper examination, if any, shall be held with the internal and external examination.

4.4 For all First Degree level University programmes, separate supplementary examination shall be held under normal conditions for students with backlog in any year-level test. Such students shall be required to clear their arrears along with regular students of lower semester in the relevant oral practical examinations when held in subsequent semesters. For the purpose of degree only regular supplementary examination for both Autumn and Spring semesters at the final level shall, however, be held within one month of the publication of the final degree examination results.

The provision of separate supplementary examination at the final level shall not be available to students of the Under-Graduate level or any other degree level programme of the University.

#### 4. Declaration of result, promotion and grading system

4.1 In order to pass a programme/course a candidate must secure at least First Grade in each of the Theory, Practical and Short oral test (as

stipulated a minimum level of overall performance as specified in the rules formulated by the Academic Council).

4.2 Unless otherwise stated in the rules governing promotion, the promotional cases between two consecutive semesters within two consecutive semesters shall be indicated in the semester results card as per below format:

- a. Promoted and Promoted (denoted by P) and indicating that
  - 1. The candidate has cleared every course (one of both oral and oral exam portions of the students pass).
  - 2. He has no backlog from the lower levels.

b. Eligible for promotion with backlog (denoted by EP) indicating that

- 1. The candidate is eligible for promotion with limited backlog of course (one of the just completed lower level, subject to be applying for the same to the Director/Principal of the institution shall be a regular student).
- 2. He is not carrying any backlog from other lower levels.

c. Ineligible for promotion (denoted by NI) indicating that  
The candidate is (NI) eligible for promotion in the next higher level due to non-fulfillment of stipulation governing eligibility for promotion in next level/year.

4.3 A candidate shall be eligible for promotion to the next higher level only if he satisfies the conditions laid down under the rules formulated by the Academic Council.

4.4 Candidates declared as eligible for promotion to the next level without clearing all course lines of earlier semester individually shall have to apply for promotion by attention to the higher level and obtain the mark from the Director/principal of concerned institution before registration.

4.5 The University shall publish a list of all successful candidates of each of the semester examinations within a reasonable time from the date of the test examination.



6.6 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programmes.

6.7 A student's level of competence shall be recognized or recognized with honors decided by rules formulated by Academic Council.

## 7 Grading System

7.1 A new grading system shall be followed in the University. Details of the new shall be specified in the rules formulated by the Academic Council.

7.2 A student's level of competence shall be recognized by a **GRADE POINT AVERAGE** as specified as:

**MPA** - Semester grade point average

**TPA** - Triety grade point average

**DPA** - Degree grade point average

7.3 Definition of terms:

- POINT** - Degree qualifying each hour grade.
- CREDIT** - Degree applying the relative emphasis of individual course credits to a semester as indicated by the Course structure and syllabus.
- CREDIT POINT** - It is a (a) for each course hour.
- CREDIT HOURS** -  $\sum$  CREDIT POINT of course hour in a semester.

7.4 **GRADE POINT AVERAGE**, in general terms, is defined as

$$\frac{\text{CREDIT HOURS}}{\sum \text{CREDITS}}$$

It is always qualified by the specified period of time, as detailed below.

**SEMESTER GRADE POINT AVERAGE (SGPA) =**

$$\frac{\text{CREDIT HOURS}}{\sum \text{CREDITS}} \text{ for a semester}$$

**YEARLY GRADE POINT AVERAGE (YGA) =**

$$\frac{\text{CREDIT POINT of Autumn Sem} + \text{CREDIT POINT of Spring Sem}}{\sum \text{CREDIT of Autumn Sem} + \sum \text{CREDIT of Spring Sem}}$$

8. **CUMULATIVE GRADE POINT AVERAGE (CGPA) =**

$$\frac{\sum \text{CREDIT POINT OF ALL SEMESTERS}}{\sum \text{CREDIT OF ALL SEMESTERS}}$$

where n = 4 for 4 year programmes  
n = 3 for 3 year programmes  
n = 2 for 2 year programmes  
n = 18 for 2 year programmes

8.1 **SEMESTER GRADE POINT AVERAGE (SGPA)** as specified for each course separately under respective rules in Part 5.

**CHAPTER III**

**REGULATIONS GOVERNING REGISTRATION FOR  
AND AWARD OF DOCTORAL DEGREE**

**I. General**

(1) Candidates will present applications (i) 20 and (ii) of order 5 of the University Act. The University shall have provided for the award of

- (a) **D. Sc. Degree of Literature (D.Lit.)** degree in unattached management/related areas;
- (b) **D. Sc. Degree of Science (D.Sc.)** degree in unattached/inter-disciplinary Science areas;
- (c) **D. Sc. Degree of Engineering (D.Sc.Eng.)** degree in Engineering/Technology areas including of Architecture and Management Technology;
- (d) **D. Sc. Degree of Philosophy (D.Sc. Phil.)** degree in Engineering/Technology/management/inter-disciplinary/inter-disciplinary subjects relating Science.

(2) D.Lit., D.Sc., D.Sc.Eng. may be awarded on the basis of the single authored published work of a candidate considered as original generation and expansion of knowledge in respective areas. The candidate shall submit the work to the University for formal supervisory guidance in the University shall be necessary and shall there for a time restriction, for submission, for consideration for the award of the degree.

(3) Ph.D degree may be awarded for award only after successful completion of a mandatory registration period at the University specified by the journal and subject, satisfactory completion of academic facilities provided by the University under supervisory guidance assigned at University level.

## B Application for registration

- 1.1 There shall be two terms of the course each in a year for Ph.D. Scholars viz. 1<sup>st</sup> September to end of February, & 1<sup>st</sup> March to end of August.
- 1.2 Candidates for the degree of Doctor of Philosophy may be registered in the beginning of any term i.e., either from 1<sup>st</sup> September or from 1<sup>st</sup> March provided that the result of the qualifying examination is declared before the commencement of the term.

1.3 Advertisements/Notices for Ph.D. registration shall regularly be issued in the first week of June and December every year.

1.4 Detailed application forms for seeking registration for the Ph.D. degree can be obtained

from the office of the Registrar, West Bengal University of Technology, BP-142, Salt Lake City, Kolkata - 700064 by sending a self addressed envelope of size 20 cm x 25 cm (3<sup>1</sup>/<sub>2</sub> x 5<sup>1</sup>/<sub>2</sub>) with a stamp value of Rs. 25/- affixed on top.

Or by downloading the forms from the University website at [www.wbut.ac.in](http://www.wbut.ac.in)

1.5 The form, duly filled in by the candidate in his own handwriting, shall be accompanied by stamped copies of -

- Mark sheets of the qualifying examination as well as the all previous examinations starting from Middle/Junior/Higher School or its equivalent records.
- A self-reliable application fee of Rs.100/- in crossed bank drafts/cheques in favour of "West Bengal University of Technology" and payable at any authorized bank in Kolkata.
- Three passport size photographs, duly attested on the backside.

and shall reach the office of the Registrar, West Bengal University of Technology, BP-142, Salt Lake City, Kolkata - 700064, on or before the date specified for the purpose in the advertisement/notices in the beginning of each term.

1.6 In case of extended conditions, the application shall be forwarded to the Director/Head of the School/Department concerned through the Head of the Institution where the candidate is seeking permission to work.

## C Eligibility for registration and admission period of candidates

C.1 Registration for the Ph.D. degree shall be open to

(a) a candidate who has obtained a Master's Degree/B.Sc. (Hons) or B.Tech/B.E./M.Tech/B.Arch/Architecture/Engineering/Ph.D. from the University or any other University established by law in the state being in force or any other degree recognized as equivalent degree in that subject, if registered, to have to pursue a regular course of research in that or allied subject in one of the Departments of the concerned Faculty/School/Division of this University or in an allied institution for a period of not less than four terms (2 years) before he is eligible for admission.

(b) a candidate who has obtained a Master's Degree of this University and has pursued a regular course of research in that or allied subject in any of the non-degree conferring institutions in this country recognized by the Department Research Committee (DRC) of the concerned department/school and recognized by the Academic Council or centers for Ph.D. research work, the absence of this University, if registered, to have to pursue a regular course of research for a period of not less than four terms (2 years)

(c) a candidate who has obtained the requisite degree if recognized or is allied grade or equivalent degree from another recognized University established by law in the state/being in force or any other degree recognized as equivalent degree in that subject, and who has pursued a regular course of research in that or allied subject in any one of the non-Ph.D. degree conferring institutions in this country recognized by the concerned DRC and recognized by the Academic Council or centers for Ph.D. research, if registered, to have to pursue a regular course of research for a period of not less than four terms (2 years) provided that the candidate pursue his research for at least one term into research continuously or in parts in the concerned department/school/division/institution of this University.

- (ii) a candidate who has obtained a Bachelor's degree in Engineering Technology of the University or any other University established by law for the time being in force or who holds a degree equivalent to equivalent status in that subject and who has pursued a regular course of research in that or allied subject in one of the Departments of the School of Engineering and Technology of the University. If required, he shall have to pursue a regular course of research for a period of not less than six months (6 months).
- (iii) a candidate who has obtained a Bachelor's degree in Engineering Technology of this University and who has pursued a regular course of research in that or allied subject in any one of the two degree examining institutions in the country recommended by the concerned BAC and recognized by the Academic Council in respect of Ph.D. awards made by the School of this University. If required, he has to pursue a regular course of research for a period of six months (6 months).
- (iv) a candidate who has obtained Bachelor's or the Master's degree in Engineering & Technology or equivalent degree from another recognized University established by law for the time being in force and who has pursued a regular course of research in that or allied subject in any one of the two degree examining institutions in this country, recommended by the concerned BAC and recognized by the Academic Council in respect of Ph.D. awards. If required, he has to pursue a regular course of research for a period of six months (6 months) in the case of Bachelor's, or four months (4 months) in the case of Master's degree holder, provided the candidate has pursued his research for at least a period of six months continuously or two periods of 3 continuous months each in the concerned department of this University.
- (v) a candidate holding a post graduate degree or equivalent or in allied area and working in a supervisory or research capacity. If required, he has to pursue a regular course of research in that or allied subject for a period of not less than six months (6 months).

3.2 Only those candidates shall be eligible for Ph.D. registration who fulfil the following requirements:-

- (A) Candidates who have obtained postgraduate degree under the pattern of 10+3+3+3 of 1992 and post graduate under pattern 10+3+3+3
- (i) they have or have a second class (60% or equivalent or equivalent grade point average in the qualifying examination.
- (ii) they have secured or have 60% or equivalent grade point average of B being all the public examinations, in Eight Semesters/8th Semester or equivalent and all degree examinations, and wherever provided that in the Provision under Examination and Social Services, the minimum qualifying marks shall be 60% or its average grade equivalent B in the concerned postgraduate qualifying examination only.
- (B) Candidates who have obtained postgraduate degree under the pattern provided in 1992 and onwards
- (i) they have secured 60% marks or more in the qualifying examination.
- Provided that if a candidate has secured less than 60% marks in the qualifying examination he has passed the "National Test" conducted by the University Grants Commission (UGC) may also apply for registration if otherwise eligible.
- (ii) the minimum minimum period in this case shall be three years.
- (C) Notwithstanding the above said, the minimum qualifications for admission to Ph.D. Scheme in the Faculty of Engineering and Technology shall be as follows:
- (i) For candidates who possess a Master's degree in Engineering Technology : 60% of marks in the qualifying examination or equivalent (60% of B.
- (ii) For candidates who possess Bachelor's degree in Engineering Technology/W.A.S.S. degree
- or Minimum of 60% of marks in the qualifying examination or grade point average of a plus a minimum of two years exposure in research/development/teaching, or

(k) Minimum of 15% of marks in a grade point average will be in the qualifying examination and a further grade) in any twenty percent of their class, or

(l) Two years continuous professional service as teacher in the Faculty of Engineering and Technology or Institute of Technical Education of the University, or

(m) Sponsorship by an Industry/Hospital and minimum of two years experience in the Industry/Hospital in a technical capacity.

(iii) Candidates having M.B.B.S degree can also apply for Ph.D. registration in the school of Bio-Technology with minimum of 60% marks in a grade point average of A plus a minimum of 3 years experience OR 3 years continuous professional service as a teacher.

3.4.1 Candidates who have passed the Master's degree examination in various subjects of the University or any other University established by law for the time being in force or an equivalent examination shall be eligible for candidature in the Faculty of Engineering & Technology in Ph.D. articles in subjects allied to their discipline provided that they have secured a minimum of 60% marks in the aggregate or a grade point average of A in the M.A. examination.

Provided that in case of registration of Ph.D. in the Applied Studies course a candidate who has passed M.A. in Maths also having obtained graduate degree under Faculty of Science shall be considered for registration.

3.4.2 They shall be required to give the qualifying test in the subject of their registration as may be decided upon by the concerned UGC or any other act one year from the date of registration but prior to the admission of their class.

3.4.3 Such candidates shall have to pursue a regular course of research for six years (6 years).

3.5 Research/teaching working continued in Class I,2 research Ph.D. scholars who are not full time Research Officers, Research Associates etc. and who possess the Bachelor's or Master's Degree in Science shall have to pursue research in any one of the non-degree conferring institutions in this country recommended by the concerned UGC, and

recognized by the Academic Council as centres for Ph.D. research work. For student of this University, the candidate has to pursue a course of research for a period of not less than eight years (8 years) or more (8 percentage more of years) respectively.

3.6 In case of all external Ph.D. scholars there shall be an Internal Supervisor belonging to a School/Department of the University and an External Supervisor in the candidate's own institution. The former shall perform the administrative and academic functions of supervision and also coordinate the work of the candidate on the spot at least once in a year. For each I.S. and E.S. shall be taken by the candidate's institution.

3.6.1 Ph.D. scholars may be permitted to submit their thesis for the Ph.D. degree in a Faculty different from the one in which they had obtained their Master's degree.

3.6.2 The Ph.D. degree certificate shall, in all cases, mention the title of the thesis, the Department and the Faculty which examined and recommended the award.

3.7 Research Associates/Visiting Research Associates and such other institutions of joint or as approved by the Academic Council may be registered for the Ph.D. degree under the following conditions:

1. that they shall be concerned conditions laid down for being enrolled as Ph.D. scholars;
2. that their registration for Ph.D. will be for a period not less than two years;
3. that their work is recommended by the concerned Head of the Department/Institute/Supervisor for registration; and
4. they shall pursue regular course of research for two years (two year) more than the full time Ph.D. scholars of the faculty.

3.8 All employees engaged in research work in various Departments of the University and other institutions shall be eligible to enroll themselves as Ph.D. scholars while continuing to hold their present provided they fulfil the conditions as laid down in 3.1, 3.2 and 3.4 of 3.3.

3.9 The candidates other than those mentioned under 3.7 shall have to take leave for a year in the last year of his research.

## 4. Research Committee

- 4.1 Subject to the general supervision of the Academic Council of research concerned with the Ph.D. programs of the University shall be that right to membership will be conferred to the following categories:
- The Egyptian Higher Education Council (EHEC),
  - The Department Research Committee (DRC),

## 4.2 The DRC shall consist of the following:

- The Chairman .....(Chairman)
- Two Vice Chairmen
- Three or More Members
- Members of the concerned Departmental research committee
- Supervisor and Co-Supervisor, if any of the Ph.D. student concerned.

The Regular Staff in the Research and Council is all the DRC.

## 4.2.1 The DRC shall consist of the following:

- The Head of the Department .....(Chairman)
- All Professors in the Subject,
- One Regular and one Lecturer from the teaching staff of the Department. In rotation, according to seniority, every two years,
- Supervisor and Co-Supervisor, if any of the Ph.D. student concerned.

The DRC shall appoint one of its members as Secretary and Chairman. When there are less than three members in a Department, the concerned EHEC shall take over the functions of the DRC.

## 4.2.2 The DRC shall have power to accept such members of the staff of the concerned Department as may be brought to them in their deliberation.

## 4.2.3 Each DRC shall:

- Review the application forms submitted by candidates for admission as Ph.D. students and shall, after proper scrutiny, in consultation with the main commit (and given by the concerned EHEC/locally concerned their accordingly) its registration as Ph.D. students;

- Recommend any candidate only when the criteria offered by the candidate is met which can be pointed to the University and to the concerned committee, in case of external candidates and the candidate is by birth, education and qualifications, a fit and proper person to be registered for Ph.D. research, and

- Approve the field of research in which the candidate will be recommended to carry out research and assign a supervisor with his consent to guide the research paper. Provided in case of external students or in specific request the DRC may, if necessary, recommend appointment of a Co-supervisor.

- Definitively state that not in more than four Ph.D. students at a time under a Professor and not more than three under a Reader/Assistant Lecturer with Ph.D. degree or with five years' research experience in a University institution may graduate more than two Ph.D. students at a time. Teachers of the University enrolled as Ph.D. students shall be exempted within the quota prescribed.

Provided that all the Ph.D. students including students registered for Ph.D. who have completed the admission-related requirements and who have not been granted admission to their registration period will not be counted within the quota of the supervisor concerned.

- Each member of the University or have registered themselves as Ph.D. students shall not be assigned any Ph.D. student,

- Each teacher of the University or have registered themselves as Ph.D. students shall be eligible to guide Ph.D. students, provided they hold line as their administrative post and are otherwise qualified to do so.

- Students/teachers' Offshore/Overseas Fellows under research preparation/visiting of the University shall be eligible to guide Ph.D. students provided:

- their appointment in the University is for a period of not less than five years,
- they hold Ph.D. degree, and
- the concerned DRC recommends their appointment as Supervisors.

- Teachers of the University shall also be permitted to guide Ph.D. students registered in other Universities provided:

- (b) there is a vacancy with the grade under which the candidate intends to work.
- (c) the appointing University under previous provisions in the Statute and
- (d) the concerned DRC approves it.
- 4.12 In case of resignation of foreign students as Ph.D. scholars the appointment of the degree provided by them shall be made by the Appointment Committee of the concerned faculty, individually before their resignation and they shall be registered for Ph.D. studies in their own University. However, they may be registered provisionally on the recommendation of the concerned DRC, pending admission at the appointment.
- 4.13 While making their recommendations the DRC shall see that the recommendations are made in conformity with these regulations and such other directions as may be issued from time to time by the Academic Council in regard to matters connected with Ph.D. research.
- 4.14 Such candidates as are already registered as Ph.D. scholars in some recognized universities/institutions and whose Superintendents join this University, may be recommended for registration here as internal Ph.D. scholars. They will be permitted to submit their thesis after the expiry of one year from the date of their registration by the University, provided they have completed a least the minimum period required for Ph.D. research including the period spent earlier in another university/institution.

## 5. RECOMMENDATION BY THE UNIVERSITY

- 5.1 Each DRC shall send a copy of the minutes along with the application of the candidate, as a prescribed form, to the Academic Section of the main registry which shall issue letters of admission to the candidate recommended by the DRC after proper scrutiny with copies to the concerned Head of the Department and the Superintendents.
- 5.2 On receipt of the communication regarding the admission the candidate shall report to the Office of the Head of the Department concerned who shall then issue the letter call for payment of fees as provided in 5.4. Fees shall be paid by the candidate from by DR' Superintendents' March for candidates for the concerned term.

- 5.3 The Head of the Department shall send a complete list of candidates who have been registered as Ph.D. scholars to the Registrar within a month of the last date for payment of fees.
- 5.4 The fees payable to the University by a Ph.D. scholar shall be as announced from time to time in the DR' Ph.D. rules.
- 5.5 The DRC, may, on the recommendation of the concerned DRC, permit a Ph.D. scholar to pursue part of his research work here for not more than 2 years (2 years) at such a place or places outside the University as the DRC approves or recommends.
- 5.6 A Ph.D. scholar registered in a Department of the University and permitted to work in an Institute, across Nations may have an external Supervisor at that Institute with the approval of the concerned DRC. The external Supervisor as well as the Supervisor in the University will conduct the student in all matters pertaining to the progress of work of the candidate.
- 5.7 The DRC may grant extension of admission for an additional period upto two years (2 years).
- 5.8 But fees as prescribed from time to time shall be payable to the University by the Ph.D. scholar for all such extended periods.
- 5.9 No candidate shall be eligible for admission as Ph.D. scholar in the Faculty of Management studies unless he has obtained three graduate degrees in Management Studies.
- 5.10 Ph.D. scholar shall be required to be present in the University or in the Institute approved by the prescribed means, their presence being duly recorded and maintained in the Department/Institute concerned.
- 5.11 A record of the progress of every Ph.D. scholar shall be kept by the Department. The six monthly progress report of the candidate shall be forwarded by the Supervisor in March or September as the case may be to the Head of the Department as a prescribed form, to-gether. The concerned DRC, shall consider and comment on the progress reports and forward the same with specific recommendations to the Dean/Director with a copy to the Registrar. The candidates

the research report shall be open to a similar manner. The time to award full-early degree shall include the requisite type of research, although not necessarily the precise title of the thesis.

1.8.1 Approval of a Ph.D. article shall be liable to be cancelled by the DMC in any case if -

1. The research concerned the research program appears on the schedule of UG or on an inter-collegiate basis
2. Its structure is less than 10% in any case.

1.8.2 In case the Supervisor appointed as guide for research work of any candidate ceases to be the Supervisor by virtue of resignation or on his/her death after a year, or otherwise, and there is no co-supervisor in the concerned Department/guide the Ph.D. candidate, the resignation of the said Supervisor shall be valid for the concerned DMC after giving the notification in the view of the original Supervisor and the concerned candidate in this regard. No change of Supervisor shall, however, be necessary in case of absence of less than a year of the Supervisor, provided the candidate has worked under him for a year or more. In such case the DMC shall only accept or reject the research during the Supervisor's absence.

1.8.3 Absence of guide in the Supervisor's absence, the period of research to be subsequently go to be by the Ph.D. scholar may be extended by such duration as may be decided by the concerned DMC in each individual case.

1.8.4 The Ph.D. candidate shall during during the period of research may publish research paper from Research Knowledge, Research Accomplishment, etc., under the guidance of the concerned DMC, and his/her progress will not conflict with his research work.

1.8.5 A Ph.D. article shall not be presented into any other degree course, but may be presented by the concerned DMC in such other degree or Certificate Course without prejudice to the research.

#### 6. Application

6.1.1 On completion of the research work for the Ph.D. by the candidate, the Supervisor shall approve in consultation with the Head of the Department under the sanction of the DMC and submit the

Documentation to DMC by the candidate to approve the research and other research members of the Department of the candidate's work and to receive suggestions for the improvement of the research-work.

6.1.2 After the sanction, the Supervisor shall forward the application of the candidate for application of the thesis along with a certificate about completion of the research and the exact title of the thesis duly approved by the DMC.

6.1.3 A Ph.D. scholar shall voluntarily complete his Ph.D. thesis within six months from the date of his sanction, through the Supervisor and the Head of the Department, and shall forward therewith

1. Two copies of the thesis printed or typewritten;
2. A certificate from the Supervisor and the Head of the Department to the effect that the candidate has completed the research work for the full period prescribed and that the thesis embodies the results of his investigation conducted during the period of the research as a Ph.D. article;
3. A certificate from the Supervisor and the Head of the Department to the effect that the candidate has returned all equipment, issued to him during the above period.

6.2 The thesis submitted by the candidate shall be in English.

6.3 The Ph.D. article shall contain three copies of the abstract of the work done in about 500 words giving the salient points of his investigation, his research participation in the abstract of accepted thesis for the Ph.D. degree of the West Bengal University of Technology.

6.4 The Ph.D. article shall refer to the Bulletin of its thesis form for the letter articulating the results of his own research or observations, and to other projects his investigation appear to him to advance the knowledge of the subject.

6.4.1 The Ph.D. article may also refer to collection matter in support of his investigation any printed or typewritten contribution or contribution in the abstracts of knowledge which he may have published independently or jointly.



- 6.1.1 In the event of the following any joint work effort that with the Supervisor or students named in this in the Profile of the thesis, will help his own story.
- 6.2 The Multichoice shall submit as his thesis any work which has been accepted or prepared for a degree or any other distinction at this or any other University, but the degree requirement is by those the nature of any work which he may have previously done on the subject. Provided that it will a case to shall include in his application and in the Profile of the thesis, the names to which such work previously done, has been accepted.
- 6.3 Ph.D. students shall apply for the degree within four years of their registration at the time.
- 6.4 Ph.D. students who have exceeded the period of four years of registration for submission of their thesis may be permitted to re-register for the same subject only on the condition, that they shall submit their thesis within one particular re-registration. The period of re-registration shall be counted from the date the candidate has completed his four-year research period.

## 5. Examination

- 7.1 When the candidate has completed his services, the completed (MC) shall be submitted to the Controller of Examinations a part of a list of candidates including the Supervisor along with four copies of an abstract of four 100 words of the thesis work as per Clause 6.4. The panel of examiners shall be selected by the Controller of Examinations to the Vice-Chancellor for appointment of three examiners including the Supervisor. The Controller of Examinations shall get in touch with each candidate after his appointment with a copy of the abstract to secure acceptance of the appointment. In case of external candidates, the Internal Supervisor shall be the candidate. However, the External Supervisor shall be invited for the Viva-Voce (See 7.10)
- 7.2 The candidate shall ordinarily be required to accept the appointment offered by the University within the time followed by the Controller of Examinations or the appointment letter. If, however, no information is received from a candidate within a reasonable time from the date

of issue of the letter of appointment, his appointment shall stand cancelled and another candidate shall be appointed.

- 7.3 In receipt of the acceptance of any candidate, the Controller of Examinations shall forward the copy of the thesis to him and take all means to get back the report of the candidate expeditiously.
- 7.4 The candidate shall be required to submit their individual reports within one month of the receipt of the thesis.
- 7.5 The candidate may, if they so desire, consult the examiners before submitting their reports. The panel of examiners shall be communicated to all the candidates as soon as the acceptance of all their candidates have been received. The Head of the Department concerned shall also be informed the names and addresses of the examiners to whom the thesis is being sent.
- 7.6 In submitting the report, the candidate shall state whether the thesis complies with the following conditions to secure the award of the Ph.D. degree:-
- It should be a piece of research work characterized either by the finding of new facts or by a fresh approach towards interpretation of facts and theories.
  - It should reflect the candidate's capacity for critical examination and judgment.
  - It should be satisfactory to his literary presentation.
- 7.7 The copy of the thesis shall be returned by the candidate soon after submission of the report.
- 7.8 After the candidate have submitted the thesis, they may recommend one of the following:
- That the thesis be accepted for the award of the Ph.D. degree
  - That the thesis be re-submitted in a revised form ;
- Provided that where one or more candidates with classification or re-submission criteria, the appointment of the candidate(s) concerned (before submitting the dissertation) shall be open to the Ph.D. scholar concerned to submit the thesis in either the thesis in a revised form, or the case may be. The classification shall be sent to each concerned candidate for general and if he

It is stated, he shall make the specific recommendations for the award of the degree :

Provided further that if one or more candidates are not satisfied with the classification, the candidate shall be asked to submit the thesis in a written form; the revised thesis shall be sent to the concerned examination and faculty committees and faculty recommendations shall be final for candidates under 7.01 to 7.04 and 7.05

4. The the thesis be rejected.

7.01 The report of each committee shall be specific and state the grounds on which the recommendation is based.

7.02 In case two committees recommend the award of the Ph.D degree and the third committee rejects the thesis or asks for further revision under Clause 7.04, the reports, the recommendations and the thesis shall be sent back to a fourth committee, who may either accept or reject the thesis, and the recommendations shall be final.

7.03 In case two committees ask for further revision under 7.04 and one recommends award, the thesis shall be rejected.

7.04 In case one committee asks for further revision after the first under 7.04 and another rejects, then also the thesis shall be rejected.

7.05 If the candidate's report on evaluation under Clause 7.04, the Vice-Chancellor of the candidate shall be reviewed by a Board consisting of the Department, the Co-Superior of each one-semester courses to be approved by the University and one member of the concerned Department. He may two or be recommended by the UGC, or Member and will be Department as Chairman. In case of medical candidates, the General Supervisor shall also be a Member of the Board. The date and time of the examination shall be fixed in consultation with the concerned authority for the candidate, all members of the UGC shall be invited.

7.06 The Vice-Chancellor shall submit a comprehensive report on the Vice-Chancellor committee of the candidate regarding his performance including the discussion over the various points raised. It shall make the final recommendations for the award of the degree taking into consideration the candidate's performance in the Vice-Chancellor and the reports of the committee.

7.07 The copies of all the committee and the Vice-Chancellor committee shall be placed before the concerned MPT/ the committee. In case of continuous recommendations, the MPT/ shall approve the award of the Ph.D degree.

7.08 In all other cases or otherwise reports are ambiguous or are otherwise covered by 7.06) and 7.09), 7.10 and 7.11, the committee's reports shall directly be placed before the concerned MPT/ for its specific decision.

7.09 A thesis once submitted cannot be re-submitted except when so allowed to the committee. The subject thesis need be submitted within one year of the formal date of submission or within one year of the date of receipt of the information from the Registrar regarding re-submission, whichever is later.

7.10 The candidate shall, in case of publication of the thesis in full or in part, state on the title page that it was a thesis approved by the award of the Ph.D degree of the West Bengal University of Technology, or based upon the thesis.

7.11 After the approval of the Academic Council, copies of the candidate's reports may be supplied to the candidate concerned, or demand.

7.12 Notwithstanding anything contained in these Regulations, any queries which is not covered by these Regulations or any difficulty arising out of interpretation of these Regulations, shall be dealt with by the Academic Council.

#### B. Provisions for Inter-Departmental Research Work

8.01 The registration of the candidate shall exclusively be in the Department from where they have obtained their Master's degree qualifying degree.

8.02 Where the Department have the possibility of guiding research of inter-departmental nature, they should follow the mode of contract and other stipulations.

8.03 Where the candidate have applied for conducting research with a copy of inter-departmental inter-departmental work and request for a Registrar

from another department, the joint DMG will decide the venue to be offered to the candidate, along the Department Co-ordinator, for the place of work and also the sponsor of the research work to be carried out by the candidate.

8.4 The DMG will assess the candidate's suitability and eligibility for registration in a department for working on an interdisciplinary topic.

8.5 In case disciplinary matters candidates with a minimum of 50% or grade better average of 3 credits in their qualifying examinations shall be considered eligible for registration.

8.6 The candidate may be offered a Supervisor either from the department where they are registered or from the other department where the research is to be carried out by the candidate. This may be decided by the Joint DMG. Candidate registered under another department shall be treated as usual upon of Department and Co-ordinator.

8.7 In case of candidates who have applied for registration in the department of Bio-Technology and having B.Sc. (Bio-Chemistry) or in other equivalent degree, the registration may be considered in the department of Bio-Technology. The above conditions may also be applicable to the Departments like Applied Chemistry, Applied Mathematics, Applied Physics of such other similar departments in the University.

8.8 After registration of each candidate, the progress will be monitored by an Advisory Committee to be constituted by the DMG. This Advisory Committee will consist of the Department Co-ordinator and some other teachers from the same department belonging to the same area of specialization.

8.9 After the registration of each candidate in interdisciplinary areas, the progress, progress reports, Monitoring of these candidates of the thesis, viva-voce, etc. etc. to be attended to by the Joint Department as well as the Co-ordinator, who would have equal share in all matters pertaining to the registration, submission and evaluation of the thesis.

## PART - I

### CHAPTER I

#### RULES GOVERNING THE GRADING SYSTEM AND DECLARATION OF RESULTS

These conditions shall be Academic Regulations under Chapter II, in Part I - Regulations governing Academic and Assessment Activities.

1. A score from grading system on a base of 100 shall be followed in the University. Computation of final grade and final assessment shall be as under:

Qualitative Grade	Grade	Score or and Percentage points	Point
Outstanding	A <sup>+</sup>	90 to 100	10
Excellent	A <sup>1</sup>	80 to 89	9
Very Good	A <sup>2</sup>	70 to 79	8
Good	B <sup>1</sup>	60 to 69	7
Fair	B <sup>2</sup>	50 to 59	6
Below Average	C <sup>1</sup>	40 to 49	5
Fairly	C <sup>2</sup>	Below 40	4

Note: Grade "C" shall be considered as average grade.

2. A necessary lower grade (starting point 2) shall be considered for those where the candidate fails to appear in End Semester Examinations and where the marks are incomplete. The grade shall automatically be converted into appropriate grade(s) as well along the results are complete.

3. No student shall be allowed to re-appear/complete the final degree with any 1 or 2 grade.

4. There shall be no classification awarded to a student either at semester or degree level.

4. The University shall assess the EOPs of a student on the final semester grade obtained. The EOPs has been defined in Table 1 of Chapter 3 in the U. Academic Regulations, and indicates the overall performance in the course (using relative frequency of all marks obtained).
44. A student's level of competence shall be categorized by the DEGREE GRADE POINT AVERAGE mentioned in Part 1 of Chapter 3 in U.R. and shall be the basis of judging the overall competence in the course. The suitability of enrolling in the EOPs is indicated for individual groups of courses which have preceding their enrolment.

## CHAPTER II

### RULES APPLICABLE TO THE INTEGRATED (POST B.Sc.) PH.D PROGRAMME IN PURSUAPPLIED SCIENCES

#### 1. Introduction:

Not inconsistent with the Academic Regulations under Chapter 3 – Academic Regulations, in Part 1 – Regulations Concerning Academic and Associated Activities, the provisions of these rules shall be effective for the Integrated (Post B.Sc.) Ph.D programme in PostApplied Sciences offered in the The Royal University of Technology.

#### 2. Programme and courses, their setting, duration and enrolment:

2.1 Integrated (Post B.Sc.) Ph.D programme in PostApplied Sciences shall be offered in the following areas of specialization:

- Physical Sciences.
- Chemical Sciences.
- Life Sciences.
- Any other branch of science as may be decided by the Academic Council of the University and duly endorsed by the Executive Council.

2.2 These courses shall have course numbers uniquely identified by a suitable alpha numeral, meeting every identification of the course, its position and approval in which the same is offered.

#### 2.3 Duration of Curriculum and Credits:

- The Integrated (Post B.Sc.) Ph.D programme in PostApplied Sciences shall be normally of four years duration. During the first two years of the programme, each year shall ordinarily be divided into two semesters – the Autumn Semester (August-December) and Spring Semester (January-May) followed by a Summer session (June-July). The total number of teaching weeks in each semester shall be as decided by the Academic Council.

3. Candidates who are found successful for pursuit of the Ph.D programme shall be awarded a research M.Sc. degree on successful completion of the course requirements at the end of three years. All successful candidates on completion of the Ph.D. candidate shall be awarded M.Sc. and Ph.D. degrees.
4. Each year the University shall have an a calendar of academic activities, which shall be followed as far as possible.
4. Results of course structure, syllabus and update shall be specified by University from time to time.

#### 5. Eligibility for admission

- 5.1 All admissions to the Integrated (Four B.Sc.) Ph.D. programme in Purified Applied Science shall be from amongst B.Sc. students on the basis of a screening through the Joint Entrance Screening Test (JEST) under any similar national level screening tests that may be decided upon subsequently. This will be followed by an intensive examination in order to select particularly talented and strongly motivated students for whom such a course is intended.

#### 6. Rules for examination

- 6.1 At the end of each semester during the first four semesters of the Integrated (Four B.Sc.) Ph.D. Programme in Purified Applied Science, there shall be an examination (semi-regular called end-semester examination) conducted by the West Bengal University of Technology in the programme announced by the Council of Examination.
- 6.2 Half year examinations, if any, shall be held with the normal end-semester examinations.
- 6.3 After completion of the course work (completion of the Integrated (Four B.Sc.) Ph.D. Programme), usually after four semesters, during the subsequent research year, the end-semester examinations shall consist of a short session by the student followed by a viva-voce in order to assess the progress of the student's research work. This will be conducted and evaluated by a committee of three members, including the three supervisors. The Committee shall be formed under approval of the Vice-Chancellor from one of a panel of at least six

names of subject experts proposed by the Department Research Committee and shall comprise members selected from within the faculty and outside in every proportion. Similarly, at least one of the named members shall be from outside the country. The Vice-Chancellor may ask for extended panel of experts under special circumstances.

- 6.4 Before submission of the thesis, the student shall appear an open session in the West Bengal University of Technology. This shall be evaluated by a committee of three members, including the three supervisors. The committee shall be constituted by the SAC (Department Research Committee) under invitation to the Vice-Chancellor of the University.
- 6.5 The committee shall decide whether the thesis is suitable for submission for a Ph.D. degree of the West Bengal University of Technology and recommend the same to the University authority.

Once the work candidate who have been recommended by the committee, the supervisors shall prepare a list of five external members in West Bengal University of Technology through the Dean Academic Programme of the coordinating institution together with five copies of the synopsis and five copies of the thesis. The Vice-Chancellor of West Bengal University of Technology shall return two members from this list and the Council of Examination's office of West Bengal University of Technology shall require three more a copy of the synopsis to assign the membership. On their acceptance, the copies of the thesis shall be sent to them by the Council's office.

- 6.6 If both the candidate recommended acceptance of the thesis for a Ph.D. degree, a viva-voce examination of thesis, including the supervisor and one of the named thesis members (probably from within the country) shall be prepared by the SAC (Department Research Committee) and duly approved by the Vice-Chancellor of the University. In case the external thesis examiner is unable to conduct the viva-voce examination, the Vice-Chancellor may appoint a substitute external-examiner for this purpose in consultation with the Dean from one of the approved list of expert members submitted in 6.3 above. The committee shall finally recommend the award of the Ph.D. degree.

6. Evaluation of course items

6.1 The evaluation of course items listed in 2.1 shall be done as per the following guidelines:

4. Theory Items:

Each item under this classification shall be evaluated on the basis of 100 percentage points, sub-divided into the following two categories:

a) End Semester examination: 70 points

Continual Evaluation:

1. The Course In-charge himself shall exercise the continuous assessment weight of a course.

2. A Theory Examination Committee consisting of an In-charge Member from amongst the affiliated institutions/colleges, and two faculty members actively conducting the theory courses shall be constituted by the West Bengal University of Technology for the theory subjects and duly notified by the University/Institution/College Council. The Theory Examination Committee shall assess quality of question papers, reliability of grading, especially for candidates with very high or very low grades.

3. Correctness/relevance of scripts and the entire evaluation work shall be completed and sent for submission within a reasonable time after the completion of the examination as decided by the University.

b) Theory mid-term tests: 30 points

7. Continual Evaluation:

1. The tests shall regularly be conducted, so far as possible, in semi-structured manner by the course teacher. The average of the two shall only be considered for final evaluation.

2. The Data (Academic Progression) of the continuing institution shall regularly be the sole criterion and reference for final or per University admission.

3. The subject shall be re-examined/retaken where necessary

Dept of the parent institution of the continuing and continue institution in the class. During these discussions the students shall have access to the parent scripts. The final award for the subject shall be got on the basis of final marks received and shall remain unamalgamated in the Data (Academic Progression) of the continuing institution.

3. The process shall be repeated for each continuation.

4) Quizzes and Assignments: 10 points

Continual Evaluation:

At least 1 to 2 assignments/queries shall be conducted by the course teacher during the semester/term and suitable number of these assignments shall be marked open. The course teacher shall in every assignment for that event make the category

4) Attendance regularity and participation: 5 points

Continual Evaluation:

The award under this category shall be the sole prerogative of the course teacher. However, attendance/regularity in a class is formal assessment where participation is subjective. The idea is to encourage participation (measured in the context of course and through-out the-way communication).

The course teacher shall conduct the award of a course test of 10, comprising 1a, 1b and 1c) and communicate the award list under sealed cover to the Council of Examinations of the University with a copy to the Data (Academic Progression) of the continuing institution. The Data (Academic Progression) of the continuing institution shall monitor the award without the course teacher's initial cover, with a sealed copy to the Council/Principal of the Institute for records and reference under all-round supervision only. The Director Council shall on the award indicate the content of the course teacher's/other fees or course disciplinary charges. Any such action may be initiated only after meeting consent of the West Bengal University of Technology.

8. **Experimental Items** : Every item in this category shall be evaluated out of 100 percentage points, divided under two broad categories as indicated below:

- a) **Short Answer questions** : 40 points

**Operational Guidelines** :

1. There shall be an oral question-examination in each experimental course, preferably with a normal examinee present. The evaluation will be left entirely to the candidate.
2. The report shall be checked immediately by the Course teacher and the relevant answers (partly and submitted in a sealed cover to the Dean (Academic Progress) of the coordinating Institute, along with all materials used by the student during examination. The Dean shall immediately communicate it to the Controller of Examinations out of the West Bengal University of Technology.

- b) **Laboratory Experiments** : 60 percentage points.

**Operational Guidelines** :

1. The Course teacher shall be the sole authority for checking award under this item.
2. The Course teacher shall furnish the report form of 60 points before the end - Semester examination and shall submit them in a sealed cover to the Controller of Examinations with a copy to the Dean (Academic Progress) of the coordinating Institute.

- 1.1) The evaluation of items in a) shall be done as per following guidelines:

The Short-Answer Questions are evaluated in 40) will attend the short answer given by the student and then evaluate his research progress through a thorough viva voce examination. It was the principal of the student is satisfactory the committee should advise the student regarding all aspects of his work. The committee shall award either an 'B' (satisfactory) or a 'U' (unsatisfactory) grade. They shall be

submitted to a representative to the Controller of Examinations of the University with a copy to the Dean (Academic Progress) of the coordinating Institute.

- 1.2) The evaluation of items in a) shall be done as per following guidelines:

**Operational Guidelines**

1. **The Open Seminar**

The first year committee (academic) during shall award the open seminar of the candidate and evaluate thereof his work to submit the submission for a Ph.D. thesis awarded by the West Bengal University of Technology, through a viva voce examination. The committee shall submit their recommendations in a sealed cover to the Controller of Examinations with a copy to Dean (Academic Progress) of the coordinating Institute.

2. **The Ph.D. Thesis Examination**

The two second thesis committee shall carefully examine the thesis submitted by the student and shall communicate it of the following to the Controller of Examinations out of the West Bengal University of Technology.

- The thesis is acceptable for award of a Ph.D. degree in its present form.
- The thesis is acceptable for award of a Ph.D. degree with minor modifications. It need not be sent back to the candidate, but the corrections should be done during the Viva-voce.
- The thesis is acceptable for award of a Ph.D. degree with major modifications under conditions and the corrected version should be sent back to the candidate for re-examination.
- The thesis is not acceptable for a Ph.D. degree.

3. **The Ph.D. Viva-Voce Examination**

The Ph.D. Viva-Voce Examination shall be an open examination in the presence of an audience. It is preferred that faculty from the hosting Institute and other members of the West Bengal

University of Technology by giving their examinations after a certain percentage of the work is completed, the Vice-Chancellor shall confer the general endorsement of the subject and specific expertise in the subject matter of the thesis through a thorough oral examination. The admission may also participate during extensive seminar courses. The Vice-Chancellor shall present the recommendations to the Council of Examinations with a copy in the Departmental Progress Report of the conducting institution.

**6. Evaluation of work, promotion and grading system**

6.1 After successful completion of each semester of the first two semesters, individually in order to pass the course work courses of the program (Part B) (P.B. Programs) and to qualify for promotion to the next semester of the program, the candidate must obtain a lower 2<sup>nd</sup> grade in each course, theory, experimental, and a G.P.A. (see 6.2 of 1 of this chapter).

The promotional rates shall be defined in the course outline course outline as per details in Part 1, Chapter II, in 6.2.

6.2 A candidate shall be eligible for promotion to the next higher level if he

- i. has been a time like regular candidate-student in the program and is duly registered as such in the West Bengal University of Technology and conducting institution.
- ii. has not been involved in breach of discipline or has not been otherwise barred or non-compliance of the course within the time limit fixed for the program.
- iii. has not been temporarily suspended/suspended for a specified period by the University/Institution and has not been denied the privilege of a regular candidate-student in the case where admission to higher levels is in progress.

Candidates detained under regulations 6.1 (ii) and 6.2 (iii) shall have to apply for permission for admission to the higher level and obtain the same from the Director of the conducting institution higher institution.

6.3 The West Bengal University of Technology shall publish a list of all successful candidates of each of its various institutions within a reasonable time from the date of the last examination.

The overall performance of a successful candidate in the course of a degree shall be based on the combined marks of all the examinations of all semesters.

**6.4 The grading system**

Non-branching program contained in Part 1 Chapter I of these rules, a student of bachelors (Part B) (P.B. program) shall, at the end of his program receive the grade certificate for B.Tech. program only in the form of a G.P.A. according to

$$= \frac{TYGA \text{ of first Year} + TYGA \text{ of Second Year}}{2}$$

The degree grading shall be based on the final marks of P.B. candidates in the result will be declared in the form of completion of the completion.



**CHAPTER III****RULES APPLICABLE TO BACHELOR OF TECHNOLOGY (B.TECH)/BACHELOR OF PHARMACEUTICAL TECHNOLOGY (B.Pharm)/ BACHELOR OF ARCHITECTURE (B.Arch)/ BACHELOR OF ENGINEERING (B.Eng)/BACHELOR OF HOTEL MANAGEMENT (BHM) AND OTHER FOUR YEAR DEGREE PROGRAMME****3. Introduction:**

- 3.1 The provision of these regulations shall be effective for B.Tech / B.Pharm/Arch/Eng/BHM degree programmes offered by institutions/colleges affiliated to the New Nepal University of Technology.
- 3.2 These regulations shall also be applicable to any new B.Tech Degree programme that may be offered by institutions/colleges affiliated to be affiliated to the New Nepal University of Technology, and also other B.Tech degree including and four year Bachelor level programme issued by the University through its affiliated institutions (wherever).
- 3.3 B.Tech / B.Pharm / B.Arch / B.Eng / BHM Degree programme shall be offered in institutions/colleges affiliated to the New Nepal University of Technology in any of the following disciplines as per affiances accorded by the University:

<b>Discipline</b>	<b>Department / School / Unit</b>
Architecture and Urban Planning	080
Bio-Technology	071
Bioprocessory	060
Chemical Technology	072
Civil Engineering	020
Food Engineering	073
Computer Science & Engineering	074
Electrical Engineering	021

Microelectronics Engineering	(20)
Software & Instrumentation Engineering	(20)
Hard Ware Management	(20)
Information Technology	(21)
IT & Fiber Technology	(21)
Linear Technology	(21)
Mechanical Engineering	(22)
Manufacturing Technology	(22)
Power Engineering	(22)
Production Engineering	(22)
Telex Technology	(22)
Wave Engineering	(22)

and/or other discipline courses to approximate the West Bengal University of Technology level in this.

### 3. Duration of Coursework

1. B.Tech/B.Science B.Tech/B.Science Programmes shall be of four years and B.Arch of five years duration.
2. Courses for the first two semesters of the 4 & 5th-figures programmes shall be common to all branches of Engineering and Technology, with a back-up provision for knowledge up to the extent of the two semesters in order to balance existing work in some departments. This commonality shall not, however, be restricted to B.Tech/B.Science and B.Arch programmes.

### 4. Eligibility for Admission

- 1.1 All admissions to the B.Tech/B.Science/B.Arch programmes shall be made only on the basis of results in the West Bengal Joint Entrance Test (conducted by W.B.J.E.E. board). For each course, 85% of the successful candidates shall be filled in from the merit list of the West Bengal Joint Entrance Test, including all categories of candidates, the remaining 15% being reserved for the West-Bengal Institute of Physical Education.

A candidate who has passed the Higher Secondary (10 + 2)

examination in general or vocational stream of the West Bengal Council of Higher Secondary Education or its equivalent examination of any University/Board, and English shall be eligible for admission in the first semester programme of B.Tech/B.Science. For admission to the B.Tech/B.Science programmes, the candidate must additionally have either Mathematics and/or Physics in his qualifying examination.

In all the above cases the candidate shall be required to satisfy the norms prescribed for national level admission.

Admission to B.Tech/B.Science/B.Arch programmes shall exclusively draw other courses drops from the list of programmes of the first semester instruction, as notified by the University in its circulars.

- 1.2 A student may be allowed change of branch in an institution/college after completion of course requirements for the first and second semesters, subject to availability of seats in a programme. The selection shall be on the basis of merit assessed through the combined results of the first and second semester examinations (declared) in the form of W.C.P.E. at the end of the first year. This is an incentive to meritorious students securing a W.C.P.E. of 85 or more. The change of branch shall be allowed to only such students who have cleared all examination tests of both semesters in first attempt, or examinations held during students' absence in the first semester in the course. Change of branch may be recorded subject to the condition that the candidate must obtain enough in the "parent" programme shall not exceed by 10% of the approved seats and the net student strength in the "host" programme shall not decline by more than 10% of the usual student strength existing in the very first year to the change during the process. Institutional business in the matter shall be final. The change of branch facility shall not be available to B.Tech/B.Science and B.Arch students.

No lower college systems shall be allowed after the expiry of the first day of admission.

Under extraordinary circumstances notified by University any meritorious students from one different institution/college or student in the same programme at any time during the continuance of the programme, without engaging any reason for the same.

2.1 Polytechnic diploma holders in different disciplines of the State shall be eligible for admission to degree courses in Engineering and Technological colleges in the State affiliated to the University in 2<sup>nd</sup> and 3<sup>rd</sup> semester level against seats in addition to the sanctioned seats at 2<sup>nd</sup> or 3<sup>rd</sup> level, based on a maximum of 10% of sanctioned seats available for each academic year following norms and conditions for each discipline :

- (i) Each diploma holder should have been awarded a minimum of three (3) semesters of the diploma course in the State or best for 100 marks.
- (ii) Each diploma holder should have passed diploma course from an AICTE approved polytechnic of the State of West Bengal.
- (iii) Diploma holders with minimum 60% marks in the relevant discipline will be eligible for admission to degree courses.
- (iv) A diploma holder will be admitted to degree course in Engineering in respect of the discipline in which diploma is awarded (in case of Intermediate Technology degree course, a diploma in Computer Engineering also will be eligible).
- (v) Admission of the diploma holders to the degree courses will be done strictly in order of merit in a State level admission test.

#### 3. Rules for examination

3.1 Each discipline of the B.Tech/B.Pharm/B.Arch/B.Electrical diploma programme consists of the following three types of tests:

- Theory tests
- Practical tests
- Document tests

The schedule of these tests along with their credit points for each semester shall be as per para 5.

3.2 At the end of each semester, there shall be an examination (theory/practical/document tests) conducted by the University in all programmes sanctioned by the Council of Examinations.

3.3 Each paper examinations, if any, shall be held with the normal end semester examination.

3.4 There shall be an internal supplementary examination prior to each semester for 20000 year B.Tech/B.Pharm students (B.Tech/B.Pharm and B.Arch students). For the purpose of degree only supplementary examination for both 1<sup>st</sup> and 2<sup>nd</sup> semester (2<sup>nd</sup> and 3<sup>rd</sup> semester for B.Arch programme) shall be held within one month of the publication of final semester examination result.

#### 4. Evaluation of course work

The evaluation of course work listed in para-4(i) shall be done as per the following guidelines:

##### (a) Theory Tests

Each test under this classification shall be evaluated on the basis of 100 percentage points, subdivided into the following four categories:

##### (i) End-Semester examination: 70 points

###### Continual Examinations

1. A group of courses drawn from the affiliated institutions/colleges shall be approved by the University for each theory subject.

2. A 'Theory Examinations Committee' consisting of six (Six) Members from among the affiliated institutions/colleges, a senior faculty from an affiliated institution and a faculty member conducting the course shall be constituted by the University for each theory subject and duly notified by the University Communications Council. The Examinations Committee shall ensure uniformity in grading through questionnaires (checking regularly for consistency with very high percentage theory marks).

(ii) The University shall follow a standard evaluation system.

(iii) Communication of marks shall be completed and used for selection within a reasonable time after the completion of the examination as decided by the University.

(iv) The same evaluation card shall be employed within a reasonable time after the completion of the examination as decided by the University.

#### b) Course evaluation score: 15 points

##### Operational Guidelines:

1. These items shall uniformly be evaluated, as far as possible, in accordance herewith by the course teacher. The best two performances shall only be considered for final ranking.
2. The Director/Principal of the Department shall uniformly on the set schedule and procedure see them as per University calendar.
3. The course shall be re-evaluated within seven days of final number of use and the outcome discussed in the class. During the discussion the students shall have access to the concerned logs. The final award for the each use shall be set on the earlier board within the next two days and copies communicated to the Director/Principal for record.
4. The process shall be repeated for each use.

#### c) Details and Assignments: 10 points

##### Operational Guidelines:

At least 1 to 4 assessment papers shall be evaluated by the course teacher during the time/semester class and suitable number of these assignments shall be marked open. The course teacher shall be solely responsible for final award under this category.

#### d) Attendance regularly and participation: 7 points

##### Operational Guidelines:

The award under this category shall be the sole prerogative of the Course teacher. Whomsoever/whomsoever is a-then in the set assessment about participation is subjective. The idea is to encourage constructive involvement in Conduct-of/Courses and encourage active communication.

The Course teacher shall fix/fix the award of a suitable part of 10

(depending to, to and to) and communicate the award list to the Director/Principal of Department/ year under right time, with a signed copy to the Director/Principal of the Institute for records and reference under reference category only. The Director/Principal shall see also the award within the course of the course teacher within three weeks after the award changes. Any such award may be changed only after meeting consent of the University. However, course teacher shall be notified and provided by the Director/Principal.

#### iii) Practical Exam

Every item in this category shall be evaluated out of 100 percentage points, divided under two local categories as divided below:

#### a) End Semester examination: 60 percentage points

##### Operational Guidelines:

1. These shall be an End Semester Examination in each laboratory time, uniformly with an internal evaluation process. The evaluation may be done based on:
  - Organization of the experiment
  - Award time generated and the actual number of the experiment assigned
  - How analysis/Synthesis and Characterize etc.
  - It comprehensively How-How making ground extension of the lab subject.

The relative emphasis shall be left to the internal evaluation and the Course teacher jointly.

2. The award shall be fixed/fix immediately by the Course teacher and the internal evaluation. If any, (initial and subsequent) to award given to the University (UJNT) and along with all records used by students during examination.

**2) Laboratory Experiments - 40 percentage points**

**Generalized Guidelines:**

1. The Course teacher shall be the sole arbiter for grading work under this item.
2. He shall divide the points under the following guidelines:
  - Attendance and regularity 20 points
  - Preparation for studies of experiments 10 points
  - Initiative in team and interest 10 points
  - Presentation of lab report for regularity in submission and content 10 points
3. The Course teacher shall divide the credit for all 40 points below the total - Science majorities and minorities for work under credit given to the University (CBE's) units, with a credit copy to the Vice-Chancellor of the Institute/College for record only.

**3) Recycled Items (Total of 100 percentage points)**

**Evaluation & Operational Guidelines:**

Recycled items are those items, after the formal individual credit items are so specified, i.e., Practical Training, Internship/Cooperative participation, or those are so formal and become a component of the entire work (i.e., Cooperative/Work from Studies, Industrial Visit, etc.). All of these under item category, the evaluation shall be done internally through an Institutional/Departmental Committee, reported to the Departmental Head and duly endorsed by the Director/Principal.

The items for assessment for recycled items may vary from time to time. A formal guideline is suggested.

1. For items which are conducted under the institution or Practical Training, Internship/Cooperative participation, Industrial Visit, etc. - assessment may be made on the basis

of Vice-Principal's assessment, report submitted by the student, if any, participation & assessment, and Year-Wise conducted by an Institutional/Departmental Committee, reported to the Department Head and duly endorsed by the Director/Principal.

2. Items conducted in the department/institute/college viz., Seminars, Conferences/Workshops - shall be conducted by a Teacher's Institute/Department/Committee constituted by the Department and vetted by the Director/Principal, based on participation and assessment in the course, completion of other activities by fellow students, presentable involvement of various projects, capability to address to questions by participants.

The report for all this items shall be forwarded by all the members of the Teacher's Assessment Committee (after the meeting of the end-semester Interdisciplinary committees), and shall be communicated to the University (CBE's) with credit record sheet, with a stated copy to the Director/Principal for record only.

3. A student failing to a required item shall be reported to meet the semester or a regular student card shall not be eligible for carry-over provision.

**4. Evaluation of work, presentation and grading system**

- 4.1 In order to pass the B Tech (B.Pharm / B.Sc/B.E/B.Tech) - 2000 program course a candidate must obtain at least 2 credits in each of the Years, graded and assessed items and a CGPA of 6.0 Per. I, Chapter II, Section 3.2.

The promotional items shall be indicated by the area concerned with condition as per levels indicated in Para-2, Chapter 1.

- 4.2 A candidate shall be eligible for promotion to the next higher level if he:
  1. has obtained 6.0 average score of upper semester individually

2. Secured two units or above upto a maximum of 4 course units (passing 40% marks) for the two semesters of the level



**CHAPTER IX**

**RULES APPLICABLE TO 3 YEAR 6 SEMESTER BACHELOR OF BUSINESS ADMINISTRATION (BBA), 3 YEAR 6 SEMESTER BACHELOR OF COMPUTER APPLICATIONS (BCA), 2 YEAR 4 SEMESTER MASTER OF BUSINESS ADMINISTRATION (MBA) (FULL TIME), 3 YEAR 6 SEMESTER MASTER OF COMPUTER APPLICATIONS (MCA), 3 YEAR 6 SEMESTER MASTER OF COMPUTER APPLICATIONS (MCA) AND 3 YEAR 6 SEMESTER MASTER OF BUSINESS ADMINISTRATION (MBA) (PART TIME) DEGREE PROGRAMME**

**1. Introduction**

- 1.1 The provisions of these regulations shall be effective for BBA, B.A., BBA, BCA, MCA (BBA) Degree programmes offered by the University or institutions/colleges affiliated to the West Bengal University of Technology, on the date they be.
- 1.2 These regulations shall also be applicable to any new Bachelorette Degree programme that may be offered by institutions/colleges/affiliates as affiliated to the West Bengal University of Technology subsequently.
- 1.3 BBA, B.A., M.B.A., MCA, Degree programmes shall be offered in institutions/colleges affiliated to the West Bengal University of Technology. Additionally MCA (BBA) Degree programme shall be offered by the University as its in-house programme, with a view to developing faculty for various computer related courses in college/Institute level.

Programme	Departmental Subject Code
Bachelor of Business Administration	BBA
Bachelor of Computer Applications	BCA
Master of Business Administration	MBA
Master of Computer Applications	MCA
Master of Computer Applications	MCA (BBA)
Master of Business Administration (Part Time)	MBA (Part Time)

and any other programs in the 3 year BS program's five degree category covering Technology/Management that may be approved by the New Jersey University of Technology from time to time.

## B. Duration of Enrollment and Calendar

1. The time duration of the different programs shall be as per details given below:

BBA (Full Time)	3 years (3 semesters)
BFA (Full Time)	3 years (3 semesters)
BBA (Part Time)	3 years (3 semesters)
BCA (Full Time)	3 years (3 semesters)
BCA (Even) (Part Time)	3 years (3 semesters)
BBA (Part Time)	3 years (3 semesters)

Each year shall be divided into two semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall normally begin in July for students already on rolls and the Spring semester shall normally begin in January. However, the first semester may begin a little later depending on completion of admission formalities. The number of teaching weeks in each semester shall be three to six weeks with a minimum of 90 teaching days including the period of examination.

2. Besides the relevant credit equivalency transfer in respect of courses obtained by BBA/BBA (Even) programs shall be available as per the rules laid, for students entering admission with BCA degree of the University or equivalent program. Such credit transfer shall be limited over a maximum of two (two) semesters of the BBA/BBA (Even) programs in the case may be. The balance of the equivalent University credit in the course of credit equivalency transfer shall be paid.

## C. Eligibility for Admission

1. All admissions to the BBA/BBA programs shall be made on the performance in the New Jersey Higher Secondary or its equivalent examination. Additionally individual institutions can also hold their own admission tests, in which case the minimum marks/grade in the admission test shall not exceed 50 percentage points out of a 100

points marks, the remaining 50 percent being derived from the performance of the student in the qualifying examination.

A candidate who has passed the Higher Secondary (10+2) examination in general or equivalent course of the New Jersey Council of Higher Secondary Education or an equivalent institution or of any International Board, with English as a subject for admission to the first semester programme of BBA, may admission to the BCA programme. The candidate must additionally have obtained Mathematics either Science or its qualifying examination.

In all the above cases the candidate shall be required to satisfy the same procedure for medical fitness certificate.

- 1.1 Minimum qualifications for admission to BBA/BBA/BCA (Even) programs shall be subject to Admission Committee or equivalent with Mathematics public Examinations in one of the subjects in the Graduate Degree Level for BBA/BBA (Even) programs. Admission to BBA/BBA/BCA (Even) programs shall be made only on the basis of marks to be fixed and notified by the University. The marks score 60% of the maximum marks shall be fixed in from the merit list, leaving the remaining 40% for BBA/BCA system. Additionally there shall be provision for admission of sponsored candidates under supplementary quota as per norms of BBA/BBA/BCA.

## D. Mode for examination

- 4.1 The BBA/BBA/BCA/BCA (Even) programs consist of the following three types of tests:

- Theoretical
- Practical
- Oral test

The syllabus of these tests along with their credit points for each semester shall be as per Annexure 1.

## E. Evaluation of exam score

See Section 1 of Chapter III of Part 2.



## 4. Evaluation of work, promotion and grading system.

- 4.1 In order to pass the BBA/BS/MBA/MS/PhD/EdS/EdM programs a candidate must obtain at least 20 credits in each of the Theory, Practical and Research areas with a GCM of 2.0+ per U.S. Chapter III, Part 3.

The promotional status shall be defined in the same manner as that defined in per details indicated in Part 3, Chapter III.

- 4.2 Eligibility of a candidate for promotion to the next higher level shall be as per details indicated in Part 3, Chapter III, in 4.1.

## 4.3 The Grading System:

For measuring learning contained in Part I Chapter I of these rules, a system of BBA/BS/MBA/MS/PhD/EdS/EdM shall be the basis of the program course for grade credit for the programs only in the form of a GCM, according to (GENERAL GRADE POINT AVERAGE) (GPA).

- (a) For 1 year BBA/BS/MBA/MS/PhD/EdS/EdM courses

$$= \frac{\text{The } 1}{\sum \text{The } 1} \text{ YGM}$$

- (b) For 2 year 4 semester MBA programs

$$= \frac{\text{The } 2}{\sum \text{The } 2} \text{ YGM}$$

- (c) For 2 year 6 semester MBA programs (Per Year)

$$= \frac{\text{The } 2}{\sum \text{The } 2} \text{ YGM}$$

## CHAPTER 5

## RULES GOVERNING POST-GRADUATE DEGREE (EDUC) AND DIPLOMA AND POST-GRADUATE DIPLOMA PROGRAMS IN ENGINEERING AND TECHNOLOGY

## 1. GENERAL:

- (a) There shall be an average of nine-to-ten or more credits for three courses. A student shall be required to clear each course term completing the program individually, and additionally satisfy the requirements specified in these regulations to make himself eligible to be declared as having completed the necessary coursework for clearing the program and to be eligible for the award of the respective degree/diploma in the year 1997-98.
- (b) A student shall be entitled to a maximum of three attempts to clear each course term. A regular student shall be required to complete the course within a maximum period of three-semester years counted from the date of the commencement of the course for which he was admitted. If the student fails to clear all semesters required for successful completion of the course during the time specified, his membership in the course shall be cancelled automatically. However, the candidate, at his own option, may be considered for fresh admission as a regular student in per normal admission rules, and if admitted again, shall be considered as a fresh student without credit awarded to his performance during the earlier membership.
- (c) A student shall appear in all courses those offered by him in the first semester in the regular three semester continuation to be held at the end of the first semester.
- (d) A student shall carry on with the regular second semester program irrespective of the results of the first semester examination.
- (e) Eligibility to shall carry on with the dissertation work irrespective of the results of the cleared semester examinations whenever

applicable. However, he shall not be permitted to submit the dissertation and defend the thesis till he clears all pending matters from which he is exempted.

- 5) No person may be considered for appointment as a regular student unless he holds the student who failed to clear their course during their regular session. A student with a back log shall be required to take his classes as well when the concerned examinations are held for regular sessions of university teachers and shall be required to apply for the same through process started in the Council of Examinations of the University well in time to preclude cancellation fees. The sitting in the number of classes permissible in this class shall include those classes not by a candidate, if any during the normal period of completion of the course, irrespective of his non-attendance in the class or the part of the candidate to appear in the exam.
- 6) If a student pursuing a Bachelor's course as a regular student secures a special assignment in the area of his intended specialization while he is still pursuing the programme, he may request the University through proper channel, for cessation of the delivery of the course time as a special case for him. In such a case, the University may allow an additional period of residence up to a maximum of two-semester years and a leave of absence in his pursuit of the programme, provided that all the conditions stipulated hereunder are fully satisfied by the candidate:
  1. The candidate has successfully completed all course time listed under Sections 1 and 2.
  2. In the opinion of the University, his employment shall have positive effect on his acquisition of knowledge in the chosen field of specialization.
  3. He may confer the consultation with the employer during the period of his period of residence activities in an area of contemporary interest leading to the dissertation work.

In such a case the candidate has to seek readmission to the course before the completion of the maximum period and ensure that he has acquired time left as his diploma to complete the dissertation work and attend to all requirements leading to completion of the dissertation (the final submission before the maximum period) in substance.

- 4) There are circumstances that it is possible to extend the duration of the course beyond the periods stipulated under the set list above.
- 5) In all cases, the degree shall be awarded on the basis of the normal part of successful completion of the course including dissertation when applicable.
  - 1) Students who have appeared in all course items in their regular sessions examinations, submitted the dissertation within the stipulated time and have cleared all course items in single classes only shall be considered for reading. Students with any carry-over at any stage of the course for which he had to appear in an examination in the course time earlier failed to submit the dissertation in time and students with any discontinuity, for whatever reason, shall not be eligible for reading.
- 6) Working faculty of the Winnipeg University of Technology and an additional instructor (reader candidate) shall be eligible for admission under supplementary system upon it admitted, the governing committee shall specify whether the candidate shall be pursuing the course as full-time student or part-time process leading. In the event that he is approved for full-time course leading, the candidate shall be required to ensure that the number of course items of a semester or a year is commensurate with the stipulations regarding the course and shall ultimately be required to complete the examinations of the full two semesters (classical and practical) stated within one year.
  1. Teacher candidates to be full-time students programme shall have the option to undertake dissertation work at their present institutions under joint supervision of a faculty from the University and a permanent faculty assigned to them from the institution concerned.
  - 2) Teacher candidates shall be exempt from paying admission fees but shall be required to pay Thesis fees. Examinations fees and Dissertation fees as per normal rates, for the duration of their courses. Candidates will fully possess reading shall be exempt from the charges of student residence expenses. Such candidates shall not be eligible for reading.

### 3. Eligibility for Admission

Admission to Post Graduate Degree programmes shall be made on the basis of performance in All India Engineering Test conducted by the Stateboard/university/examinations in five degree universities. Relative positions of marks assigned to each shall be decided by the Academic Council. Candidates from technical/management institutions can also be admitted to the course on approved conditions. Teacher candidates from the faculty of the University and its affiliated institutions may seek admission directly into engineering course.

The minimum qualification for each programme shall be specified by each course separately at the time of admission.

### 3. Rules for Examinations

The All India/State/UGC Degree programmes shall consist of the following three components of marks:

- (a) Theory
- (b) Practical
- (c) Seminars

The schedule of these tests and distribution of the relative marks over different components constituting the above tests in the All India tests are given in 3 of the rules.

#### 4. Evaluation of course tests

The evaluation of course tests given in para 3.1 shall be done as per the following guidelines:

##### (a) Theory Tests

Each test under this classification shall be evaluated on the basis of 100 percentage points, sub-divided into the following three categories:

- (i) Good/Excellent evaluation: 70 points

### Operational Guidelines:

1. A group of examinees drawn from the affiliated institutions/colleges shall be appointed by the University for each theory subject.

2. A Subject Examination Committee consisting of an Expert Member from outside the affiliated institutions/colleges, a senior faculty from an affiliated institution and a faculty usually conducting the course shall be constituted by the University for each theory subject and duly notified by the Academic Council/Examinations Council. The Subject Examination Committee shall ensure uniformity in getting through questionnaires/checking, especially for candidates with very high percentage for grade.

3. The University shall follow a controlled evaluation system.

In University/Evaluation of scripts shall be completed and result be released within a reasonable time after the completion of the examination as decided by the University.

4. The same evaluation work shall be completed within a reasonable time after the completion of the examination as decided by the University.

5. Course tests/Tests shall be given.

### Operational Guidelines:

1. These tests shall uniformly be conducted, as far as possible, at the affiliated colleges by the course teacher. The test on performance shall only be conducted for final reference.

2. The Director/Chief of the Department shall uniformly set the test schedule and examine the tests as per university orders.

3. The scripts shall be re-evaluated within seven days of actual number of test and the criteria followed in the tests. During the discussion the students shall have access to the corrected scripts. The final report for each test shall be put on the notice board within the test test sheet and copies retransmitted to the Director/Chief for record.

4. The process shall be repeated for each test.



### C) General Items (24 of 100 percentage points)

#### Explanation of General Questions:

General items are those where either the formal Institutional Concept focus are not specified, (i.e. Practical Training, Project Co-operative participation, or others) or no formal and relevant assessment of the various kind (i.e. Competencies, New/Non, American, International focus, etc.) the all items under these categories, the evaluation shall be done generally through an Institutional/Department Committee, approved by the Department Head and duly notified by the Director/Principal.

The norms for assessment for general items may vary from item to item. A general guideline is suggested:

1. For items which are conducted outside the institution - i.e. Practical Training, Co-operative/Inter-cooperative participation, International Work, etc. - assessment may be made on the basis of Item Supervisor's assessment, Report submitted by the teacher, if any, Participation & attendance, and New/Non conducted by an Institutional/Departmental Committee, constituted by the Department Head and duly notified by the Director/Principal.
2. Items conducted in the department/buildings - i.e. Seminar, Competencies New/Non - shall be conducted by a Teacher's Assessment Committee constituted by the Department and notified by the Director/Principal, based on Participation and Attendance in the Course, Competencies of other Teachers by fellow students, Presentation and Content of Seminar presented, Capability to address an question by participants.
3. The award fee for this item shall be decided by all the members of the Teacher's Assessment Committee before the starting of the end semester/inter-semester examinations, and shall be commensurate to the University (UCR)'s past under award given, with a total copy to the Director/Principal for record only.
4. A student failing in a general item shall be required to repeat the semester as a regular student and shall not be eligible for carry over provision.

### 3. Evaluation of Results and Assessment

- 3.1 In order to pass the M.Tech/M.Phil./Ph.D. programme student a candidate must obtain at least "D" grade in each of the Theory, Practical and General Items and a 60% of 1.0 (i.e. 60%).

The provisional status shall be indicated in the event student could not qualify in particular item(s):

#### A. Failed and Provisional (Awarded by 75) and including the:

1. The candidate has cleared every course less at least one and even amount of the academic year.
2. He has no backlog from the lower levels.

#### B. Eligible for promotion with backlog (Awarded by 50) including the -

- a) The candidate is eligible for promotion with limited backlog of course (less of the non-completed course level, as per regulations under Sec. 5.1.1) subject to the approval by the same in the Director/Principal of the institution where he is a regular student.
- b) He is not carrying any backlog from other lower levels.

- 3.2 The overall performance of a candidate candidate for the award of a degree shall be based on the number and results of all the examinations of all the six semesters.

#### 4. The Grading System:

Standardizing grading system in Part I (Chapter 1) of these rules, a system of 00-100/ABCD/BC/C/BC/BC/BC shall be the scale of the programme relative to grade used for the programme only in the form of a 100% according to -

**UNIVERSITY GRADUATE POINT AVERAGE (GPA)**

(a) For 3 Semester B.S. and M. Sc. Programs

$$\frac{1 \times \text{GPA, Sem I} + 1 \times \text{GPA, Sem II} + 1 \times \text{GPA, Sem III}}{3}$$

(b) For 3 Sem. PG Diploma Programs

$$\text{GPA} = \text{GPA of Sem I} + \text{GPA of Sem II} \times 2$$

**CHAPTER XI****Rules and Regulations for Examinations****1. Purview**

The successful conduct of New England University of Technology examinations depends greatly on the integrity, fairness and honesty of the entire examination Officer-in-Charge working under the leadership of the respective Officer-in-Charge of the College/Institution. The guidelines set forth herein consist of well-defined steps to be followed in connection with the examination held at various centers. It is, therefore, necessary that each one of these persons should follow these guidelines strictly.

**Officer-in-Charge:** The Principal/In-charge of each other center notified of the College/Institution, recommended by the Principal/In-charge, shall be the Officer-in-Charge of the concerned college/institution in the specified examination.

**4. Formation of the Exam Committee:** Each affiliated college/institution shall form a Exam Committee with a minimum of seven members including the university representatives. The members shall be either full-time teaching members or full or part-time staff and the committee shall consist of at least six members.

**5. Examination Center:** Each affiliated college/institution shall securely be selected a room for examination by the center who represented under the concerned college/institution. Ideally, "Blank/Control" rooms will be used for the University Examinations. However, under extraordinary situations the University may designate suitable rooms of "Blank/Control" or college/institutional and in such an event the Director of the University regarding selection of examination shall be final.

**6. Examination Officers and their duties/responsibilities****6.1 Functions of the Committee of Confidential papers**

The Principal/In-charge shall be the custodian of confidential papers relating to university examinations. The committee shall keep the confidential papers in safe custody. The committee shall meet once



Center. He will report such information or information of the Registrar/Officer-in-Charge and transfer such materials to the Officer-in-Charge or Supervisor, as required, in regard to the conduct of the examination.

1. He should report in the journal or book at least half an hour before the time fixed for commencement of the examination. He may be required to act as witness after advised by the Officer-in-Charge for opening of the Question Paper packets and reading of the portion of answer scripts.

### 3.5.3 Responsibilities of the Inspectors:

1. To distribute amongst the candidates the Answer-books, and Question papers.
2. To make arrangements during the examination to :-
  - a. Leave hall of writing without Admitt Card.
  - b. Leave books, pens, copying material, watches, calculators etc. inside phase water paper or specified place inside the Examination Hall.
  - c. Sign on the attendance sheet for students.
  - d. Advise the students should write on the question paper and nothing else.
  - e. Use only non-programmable calculators.
  - f. Write Name, Paper, Hall Number, Registration Number, Signature & Year in the allotted space in the answer script.
  - g. Do not write anything in any form in the answer script.
3. To take attendance of candidates and sign on the answer books at the appropriate place every one hour of writing of examination.
4. To collect answer scripts from the candidates in case in the examination is over and to hand over the same to the Officer-in-Charge in requested order of roll after duly counting and affixing their roll number/ attendance done.
5. To ensure that the examinees arrange their placed seats in the room.
6. To check the Admitt card and Register Cardfiles.

7. To prepare the answer statement in respect of the room under the charge and submit the same within one hour of end of examination.
8. To issue supplementary/alternative sheets in an examination only after verifying that the answer script has been fully utilized, after counting the number of sheets issued in the entire room of the script with two sheets in the supplementary space provided for the purpose.
9. To ensure proper custody of blank sheets to the Officer-in-Charge immediately after examination.
10. Not to allow any candidate who reports after the initiation of commencement of the examination to sit for the examination.
11. The Inspectors shall in any case be allowed to leave the examination hall before expiry of an hour from the commencement of the examination.
12. The Inspectors shall work with answer script, as the assigned time as evidence of verification of completion of the answer. He shall also indicate in the assigned space the number of supplementary sheets used by the candidate in each case.

### 3. Coordination of Appointment

The University reserves all the rights to cancel or modify any appointment relating to examination at any time in the interest of smooth conduct of examination and publication of results without causing any undue disturbance.

### 3. Appointment & Signatory Role

1. The Registrar/Officer-in-Charge, Roll No., and signature of the all students appearing in the examination shall be recorded in the duly prescribed sheet, supplied by the University. This document duly counter signed by the Inspectors and the Officer-in-Charge should be forwarded to the University as soon as examination is over. Inspectors need should be taken in preparing the answer script in usual prescribed mode.



8. The Academic Hall should be carried away by the student to the condition when they are issued at their respective place. This means the library books should be checked at the same time. This will help management by the teachers and the officials/Clubs should be carried to the Club by same with proper authorization.

## II. Misconduct/Offenses

### II.1 Penalties

An instructor is required to be clear in every instance as to what the student can expect regarding during the examination.

A candidate shall be held guilty of misconduct or negligence (hereinafter summarized) if -

- (1) He is found to be in possession inside the examination hall of any book, or page of any book, or writing, or written note, or signal sheet, that may have a bearing on the subject in which he is appearing, irrespective of whether such book, or page of any book, or writing, or written note, or signal sheet is used or not, or
- (2) He writes answers or another candidate's answers/notes or helps another candidate to write answers to the given question/answer or helps him in any other manner in writing answers or tries to cheat him, or to transfer to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or
- (3) Any indecent writing or publication showing and found in his answer-script or in his possession related to examination or if he is found in any way, whether during examination or thereafter, to have extracted answer-script or answer key written by him, or
- (4) He leaves the examination hall without collecting answer-script, or
- (5) He leaves the examination hall before one hour, taking with him answer-script or notes from the examination hall

answer paper during the hours of examination without collecting the answer-script or give possession of answer paper outside the examination hall during the hours of examination or to not found in possession of complete question paper after its distribution in the examination hall or permit or cause to pass the question paper out of the examination hall or leave the examination hall taking with him blank answer paper or loose sheet, or

- (6) He gives somebody else to be present in the examination hall and/or write answers on his behalf during examination, or
- (7) He leaves the examination hall without surrendering the question or the question hall, or
- (8) He supplies necessary entries with an answer-script or other illegal qualifications or improvements in the Examination or other persons connected with the examination or, he supplies false or false illegal or unfair advantages, or
- (9) He surreys his name, roll number or registration number to his answer-script, or
- (10) He is found to be in possession of any question paper or any other paper containing relevant matters or answers written on it, or
- (11) He indulges in any form of malpractice, or impropriety, or irregularity, or attempt to cheat, or violation of discipline or any other rules connected with the conduct of the examination either inside or outside the examination hall, or changes, or attempts to change, articles or facilities, equipment, contents or any other property or the venue or nature of the examination in the venue or allows to comply with the instructions of the Control Supervisor or Incharge regarding setting arrangements or with any other regulations in the examination hall, or
- (12) Any portion of the written answer-script of a candidate taken found to have been reproduced/rewritten or found

- (a) to ensure handwriting different from that of the candidate, or
- (b) to attempt to obtain any other provision of these regulations, or
- (c) if he declares his identity in any manner other than that permitted in the above-articles.

**4. Names of Subjects**

**Category I**

- A. Writing unadorned/undecorated notes
- B. Writing abstract language / abstract
- C. (Including the identity in the answer script and in regarding the specific marks
- D. Writing wrong full Number
- E. Leaving examination hall without permission/ signing of the Superintendent

**Category II**

- A. Penninging/Handwriting/Mark
- B. Copying or helping in copying
- C. Misconducting copying
- D. Penninging and/Handwriting/Handwriting/Handwritten text
- E. Attempting to falsify/alter their writing in final/production
- F. Marking the answer book/issue

**Category III**

- A. Misbehavior/Disruptive Behaviour/Offence or Other Unacceptable/Unlawful use/Question paper
- B. Handling exam/obj
- C. Answering/Disruptive Offence
- D. Helping/allowing/assisting others than allowed
- E. Bringing/alter/insert/erase/ or tampering in the use
- F. Tampering with answer book/issue and replacement of pages
- G. Impersonation or helping others to impersonate

Note: The officer-in-Charge shall use his discretion in respect of the steps to be taken in case of any other type of irregularity not mentioned above.

**5. Recommended Equipment**

- Category I - Candidates of paper
- Category II - Candidates of paper A,B,C,D
- Candidates of other categories of the Institute in case of O, P
- Category III - Candidates of white answer examination with reference from appearing in any examination for 1 or 2 years including the career examination till
- Examination from the University for 1, 2 or 3 years.

**6. Steps to be followed for a student who is detected while violating the regulations**

1. The answer script, together with answer material used in the use of adulteration, if any, to be seized by the supervisor/Supervisor-in-Charge.
2. The student should be taken to cell in the office premises here and sign the entry before the supervisor/Supervisor-in-Charge concerned. His sealed signature etc. shall be entered into a book answer script to be used in the student after writing on the first white page, the date of issuance of the said answer script by the supervisor or at the signature on the page shall be made. The student shall be allowed to continue with the examination.
3. The first answer book, along with the office premises, here only completed by supervisor/Supervisor-in-Charge and the following materials seized in the course, be placed in a sealed covering and conveyed to the Controller respectively.

**7. Board of Discipline**

**7.1. Member**

There shall be an advisory Board of the University concerned with discipline of students called the Board of Discipline. All cases of violation of discipline in connection with the Two-Stage University of Technology (TUU)/Examinations shall forward to report with

## San Diego Community College

reference documents and details to the Board of Discipline by the Officer-in-Charge or the appropriate person. The functions and responsibilities of the Board of Discipline shall be such as the San Vice-Chancellor may deem best to discharge. All business of the Board shall be taken at a meeting of the Board and the minutes of the Board to be:

### 6.2 Composition of the Board of Discipline:

- The Board of Discipline shall consist of the following members:
- The Vice-Chancellor - Chairman, Ex-Officio
  - The San Diego Chancellor, Ex-Officio, Member
  - One Director of Student Services, Member
  - Regents, Ex-Officio, Member
  - Member of affiliated college or university, Ex-Officio, Member
  - The Director of Instruction, Ex-Officio, Member Secretary
  - Five Members of the affiliated Colleges/Institutions, appointed by the Vice-Chancellor.

A permanent member of the Board of Discipline shall hold office for a term of two years.

Provided that, if any such member ceases to hold office by reason of which he was nominated, he shall cease to be such a member.

For all members other than Ex-Officio members the term of office shall be two years.

Five members of the Board shall be a quorum.

### 6.3 Meeting of the Board of Discipline:

Meetings of the Board of Discipline shall be conducted by the Secretary of the Board on such days and at such times and places as may be fixed by the Chairman and it is the duty of any member shall be given a meeting of the Board. The Secretary of the Board shall keep a record of the proceedings of the meeting of the Board.

### 6.4 Functions and responsibilities of the Board of Discipline:

The functions and responsibilities of the Board of Discipline shall be such as may be determined by the San Vice-Chancellor in the power conferred upon him by Section 12000 of the Act.

All cases of breaches of discipline in connection with the University membership shall likewise be reported with reference documents to the Secretary of the Board of Discipline by the Officer-in-Charge or the appropriate person together with circumstances of the case.

On receipt of reports of cases of breaches of discipline, the Secretary of the Board shall advise the student concerned of the charges against him and ask him to appear before the Board and furnish an explanation, verbally or in writing, with regard to the charges made against him.

The student shall also be informed that it may be held in abeyance before the Board and explain his conduct in the case filed for the purpose of his case may be decided in part without further reference to him.

If the Board holds the charges referred to in the above paragraph have been proved, it may recommend suspension of the membership of the student concerned or the suspension from appearing at a University institution for such period as it may deem fit, or both.

All matters so recommended by the Board of Discipline shall be heard at a meeting of the Board.

Provided that the Board may appoint one or more sub-committees consisting of those members who may not necessarily be the members of the Board. The sub-committees or sub-committees shall, at the first meeting subsequent to the cases of breaches of discipline and appeals from the charges filed against them where they consider eligible for such recommendation after preliminary reports and recommendations received by the Board of members including consideration of memoranda or statements from appearing in the University membership for each period as it deems fit or both against which there are preliminary cases.

Such students against whom disciplinary measures have been recommended shall be given an opportunity to defend their cases, if they so desire, after they are informed about the procedure required or that.

In such case the sub-committees shall further investigate, interview and give them an opportunity to give their grievances before the

subcommittee. In case such members fail to appear before the subcommittee on the fixed date and forward any explanation, or writing with regard to the charges made against them, their cases shall be decided in their absence by the subcommittee concerned without further reference to them. Any such decision relating to disciplinary action is recommended by the subcommittee concerned shall be referred to the Board of Studies for approval provided that further reference shall have to be given for a meeting of the subcommittee.

#### 4.3 Nominated Members of the Board of Studies

Members of the five members of the Board of Studies shall be nominated by the Executive Council on the basis of recommendations of the Vice-Chancellor, West Bengal University of Technology.

#### 4.4 Members of the Self-Committee for Investigation.

It is to be formed by Executive Council on the basis of recommendations of the Vice-Chancellor, West Bengal University of Technology.

## CHAPTER VIII

### POST PUBLICATION SURVEY AND RE-EVALUATION

#### 1. Purposes

1.1 The University shall have provision for carrying of post-publication, evaluation following submission of results, for continuous evaluation that proper action has been taken to improve the quality of the research output or to discontinue unfavourable research.

1.2 Re-evaluation of the output shall be of two categories only

a. Review - Its quality while the output shall continue to be available for printing.

1. Comparison of the final results created with its objectives and objectives with quality.

2. Whether any part of the output has been used for commercial/industrial purposes.

ii. Comparison of description of work.

In respect of the review time shall vary as follows

b. Re-evaluation - Re-evaluation of the output by independent experts in the concerned disciplines.

#### 2. Application for Review/Re-evaluation

2.1 A researcher may apply for review or re-evaluation within 7 (SEVEN) days from the date (including) the date of publication of work, for review or re-evaluation cases of the post-graduate and research communication or papers of a researcher for or the subcommittee or per month submitted from time to time through notification. The postulated application form for the papers shall be collected from the office of the Controller of Examinations.

2.2 The university may extend the date of submission of application if any.

2.1 Incomplete and erroneous applications shall be rejected and no further correspondence in respect of such applications shall be entertained.

2.2 A candidate applying for postgraduate studies shall expressly refer to the application form, whether the application made is for entry or for re-entrance. Only one form shall be processed.

2.3 He shall enclose a bank draft for the requisite amount of application fees, payable to the "West Bengal University of Technology" in any authorized bank in Kolkata, and make appropriate entry on the application form. An application not accompanied by the application fee or accompanied by inadequate application fee shall be rejected and no further correspondence shall be entertained.

2.4 All applications for postgraduate studies MUST be received through the Director/Principal/Official Authority of Institution where the student is registered.

**3. Rules for postgraduate studies**

3.1 It shall be obligatory on the part of a candidate applying for postgraduate studies to accept the observance of certain rules, if any, after admission.

3.2 He shall enclose the original grade sheet based on him, along with the application.

3.3 Wherever writing concerned in 3.2 of Chapter VII of these rules, writing shall include that in recording of marks, checking the entered or corrected figures and correctness of transcription of award and its final conversion into letter grades and subsequent evaluation of SCHOLARSHIPS, in the same way as.

**4.**

4.1 "Scholarship" shall mean a maintenance of the entire tuition, the whole evaluation is applied to, by an acknowledged degree holder exclusively to be as possible, from outside the State of West Bengal.

4.2 Neither the candidate nor any one on his behalf shall be entitled to be present during re-evaluation, nor shall he or his representative have any right to inspect the award script after preliminary re-evaluation.

4.3 Further, in case of re-evaluation there is an appeal or a second assessment in the grade shown by the applicant, in the event, however, the fee paid by the candidate for the next session herein, shall be fully refunded to the candidate on his application to the University for the said appeal, in the prescribed proforma obtainable from the office of the Controller of Examinations and this refund through the bank of the Institute of the concerned student.

4.4 After the result of postgraduate studies/evaluation is declared, a fresh grade sheet shall be issued to the candidate representing a fresh grade sheet shall be issued to the candidate representing a change. In such a case the original grade sheet submitted by the student along with the application shall be forwarded by the University and one of copies of the same in form shall remain in possession and use of copies of the same in form shall remain in possession of the candidate unless, whether the grade/sheet needs re-issued or otherwise, subject to the grade/sheet needs re-issued or otherwise, if any, including before in stated form, consequent to re-evaluation, shall not be possible under any circumstances. In case there occur changes, the original grade sheet shall be returned to the student.

4.5 Post graduate studies/evaluation shall be allowed for the third consecutive year, and shall not be possible till granted re-entrance form.

4.6 The result of re-evaluation shall be reported to the candidate through concerned institutions/Institute which direct enquiry for candidate shall not be entertained.

4.7 Applications for re-evaluation shall not exceed the result for each re-evaluation that is declared before the date fixed for submitting applications for next examination. Further conditions shall, in this case remain, subject applications for re-entrance for appearing in the next examination of concerned year when the case is held, under the same specified.

4.8 If the result of re-evaluation is not available on the date when a third candidate (who applied for re-evaluation) appears in the examination of the next year subsequently he shall have the right to choose between the result of postgraduate studies and the result of the same on his final grade in other terms, in such a case, result of the same on his final grade in other terms, in such a case,

if the available classes to use for the credit of the subsequent semester in support of the areas named, the original grade status kept with the University shall be retained.

2.11 A course which has been discontinued once or transferred once shall not be reinstated/retaken again.

2.12 The permission of the Vice Chancellor in support of the rules, including any course not specifically mentioned shall be first.

## CHAPTER 5.18

### WILSON/ACADEMICS FOR CHANGE OF BRANCH FACILITY TO OTHER STUDENTS

#### 1. General

1. The University shall have jurisdiction for change of branch facility based on performance of students in their 1 and 2 Semester examinations of the first year level.
2. The facility shall be available to students admitted to Wilson Programs only in the University/Institution which have been accepted under state affiliation of the University, such shall not be applicable to students of 3 Semester levels, correspondence and other educational centers who do not possess the "University program certificate" at their 1 Semester and 2 Semester levels.
3. The provision to all students on honor and average credits, conference and evaluation of students in support of the credit change in branch is eligible, however students shall maintain the percentage of the 100 marking in the case of admission.
4. Option for change of branch is voluntary, eligible students desiring of taking advantage of the provision shall be required to apply for admission to particular branch, in accordance with knowledge of the institution where they are registered as students.
5. Change of branch, if available shall apply to the affiliated institution where the incoming student is already a registered student. Change of branch facility to change of institution shall not be permitted under any circumstances.
6. In accepting a change of branch to an eligible candidate, the change of branch committee, if an institution comprised for the purpose shall verify with the knowledge of students, choice of institution to be applied, in case of applicant sought by the student in case of preference not achieved, the student shall not be allowed a change of branch.

2. Change of branch shall be awarded only and strictly on the basis of relative merit of applying students in each institution awarded one on the basis of performance of a student in the I and II Semester examination taken together (or 100% of First Year).

**2. Eligibility Criteria for Change of Branch**

Only those students who fulfil each of the following criteria, shall be eligible for consideration for change of branch:

- a. He is a graduate regular student of the Institution, has completed registration formalities with the University and the Institute and has completed a first 75% of classes in each (theoretical and practical) parts of the I and II Semester exams.
- b. He has appeared in and cleared each theory/practical/examined part of the I and II Semester classes in his first attempt, (eligibility/ability to appear in an examination due to absence, illness, including illness or other causes beyond one's control, being treated as lost classes)
- c. He has secured an 80% of E.I or above in the I and II Semester examinations taken together. Provided that as a very special case arising out of the first year of operation of the University during the academic year 1989-1990 students securing first six positions in each of each in each Institution shall be eligible for consideration of transfer on being advantage of the provision. This special provision for this session only, this being the first session for the University, shall not form a precedent for the future.

**3. Procedural Guidelines for Chronological order and attainment of changed branch to eligible students:**

- a. Within 7 days of the declaration of the II Semester, First Year (during Semester) results, authority in the name of feasibility every year, each official Institution shall put up a notice, inviting applications for change of branch from students, who have been awarded in the Second Year Account Semester (II Semester), stating clearly the eligibility criteria for such a request, and allowing 7 days' time for submission of the application in 7 days after reopening of the Institute after summer vacation, where-in it is:-

- b. Students that within the application formal form the Institute -I/II and submit the completed application (with individualized specified details in the office of the Deans/Principal, through appropriate channel to direct to authority.

2. A committee consisting of the Heads of the Departments, with the Deans/Principal/Principal, shall receive the applications with regard to fulfillment of eligibility criteria and shall consider the applications strictly on the basis of students' academic merit as evidenced by the 100% of I year of the students.

4. In case of "leveling" of 100% grade obtained in II Semester Maths, and in case of a tie in Maths as well, grade obtained in II Semester Physics shall decide the relative merit position.

4. Number of students in a branch shall be decided on the basis that the final offer of change in the parent branch shall not exceed the total number of students in the said branch to more than 10% of the approved intake for the branch.

1. Number of students of a branch offered to change into transfer, shall be restricted such that the final offer of change in the "parent" branch shall not fall below 10% of the existing strength of students prior to the change of branch.

4. Consideration for of students, parental change of branch facilities with details of the change, shall be finalized within 7 days of the last date for submission of application and only awarded.

1. Students shall be awarded a maximum of three days time for accepting the offer, failing which the change of branch shall be offered to eligible students in evening, including marketing of admission, if required.

1. Students accepting change of branch shall have to get recognized with newly allotted Institutions and fees due. The procedure for Management shall be the same as in case of other requests.

2. The responsibility of ensuring that the University record pertaining to changed branch students of an institution is duly authenticated and incorporated appropriately recognized shall rest solely with the concerned Deans/Principal.

**CHAPTER 12**

**RULES CONCERNING BEHAVIOR OF A STUDENT**

**1. General**

A student already registered with the University may, at his option, register a semester for which he has been a regular student in the absence of any of the preceding parts of the foregoing of the said student under the following conditions:

1. He has failed to show up at every regular term of the semester in the earlier part and has been declared as "MP" or "D", or the case may be, in the same semester after accumulating regular percentage of absences as a regular student.
2. He has a break in attending classes due to genuine reasons after joining the semester as a regular student in the corresponding semester of the previous session and in a month has obtained marks appearing in the end semester examination due to reasons of change of residence.
3. He has obtained the marks respectively due to previous semester but chooses to repeat the course in the appropriate level in the following session:
  - Provided that he attended at least 25% of the total classes in the appropriate level first during the deferring semester of the course in the earlier session.
4. He fails to show a semester dues referred to in Part 3 Chapter 10 of 4.1 of the Regulations, other than the library maintenance and practical materials, as provided in 4.1.1.1 (b) (i) and 4.1.1.1.1 (ii) of Part 3 Chapter 10 "Operational Rules" in a month of which he is required to repeat the whole semester.

**2. Repeating a Course**

Only a student shall be required to repeat a course in the said semester and shall continue in the following cases provided that he



complete the two semesters of a level which forms the basis of his admission to the next higher level. If, however, the student, acting on the advice of the following semester has no repeat entry one of the semesters, the credit he earned by him for the other semester shall be carried forward for comparison of GPA, provided the he:

1. has passed in all course items of the said semester but has failed to secure admission to the next level owing to non-compliance of graduation rules formulated during both the Autumn and Spring semesters of the level into account.
2. has passed in all course items of the same semester but has failed to secure admission to the next level owing to non-compliance of graduation rules formulated during both semesters into account.
3. was a regular student and cleared all course items in the Autumn semester as a regular student but was unable to continue as a student in the Spring semester due to reasons beyond his control.

### 2. Honorary Admission

- 2.1 A student shall not be permitted to repeat a course directly in the Spring semester of an academic session unless he has been a regular student of the year preceding Autumn semester and has completed all formalities for completion of his preceding Autumn semester enrollment.
- 2.2 A student shall never be allowed to advance from Autumn to Spring or a given level without being a regular student of the previous semester for the level at any time and under any circumstances.

### 3. Procedure for readmission

- 3.1 A student desirous of repeating the programme as a regular student after discontinuation/termination of previous shall have to follow the following procedure:
  1. He shall have to apply to the institution of his first preference in a prescribed formal writing mechanism to the appropriate level along with documentary evidence justifying his case for readmission.

3. The staff concerned to clear all outstanding dues with the institution/university.
- 3.2 He shall declare that he is aware of the regulations that apply for the program, and in the event of non-adherence to the same, that he shall abide by the rules of the University in terms of discontinuation of his readmission.
- 3.3 A student cannot claim readmission to a semester in a course at a status of rights. This privilege shall be restricted to general and clearing cases only, with no comparison or retroactive and reset of readmission.
- 3.4 Non-fulfillment anything mentioned in this clause under the interpretation of the University shall be deemed as that in all matters concerning readmission of students.

CHAPTER 13

RULES OF ELECTION OF MEMBERS OF  
SYNDICATE/BODIES OF THE WEST BENGAL  
UNIVERSITY OF TECHNOLOGY

Part A

Election of members of the : (i) General Council, (ii) Executive Council, (iii) Academic Council under clause 1.3.5.1 of the Statute of the West Bengal University of Technology Act, 1988.

Rule 13

- (1) The Vice-Chancellor shall in consultation with any election officer to be appointed by an order in writing by a date to be fixed :-
  - (a) in or before which applications for candidature in writing shall be submitted, which shall not be earlier than thirty days from the date of such order;
  - (b) in or before which nominations for election shall be submitted which shall not be earlier than fourteen days from the date of publication of final prospectus shall be the constitutional document;
  - (c) in which scrutiny of nominations shall be made which shall not be later than the third day after the last date for submission of nominations, as mentioned in clause (b);
  - (d) in or before which applications for withdrawal of candidature, if any, shall be submitted which shall not be later than the third day after the date fixed for scrutiny of nominations, as mentioned in clause (b);
  - (e) in which a poll shall, if necessary, be taken which shall not be earlier than thirty days after the last date for withdrawal of candidature (mentioned in clause (d));
  - (f) in which scrutiny of votes shall be completed, which shall not be later than three days from the date for calling the poll, as mentioned in clause (e).

(g) The Vice-Chancellor shall set up a Board of Advisors in consultation with the Registrar of the University who will assist in areas of reference, etc.

(h) Every letter under subrule (c) shall be duly certified by the Registrar of the State and in such other manner as may be determined by the Vice-Chancellor.

**Rule 2.**

(a) As soon as possible after receiving the order of the Vice-Chancellor, referred to in subrule (c) of subrule (c) of Rule 1, the Registrar shall, in such manner as the Vice-Chancellor may direct, cause or cause to be used a notification stating the substance of the order and calling for applications in forms approved by Vice-Chancellor as he available from the Registrar's Office, to candidates as voters in the respective constituencies from all persons entitled to vote in the election in such constituencies.

(b) **Applicants.** - 1. A Principal or a Teacher shall be entitled to have his name included in the relevant electoral roll, even though he is an unattached voter, 2. A temporary Principal though he is a temporary teacher of an affiliated College shall also be entitled to have his name included in the relevant electoral roll.

(c) A Teacher-in-Charge of an affiliated College may vote himself as a voter either in the Principals' constituency, or by agreement as a voter in the Constituency of Teachers of Affiliated Colleges.

(d) **Students, Teachers, Non-teachers and any other persons who are entitled to the benefit of the franchise concerned in conducting a training work shall be deemed to be students by the purpose of children under these Rules.**

(e) All applications for election as voters, in respect of persons related to an affiliated College shall be submitted to the Principal/Teacher-in-Charge of that College out of such applications in respect of

persons related to the University shall be submitted directly to the Returning Officer or the Officer appointed by the Returning Officer to receive such applications on his behalf.

(f) Each Principal / Teacher-in-Charge of an affiliated College, not later than fifteen days after the last date for submission of applications for nomination as voters, final order clause (a) of paragraph (c) of this Rule, shall prepare lists of such applications, separately for each constituency and arranged in alphabetical order according to names and forward the same lists along with the original applications for nomination as voters in sealed envelopes to the Returning Officer.

(g) A person shall be entitled to have his name included in the electoral roll if and (constituencies) only and from two constituencies only.

(h) A person qualified to have his name included in the electoral roll of more than one constituency or more than one constituency shall indicate the constituency within the notification in the electoral roll of which he wishes his name to be included and the Returning Officer shall include his name accordingly. In case of failure to do so, then the constituency and the notification the application shall be rejected.

**Rule 3.**

(a) Not later than thirty days after the expiry of the last date for nomination as voters, or final order clause (b) of subrule (c) of Rule 1, the Registrar shall prepare and publish the Preliminary Electoral Rolls for all the constituencies by putting it on the Notice Board of the Office of the Registrar, and shall also send three copies of the electoral rolls to each Principal/Teacher-in-Charge of each affiliated College, with invitation to put into copy on the Notice Board of the College.

(b) The Preliminary Electoral Rolls shall be arranged constituencies-wise and also College-wise in respect of the constituencies of Teachers, students and non-teaching staff of affiliated Colleges, in alphabetical order of names of voters and names of Colleges.

**Rule 4.**

(a) The publication of Preliminary Electoral Rolls shall be accompanied by a notice to the effect that the relevant parts of the said Electoral Rolls may be inspected in the Office of the Registrar or of any

Management of an additional College and classes or objectives to support General may be filed within a given time which shall not be less than fourteen days from the date of the publication of the said Bill.

- (c) Any class or objective to be Followings General Bills, and within the specified time, referred to in the previous paragraph shall be made in writing, signed by the person making it, naming specifically the grounds on which it is made, and shall be submitted to the Honorary Officer either in person or by Registered Post.
- (d) The Honorary Officer, shall within three days after the last date for filing such classes or objectives, after ordinary regular hours of all such classes or objectives, collected under sub-rule (c) and forward the General Bills where necessary. The decision of the Honorary Officer as any class or objective shall be final. The General Bills, as amended, shall be kept in the Honorary Officer's Office and shall be open to inspection by the person filing the amended class or objective for a period of four week days.

### Rule 2.

- (a) Not less than twenty-one days after the last date for submitting classes or objectives to Followings General Bills, the Honorary Officer shall publish the Final General Bills, arranged in the same way as stated in sub-rule (a) of Rule 1, by printing it on the Station Board of the Office of the Registrar and in such other manner as may be determined by the Vice-Chancellor, and send two copies of the relevant bills to the Principal/Teacher-in-Charge of each Affiliated College.
- (b) The Final General Bills, thus prepared and published shall come into force forthwith upon such publication and shall remain in force until a final amended bill is prepared for the next general election, subject to such amendments, if any, as the Registrar may from time to time consider necessary, for the purpose of filling up any casual vacancy in any constituency in the intervening period between two general elections.

- (c) The Registrar shall have the custody of the Parliamentary as well as the Final General Bills and shall have the power to correct any printing or clerical error in the Final General Bills.

- (d) Any person, before the publication of Final General Bills, may petition the House from the relevant constituency with a view to applying to correct under personal signature to the Registrar, and upon its acceptance the amended bill shall be amended accordingly.

- (e) The Final General Bills, thus prepared and published with amendments or amendments to public notices (a), (b) and (c), shall be sent for election to every Authority or Body of the University, or be so applicable up to the time when a final Final General Bill comes into force.

- (f) Any member of any constituency may obtain a copy of the relevant Parliamentary as well as final General Bills from the office of the Registrar or payment of such price as may be fixed by the Registrar in this behalf.

### Rule 3.

- (a) Upon the publication of a final General Bill for an election, the Honorary Officer shall, in terms of sub-rule (a), (b) of sub-rule (c) Rule 1, give notice, in such manner as the Vice-Chancellor may direct, of the amended election, clearly indicating the different constituencies of the amended election, to be elected from each constituency, and the number of members to be elected from each constituency, and specifying the existing constituencies of candidates for election, and specifying the time when for making such nominations, the date for creation of new constituencies and for the day for withdrawal of candidates, as well as the time or date of poll, and the time and place at which and the process to receive the nomination papers set to be delivered.

### Rule 4.

- (a) Any person, whose name appears on the Final General Bills of any constituency, notified in its sub-rule (a) and (b) of Rule 1 may be nominated as a candidate for election from that constituency.
- (b) One week before the deadline for submission of nominations of candidates for election, final under Rule 1, a resolution for election shall either be signed or be delivered to the Honorary Officer however it may and a poll on a working day of the University, a nomination shall be a class which shall be obtainable from the office of the Honorary Officer.

- (2) The nomination paper shall be valid unless it is signed by the candidate in conformity to the nomination and by elected person, qualified to vote in the constituency concerned, as proposed -

Provided that this sub-rule shall not apply in case of a constituency where the number of electors does not exceed five.

- (3) An elector may sign as proposer only one nomination paper and as voter, and if an elector signs as proposer more than one nomination paper all the nomination papers so signed by such elector shall be invalid.

#### Rule 5.

On the day fixed under paragraph (2) of Rule 4 for the receipt of nominations, the Returning Officer shall scrutinize the nomination papers in the presence of candidates or their authorized agents, if they appear, and publish in the Public Board of the Registrar's Office, a list, arranged alphabetically according to surname, of the candidates whose nominations are found valid for each constituency separately.

#### Rule 6.

Any candidate whose name appears in the list of valid candidates for election may withdraw his candidature by a notice in writing signed by him and delivered to the Returning Officer on or before the date fixed for the purpose under Rule 4.

#### Rule 7.

Subject to the provisions of Rule 6 -

- (a) If the number of candidates in any constituency, whose nominations are found valid and who have not withdrawn their candidature, is equal to the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected.

- (b) If the number of valid candidates in any constituency is less than the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected and any remaining vacated, if any, shall be deemed to be reserved for the purpose of sub-section 1 of clause 2 and 3 of the Schedule to the Act.

- (c) If the number of valid candidates in any constituency exceeds the number of persons to be elected, a poll shall be taken on the date fixed for the purpose under Rule 8.

#### Rule 8.

If a poll takes in a constituency the number of seats to be filled include a number of seats reserved for a particular class, or category of persons, and -

- (a) If the number of duly nominated candidates who are qualified to fill the reserved seats and who have not withdrawn their candidature is equal to the number of seats so reserved, all the candidates shall be declared duly elected, and a list of the remaining candidates shall be published and the procedure laid down in Rule 7 shall be followed for filling the remaining non-reserved seats.
- (b) If the number of such candidates is less than reserved seats, the Returning Officer shall forthwith declare all those candidates duly elected to fill the reserved seats and follow the procedure laid down in sub-rule (a) of Rule 7 for filling the unreserved seats and the reserved seats remaining vacated shall be deemed to be reserved.

#### Explanation 1.

In a constituency where the number of seats to be filled up include a seat or seats reserved for a particular class or category of persons, candidates belonging to such class or category shall be treated as candidates for election to such reserved seats irrespective of their status in that regard.

- (c) If the number of valid candidates exceeds the number of reserved seats, a poll shall be taken and after the poll has been taken, the Returning Officer shall first declare those who, being qualified to fill the reserved seats, have secured the largest number of votes, duly elected to fill the reserved seats, and then declare such of the remaining candidates as have secured the largest number of votes duly elected to fill the remaining seats.

**Rule 12**

- (1) In case of absences of members from the commencement of Teachers' and Non-teaching staff of Affiliated Colleges, the Recording Officer shall appoint the Principal or the Teacher-in-Charge (as appointed by the Governing Body) of such Affiliated College as Presiding Officer and shall assist in the necessary instructions. Student papers will therefore be available in sufficient quantity including a copy of Vice-Chancellor's order as provided in clause (c) of sub-rule (2) of Rule 1, whereas that document shall, free of all conditions for the contributors concerned who have not withdrawn their names, administrative papers, rules of election procedure, sufficient number of ballot boxes (obtained separately for each constituency of each Faculty concerned), and other requisite materials to hold the poll on the appointed dates in the manner prescribed.

Provided that, in case of the incapacity of the said Principal/Teacher-in-Charge for any reason, which has been immediately intimated after the receipt of his appointment as Presiding Officer, consent accepted by the Recording Officer, or in case of a legal dispute as to the true incumbent in the post of the Principal/Teacher-in-Charge, the Recording Officer shall appoint any other Senior Teacher of the College as an Officer of the University or Presiding Officer and such person shall have the authority to conduct the election in accordance thereto and to supersede the services of any Teacher or any member of the non-teaching staff of the College concerned for the purpose.

- (2) Subject to the provision of sub-rule (1), election day shall be holding on all Principals/Teachers-in-Charge, Teachers and non-teaching staff of Affiliated Colleges.
- (3) In the event contingencies as mentioned in the Provision of sub-rule (1), the Presiding Officer shall have the power to exempt any person under his authority from polling day and make suitable alternative arrangements.

**Rule 13**

- (1) The Polling Station shall remain open from 10 a.m. to 4 p.m.
- (2) Assisted in the strict secrecy the rest of the appointed hours by voting,

the part of the Polling Station shall be closed and the voting stopped. After the said appointed hours shall not be allowed to vote, but the voting conducted in the part of the closing interval shall be allowed to stand unless the Polling Station will not that vote.

- (3) After the Polling is over, the Presiding Officer shall prepare a statement of the number of ballot papers of different constituencies used and the number of unused ballot papers. The ballot papers remaining unused shall be printed and sealed. The ballot boxes shall be locked in the presence of the candidates or their authorized agents if they so require.
- (4) The Presiding Officer shall send all the ballot boxes and other polling materials to the Recording Officer on the date day in case of polling conducted within the jurisdiction of San Diego and San Luis Obispo counties situated within the jurisdiction of San Diego. The Presiding Officer and every Vice-Chancellor being those mentioned. The Presiding Officer and every Vice-Chancellor beyond the above area may appoint a duly qualified person situated beyond the above area may appoint a duly qualified person to be the Polling Officer or to be each day not later than the date in the Recording Officer or to be each day not later than the date in the ballot boxes in the intervening period shall be on hand. In all cases, the Presiding Officer, and the Polling Officers as they may respectively, the ballot boxes and hand over the same together with the necessary papers or record in sub-rule (2) of Rule 12 to the Recording Officer.

**Rule 14**

- (1) Except as provided in Rules 12 and 13 nothing shall mean shall and the vote as given in duplicate the voting paper and only one ballot paper shall be given to a voter for a constituency in which he is entitled to vote.
- (2) A vote shall be recorded by putting a cross mark in the appropriate space or column on the ballot paper against the name of a candidate in the number of constituencies for which the voter is entitled to vote, but only one mark shall be put for one candidate and the voter shall see only the ballot paper or write his name or anything other on it.

(3) When recording his vote, the voter shall himself fold the ballot paper in papers in the manner directed by the Polling Officer and shall do so in the ballot box or space provided for the purpose.

**Rule 12.**

- (1) A person engaged in polling may exercise his voting right by postal ballot and no such circumstances be given apply to the Returning Officer accordingly on receipt of his assignment for polling duty.
- (2) A person, who is under trial or a person who is in preventive detention under any law shall also be entitled to cast his vote by postal ballot, but no such circumstances be given apply to the Returning Officer as have not existed before the polling date or fixed under clause (a) of subrule (1) of Rule 1 or immediately after his being put under trial or in preventive detention, as the case may be.
- (3) All ballot papers, as prepared in subrules (1) and (2), after the counting of votes thereon, shall be returned to the Returning Officer in person or by registered post.
- (4) No person, connected to a court and confined in a prison shall be entitled to vote.

**Rule 13.**

- (1) In case of the commencement of the Professors and other Teachers of the University and the non-teaching staff and officers of the University as described in various clauses of the Schedule of the Act, the Returning Officer shall appoint Presiding Officers from among the Officers and Teachers of the University and the polling stations from among the other employees of the University.
- (2) Polling centers for the above-mentioned constituencies shall be in the premises of the University.
- (3) The procedure laid down in Rule 11 shall be followed in the polling for the above constituencies also.

**Rule 14.**

The Returning Officer shall keep in safe custody all ballot boxes and sealed covers and other election papers received by him from the Presiding Officers after the polling is over and such time as the counting of votes begins.

**Rule 15.**

- (1) On the day fixed under clause (1) of subrule (1) of Rule 1, for the counting of votes, the Returning Officer or such other and place as may be determined by the Vice-Chancellor and notified as the center shall be in the office of the Registrar in this behalf, provided, in such manner as the Returning Officer may determine, and with the help of such persons as the Vice-Chancellor may appoint to assist the Returning Officer in the counting of votes. - (a) It is open to both parties to send covers containing the ballot papers, (b) to require the ballot papers which the Returning Officer considers valid from those which he considers invalid (c) to count the valid votes given in each constituency and all to record in a Statement the total number of valid votes so given in each constituency.

Personnel for no person who has been appointed as a candidate for election in any constituency or who has proposed the nomination of a candidate in any constituency shall be required as a counting officer or polling station in that constituency.

Personnel under the direction of the Returning Officer may adjust in any stage the proceedings referred to in this paragraph and such time and such work as he may consider fit and proper, in which case and such work, changes may and may the valid ballot papers and all other papers, related to polling and counting of votes, shall be immediately and separately sealed and kept in safe custody of the Returning Officer.

- (2) The Vice-Chancellor, the Returning Officer and the persons appointed to assist him in counting of votes, and the candidates or in their absence their authorized agents, if they so request, shall have the right to be present at the counting of votes.

**Rule 16.**

A ballot paper shall be invalid if -

- (a) it is not duly marked, or
  - (b) it contains the name of voters, or
  - (c) it was that one mark is placed on it against any constituency name.
- or
- (d) the identity of the voter is disclosed, or

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- (b) the number of votes recorded therein exceeds the number of votes to be elected; or
- (c) the vote is so placed as to render it doubtful as to which candidate for vote has been given, or  
(1) in the case of a "run-off" election, that such a vote has the character of the vote to run that, or  
(2) in the case of the measurement, where there are several votes, the principle of measurement are not satisfied by the voting method.

### Sub 22.

- (a) When the counting of votes has been completed, the Returning Officer shall, subject to the provisions of Rule 11, hereinafter stated, the candidate or candidates to whom the largest number of valid votes has been given shall elected. When two or more candidates received equal number of votes and they cannot be declared elected, the final election shall be made by the Returning Officer by drawing lots.
- (b) The Returning Officer shall have sent up in separate packets the valid and invalid ballot papers, must mark packets with the description of its contents, the name of the candidates and the date of election and keep them in safe custody for a period of one month after the day of declaration election results in each case, or if any dispute arises regarding an election, until the dispute is disposed of.
- (c) The Vice-Chancellor shall on other elections of the Rules 1 to 20 hereinafter set out the provisions for finalization of the Academic/Student of the University as laid down in sub-section (b) of Section 22 of the Act in regard to the final finalization of each Academic/Student of the University.

## **Part B**

### **Electors to fill casual vacancy in any Authority**

### Sub 23.

- (a) Notwithstanding the provisions of filling up any vacancy as laid down in the sub-section 1 of clause (a) & (b) of the Schedule to the Act, a casual vacancy in the office of an elected member of any Authority

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of the University shall be filled up by election according to the provisions prescribed by the Rules concerned for election of a member of that particular category of the particular Authority subject to the provisions of sub-section (a) or sub-section (b) of clause (a) of the Vice-Chancellor and notified by the Registrar to the entire Board of the office and to each other member of the Vice-Chancellor very Authority.

Provided that (a) where applicable, the election shall be held on the strength of the current final Electoral Rolls in force, as mentioned in sub-section (a) of Rule 11; (b) the Vice-Chancellor according to his judgment may reduce the limit for such or any stage of election, specified in the Rules concerned, and on the last stage in the election to fill up a casual vacancy, whenever this may be, shall have not less than three members from the list of the particular category.

- (a) In the case of a casual vacancy to be filled up to be elected by the members of an Authority from among themselves, the Registrar, with the written approval of the Vice-Chancellor, shall convene a meeting of the particular Authority, for which notice shall be issued not less than three months from the date of the particular vacancy, giving at least seven days' notice for each meeting, on each date and in each case and place as determined by the Vice-Chancellor.
- (b) In the meeting of the Authority to convene, members desired for proposed names of persons representing the category which the member whom the casual vacancy is to be filled, shall not proposed shall be provided by another member of the Authority concerned.
- (c) If the number of persons proposed for election to the Authority, in which the casual vacancy is to be filled, is less than enough to fill the meeting of members to be elected, the Chairman shall declare all persons so proposed duly elected, if the number of persons so proposed for election exceeds the number of members to be elected, a poll shall be taken to elect members to the Chairman may decide and the persons receiving the largest number of votes shall be declared by the Chairman duly elected, in the case of equality of votes in regard to the last vote to be filled, the Chairman shall decide the issue by the casting vote.
- (d) Any casual vacancy in the office of a nominated member of any Authority of the University shall be filled within a period of one hour from the time notified from the occurrence of such vacancy.



**Part C**

**General provisions applicable to all the elections**

**Rule 21.**

(1) Subject to the provisions of Rule 3 hereinafter, all questions of eligibility for members of any committee or a electoral roll, or the nomination of candidates or whether any person has been duly nominated or elected and all other questions relating to or arising in connection with any election shall be decided for immediate purposes by the Registrar/Returning Officer, saving that if the election is held in a meeting of any Assembly or Body of the University, all such questions shall be decided for immediate purposes by the Chairman of the meeting concerned, after consulting the Registrar/Returning Officer.

(2) Not later than seven days after the declaration of the results of the election to any Assembly or Body of the University, all disputes or questions relating to any stage of the election may be brought in writing, with prima facie proof of the same, before the Board of Examiners and to determine if the particular case shall be final.

**Rule 22.**

(1) The Registrar shall prepare, in conformity with these Rules such forms and papers as may be necessary for issuing instructions of candidates for election, nomination papers, notices of withdrawal of candidates, ballot papers, letters of nomination and envelopes for the return of ballot papers and other necessary papers for the conduct of any election and after the forms have been approved in writing by the Vice-Chancellor, they shall be used or approved forms for conducting elections.

(2) The Registrar shall maintain a file of the forms referred to in sub-rule (1) together with the returns of approval of the Vice-Chancellor.

**Rule 23.**

Notwithstanding anything to the contrary elsewhere contained in the Chapter the Vice-Chancellor may, at any time, cancel any date or dates fixed in

connection with any election, and fix such other date or dates instead thereof as he may think fit.

**Rule 24.**

If on account of any illness or absence or the proximity of their duties to be any other cause whatsoever, any difficulty arises as to the holding of any election under these Rules, or otherwise in giving effect to the provisions of these Rules, the Vice-Chancellor, or whoever may, herein, may, notwithstanding anything to the contrary contained elsewhere in these Rules, after consultation with the Registrar and the provisions of the Act, as he may think fit, for the purpose of removing the difficulty.

**Rule 25.**

In this Chapter, unless the context otherwise requires :-

- (i) "constituency", means a group or category of electors;
- (ii) "election day", with reference to any election means the day fixed for a poll in connection with such election;
- (iii) "elector", with reference to any constituency, means a person entitled to vote at an election by the provisions;
- (iv) "Returning Officer" means the Registrar and includes in case of the election of the Registrar for two years, any other person appointed by the Vice-Chancellor as the Returning Officer in connection with any election by or granted in a special order;
- (v) "Tolling Officer", means a person appointed by the Returning Officer for the purpose of conducting election of any authority or academic body of the University;
- (vi) "individual agent", means a person who has been authorized in writing by the candidate concerning the election, to be present inside the polling station or at the place of counting of votes on behalf of the candidate with the prior permission of the Returning Officer/Tolling Officer;
- (vii) "the Officer and the Staff", means a person designated to be an Officer belonging to the General Staff mentioned by the Vice-Chancellor or a person holding the post of a Representative in the University Office and staff include other employees belonging to the same order of staff.

Part B

Board of Architects

Rule 22.

The Vice-Chancellor shall convene a Board of Architects in consultation with the Registrar/Recording Officer. A person belonging to the West Bengal Higher Technical Service of more than 10 years' standing or a retired Judge of the Calcutta High Court will be the Chairman of the Board of Architects.

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