NICMAR

UNIVERSITY

PUNE

Academic & Examinations Ordinances

(Section 32 of the NICMAR University, Pune ACT Act No. XXXVI of 2022)

May 2023

25/1, NIA Post Office, Balewadi

Pune – 411 045

CONTENTS

1. INTRODUCTION

In the exercise of the powers conferred by and in the discharge of duties assigned under the relevant provision(s) of the NICMAR University Act No. XXXVI of 2022, Statutes and Ordinances, made thereunder, the Academic Council hereby established the Academic & Examinations Ordinances, 2023 and they shall come into force from the Academic Year (AY) 2023-24. To facilitate the smooth and orderly conduct of its academic programmes and other activities at the Certificate, Diploma, and Degree levels, the rules and regulations under this Ordinance are prescribed herein. It is expected that these rules and regulations will enable students to take advantage of various academic opportunities at the university and prepare themselves to face the challenges in their professional careers ahead.

2. DEFINITIONS/ABBREVIATIONS

In these Ordinances, unless the context otherwise requires:

1. **Academic Council** means the principal academic body of the NICMAR University, Pune, and shall, subject to the provision of the rules, have control over and be responsible for the maintenance of standards of teaching, research, and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the University.

2. **Academic Year (AY)**: One year or two consecutive semesters or three consecutive trimesters from the date of commencement of the programme.

3. **Act:** It means the NICMAR University, Pune Act, 2022.

4. **Admission to an Examination**: It means the issuance of admit card/roll number to a candidate having completed all the conditions laid down in the relevant academic regulations, by the Controller of Examinations (COE). Provided that, a candidate who does not fulfill all such conditions may, at the discretion of the COE, be admitted provisionally, however, in case all conditions are not fulfilled by a candidate subsequently, his/her provisional admission to the examinations shall be liable to be canceled.

5. **Admit Card**: It means a card given to every candidate admitted to the University Exam. This card will carry the examination number, roll number, and name of the candidate along with the name of Programme/Course/Course Number, that a candidate is supposed to be appearing in. This admit card shall be valid for the entire period of the Term End Examination (TEE).

6. **Answer Script**: It means a stitched answer booklet of fixed pages in which the examinee has attempted/ written his answer in response to the questions found in the question paper on the examination day. It shall only bear a masked number in case of TEE paper at the time of evaluation and the identity of the examinee shall NOT be revealed.

7. **Answer-Script Moderator**: It means an expert examiner other than the assessing examiner, who has been appointed by the COE to moderate the assessed answer-scripts.

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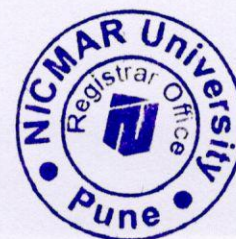
8. **Arrear Candidate**: It is a candidate, who, having once been admitted to an examination of the University is again required to take the same examination because of one's failure or absence in the examination.

9. **Attempt**: It means either a partial or complete appearance by a candidate at an examination. Absenteeism for an exam will also be considered an attempt.

10. **Audit of Examination Department**: It means verification or review of the entire process of the examination department.

11. **Board of Examinations (BoE)**: It means the Board of Examination constituted according to section 24 of the Act.

12. **Board of Studies (BoS)**: It means the Board constituted in every school/programme of Study and chaired by the dean/programme director with the responsibilities of formulating the academic regulations and curriculum for various programmes offered by it.

13. **Candidate**: It means a student, who has registered for one or more courses in a particular programme run by the University and who has been admitted to an examination by the University. It also includes working or professional students registered as candidates under the School of Executive for any executive degree, diploma, or certificate programme.

14. **Candidates List**: It means the list of all eligible candidates registered for an examination which includes the name, roll number, and the subjects/ courses which the candidate has registered to take the examination.

15. **Certificate, Diploma, and Degree Programmes:** It includes all certification programmes diploma, and degree programmes.

16. **Chairman of the Panel of Examiners**: It means any Examiner appointed by the Vice Chancellor from among the panel of Examiners to act as the Chairman of the Panel of Examiners.

17. **Choice-Based Credit System (CBCS)**: The CBCS provides choices for students to select from the prescribed list of courses.

18. **Code of Conduct:** It means the norms to be followed in conducting oneself in the context of the functions/ duties assigned to an individual.

19. **Computer Exam Centre**: It means the computer center established by the University to exclusively service examination-related work in confidentiality.

20. **Control Room**: It means the room which serves as the office at the Examination center for the Exam supervisor (s) during the examination session.

21. **Controller of Examinations (COE)**: The COE shall have the same meaning and scope as provided in the act and statutes of NICMAR University, Pune.

22. **Course Leader**: It means the teacher who teaches and/or coordinates the various activities of a course.

23. **Course**: It means, a specific subject usually identified by its course code and course title, with specified credits and syllabus/course description, a set of references, taught/

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supervised by some teacher(s)/course-instructor(s) to a specific class/section (group of students) during a specific academic- session (Trimester/Semester/Annual).

24. **Credit-Based System (CBS):** Under the CBS, the requirement for awarding a degree or diploma, or certificate is prescribed in terms of the specified minimum number of credits to be completed by the student.

25. **Credit:** A unit by which the coursework is measured. 'Credit' is the recognition that a learner has completed a prior course of learning, corresponding to a qualification at a given level. In general, for calculations under the National Credit Framework (NCrF), 30 notional learning hours will be counted as one Credit. The assessment is mandatory for earning credits.

26. **Cumulative Grade Point Average (CGPA):** It is a measure of the overall cumulative performance of a student overall trimester/semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all Trimesters / Semesters and the sum of the total credits of all courses in all the trimesters till the progression of the program. It is expressed up to two decimal places.

27. **Degree Programme:** It includes all Undergraduate, Post Graduate, and Ph.D. Degree Programmes.

28. **Department:** It means an academic unit under the School or Faculty.

29. **Errant Examinee:** It means an examinee who has been caught and booked in an act of misconduct or unfair means or malpractice.

30. **Exam Supervisor:** It will be the Dean of the School to oversee the Examination Centre for a specified period/session(s) of the respective school Examinations.

31. **Examination Centre:** It means any premises consisting of examination halls, control room, service room, and other necessary facilities such as drinking water and toilets, etc. at the respective school.

32. **Examination Fee:** It means the fee for registering and securing admission to re-examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the University from time to time.

33. **Examination Hall:** It includes any Room, Laboratory, Workshop, or any other premises used for conducting examinations of the University.

34. **Examination Vigilance and Flying Squad:** It means the committee constituted by the Vice-Chancellor to engage in vigilance activities as directed by the Vice-Chancellor.

35. **Examinee:** It means a person who presents himself/herself for an examination or a part thereof to which he/ she has been admitted.

36. **Examiner:** It means those who are appointed by the COE from among the panel of Examiners approved by the Vice-Chancellor for evaluation/assessment of the exam answer scripts of TEE/evaluation of practical/ assessment of dissertation/project etc.

37. **Expulsion:** It means permanent removal of the student from the University rolls / registration with the prohibition on future enrolment.

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38. **External Examiner**: It means a member who is eligible/qualified to be an examiner from another university/department/industry, and who is included in the panel of Examiners approved by the Vice-Chancellor for evaluation/assessment of the exam answer scripts of TEE/evaluation of practical/ assessment of dissertation/project, etc.

39. **Faculty**: Faculty means a Professor, Associate Professor, Assistant Professor, or any other person required to impart education to guide research or to render guidance in any form to the candidates for pursuing a Programme of study at the University.

40. **Fine**: It means a monetary penalty imposed on the candidate for valid reasons such as misconduct or malpractice or any other undue acts of omission by the candidate.

41. **Grade Card**: Based on the grades earned, a grade card shall be issued to all the registered students after every trimester/semester. The grade card will display the course details (code, title, number of credits, grade, and grade points secured) along with the Semester Grade Point Average (SGPA) of that trimester/semester and CGPA earned till that trimester/semester. At the end of each academic year, a consolidated / updated grade card is to be issued to the students.

42. **Grade Point**: It is a numerical weight allotted to each letter grade on a 10-point scale.

43. **Grievance Redressal Committee**: It means a committee appointed by the VC to resolve any grievance raised by the student related to examinations.

44. **Hall Assistant or Assistant**: It means a non-teaching staff member of appropriate rank to render any assistance to Invigilator during the conduct of examination in the assigned hall.

45. **Internal Assessment (IA)**: It means a continuous internal assessment that includes tests, assignments, projects, quizzes, case study analysis, viva-voce, presentations individually or in groups, etc. given to the candidate/s during an academic period.

46. **Internal Examiner**: It means a member who is eligible and qualified to be an examiner from the university, and who is included in the panel of Examiners approved by the VC for evaluation/assessment of the exam answer scripts of TEE/evaluation of practical/ assessment of dissertation/project, etc.

47. **Internship**: It is an opportunity offered by an employer to potential employees, called interns, to work at a firm for a fixed period independent of academic terms. Interns are usually undergraduate or postgraduate students, and most internships last between a month and three months.

48. **Invigilator**: It means a faculty member appointed by the COE for invigilation work.

49. **Laboratory**: It is a controlled environment designed for scientific research, experimentation, and analysis.

50. **Late Fee**: It means a sum of money in cash or other valid bank instruments that may need to be paid to the University because of failure to meet the deadlines for examination.

51. **Letter Grade**: It is an index of the performance of students in a said course. Grades are denoted by letters A+, A, B+, B, C+, C, D, and F. Students remaining absent in the examination will be marked as 'ABS'.
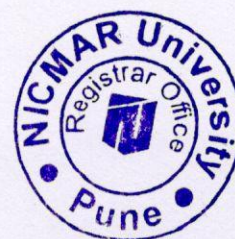
52. **Malpractice**: It means all the unfair means committed by candidates during the conduct of examinations and elaborated in section 13 of this ordinance.

53. **Misconduct**: It means any one or more of the acts such as disobeying the instructions, insolent/violent behavior, and causing hindrance to the duties of the staff on examination duty, etc. as elaborated in Section 13 of this ordinance.

54. **Moderator**: A person who reviews and moderates the question papers/answer scripts to ensure consistency of evaluation.

55. **Panel of Examiners**: It means the pool of all available examiners from the University and other external universities/departments/industry who are enrolled by the Board of Studies after the due process.

56. **Paper Setter:** It means a faculty member teaching a course or a course expert appointed by the COE from a Panel of Examiners with the approval of the VC for TEE to set question papers for a particular course.

57. **Photocopy of answer script**: It means a reprographic reproduction of the original answer script used for answering the questions by the candidate in the examination.

58. **President:** It means the President of the University;

59. **Program / Programme**: It means an area of study leading to the conferment or award of a degree, diploma, certificate, or any other academic distinction or title of the University.

60. **Programme Curriculum:** It is programme structure or syllabus that sets expectations for student learning as approved by the Academic Council.

61. **Programme Director or Head of the Programme or Head of the Department**: It means a faculty member who is in charge of an academic programme.

62. **Project Work:** It is a process in which students pursue research related to real-life problems or issues, engage with scholarly debates in the relevant disciplines, and - with the guidance of a faculty mentor.

63. **Question Paper Moderation**: It means validating the question papers set by paper setters for conformity with the pattern, academic and assessment regulations in force. Any errata/ aberrations/formats/choice/pattern deviation etc. is subjected to necessary corrections before printing.

64. **Question Paper:** It means that particular paper belonging to a subject for which an examination is being held.

65. **Re-evaluation:** It means a repeat evaluation of the written answer scripts by a different examiner based on the submission of the appropriate application with due fees thereof by the candidate, after the announcement of the result and obtaining a photocopy of the answer scripts.

66. **Registrar:** It shall have the same meaning and scope as provided in the Act and Statutes of NICMAR University, Pune.

67. **Regulations:** It means the Academic or non-academic set of rules/by-laws/terms and conditions under the NICMAR University, Pune.
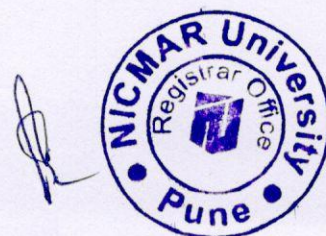
68. **School**: It means an academic unit comprising department and faculty.

69. **Semester Grade Point Average (SGPA)**: It means the weighted average of grade points obtained after passing all the courses in the given academic term.

70. **Semester**: A semester will consist of 20-24 weeks of academic work including examinations and break.

71. **Session Report**: It means the report prepared by the COE and counter-signed by the Examination Supervisor of the Examination center for that session regarding the number of candidates present/ absent, Malpractice/Misconduct if any, Attendance record, and other examination staff on duty and such related matters with necessary enclosures.

72. **Term**: It means an academic year or a part of the academic year and it also includes Semester or Trimester or Quarter, whichever is applicable.

73. **Thesis**: It is a fundamental idea of an argument, presentation, or piece of writing of the project work, which can also mean a large work of art, criticism, or scientific research that represents original research and is generally the final requirement for an academic degree.

74. **Unfair Means Inquiry Committee**: It means a committee appointed by the Board of Examinations.

75. **University**: It means NICMAR University, Pune (NUP).

76. **Vice Chancellor (VC)**: VC shall have the same meaning and scope as provided in the Act and Statutes of NICMAR University, Pune.

77. **Vigilance Squad**: This means a squad created to supervise through surprise or random visits, to ensure the smooth conduction of examinations as per norms.
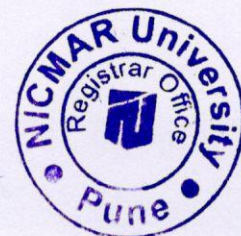
PART – I: ACADEMIC ORDINANCES

3. ADMISSION PROCEDURE:

The admission department shall publish the admission procedure and the eligibility criteria based on approval received from Academic Council for the respective programmes. A student will be allowed to enter/re-enter only at the odd semester and can only exit after the even semester. The admission department in coordination with the respective school shall declare vacant seats in specific programmes for the lateral entrants to the second year/third year/fourth year of a first-degree programme, if the student has completed the first year/second year/third year of the same programme in any institution. Entry/Re-entry at various levels as lateral entrants in academic programmes should be based on the earned credits, proficiency test records, and recommendations of the NUP Equivalence Committee.

3.1 Reserved Category

Seats for admission to the university, for the students belonging to the Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jattis*), Normadic Tribes, Other Backward Classes, Special Backward Category and Economically Weaker Section (EWS), and students with disability, shall be reserved as per the policy of the State Government.

3.2 Domicile

Out of the total approved intake capacity, forty percent of the seats are reserved for students domiciled in the State of Maharashtra.

4. MEDIUM OF INSTRUCTION

English or any other language as per the requirement of the programme or course shall be the medium of instruction.

5. INDUCTION PROGRAM

5.1 Induction: Students will have to undergo an induction program during the beginning of the first trimester/semester. The program will be conducted at the university level and school level, to get the students acquainted with the campus environment, its faculties, and infrastructure. This program enables the student to make essential connections with studies and develop a network among other peers.

5.2 Bridge Courses: During the first term or any odd term (for lateral entrants) of all programmes offered by the University, students will be advised to register for the courses (all or courses of their choice based on the guidance from the Dean/Programme Director during the induction) from the list of "Courses Offered" for their specific programme. Depending on the proficiency in language and other necessary fundamental disciplines, the student may be asked to undergo some special courses (bridge courses), as recommended by his/her programme curriculum, to compensate for his/her inadequacy of the required level. These courses will be recommended based on a screening test conducted by the University or based on the subjects a student has completed during his/her previous qualifying examinations. The credits and grades obtained will
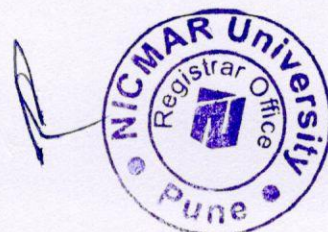
not be counted in the CGPA calculation/ towards the minimum credit requirements for the completion of the programme.

6. ACADEMIC SYSTEM

6.1 Programme Structure: Each programme contains a prescribed list of courses in a specific format which is generally called "Curriculum". The curriculum of a programme contains a list of courses g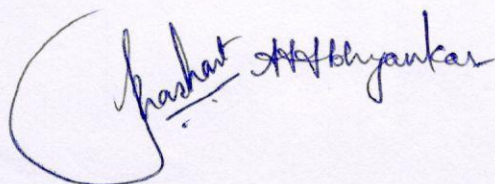rouped under various heads, viz. Major (Core), Minor (Core), Multidisciplinary, Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Indian Knowledge System (IKS), and Value-Added Courses, wherever applicable. Apart from that there are Project work, internship, and Self-Learning courses as part of the curriculum to inculcate the habit of life-long learning, wherever applicable. The Academic Council must review and approve the trimester/semester-wise distribution of courses, Field Projects, Internships, Apprenticeships, Community Engagement, Co-curricular, activities, workshops, and corresponding prescribed credits as suggested by the below-mentioned guidelines/directives issued by statutory/regulatory authorities.

1. National Credit Framework.
2. Curriculum and Credit Framework for Undergraduate Programmes.
3. First Phase NEP Implementation directives issued by Govt of Maharashtra.

Guidelines/directives of regulatory authorities namely AICTE, CoA, etc. must be adopted and implemented from time to time for respective programme as applicable. The curriculum consists of major stream courses, minor stream courses and courses from other disciplines, language courses, skill courses, and a set of courses on Environmental education, understanding India/ Indian Knowledge System, Digital and technological solutions, Health & Wellness, Yoga education, and sports and fitness. At the end of the second semester, students can decide either to continue with the chosen major or request a change of major, subject to the approval of the Equivalence Committee. The minor stream courses include vocational and skill courses which will help the students to equip with job-oriented skills.

6.2 Types of Terms:

- **Quarter:** An academic quarter refers to the division of an academic year into four parts.
- **Trimester:** An academic trimester refers to the division of an academic year into three parts.
- **Semester:** An academic semester refers to the division of an academic year into two parts. That is, an academic year comprises two semesters and two-yearly terms. The semester in a year is approximately 20-24 weeks in duration, including examinations, evaluation, and grade finalization. The First semester (Odd Semester) tentatively starts in the month of July and ends in the month of December, while, the second semester (Even Semester) starts in the month of January and ends in the month of May. This is followed immediately by the Summer Term which ends in the month of July.

6.3 Internship: As part of the curriculum, each student has to undergo supervised field training for a prescribed number of credits as mentioned in the respective credit frameworks of regulatory authorities during the programme duration in a reputed organization for minimum prescribed weeks as declared in the programme structure independent of academic terms. During this period the student is also expected to perform certain regular duties as may be felt fit by the respective organization.

6.4 Thesis / Project Work: Thesis / Project Work is a programme requirement and carries up to 12 credits wherever applicable. The student is expected to select a live problem in the industry or a major issue impacting the performance of projects. Students should make sure that the concepts studied are reflected in the project and that there is an innovative component. The topic should be researchable in the given time and approved by the Institute. It should involve the scientific design of the study, collection, and analysis of data, and preparing a project report in an acceptable academic style which will be evaluated by an external examiner.

Note: Students may undertake start-up/ incubation activity/development of working prototype / any other project as approved by the Dean of the school instead of the internship/project work. Such undertakings shall be subject to periodic review and assessment by the designated faculty mentor as allocated by the Dean.

7. TRANSFER OF CREDITS:

The courses credited elsewhere, in Indian or foreign Universities/Institutions/Colleges by students during their study period at the University may count towards the credit requirements for the award of a degree at NU. The credits transferred will reduce the number of courses to be registered by the student at the University. The guidelines for such transfer of credits are as follows:

- Students can earn external credits from Institutions of National Importance and other Indian or foreign Universities/Institutes/Colleges with which the University has an MOU (and that MOU must have a specific clause for the provision of credit transfer by students).
- Credits transferred will not be used for SGPA/CGPA computations. However, credits transferred will be considered for the overall credit requirements of the program. Credits transfer can be considered only for the course at the same level, i.e., Under Graduate (UG), Post Graduate (PG), etc.

A student must provide all details (original or attested authentic copies) such as course contents, number of contact hours, course instructor /project guide, and evaluation system for the course for which he/she is requesting a credits transfer. He/she shall also provide the approval or acceptance letter from the other side. The students must confirm that the courses they take at the host university are equivalent to the courses they would have taken at NUP. This can be done by reviewing the course curriculum and consulting with the Student Exchange office. Student Exchange office in consultation with a committee comprising of the Dean (Academics), Registrar, Controller of Examinations, and Programme Director may decide the credit requirement in each exchange University. The committee may take into consideration the rules and regulations of the host university/institute while deciding the credit requirement. The credit will be worked out based on the prevailing norms of UGC/AIU as well as external systems which are followed in other countries like the European Credit Transfer and Accumulation System (ECTS) and other similar systems.
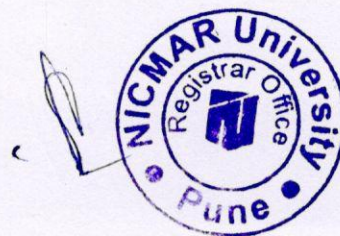
A student not getting a passing grade in a course while on an exchange will not earn any credit from it. Students failing to earn the required credits from the exchange programme will be asked to make up the deficit by taking additional coursework at NUP in the remaining semester of the same year or the next academic year, and will not be granted the degree till they complete the academic requirements. The deficit from the exchange programme cannot be more than three credits. Registering for such additional coursework is subject to meeting the requirements of the minimum and maximum credits in a term.

No excused absence from attending classes will be granted to students on the exchange programme who leave before the close of the previous term, or arrive late for the subsequent term. Thus, students not attending classes for the reasons stated above will be marked absent. The fees for the exchange programme will be borne by the student.

Students whose exchange term ends later than the start of the next term at NUP can register with prior permission within a maximum of one week from the start of the next term. This leeway is available only if their University term or examinations run during the first week of the preceding semester. However, even with prior permission, no attendance waiver will be granted for the days missed and fines for late registration will apply.

The maximum number of credits that can be transferred by a student shall be limited to 50% of the minimum credit requirements specified for the award of the degree.

A similar procedure shall be adopted during the time of admission of candidates from other Universities into various eligible programmes of the University, subject to the condition that those Universities are recognized and approved for credit transfer by NUP. During that time, only those courses that were completed and credits earned will be mapped to the courses demanded by the programme curriculum, into which the admission is sought and hence considered for credit transfer. If the other Universities follow a different system altogether, then the programme School into which the student is seeking admission/ transfer may work out an equivalence of credits that are to be transferred with valid supporting documentation. The number of credits thus transferred will be considered for the minimum credit requirements of the programme, but not considered for the SGPA/ CGPA calculations. The credits thus transferred will be indicated as total credits at the bottom of the Consolidated Grade Sheet as 'Total Credits Transferred from (Name of the Institute, place, and Country)', and no breakup of courses will be listed. This procedure shall be applied to dual/ double/ twinning programmes, wherein the credits are shared between two Institutions.

8. LEARNING AND PEDAGOGY

NICMAR University, Pune believes that the method of instruction to maximize learning varies from course to course, and therefore, uses a host of pedagogical approaches in different courses. The instructors/ faculty are well trained to impart the education using traditional and innovative pedagogical methods like case analysis, lectures, role plays, team building exercises, peer-to-peer learning, flipped classrooms, group and individual exercises, class projects, Capstone projects and/or simulation of the business environment to enrich the overall Programme delivery. Practical experience is also gained by the students through site visits and summer internships. Project work under the supervision of a guide develops skills in scientific analysis of problems and report writing. Computer application skills clubbed with knowledge of quantitative methods create an analytical edge for managerial decision-making vital for managing complex projects.
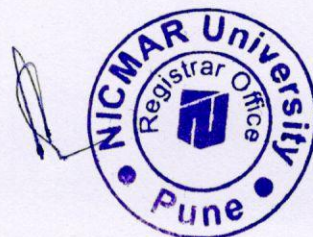
9. ACADEMIC CALENDAR

Academic Calendar means the schedule of academic and other related activities of the university. The academic calendar will include the start and end dates of the induction program, teaching period, examinations period, and major student activities. The academic calendar is approved by the Academic Council from time to time and made available to the students/faculty and all others concerned in printed and /or electronic form.

10. SESSION / COURSE PLAN

A session / Course plan consists of the following components: (i) Course Code (ii) Title of the Course (iii) Lecture-Tutorial-Practical (L-T-P) structure and Credits assigned (iv) Pre-requisites (v) Overlapping/Equivalent courses (vi) Course Outcomes (CO) (vii) Unit mapping with COs (viii) COs mapping with Programme Specific Outcomes (PSOs) (ix) Description of the content CO-wise, and (x) Text/Reference books. It is to be noted that there shall not be a course with just tutorial (T) component without lecture (L) and/or practical (P) component. Further, a course can have only L or P component. The possible combinations for structuring a course can be L, L-T, L-T-P, L-P, and P only. One-credit lecture/tutorial course in a semester means one-hour lecture/tutorial per week. In a semester of 15 weeks duration, a one-credit lecture/tutorial course is equivalent to 15 hours of classroom teaching and additional 15 hours of notional learning comprising some combinations of assignment, case analysis, problem solving, presentation, report preparation, etc. One-credit practical course in a semester means two-hours lab work per week. In a semester of 15 weeks duration, a one-credit practical course is equivalent to 30 hours of lab work. A session-wise list of lectures to be delivered during the semester by the course faculty as per the L-T-P should be prepared with details like mode of delivery, reference material used, and others.

11. ATTENDANCE REQUIREMENTS

It is mandatory for all candidates of NICMAR University, Pune to attend classes regularly and maintain satisfactory attendance as per UGC norms. All candidates must adhere to the following regulations regarding class attendance.

- Candidates are expected to have 100% attendance every Term.
- Relaxation in class attendance up to a maximum of 25% may be allowed to consider sickness or participation in placement/student activities or case of accident/injury and other reasons beyond the control of students. Therefore, a minimum of 75% attendance is mandatory for each course to become eligible to attend the term-end examination of the respective course.
- A minimum of 75% attendance in each course is mandatory to be eligible for TEE. Such candidates who are not fulfilling the said criteria have to attend the crash course during the summer break before the supplementary exam after Term II.
- Students with less than 75% class attendance in less than 50% of theory courses offered in that semester of the programme will be allowed to appear in the remaining theory courses of TEE. Such students will do the crash course/s, as offered by the School Dean with payment. For a crash course, the candidate has to compulsorily maintain 90% attendance.

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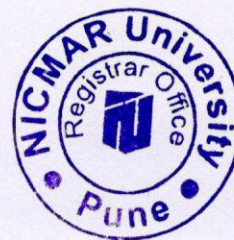
- Student semester will be detained if student's attendance in more than 50% of theory courses offered in that semester is less than 75% attendance. Detained students will repeat that semester in the next year as per the academic calendar.

12. CHANGE OF PROGRAMME

Students may apply for the change of programme from a full-time programme to another full-time programme subject to eligibility criteria. The application of a request for transfer or change must be made within the stipulated timeframe prescribed by the University. All transfer request applications would be considered by the Equivalence Committee for the final decision on transfer. The decision taken by the Equivalence Committee to transfer the candidate or reject the transfer application will be final and binding. Only one transfer request is permissible during the programme duration.

13. ACADEMIC BREAK

An academic break will be allowed for a student when any one or more of the following occurs:

a. Due to a serious medical condition.
b. Due to serious financial constraints
c. On the disciplinary ground.
d. Concerning to general welfare of the student.

Academic breaks enforced due to disciplinary action and/or attendance default or unapproved absence will be treated as suspension from the programme and will be dealt with accordingly. The academic break must be recommended by the Dean of the school and approved by the VC.

## 14. WITHDRAWAL OR TERMINATION FROM THE PROGRAM

14.1 Termination: On the recommendations from the Admission Dept (using fraudulent means to secure admission) or on the recommendations of the Disciplinary Committee (on account of serious violation of the code of conduct) or on the recommendations of the Unfair Means Committee (on account of repeat instances of adopting unfair means during examination), the Dean of the School may suggest the VC for the removal of a student from the programme.

14.2 Withdrawal: If a student chooses to withdraw from the programme of study in which he/she is enrolled, the credits earned by the student till that date will be credited to the respective academic bank of credit account. The validity of the credit earned shall be as declared by the UGC. The student may receive an undergraduate/post-graduate certificate, diploma, or degree as per the UGC Regulation 2021 concerning Academic Bank of Credits (ABC) and further amendments thereafter.

15. REJOINING A PROGRAMME/READMISSION

As per the recommendations of the Equivalence Committee, the student may be re-admitted to the programme subject to payment of prescribed fees and fulfillment of the minimum credit requirements as per multi-entry multi-exit criteria declared by UGC.
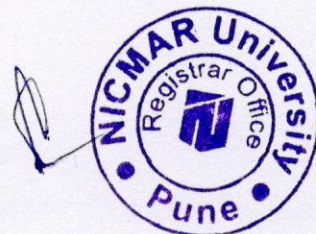
16. ACADEMIC BANK OF CREDIT

The Academic Bank of Credits (ABC) a mechanism that facilitates the students to choose their learning path to attain a Degree/ Diploma/Certificate, working on the principle of multiple entry and exit as well as anytime, anywhere, and at any level of learning. The multiple entry and exit options for students are facilitated at the undergraduate and Master's levels. It facilitates credit accumulation through the facility created by the ABC scheme in the "Academic Bank Account" opened for students across the country to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible Higher Education Institutes (HEIs). The ABC allows for credit redemption through the process of commuting the accrued credits in the Academic Bank Account maintained in the ABC to fulfill the credits requirements for the award of certificate/diploma/degree by the University.

NUP shall provide counseling and guidance to all students desirous of opening an Academic Bank Account with Academic Bank of Credits, with the details of utilization of the services of Academic Bank of Credits in terms of Credit definition, Credit accumulation, Credit transfer, Credit redemption as well as in respect of the opening, closure, and validation of Academic Bank Accounts of students where such requests are recommended through the parent University or autonomous colleges which are already registered with Academic Bank of Credits. Upon collecting a certificate, diploma, or degree, all the credits earned till then, in respect of that certificate, diploma, or degree, shall stand debited and deleted from the account concerned.

17. MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAMME

17.1 Duration of UG Programme: The duration of the UG programme is 4 years. Students who desire to undergo a 3-year UG Programme will be allowed to exit after completion of the 3rd year. If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided they secure the prescribed number of credits as per the UGC regulation. Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years and the total duration for completing the programme shall not exceed 7 years.

17.2 Duration of PG Programme: The duration of the PG Programme is 1 year or 2 years depending on the level completed i.e. 8 or 7 resp. Students may be permitted to take a break for not more than 3 years from the study but the total duration for completing the programme shall not exceed 7 years.

18. ACADEMIC INTEGRITY

Academic integrity is the commitment to maintain honesty, responsibility, and fairness in academic work while respecting the rights of others and adhering to the rules & regulations of the university. It is an essential part of any academic institution and is the basis of trust among educators, students, and other associated academic institutions. Academic integrity requires students to be honest in their work, cite sources appropriately, and follow instructions given by their professors. Plagiarism and cheating are considered as a serious offense and can have severe consequences for students who are caught violating it.
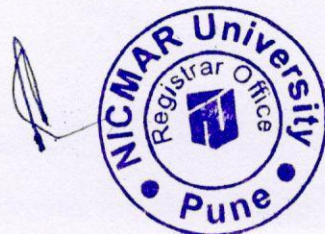
19. MENTORING PROGRAMS

Mentoring programmes provide students with a dedicated mentor who is a faculty member of the university. The mentor can provide guidance, support, and advice to the student on a variety of topics, including course selection, study skills, career planning, and personal development. Through the mentoring program, the student can establish a relationship with a trusted and reliable source of support, which can improve their academic success.

Mentoring programs can also help to build a sense of community within the university. Mentors are often able to connect students to the various resources and activities available at the university. This can help to create a sense of belonging and connectedness, which can improve the overall student lifecycle at the university.

20. ACADEMIC AUDIT

The academic audit is being conducted by an Academic Audit Committee appointed by the VC of the University on the following broad aspects. The Academic Audit Committee may also include external subject experts for independent and transparent audits of the academic unit of the University.

20.1 Curricular Aspects: These include Curricular Planning and Implementation, Curricular Design and Development, Academic Flexibility, Curriculum Enrichment, and Feedback System.

20.2 Teaching-Learning & Evaluation: It includes Teaching-Learning Process, Teacher Quality, Evaluation Process and Reforms, Student Performance, and Learning Outcomes.

20.3 Research, Consultancy & Extension: It includes the Promotion of Research, Research Facilities, Research Publications, and Awards.

20.4 Infrastructure and Learning Resources: Physical Facilities, Library as a Learning Resource, IT Infrastructure, Maintenance of Campus Facilities.

20.5 Student Support and Progression: Student Mentoring and Support, Student Progression, Student Participation, and Activities.
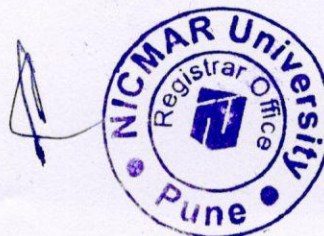
PART – II: EXAMINATIONS ORDINANCES

21. BOARD OF EXAMINATIONS

The Board of Examinations shall be the principal authority for making policy decisions regarding organizing and holding examinations and improving the system of examinations. The Board of Examinations shall deal with all the matters concerning examinations and shall hear and decide complaints received about any matter arising out of the conduct of examinations.

The Board of Examinations shall consist of the following members-

- Vice-Chancellor-Chairperson
- Professors of a subject (Deans/Programme Director of academic Schools) and Dean-Academics
- Evaluation expert(s)
- COE shall be the Member-Secretary.

The Board of Examinations shall approve the Panel of Examiners. The Board of Examination is also the principal authority for the smooth conduct of the examinations, appointing paper-setters, examiners, and moderators and preparing the schedule of dates for holding examinations and timely declaration of results. The Board of Examination shall deal with all the matters concerning examinations and shall hear and decide complaints received on any matter arising out of the conduct of examinations.

Appointment, duties, and responsibilities of the Panel of Examiners are:

a) A panel of Examiners shall be enrolled for each course of study with the approval of the Board of Studies of each school/programme. All faculty members of NICMAR University, Pune will automatically become examiners in the respective programmes.

b) The Chairman of the Board of Studies may call for a list of all eligible examiners from various Colleges/ Institutions/ University departments/Industries as and when required in addition to the faculty members of the University every year which shall be duly forwarded by the respective school Dean.

c) All such eligible lists of examiners shall be placed in the respective Board of Studies for enrolment of the eligible examiners into the Panel of Examiners as per the University norms after due approval.

22. DEPARTMENT OF EXAMINATION

The department is headed by COE and consists of Deputy COEs, Assistant COEs, Sr. Executives, Executives, Assistants, and Office Hands as per the requirement. The Department of Examination ensures the smooth and timely conduct of examinations and the declaration of results.

23. UNIVERSITY EXAMINATIONS

The NICMAR University examination will be conducted at the end of each term of the academic programme.

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23.1 Term-End Examinations: The Term End Examinations (TEE) conducted for the regular courses taught in the respective Term shall be referred to as the Term End Examinations. The Term End examinations shall be conducted on campus or at remote locations in physical or digital mode. The mode and location of examinations would be declared by the examination department along with the schedule of the examinations. The candidates shall be appearing for the examinations adhering to the instructions, rules, and regulations of the examinations.

23.2 Supplementary Examination/Re-Examinations or Backlog Examinations:

1. The re-examination of failed/absent students will be conducted within one month of the declaration of the Term results (courses with Term-end examination). This examination will be called the Supplementary examination. The results of these candidates will be declared within a fortnight from the time these supplementary examinations are held.

2. Students who initially fail a course that has a term-end examination and later appears for the supplementary examination and pass, then such students will be awarded one grade less than the original grade. The student securing a "D" grade will be awarded a "D" grade only.

3. Students who are absent in a course that has term-end examination with genuine/approved leave [this includes the death of blood relative (parent, brother, and sisters), Medical Emergency (with proper documents), or any other valid reasons approved by the competent authority] (will be awarded "W" grade) and further appear for the supplementary examination for that course, such students will be awarded a grade based on their performance.

4. Students who are absent in a course that has term end examination without any genuine/prior-approved leave (will be awarded "ABS" grade) and later appear for the supplementary examination of that course, such students will be awarded one grade less than the original grade.

5. Students failing in supplementary examination will appear for re-examination for the same course/s with the next TEE. After passing, these students will be awarded the D grade only.

6. Students caught copying/engaging in malpractices during the examination will appear for backlog/re-exam at the end of the year only. Students with less than 75% attendance in a course will not be allowed to appear for TEE for that course. Such students have to re-register for that course at the next available opportunity. Such student/s passing the re-examination will be awarded D grade only.

7. Students appearing for the supplementary examination have to pay the prescribed re-exam fees declared by the University. The candidate failing in courses with practicals and/or project work only or remains absent in examinations of such courses should pay the prescribed re-exam fee decided by the University. The re-examination of the practical courses will be held by Schools within one month of the declaration of TEE results.

8. Successful or unsuccessful candidates will receive a grade sheet with new grades in a University-prescribed format.

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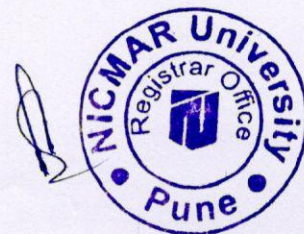
23.3 Examinations Scheme: The weightage for internal and term-end examinations for a course will be 50% and 50% respectively for all programmes of the university. The term-end examination for all programmes will be of 50 marks and for two hours. Separate passing shall be applicable with a minimum of 40% in internal and TEE of each course. The examination scheme may vary as per the guidelines of the regulatory body, if any. The backlog courses examination scheme shall remain as per the previous examination ordinances/ rules/ regulations for candidates admitted thereafter.

23.4 Evaluation

The evaluation of a candidate for each course shall be based on his/her performance in Internal Assessment and Term End Examination, taken together. The faculties shall be empowered to design and define the assessment method as per the course requirement and Course outcome (CO) attainment. Unique assessment treatment for each course shall further strengthen the University assessment. Every course shall have credits assigned. Courses with 1 credit shall have only Internal Assessment.

23.5 Massive Open Online Courses (MOOC): Candidates should attend MOOC courses through the SWAYAM /NPTEL portal, attend the exam and submit a completion certificate with marks obtained to the Programme Director to get the credits as specified in the programme structure/scheme. If any candidate fails to register for SWAYAM/NPTEL or fails in the examination NPTEL examination in a particular Term or subsequent attempts, the candidate shall be awarded an "F" grade in that course. If any candidate fails in a MOOC in a particular Term, then the candidate shall re-register in the next Term on the SWAYAM portal for the same course or similar course duly inform and seek approval from the Dean/Programme Director of the respective school and the same procedure is to be continued till the completion of MOOC. The candidates shall pass the MOOCs in different Terms before the declaration of final Term-end examinations for the award of the Degree. The assessment is to be mapped with CO.

Implementation:

1st semester MOOC credits will be added to CGPA in 3rd Semester for MBA (and in 2nd Semester for 1-year diploma, QSCM),

2nd Semester MOOC credit will be added to CGPA in 4th Semester

If the same course is not available online during the second/third chance, as the case may be, then a similar alternative NPTEL MOOC course of the same credits, duration, and exam will be suggested by the Programme Director. The MOOC courses will be assigned grades like other courses. MOOC courses will be part of SGPA and CGPA calculation in the grades sheet. A student failing in MOOC will not get SGPA as well as CGPA in the grade-sheet and will not be considered for that term scholarship.
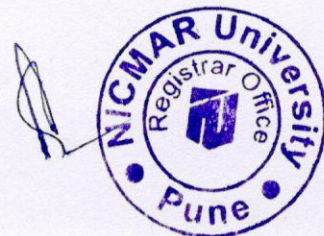
23.6 Internal Assessment (IA)

Internal assessment is the continual assessment of the performance of a candidate during the study of a course done by the concerned faculty member. For a course with a Term-end examination, 50% weightage is assigned to internal evaluation. This internal evaluation of candidates should be carried out by at least three components of which the Unit test component is mandatory. For all courses, the Unit test will carry 40% weightage of marks (20 Marks). This will be conducted during the tenth week of the semester and the syllabus will cover the portion up to the tenth week. The fifth week of the semester will be Internal Assessment 1 (IA1) and the last week of the term will be Internal Assessment 2 (IA2). The syllabus for IA1 will be till the fifth week and the syllabus for IA2 will be from the Unit test till the last week of the semester (*i.e.* 15th week). IA1 and IA2 faculty can select any of the below components. Maximum weightage for a component must not exceed 40% of the total internal marks. The slot for unit test will be part of the academic calendar and School Dean will declare timetable of unit test at least 2 weeks before the start of the unit test.

- Class-participation
- Case analysis and presentation
- Quizzes/ Class test/ Surprise test/ Assignments (announced/ unannounced)
- Term papers/Decision sheets/ Project reports
- Research Paper Presentations /Viva
- Individual assignments/ Group assignments/ Presentations/ Decision sheets
- Sessional / Mid-term examination
- Field project
- Role Play/Simulation
- Any other school/ programme/course-specific component

Any different type of examination can be conducted with the prior permission of the COE and the VC. The concerned faculty must complete internal assessments and show the total internal marks scored by the candidate at least one week before the start of TEE. If any candidate who is fulfilling the attendance criteria and falling short of qualifying marks in the internal assessments, then the faculty may schedule additional internal assessments for such candidates as per their discretions and on a case-to-case basis. The internal marks must be submitted to the COE at least two working days before the start of the TEE.

23.7 Mode of Examinations

The University maintains the technology lead and has integrated the technology into examinations. The various creative assessment methods, beyond pen-n-paper, etc. are employed to measure the course outcomes of the candidates and strengthen candidate potential using the following modes of the examinations,

- On-campus digital examinations (ONDE)
- Off-campus digital examinations (OFDE)
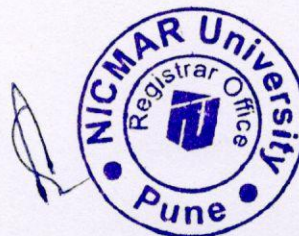
23.8 Question Paper Patterns

The question papers for the Term End Examinations shall be set in such a manner as to ensure that they cover the entire syllabus as per the weightage of the course units. The questions should be framed in such a way that the course outcome (CO) of the course is assessed properly (mostly all). The question paper pattern should be in line with Bloom's Taxonomy.

23.9 Central Assessment Programme (CAP)

On-screen evaluation of answer sheets. The digital record of all the answer sheets shall be maintained in the Examination Management System. In the case of offline mode, the evaluation should be undertaken in a central assessment room. This process should be under the supervision of the chief superintend nominated from each school along with the chief examiner (course leader). The chief examiner will act as scrutinizing authority for evaluation patterns.

23.10 Practical Examinations

Full-time programmes have practical courses as a part of the curriculum. The examination for practical courses will be conducted by internal faculty.

23.11 Project Viva-Voce

It is conducted during the last week of the fourth-Term end examinations in the case of Masters' programme and during the last week of the second Term in the case of Post Graduate Diploma (PGD) programmes. The candidate(s) is allocated to guide (from the university and also organization/ industry mentor) during the start of the third Term in the case of Masters' programme and the mid of the first Term in the case of PGD programmes. Evaluation of the project for Masters programme as well as for PGD programmes should be undertaken by organization/industry mentor and also by the University guide.

## 24. ELIGIBILITY FOR EXAMINATION

24.1 Attendance

This is as per clause number 11 of Part – I.

24.2 Internal Assessment

Minimum 40% marks in Internal assessments shall be mandatory to appear for the TEE of the respective course.

A candidate who was unable to fulfill any of the above 2 criteria i.e. 24.1 or 24.2 shall not be permitted for the TEE of the respective course and will be awarded "NE" grade. Such candidates
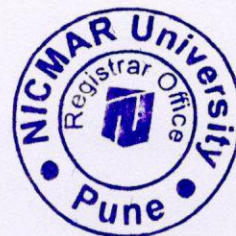
will have only one chance to attend the crash course and/or undertake project work to compensate for attendance default and/or failure in the internal assessment after payment of requisite fees towards the crash course/internal assessment. If a candidate fails to fulfill the attendance criteria during regular delivery of the course or crash course and/or candidate fails to score minimum marks in internal assessments during the term or by the end of the academic year (before the annual supplementary exam) then the candidate will not be promoted to the next academic year. Such candidate(s) will have to take readmission in the given term in the subsequent academic year.

25. EXAMINATIONS ACTIVITY

For the effective, smooth, and efficient functioning of the Department of Examination, the overall activities are divided into the following three categories, on a functional basis:

- Pre-examinations
- Conduct of Examinations
- Post-examinations

25.1 Pre-Examinations

It includes timetable display (30 days before the date of examination commencement), scheduling, question bank creation, completion of pre-requisites and thereafter exam form filling, issuing appointments, etc.

25.2 Conduct Examinations

It includes setting up of control room with all requirements, block arrangement, invigilation, issuing exam-related appointments, etc. The invigilators, Senior supervisor, Control room members, and vigilance squad shall perform the duties as directed to maintain the examination's sanctity.

25.3 Post Examinations

It includes CAP assessment and moderation, result processing and declaration, re-evaluation, issuing documents, Convocation, etc. The answer sheets will be digitally masked. The faculty shall collect the semester-end answer sheets from the COE department on the same day of the examination. Further, faculty shall evaluate collected answer sheets. The faculty must submit evaluated answer sheets to the COE office personally. Also, the soft copy of the mark sheet should be submitted by the faculty (on the same day of submission of answer sheets) before the last date of submission. Usually, the evaluation by the faculty should be performed within 10 days of collecting the answer sheets from the COE office. The faculty will show the answer script to the student before submitting the marks and evaluated answer sheets to the COE office.

- **Result Declaration**

  After receiving the Term-end marks from all faculty members, the internal and Term-end examination marks are added course-wise for the theory courses. In the case of practicals, the COE department will receive the total marks of each candidate from the concerned
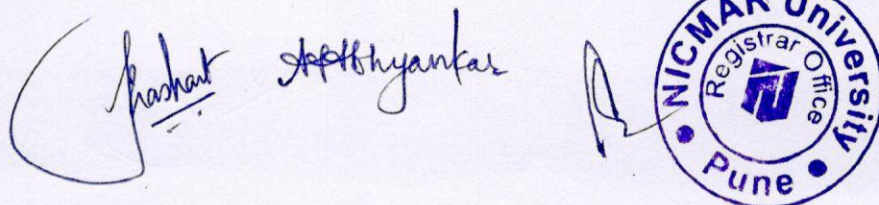
School. In the case of Internship/Project Work etc., the Dean of the school will send marks to the Examination Department. The results shall be declared programme-wise within 30 days post-TEE.

- **Post Result activities - Perusal of Answer Sheets, Re-Evaluation, e-copy of grade card, printing Grade card**

Any candidate not satisfied with his/ her grade can apply for re-evaluation/ re-checking. A seven-day window is given to the candidates to apply for Rechecking/Revaluation after the declaration of results online. After re-checking the best of the two marks will be considered for grading.

Also, any candidate who desires to get a Xerox copy of the answer sheet has to make a proper application to the COE office. The candidate has to apply for the same within two days of the declaration of online results.

The COE office will issue the Xerox copy to answer sheets within two days of application by a candidate (masking the examiner's name and signature).

The candidate failing a course or multiple courses has/has to reappear for the same course during the next Term-end exam. The re-evaluation and re-exam forms can be obtained from the COE department after paying the prescribed charges.

The printed grade sheet for each Term will be made available within a month of the declaration of online Term results. The last Term grade sheet will be distributed on the day of Convocation. Candidates who don't make it to Convocation will receive the last Term grade sheet along with their degree certificate via. post. They will receive it within one month of Convocation. E-copy of the grade card to the candidate will be available on his/her ERP account.

- **Amendment of results**

If anyone identifies anomalies in the declared results, then it must be brought to the notice of the COE. The COE shall verify the facts and recommend necessary changes in the declared results to the VC for required approval.

Reasons for result amendment can be:

- Data entry error
- System/ Programming error
- Printing errors
- The decision of the Unfair means committee

26. PASSING CRITERIA

The candidate should score 40% marks in internal assessments and 40% marks in TEE separately to pass the respective courses.

The passing criteria for the courses having only an internal assessment component are also 40%.

The programmes falling under regulatory bodies such as the Council of Architecture or any other shall be governed by the respective passing criteria as applicable. The grace marks for passing should be decided as follows:

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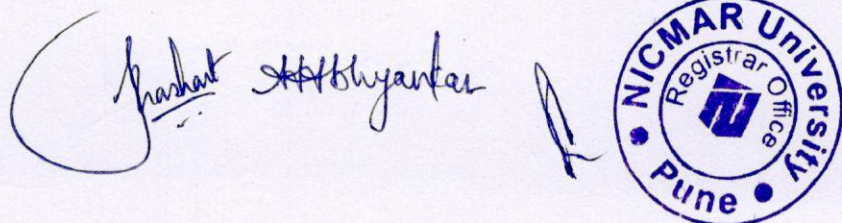
a) A Candidate shall get 1% of the total marks of the Term or 5 (five) grace marks (whichever is less) and grace marks can neither be accumulated nor carried forward for subsequent terms.

b) If a candidate is getting failed then these marks may be distributed to a maximum of 3 courses of the same term as per the requirement.

c) Grace marks shall be allotted only to a failing candidate. However, such a candidate will not be eligible for any award/scholarship after availing of this grace mark.

d) The grace marks shall NOT apply to backlog attempts.

e) The policy of grace marks shall be applicable for TEE and internal assessment.

f) Courses requiring the least grace marks shall be given the benefit of grace marks on priority.

g) If there are two or more courses requiring the same grace marks, then the course with a maximum percentage in corresponding Internal assessment and TEE' shall be considered.

h) Bound by the above rules, COE will be the granting authority of the grace marks.

27. GRADE & GRADE POINTS

The University follows a relative grading pattern/system for each of the courses. Example. Consider a course ACM CA08 where a candidate obtains a maximum score of 86 out of 100. Grading will be relative to a candidate obtaining the highest marks in that course. The formula used for assigning grades to all the candidates for the course is given by

$$\frac{\text{Maximum Marks scored by the candidate in course} - 40}{7}$$

In this course, the highest mark obtained by the candidate is 86. Using this formula, an A+ grade will be obtained by those candidates who have marks between 86 to 75.14. In the same way, another candidate's grading is done based on their marks. The ranges and grades for this course are given below as illustrations.

Grade	ACMCA08	Count
A+	79.42 - 86	79
A	72.85 - 79.41	117
B+	66.28 - 72.84	132
B	59.71 - 66.27	183
C+	53.14 - 59.7	86
C	46.57 - 53.13	43
D	40 - 46.56	19
* 38-39	-	0
*<38	-	6
AVG	-	63
MAX	-	86
MIN	-	29

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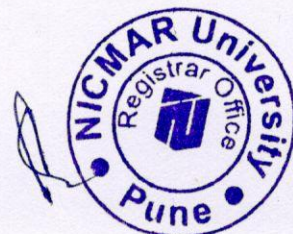
A candidate who is unable to appear in TEE is required to apply for the backlog exam by paying the prescribed fee. Such candidates shall receive grades as per clause titled "Supplementary Examination/Re-Examinations or Backlog Examinations".

The grades and corresponding grade points are given below:

Grade	Grade Points	Remarks
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Average
C	5	Satisfactory
D	4	Below Average
F	0	Fail

The grade sheet shall include the following:

a) The list of courses registered for the Term with credits.
b) Letter grades for each of the courses will be displayed on the grade sheet.
c) Candidates not qualifying passing criteria will be declared as fail (F), Absent without genuine reason (ABS), Absent with genuine reason (W), Not eligible due to less attendance & IA for TEE (NE), Copy case (Grade X) and Semester Not Granted (SNG). Further, such candidates shall receive that term grades sheet with No SGPA and No CGPA.
d) The total number of credits earned by a candidate.
e) SGPA and CGPA details.
f) COE will be the signatory on the grade sheet.

27.1 Calculation of SGPA

The performance of a candidate in a Term is shown by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, projects, practicals, etc. taken by the candidate during the Term. Example: Suppose in a given Term a candidate has taken six courses having credits C1, C2, C3, C4, C5, C6, and his/her grade points in these respective courses are G1, G2, G3, G4, G5, G6, then

$$SGPA = \frac{C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + C_4 \times G_4 + C_5 \times G_5 + C_6 \times G_6}{C_1 + C_2 + C_3 + C_4 + C_5 + C_6}$$

SGPA will be calculated based on the final grades awarded i.e., A+, A, B+, B, C+, C, D, F. The SGPA is calculated up to two decimal places.

27.2 Calculation of CGPA

A candidate will get SGPA and CGPA for a term or terms if the candidate passes all the courses. For example: Suppose a candidate passes three terms and credits for each of the terms are C1, C2, and C3, respectively. Also, the candidate obtains SGPA for term 1, term II, and term III as SGPA1, SGPA2, SGPA3, then
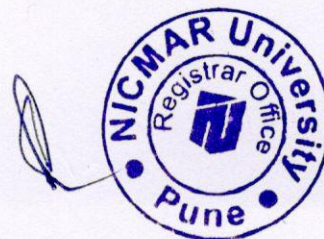
$$CGPA = \frac{C1 \times SGPA1 \ + \ C2 \times SGPA2 \ + \ C3 \times SGPA3}{C1 + C2 + C3}$$

28. PROGRESSION & PROMOTION CRITERIA

The applicable criteria for progression and promotion are as follows:

a. The candidate shall be allowed to progress in the subsequent term(s) of the academic year irrespective of the number of courses pass during the term.

b. The candidates must secure 70% credits during the academic year to get promoted to the subsequent academic year else promotion to the next academic year will not be granted and the candidate will have to repeat failed subjects on payment of requisite fees during the year down.

c. The candidate will be allowed to get promoted to the third year provided the candidate passes all courses of the first year and has earned 70% credit in 2nd year. Similarly, to get promoted to the fourth-year candidate must pass all courses of the first year and second year and has earned 70% credit in 3rd year, and to get promoted to the fifth-year candidates must pass all courses of the first, second and third year and has earned 70% credit in 4th year.

d. The candidate failing to earn 70% credit during the academic year will be detained and progression to the next semester will not be granted. Such candidates will be required to be re-registered (without grade penalty) with payment of fees for the failed courses if required or directly can give a re-exam (with Grade penalty).

29. WITHHOLDING THE RESULT/ GRADE CARD/ DEGREE CERTIFICATE

The grade card/degree certificate of a candidate may be withheld if he/she has not paid the dues or if there is a case of indiscipline pending against the candidate, or for any other such reasons.
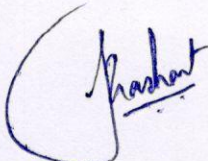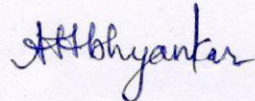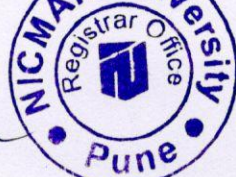
30. ACADEMIC SANCTITY

The University maintains high academic standards and shall not tolerate any form of academic dishonesty. Any violation of academic dishonesty will be dealt with seriously. It shall be the candidate's responsibility to ensure the truth and authenticity of his or her academic work. All cases of indiscipline and unfair means shall be dealt with strictly as per the provision of the Academic Ordinance or Academic Regulation of the University. The candidate failing to maintain academic sanctity shall not be eligible for the examinations and assessments.

31. PH.D. PROGRAMME GUIDELINES

For an award of a Ph.D. degree refer to NICMAR University Ph.D. regulations.

32. OTHER EXAMINATIONS GUIDELINES

There are some other examinations guidelines as well, which are as follows:

32.1 Examinations

- TEE is the examinations conducted at the end of each Term, as applicable, during the period/duration specified for the respective programme.
- The tentative schedule of the examinations will be published in the academic calendar.
- The detailed timetable of the Term-end examination shall be published/announced at least 01 (one) month before the scheduled date of examinations.
- These examinations shall be held at the designated examination centers/hall/rooms of the University.
- The internal assessment examinations should be conducted at Faculty/School level as per the Academic Calendar.
- The Final examination for Practical, Viva-Voce, Project/Thesis Evaluation, etc. as applicable shall be conducted at Faculty/School level. The examination schedule will be published by the respective school at least two weeks before the start of such exam.
- All other internal assessments shall be conducted by the respective faculty members/course instructors as per the schedule announced in the respective Course Plan. The respective Deans shall be responsible for the smooth and timely conduct of such internal assessments and the declarations/publication of the results/marks obtained in these internal assessments.
- Locking of the marks of IA and attendance in the ERP shall be executed by the concerned course Faculty/Deans/Programme Directors within 3 days from the last date of academic instruction as per the academic calendar.
- The cases of candidates representing the University at National, International, State, and University levels in academic, sports, and cultural activities as well as National level competitive examinations may be considered for rescheduled examinations.

32.2 Communications to Candidates

- The University ERP, official email ID (i.e. with PXXXXXXX@student.nicmar.ac.in as domain), and the University Examination Management System (EMS) are the only modes of communication.

- The candidate needs to strictly follow the communication and the deadlines specified by the Department of Examinations. The instances of failing to adhere to the deadlines and communications will not be entertained under any circumstances.

- Candidate shall ensure to visit the "Examination" webpage at University's website or ERP system regularly and remain updated about examination communication.

- The important documents such as Examinations Ordinance, Examination instructions manual, Examination Activity Schedule, Examination Timetable, Result declaration, FAQs, etc. are available on the website and shall be read and understood by the candidate. Ignorance of the clauses mentioned in these documents DO NOT qualify for any consideration. Candidate shall avail the Digital desk facility for all requirements of documents related to the Department of Examination.

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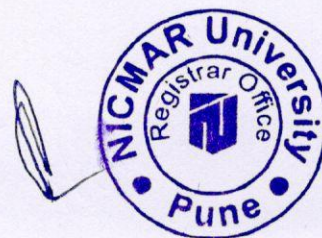
- It is the responsibility of the candidate to remain updated at all times regarding DoE and University communications from time to time.

32.3 Examination Fee

- The annual programme fees are inclusive of the examination fees. Candidates do not have to pay additional fees towards their first attempt at any regular university exams.
- Candidates will have to pay examination fees for repeat exams (Failures, absentees and unfair means cases, *etc.*) during supplementary or backlog examinations.
- Refer to Ph.D. regulations of NICMAR University Doctoral School for examinations fees (if any) related to Ph.D. Programme.

32.4 Question paper Moderation

Three separate set of question papers are prepared per course. Once question papers have been received by the examination department from the paper setter, the question papers would be sent to the question paper moderator. Ideally, the moderator should submit their comments to the examination department within a week of receipt of such question papers. Any changes/recommendations have to be incorporated in the final question papers and such question papers should be ready two weeks before TEE.

32.5 Audit of Examination Department

The Departmental audit shall be carried out annually by the designated Committee appointed by the VC. The scope of the committee would be to review all but not limited to the pointers mentioned below:
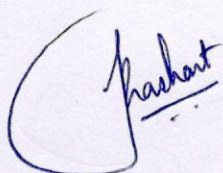
- Review the examination schedule/processes and its adherence in real time
- Submission of question papers and corrected answer scripts by the paper setters/examiners.
- Incorporation of recommendations by question paper moderator
- Review of cases for reevaluation/rechecking *etc.*
- Review of CO and PO attainments
- Review of unfair means cases/grievance redressals
- Review of errors and corrections in published results
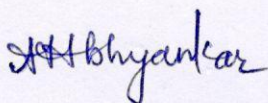- Review of communication to all stakeholders.

32.6 Course Titles

The Course Titles shall be as per Academic Council approval.

32.7 Degree Titles

The Degree Title shall be as approved by the Academic Council/Board of Management and must be in adherence with UGC Section 22 and related amendments thereafter. The list of approved Degree titles is to be received from the Registrar's Office.
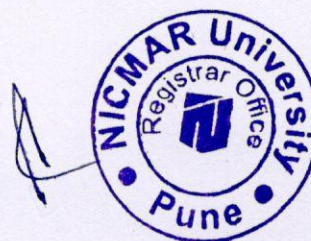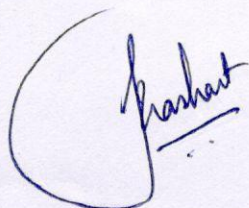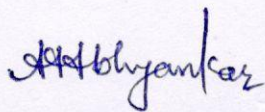
32.8 Helpdesk

The helpdesk is the facility made available by Examination Department for the candidates to assistance in various matters such as official documents for Degree certificates, Diploma certificates, and Correction in grade cards/certificates.

33. COMMITTEES ASSOCIATED WITH THE EXAMINATION DEPARTMENT

33.1 Unfair Means Inquiry Committee (UMIC) (Rules and punishment)

a) To investigate and suggest disciplinary action for malpractices and Unfair Means on the part of candidates, paper-setters, examiners, moderators, referees, invigilator, or any other person connected with the conduct of examinations; the Board of Examinations shall constitute an "Unfair Means Inquiry Committee" of whom one shall be Chairman.

b) The constitution of the Unfair Means Inquiry Committee shall consist of the following:

- Nominee of the President or VC
- Dean of each School and Dean of Academics
- Domain/Subject Expert (in case of unfair means inquiry for the stakeholders other than students)
- The COE-Member secretary

c) The VC shall place the panel before the Board of Management for consideration and approval. The term of the office of the committee shall be three years. Three members constitute a quorum.

d) The Committee is empowered to take disciplinary action in the matter as deemed fit.

e) The systematic flow for the UMIC process to be followed to deal with the unfair means is given below:

- Step 1: Submission of the incident report by the observer to the COE
- Step 2: Scheduling the meeting with prior approval from the Chairman
- Step 3: Informing and inviting candidates if suggested by the Chairman
- Step 4: The COE tables the incident reports to UMIC
- Step 5: UMIC reviews the case after the required hearing and passes the decree
- Step 6: COE informs the committee decision to the candidate and concerned stakeholders. COE shall be responsible for the necessary execution of the committee decision.
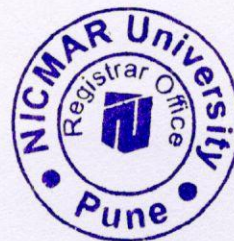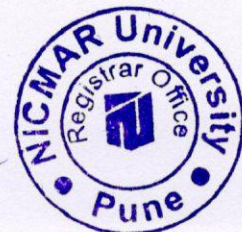
33.2 Recommended quantum of punishment for unfair means adopted for students

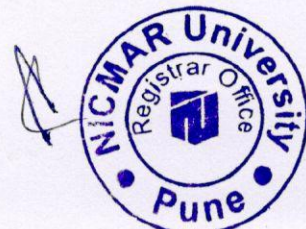| Sr. No.	Type	Description	Quantum of punishment
1	Minor	Possession of copying material, electronic gadget, and/or copying from the same within examination hours	Annulment (null and void) of the performance of the candidate at the course examination during which the candidate was found with copying material in his/ her possession.
2	Minor	Possession of another candidate's answer book/supplement and /or actual evidence of copying therefrom.	Both the candidates will be punished as mentioned in Sr. No.1
3	Minor	Navigation from one Window to Other Window, using floating apps/windows/using any mobile app/website which may support cheating/ Multiple faces in the camera	As mentioned in Sr. No. 1
4	Minor	Possession of an additional device other than prescribed in the Examination Hall.	As mentioned in Sr. No. 1
5	Minor	Possession of the copying material but attempt to destroy the evidence by the examinee.	As mentioned in Sr. No. 1
6	Major	Mutual/Mass Copying	Annulment (null and void) of the performance of all the candidates from ongoing as well as consecutive Term End Examination session.
7	Minor	Report of the Authority on duty that candidate is copying	As mentioned in Sr. No.1
8	Major	a) Smuggling - out or smuggling-in of blank answer book (s) or supplement(s) or graph papers or any other examination stationary and/or question papers.	Annulment (null and void) of the performance of all the candidates from ongoing as well as two consecutive summative (TEE) sessions.

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		b) Smuggling-in of written answer-book/graph-paper/ supplement based on the question paper set at the examination.	
		c) Forging the signature of the invigilator on the answer book/ supplement/ graph paper.	
		d) Carrying unapproved charts/data sheets in the examination hall	
		e) Exchange of Answer books / Supplements/question papers	
9	Major	a) Insertion of currency note to bribe or attempt to bribe any of the persons connected with the conduct of examinations. b) An attempt of contacting the examination member by any means to seek personal favors.	Annulment (null and void) of the performance of all the candidates from the ongoing Term End Examination session.
10	Minor	Revealing identity in any form in the answer written.	As mentioned in Sr. No.1
11	Major	In the same exam if a candidate is caught adopting any of the unfair means in more than one course or more than a single minor unfair means act.	Annulment (null and void) of the performance of the candidate for that Term examination in full
12	Minor	Using obscene Language/ Violence, at the examination center by a candidate at the College examination to any of the persons concerned with the examination.	As mentioned in Sr. No.1
13	Minor	A candidate found referring to book(s), notes, any written material, copying material, or electronic gadget kept outside the examination hall during examination hours.	As mentioned in Sr. No.1
14	Major	All other malpractices are not covered in the aforesaid categories.	As mentioned in Sr. No.1

15	Major	If on previous two occasions, disciplinary action was taken against a candidate for malpractice used at examination/and he/ she is caught again for malpractices used at the examinations.	The candidates who are caught in the unfair means a third time, he/she may be rusticated from the college.
16	Major	Impersonation for a candidate or impersonation by a candidate in University examinations	Rustication from the University
17	Minor	If the candidate is blocked from the system in AI proctoring platform.	As mentioned in Sr. No.1
18	Major	Tampering with University documents/data/records.	Rustication from the University

Note:

1) The Act of Minor Unfair Means (UMA) punishment includes social work for one week. In case of a major act of unfair means, the tenure will be 2 to 4 weeks as per the discretion of the committee. The internship duration shall be 4 hours per day or 20 hours per week. The serving place can be inside or outside the University premises. Candidate shall obtain a service completion certificate.

2) Obtain an undertaking from the candidate and parent.

3) Keep candidates and parents informed from time to time.

4) It is applicable for online assessments with suitable modifications.

5) Maintain the record of unfair acts in ERP for ready reference and future responses.

6) Finalize and lock the internal assessment marks during the completion of punishments, if permitted by the committee.

7) The result declaration is only after the approval of the course chairman.

8) Use of UM (Unfair Means) abbreviation in Gazette.

9) If Candidate is found copying material in any form or violating the instructions during examinations in the examination hall, the invigilator should immediately report the case to Senior Supervisor in the exam control room along with the candidate's answer sheet and coping material.

10) A written statement with the signature of the candidate shall be obtained for breach of examination policy.

11) Material received (If any) shall be confiscated by the examination office.

12) The Term "Cancellation of Performance in full" includes the performance of the candidate in the TEE as well as IA.
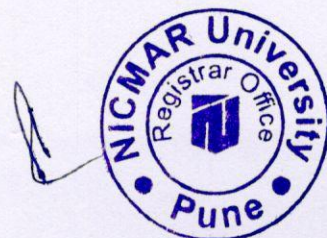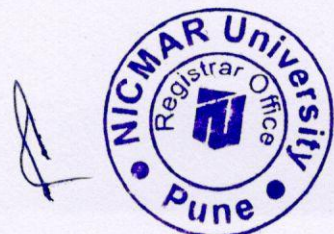
33.3 Recommended process and quantum of punishment in case of stakeholders other than students

On receipt of the report regarding unfair means by any question paper setter, examiner, moderators, invigilator, or any other person connected with the activities related to examinations held by the University, including breach of the rules laid down for proper conduct of examinations, as the case may be, COEs shall have power at any time to call for an inquiry and ascertain unfair means (if any) by UMIC. The steps recommended to be followed are:

1) The applications received through the link for applying grievances / Unfair Means
2) The applications are processed/received through COE
3) COE invites the UMIC to investigate the case.
4) As per the finding of the committee, the recommendations shall be submitted to the Vice Chancellor for further necessary action.

Sr. No.	Nature of Unfair Means	Recommended Penalty or Punishment
1	Negligence towards the assigned duty/task	Issuing the observation note and seeking an explanation.
2	Question bank creator or any person connected with the conduct of the examination found responsible for the leakage of the questions before the time of Examination intentional or due to the negligence	Disqualification from all examinations work for a Term + disciplinary action suggested by Unfair Means Committee
3	Favoring candidate (examinee) by the examiner, moderator, or referee in formative &/or summative assessment in terms of awarding more than the deserving marks	Disqualification from all examinations work for a Term + disciplinary action suggested by Unfair Means Committee
4	Injustice with the candidate (examinee) by the examiner, moderator, or referee in formative &/or summative assessment in terms of awarding less than the deserving marks	Disqualification from all examination work + disciplinary action suggested by Unfair Means Committee
5	Negligence of any form by question bank creator while uploading questions – repetition of questions, questions out of syllabus, wrong options in case of MCQs, deviation from the examination pattern defined, etc.	Warning / Show Cause Notice / Observation note/memo should be issued to the question bank creator by COE + Disciplinary action as

|		suggested by Investigating Committee
6	Assisting candidates in copying answers during an examination or showing negligence in reporting unfair means cases when on supervision duty.	Disqualification from all examination work for Term + disciplinary action suggested by Unfair Means Committee
7	Assisting candidates (examinee) in mass-copying during the examination	Permanent disqualification from all examination work + disciplinary action suggested by Unfair Means Committee

Note:

- The VC, in addition to above mentioned punishment, may impose a fine on the concerned person if declared guilty.
- In addition to the above-listed punishments, any other punishment deemed fit by the VC.
- The above punishments shall be placed or recorded in the service book / personal record of the employee. The above punishments may be taken cognizance at the time of promotion/increments or any other benefit awarded to the concerned employee.

33.4 Grievance Redressal Committee (GRC)

A grievance is a real or perceived cause of complaint, especially unfair treatment in terms of examination process/outcome, *etc.* is raised by the students for necessary redressal. The constitution of GRC should consist of Vice-chancellor (or VC nominated member) as Chairman, Concerned Dean of School/Programme Director, COE as member-secretary and Domain Expert. The systematic process for GRC is as follows:

- Either register grievance through the digital QR code enabled Candidate Assistant form available at the Examination webpage on the University website OR through email at "exam.helpdesk@pune.nicmar.ac.in" within 2 working days from the day of incidence.
- The candidate will be notified about the progress and decisions from time to time.
- COE to implement the Committee decisions and ensure compliance.
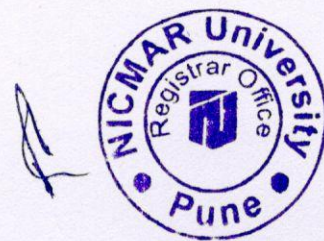
34. PROVISION FOR SCRIBE FACILITY

It is expected that the authorities/individuals (accountable to ensure diversity enabling environment in higher education) see this statement in the light of milestone guidelines reflecting in the 'universal design of learning', Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) - PWD Act (1995), Rights of Persons with Disabilities Bill - 2016 Passed by Parliament of India on 14/12/2017, United Nations Convention on Rights of Persons with Disabilities 2007, and the National Trust (Welfare of persons with Autism, Cerebral Palsy, Mental Retardation, and Multiple Disabilities) Act 1999. The provisions prescribed in these disability-related legislation (facilities, Concessions, Exemptions, and reservations) are mandatory to follow for all individuals and institutes. Various processes of the university and the affiliated colleges (like admission, curricular transactions, examination, placements, etc.) have to be in tune with these legislations.

The benchmarked disability types for certification under special consideration are 1. Blindness, 2. Low-vision, 3. Leprosy Cured persons, 4. Hearing Impairment (deaf and hard of hearing), 5. Locomotor Disability, 6. Dwarfism, 7. Intellectual Disability, 8. Mental Illness, 9. Autism Spectrum Disorder, 10. Cerebral Palsy, 11. Muscular Dystrophy, 12. Chronic Neurological conditions, 13. Specific Learning Disabilities, 14. Multiple Sclerosis, 15. Speech and Language disability, 16. Thalassemia, 17. Hemophilia, 18. Sickle Cell Disease, 19. Multiple Disabilities including deaf-blindness, 20. Acid Attack victim, and 21. Parkinson's disease. Such candidates taking admission to any of the University programme should submit a disability certificate from the authorized govt. hospital to the Admission Department and respective Dean of the School.

In certain cases, candidates meeting with an accident and/or suffered injuries to his/her hand, wish to appear for the Term-end examination taking the help of a scribe. The candidates with medical problems will be provided a scribe in the Examinations only subject to prior permission from the Programme Director, followed by the Dean of the School and Dean (Academics). The documentary proof along with recommendations of the concerned Programme Director and Deans should be submitted to the COE office. The candidate may be allowed to arrange the scribe from his/her end. Otherwise, COE will assign the scribe to the candidate in consultation with Dean (Academics).

The scribe to be appointed must not have passed the examination at which he is appointed to work for the examination and should not be from the same faculty. The concerned scribe should not be the first relative of the examinee, i.e. Mother, Father, Sister, Brother, Paternal, and Maternal uncle. The concerned candidate must submit a medical certificate from University Medical Doctor/Practitioner'. Every candidate with a specified disability and taking the help of a scribe during the Term-end examination shall be entitled to 20 minutes extra time for every hour of examination. The COE shall make a separate seating arrangement for the candidate and the scribe.

35. UNIVERSITY CERTIFICATES AND CONVOCATION

35.1 Grade Card: The grade card shall include the following;

a.   The list of courses registered for the Term with credits.
b.   The letter grade obtained in each course.
c.   The total number of credits earned by a candidate.
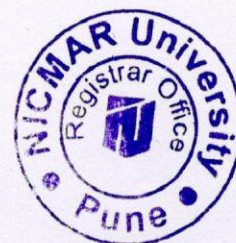
d.   SGPA, CGPA details.
e.   COE will be a signatory on the grade-sheet
f.   Date of issuance.

35.2 Conversion to CGPA to Percentage of Marks

This is to certify that the university follows a grading pattern in examination and the conversion formula for CGPA into percentage is as under.

$$\text{Marks in Percentage} = 9.5 \times \text{CGPA}$$

The CGPA to Percentage Conversion formula will be available at NICMAR University, Pune website under the Examination section.

35.3 Provisional Degree Certificate

The graduating candidates are eligible for the provisional degree certificate provided they fulfill the University's academic and administrative requirements. The Examinations department will issue the provisional certificate to the graduating candidates.

35.4 Transcripts

The transcript/s copies can be obtained from the Examination department. The candidate is required to fill out the transcript form available with the Examination department. After submission of the form and payment of fees in the Accounts Section, the Examination department will issue the transcript within a week of submission of the transcript form after payment of fees prescribed by the University.

35.5 Convocation Ceremony

a. The convocation for conferring Degrees and Diplomas of the University shall be held once during an academic year, preferably on or before October/November.
b. The Registrar shall give notice of the date of the convocation to the members of the Board of Management and Academic Council and shall publish the said notice on the NICMAR University, Pune website.
c. The notice period shall not be less than four weeks. This condition of minimum notice period shall not apply to the special convocation.
d. The COE in coordination with the Registrar under the directions of the Vice-Chancellor shall prepare the programme to be followed at the convocation.
e. The costume to be worn by the Chancellor, the Vice-Chancellor, the Pro-Vice Chancellor, Members of the Governing body, the Board of Management and Academic Council, other officers of the University, and the candidates eligible to receive the degree at the convocation, shall be such as specified by the Board of Examination.
f. The University may confer Degrees, Diplomas, and other academic distinctions in each Faculty/School, as prescribed, on such persons who are eligible for the same.

g. The applicants for Degrees, Diplomas, and other Academic Distinctions may be arranged and presented at the convocation in the following order:
- Doctoral Degree
- Master's Degree
- Integrated PG programme
- Post Graduate Diploma
- Bachelor's Degree

h. The University shall confer at the convocation a Degree/Diploma in the programmes, approved by the Board of Management from time to time, to such persons as have undergone the prescribed programme and have passed the qualifying examinations for the same.

i. Every candidate, who has pursued an approved programme of study in the University and has passed the examinations prescribed by the University, shall be eligible to be admitted to the respective Degree or Diploma in person or absentia, at his option, at the convocation.

j. At the Convocation, the Dean of each Faculty, or in his/her absence, a member of the Faculty, nominated by the Vice-Chancellor, shall present to the Chancellor or the Vice-Chancellor, the persons who have sought admission to the respective Degrees and Diplomas.

k. Subject to such general or special orders as may be issued by the Board of Management from time to time on this behalf, all candidates successful at the final examination for a degree or diploma shall be entitled to be admitted to a degree "receive the said" or diploma at the next convocation held after the publication of results of that examination.

l. If any candidate is absent at the first convocation held after the publication of results, he /she shall, on application to the COE, be entitled to be admitted to the degree in absentia. Such application shall be accompanied by a receipt of fees as may be prescribed by the University from time to time.

m. The degrees, medals, and prizes will be conferred/presented to the awardees, individually by the VC. The formal document of the degree and diploma shall bear the signature of the VC in token of the conferment of the degree.

n. The manner of conferment of degree/diploma, the language of the convocation proceedings, and the language of the formal document of degrees and diplomas shall be as decided by the Board of Management in confirmation with guidelines from UGC/Government of Maharashtra.

o. Notwithstanding the above, and following the Regulations of the UGC in this regard, the degrees are given within 3 months of passing a degree course or even earlier without the Convocation, if so requested by any candidate.
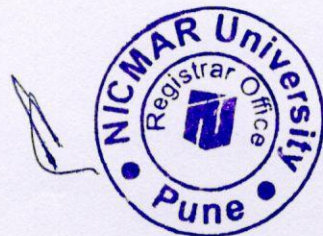
35.6 Medals, Awards, and Accolades

Candidates securing the highest CGPA in each Master's/Integrated/Post Graduate Diploma/Bachelor's programme will be awarded a Gold Medal and Certificate during the convocation. Additionally, the schools can declare the list of medals, awards, and accolades along with corresponding criteria at the beginning of the academic programme.

35.7 Education Verification

Any query regarding educational verification of alumnus (pass out) candidates, from across various full-time programmes will be handled by the Examination department. After receiving a request *via.* email from the concerned organization regarding verification, COE will revert with details within three working days of receiving the email, after payment of fees prescribed by the University.

36. DATA RETENTION AND SHREDDING POLICY

36.1 Retention

The NICMAR University, Pune Examination Department shall maintain records of all old evaluated Term-end examination answer sheets in their custody for at least n+2 years where n stand for the programme duration. All the answer sheets programmes wise and courses wise will be stored properly, till the final degree is issued to the candidates. COE must maintain these records. Similarly, faculty members shall maintain a record of internal assessment of their courses till the end of the programme that includes:

- Hard/soft Copies of the evaluation sheets (Class Tests, Assignments, Projects)
- Evaluation sheets in case, group discussion, and such oral evaluation components.

36.2 Shredding

Used answer sheets are shredded after N+2 years, where N is the number of years for the complete Programme. The shredding committee consists of 5 members,
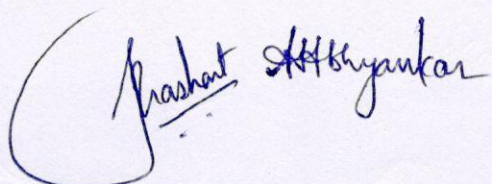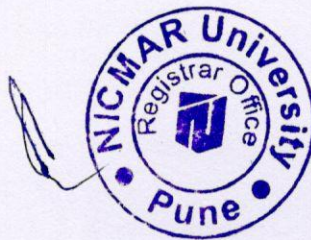
- Controller of Examinations–Chairperson
- Faculty members from the respective Faculty/school nominated by the Dean

In case of the availability of a Digital answer sheet, the physical answer sheet can be shredded after 90 days from the date of result declaration.

The shredded material has to be disposed of as per the University disposal policy.

37. DOCUMENTS/INFORMATION AVAILABLE ON THE UNIVERSITY WEBSITE

- Academic & Examinations Ordinances
- Examination Time Table
- Result Declaration

- Examination Activity Schedule
- University Candidate Instruction Manual
- University Examination Manual
- Digital Desk
- Notification
- Contact Details
- Convocation
- Convocation Registration link
- Degree by post
- FAQs relating to Examinations

37.1 Payments by the students in exam-related matters

| Sr. No.	Particular	Payments
1	Re-Examination	Rs. 2000/- per course
2	Re-Checking/Re-Assessment	Rs. 1000/- per course
3	Re-Totaling/Re-Evaluation	Rs. 500/-
4	Duplicate Semester Gradesheet	Rs. 1000/- per semester
5	Duplicate Degree Certificate	Rs. 1500/-
6	Photocopy per answer sheet	Rs 750/-
7	Transcript	Rs. 1000/-
8	Migration	Rs 750/-
9	Certificate Attestation	Rs. 10/- per certificate
10	Course Completion Certificate	Rs. 500/-
11	Education Verification	Rs. 1000/-
12	Character Certificate	Rs. 500/-
13	Bonafide Certificate	Rs. 500/- per copy
14	Convert to Percentage Certificate	Rs. 500/-
15	Medium of Instruction	Rs. 500/-
16	Certificate of Backlog Summary	Rs. 500/-
17	Equivalent Percentage Certificate	Rs. 500/-
18	To Whomsoever It May Concern Certificate	Rs. 500/- per copy

37.2 Renumeration for External Examiner

Particulars	Unit	Remunerations (In Rs.)
Viva-Voce of Project Work	Per student group	Rs 500 (subject to minimum 4 groups)
Oral Examination of Lab, Workshop, etc.	Per student	Rs 30 (subject to minimum Rs 1000)
Question Paper Setting	Per course	Rs 2000
Answer Script Evaluation/Moderation of 50 marks	Per answer script	Rs 30 (subject to minimum Rs 1000)

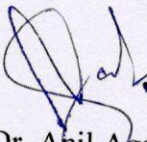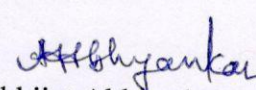Note: Travel & Logistics Allowance will be provided as per norms of NUP.
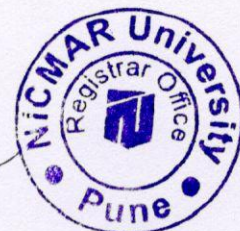
This Academic and Examination Ordinance is applicable for batches joining the NICMAR University from July 2023 onwards.
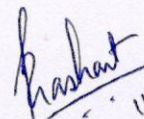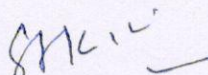
38. POWER TO REVISE, MODIFY, AMEND

Notwithstanding anything contained in the above Ordinances:

The Academic Council has the right to add, delete, revise, amend, or modify any of the provisions of this Ordinance from time to time, and shall be binding on all stakeholders concerned, including the Students, Faculty, Staff, Departments, and University Authorities. In case of any discrepancy in the implementation/interpretation of any of the provisions of the Ordinances specified above, the VC's decision shall be final and binding. Any modification to the Ordinance shall not be applied retrospectively. However, the Academic Council and Board of Management shall have the authority to implement any modifications retrospectively for a select case.
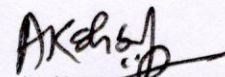
Dr. Anil Agarwal
Int. Dean – Academics

Dr. Abhijat Abhyankar
Controller of Examinations
(I/c)

Dr. Prashant I Dave
Registrar

Dr.(Mrs.)Sushma Kulkarni
Vice Chancellor

Approved By

Dr. Anil Kashyap
President