



PANDIT DEENDAYAL ENERGY UNIVERSITY
(Formerly Pandit Deendayal Petroleum University)

ACADEMIC RULES FOR M. Sc. PROGRAM
(For students studying in the batch of admission year 2020 and onward)

1. ACADEMIC REQUIREMENTS

Registration at the beginning of each semester, on the prescribed dates announced in the Academic Calendar, is mandatory for every student until he/she completes his program. No student is allowed to attend a course without registration in that course. In case of compelling reasons, the School provides for Late Registration, whereby a student is allowed to register after the last date of registration on payment of a prescribed fine.

The student registers for course(s) during a given semester, on the basis of the program as prescribed in the curriculum.

Registration is done in person, normally on the first day of each semester, for which the schedule is announced in advance. Students having outstanding dues to the School or hostel will not be permitted to register; if a student fails to register during any semester his studentship is liable to be cancelled.

Only under the exceptional situation a student can register/re-register for a semester, after the prescribed date of commencement of the semester, but in no case later than a month to it.

1.1 SEMESTER LOAD AND COURSE UNITS

A semester load is at least of 17 credits. Theory courses carry credits in the range of 3 to 3, practical courses carry credits 1 to 3 and Seminar/Project/Dissertation carry credits in the range of 8 to 20 (See Appendix I for an explanation).

1.2 COURSE STRUCTURE

- (a) The first two semesters will contain five to six subjects each.
- (b) The first three semesters are for the courses. The third is dedicated to the opted specialization with research project phase-1; and fourth semesters would be for seminar project work /dissertation.
- (c) Following will be the course structure for Semester III and Semester IV:
Semester. III:
 - i) Electives (between 8-13 credits)
 - ii) Project/Seminar (8 credits)

Semester IV:

i) Project & Dissertation (17-20 credits)

1.3 CREDITS AND SPI / CPI

Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

Every M. Sc. student must complete all prescribed courses. SPI and CPI will be calculated on the basis of all the Postgraduate courses taken by the student.

No student registered for the M. Sc. programme shall continue in the programme for more than 3 years.

1.4 EVALUATION: GRADES AND POINTS

a) The performance of the students in their course work will be evaluated in terms of letter grades: O, A⁺, A, B⁺, B, C, P, F. These grades are equivalent to the following points/ratings on a 0 - 10 scale.

Marks Obtained	Letter Grade	Grade Point
≥80	O (Outstanding)	10
70-79	A+(Excellent)	9
60-69	A(Very Good)	8
55-59	B+(Good)	7
50-54	B(Above Average)	6
45-49	C(Average)	5
40-44	P (Pass)	4
<40	F(Fail)	0
	Ab (Absent)	0

In order to pass a course examination it is required to obtain overall minimum 40% of the maximum marks of the respective course examination. However to pass a theory course, it is required to obtain minimum 35% of the maximum marks separately in its End Semester Examination component, provided the total overall obtained is the minimum 40% of the maximum marks for the course.

Also to pass a practical course, it is required to obtain minimum 35% of the maximum marks separately in its Laboratory related End Semester Examination component also, provided the total overall obtained is the minimum 40% of the maximum marks for the practical course.

The percentage allocation for evaluating a Theory course will generally remain as given below:

☞ 25% for Mid Semester examination, 50% for End Semester, and 25% for the Internal Assessment like Quiz, Test, Assignment, Attendance, Project, Viva, Responsiveness in class room, etc. but at least three components should be used to decide the internal assessment marks.

The percentage allocation for evaluating a Practical course will generally remain as given below:

☞ 50% for the Laboratory Work and 50% for the Laboratory related Examination. The Grade to Percentage conversion-formula devised from AICTE directive is as given below:

$$\text{PERCENTAGE} = \frac{(\text{CPI} - 0.5)}{0.1}$$

A student passes the course if he gets any grade in the range of 'O to P' but fails if he gets the grade F or NA/Ab. A student is awarded fail grade F if his performance in the course is poor. He is eligible for re-examinations per the time-table announced.

The grade 'NA/Ab' is assigned to the students absent in the examination for any reason, as a mark of the absence.

For all students, who appeared for reexamination, the same grade will be awarded, which is evaluated by the examiner, without lowering.

- b) The grade Ab/NA is assigned to the students absent in the examination.
- c) If a student remains absent in any component of evaluations other than the End Sem. examination, his final grade will correspond to the total of weighted marks he obtained in remaining components of evaluation he appeared at. This is applicable for sem. 1 & 2.
- d) The value of the final percentage marks after considering all the components of a course examination will be calculated in the integer value which is next to the fraction-point value e.g. 43.3 or 43.7 will be considered as 44 by the examiner.
- e) Where a student fails in a course examination, he may be graced by not more than 3% marks in final overall result of the course to pass it. A minimum requirement if any to pass in a component/s of a course evaluation shall have to be fulfilled without gracing.

The above referred scopes of gracing and calculating the marks in terms of the next integer are applicable only to the final/overall percentage result of a course examination.

- f) The marks for all kind of continuous evaluation e. g. Internal Assessment, mid sem. examination, quiz, assignment, term work etc. of a course once finalized at the end of the semester shall be carried forward only, till he passes the course as a whole.
- g) For the academic year 2020-21, the evaluation pattern for UG/PG programs of Science, Engineering and of Liberal Studies will be as follows for the reason of the constraints posed by COVID19:

60% of the Internal Assessment Component, and
40% of the End Sem Component Theory examination.

The question paper of the end sem exam shall continue to be of 100 marks as usual. The students require to score minimum 35 marks out of 100 in each of the end sem theory course examinations, subject to minimum 40% in overall evaluation of the course to pass it as usual.

1.5 ACADEMIC PERFORMANCE REQUIREMENTS

- a) The SPI (Semester Performance Index) or CPI (Cumulative Performance Index) of a student in any particular semester is calculated as follows:

The point equivalent to the grade awarded in each course for which the student has registered is multiplied by its unit rating.

These products are added and the sum is divided by the total number of units.

The ratio is the SPI or CPI depending on whether the number of units refer to those in that particular semester or to those in the total period of students postgraduate programme.

Based on the grades and their numerical equivalents, Semester Performance Index (SPI) and Cumulative Performance Index (CPI) of the student are calculated at the end of each semester: SPI and CPI are calculated up to the second decimal.

- (i) SPI: The performance of a student at the end of every semester is evaluated in terms of the weighted average of grade points secured in all the courses for which the student registers in the semester, and is known as SPI.
- (ii) CPI: It indicates the overall academic performance of a student in all the courses registered up to and including the last completed semester. It is computed in the same manner as the SPI, considering all the courses

$$SPI = \frac{\sum_{i=1}^n C_i \cdot G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credit for the course i

G_i = Grade points obtained for the course i (O=10, A⁺=9, A=8, etc.)

n = number of courses registered in a semester

$$CPI = \frac{\sum_{k=1}^m S_k \cdot C_k}{\sum_{k=1}^m C_k}$$

Where m = total number of semesters under consideration

C_k = total number of credits registered for during a particular semester

S_k = SPI of the k th semester

CPI reflects all courses studied by the student including the courses if any wherein he has failed/ not appeared.

- b) The student having CPI less than 6.5 is not allowed to get Fellowships however, he can continue in the M. Sc. programme subject to fulfillment of other conditions.

2. EXAMINATION

- i. At the end of every Odd/Even semester, there will be examinations of all four semesters together, i.e. the end semester examination of the *current Odd/Even* semesters and the reexaminations for the *previous Even/Odd* semesters. The end semester examinations of *current Odd/ Even* semesters will be held on alternate day and the re-examination of *previous even /odd* semesters will be held in between those alternate days. In other words, there would be one reexamination for the eligible students failed/not appeared in the End Sem exam.

The examinations will be held on working days &/or also on holidays.

- ii. Registration, Examination etc. for re-examination is to be carried out as per the academic calendar/separate notice, and the evaluation is to be carried out in the same manner as done in the regular semester courses.
- iii. Generally, the examination question paper will be of 100 marks for 3 Hours duration and of 50 marks for 2 Hours duration.
- iv. Students are not permitted to re-register or take re-examination for courses in which they have already obtained a pass grade or 'P', except particular provision mentioned if any in the rules.
- v. The number of attempts a student takes to pass the courses shall appear on the grade sheet/transcript.
- vi. It is necessary for a student to complete all the experiments in a Lab/Practical course as a requirement to appear in the practical examination at the respective end semester/reexaminations.
- vii. A student nominated / permitted / participated at any Off / On campus program / activity and if it falls along the dates of scheduled examinations and if he does not appear in the exam as per the schedule; he shall have to appear at subsequent examination as per the academic calendar, no separate / special exam shall be conducted in such cases.

a) RE-EVALUATION DUE TO ILLNESS OR ACCIDENT IN CASE OF MISSING QUIZ / MID-SEMESTER EXAMINATION

The students remaining absent at the Mid. Semester Examination/ Internal assessment while pursuing a semester shall have to appear at the re-test for the same.

If a student misses to submit/appear for evaluation of any component – except the End Semester Examination – in a course, due to personal illness or accident, or death or serious illness of the

Declared Guardian / family member; the student can submit/appear for the same as per the procedure, but not after the Semester End Examinations. For this, the student shall have to apply along with the medical certificate duly approved by the Medical Officer of the University within seven working days to the completion of the respective examination, to the respective teacher in case of evaluation related to Assessment & Practical to appear as per the direction of the concerned teacher, and to the School Admin in case of Mid Semester exam.

The list of the students to be permitted for the re-mid examination is to be sent to the Examination Section from the School Admin, within ten working days to the completion of the examination.

b) DISCLOSING THE EVALUATED ANSWER BOOKS & PERIOD OF ITS RETENTION

The students can see their evaluated answer books including the assignments and such other documents related to the evaluation for all examinations with the Course Coordinator on the date/s specified by the course coordinator (faculty/teacher) or as specified in the academic calendar as the case may be. Thereafter no claim regarding it shall be grantable.

c) TREATMENT OF MALPRACTICE / UNFAIR MEANS

The students found/ reported for malpractice/ using unfair means in an Examination/ Re-examination/ Assessment will be called in front of a Special Committee constituted for the purpose, which will recommend to the Director its decision about penalizing the concerned students. The Director's decision in such matters shall be final and binding.

d) PERFORMANCE REQUIREMENTS

For award of the M. Sc. degree in respective discipline, a student must fulfill the following requirements:

- (i) The student is required to have registered in and passed all the courses of semester I to Semester IV as prescribed by the University in the Curriculum, within three years
- (ii) His/her CPI is equal to or more than 6.00.
- (iii) The student is required to have satisfactorily fulfilled other academic requirements also such as the Internships, training, projects, field visits, seminars etc. as specified from time to time.
- (iv) The student is required to have paid all the University dues.
- (v) No pending case of indiscipline against him.

The students who passed all courses of the programme but not earned min 6 CPI can reappear at the ongoing exams in Theory course/s to earn minimum 6 C. P. I. to become eligible for the award of the degree. For such students the actual grade (without lowering further) obtained by them upon reappearing in the examinations shall be the final grades and the previous grades shall be null & void.

Please refer the Annexure-I for Merit Medal Criteria.

e) ELIGIBILITY FOR ADMISSION TO THE NEXT SEMESTER

Semester	Conditions
II	-
III	Must not have failed in more than seven courses of I & II Semester, combined.
IV	Must not have failed in more than seven courses of I, II & III Semester combined.

The conditions regarding the no. of F grades are obviously inclusive of NA/Ab grades.

If a student is re-registering/repeating a semester along with junior batch students, shall then have to follow the academic rules of the respective junior batch students.

Only those students who fulfill the eligibility criteria for admission to the respective semester can attend the academic sessions as per the class timetable of the semester. The semester fees paid by a student shall be valid for the admission/registration to the respective semester only upon the fulfillment of the eligibility criteria for the same.

If a student having one or more backlog in a semester wants to repeat a semester completely can be permitted upon the approval of the School Director or faculty/Staff nominated by him; subject to the nullification of all the previous academic data of the semester to be repeated. Rs.20,000/- shall have to be paid by the student as the tuition fees for repeating a semester.

f) THESIS/PROJECT

- i. Thesis supervisor(s) for a student will be appointed by the School-Director from amongst the faculty members. The School will evolve modalities for appointing of supervisors keeping in view the students' aspirations and faculty interest. No change/addition of Supervisor(s) is allowed after the thesis has been submitted to the academic/examination section.
- ii. In case there has been a change/addition in the Supervisor(s), the thesis will be submitted not earlier than three months from the date of communication of such change/addition to the academic/examination section.
- iii. No student once registered for thesis/project units will be allowed to continue the programme without a Thesis Supervisor having been appointed by the Director. No change in thesis supervisor(s) will be allowed without the consent of the Director. In exceptional cases, with prior approval of the Chairman, Academic Council and on the recommendation of Director, a student may be allowed to have a co-supervisor from outside the School/University.
- iv. Each student will be required to submit one bound copy of the thesis/project each to the academic section and the Thesis Supervisor(s) and to library. The thesis/project will be examined by an Oral Examination Committee consisting of the thesis supervisor(s) and at least two but not more than four other faculty members of the school (not below the rank of Associate Professor) and an external examiner as proposed by the thesis supervisor(s) in consultation with Director of the school. The thesis Supervisor will act as the convener of the Oral Examination Committee.

- v. Thesis/Project evaluations with a weightage of 40% for mid semester and 60% for end semester examinations.
- vi. Internal supervisor and External examiners will evaluate M.Sc. dissertation with equal weightage between them.
- vii. A thesis/project will be considered to have been accepted if majority of the members of the committee recommend its acceptance. Otherwise the thesis/project will be considered to have been rejected. If a thesis/project is rejected along with a recommendation by the Committee for resubmission after incorporating and modification/correction suggested by the Committee, oral examination for the re-submitted thesis/project will be conducted by the same Committee unless otherwise approved by the Director. If the resubmitted thesis/project is rejected, the student has to undergo his thesis/project work entirely afresh and to complete it successfully within the limit of the same time period as prescribed in the rules.

3. Research Assistantship

All the candidates admitted in M.Sc. program will receive a Research Assistantship of Rs. 25,000/- per semester for the first year. The research assistantship will be continued for 3rd and 4th semester subjected to the minimum eligibility criteria of minimum 6.5 CPI and above throughout the program.

4. CONDUCT & DISCIPLINE

4.1 ATTENDANCE

Attendance in classes and laboratories is compulsory and will be monitored. Faculty members shall adopt appropriate measures to regulate attendance, penalize absence, and ensure smooth and undisturbed process of learning. A student with less than 80% attendance due to whatsoever reason, including medical ground and participation in extra-curricular activities, in a course will be barred by concerned faculty member from appearing in his course in the end-semester examination and given F/NA grade. The concerned faculty member shall notify in this regard.

With reference to the present rule for minimum 80% attendance requirement for appearing in the end semester examination, the respective faculty members are authorized by the University in condoning the absence of a student to an extent of 10% for his/her involvement under the faculty mentorship in organizing the institutional activities &/or for institutional representation outside the campus. For getting such condonation such student shall have to apply to the faculty members soon after resuming *from such activity* along with the evidences in support of his/her plea.

However a student having less than 50% overall attendance in a semester shall have to repeat the semester, only after which he can proceed to the next higher semester, subject to fulfillment of other conditions for it.

It is to be noted that only those students can attend the academic sessions as per the class timetable of a semester who fulfill the eligibility criteria for admission to the respective semester.

4.2 GENERAL INSTRUCTIONS

- a) Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the teacher concerned, students must not collaborate/ syndicate in any manner in completion of home assignments and projects.
- b) Canvassing for grades is strictly prohibited.
- c) Penalty for breach of academic discipline includes expulsion from the University.
- d) Marking proxy attendance for others or having attendance marked by others will attract severe punishment.
- e) Cases of indiscipline or misconduct such as mass abstention from classes, irresponsible behavior inside or outside the classes, use of unethical practices during Internships or violation of the rules and regulations of the Program will be severely dealt with.
- f) The University reserves the right to impose fines for acts of indiscipline. In more severe cases, a student may be placed on Disciplinary Probation for a semester. Repetition of indiscipline during Disciplinary Probation may result in a student being expelled from the University for a semester or academic year.
- g) In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Director General shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Director General shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.
- h) In any case where the result of an examination has been ascertained and published, and it is found within six months from the date of declaration of the result that such result has been affected by an error or omission, the Director General shall have power to amend such result in such manner as shall be in accordance with true position and to make such declaration as deemed necessary in that behalf.
- i) When a student is genuinely disable to write the examination at their own, they can be provided the scribe, without compromising the sanctity of the examination e. g. scribe should not have the qualification higher than or relevant to the examination the disabled student going to write. Separate room under the staff observation is also provided for such students to write the examination conveniently with the support of the scribe. The scribe will have to follow just - what the disable student dictates to write the answers on his/her behalf in the examination. The scribe must have been approved by the Controller of the Examinations of the University.

4.3 ACADEMIC CONDUCT & DISCIPLINE

- a) The University attaches the utmost importance to strict integrity, honesty, and general conduct of the students.
- b) Every student shall conduct himself in a manner befitting his association with an institution of national importance. He is expected not to indulge in any activity that is likely to bring down the prestige of the University.
- c) He should also show due respect and courtesy to the teachers, administrators, officers and employees of the University, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the School and residents of the campus.
- d) Lack of courtesy and decorum, unbecoming conduct (both within and outside the campus), willful damage and/ or removal of PDEU property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations, noisy and unseemly behavior, and similar other undesirable activities may result in Disciplinary Probation and expulsion/ dismissal from the University.
- e) Every student, while on the university premises, should observe a decent civilized dress code.
- f) Smoking and consumption of alcoholic drinks is strictly prohibited on the University campus.
- g) Ragging in any form is a criminal offence and is strictly prohibited.
- h) Students are not permitted to run any commercial venture in or outside the University campus. They are also not permitted to associate/ help/ advise any organizations on a commercial basis and to receive any honorarium for the services rendered during their studies. They are free to work on the campus only if such an opportunity is provided by the University.
- i) The students are required to keep themselves updated with different Notices, Circulars etc. & revisions in the rules if any from time to time informed through Email/Website/Notices. For this the students have to check their email Ids allotted to them through the University and also to check the University website/notice board regularly.
- j) If a student has not paid the fees at any stage, or has dues pending due to any reason whatsoever, or if any case of indiscipline is pending, the result of the student may be withheld, and the student will not be allowed to enter into the next higher semester. The award of the degree may also be withheld in such cases.

5. SCOPE

- a) These rules should be read as a whole, for the purpose of any interpretation.
- b) In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Director General is final.
- c) The University may change or amend these rules, course structure or syllabi at any time, and the changes or amendments made shall be applicable to all students from time to time.
- d) Disputes, if any, shall be subject to Ahmedabad jurisdiction only.

Criteria for awarding the Merit medals to the passing out students:

Sr. No.	Particulars	Criteria
1.	For each programme – discipline with more than 30 No. of passed out students of a batch.	Gold, Silver & Bronze to First, Second & Third rank students.
2.	For each programme – discipline with at least 10 but less than 30 no. of passed out students of a batch	Gold & Silver medals only to First & Second rank students. Further, the CPI of the First rank student is to be 8 or more on 10 scale, & 3.2 out of 4 as the case may be.
3.	For each programme – discipline with less 10 no. of passed out students of a batch	Gold medal only to First rank student. Further, the CPI of the First rank holder is 8 or more on 10 scale & 3.2 out of 4 scale as the case may be.

Additionally,

- i) The student must not have been penalized for indulging in any kind of indiscipline including Unfair Means in examination.
- ii) The student must have passed all the courses of the study, at one attempt only.

Tie breaking criteria for the Merit Medals (applicable for Two years PG Programs):

If CPI for two or more students are the same, then to break the tie the comparison will be made in following order to resolve it:

- i. CPI to be observed up to 3 decimal points.
- ii. SPI of 4th semester
- iii. CPI at the end of 3rd Semester
- iv. CPI at the end of 2nd Semester