



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERISTY
BHILAI**

Established under Act No. 25 of 2004

*(Added as New Ordinance and approval accorded by Hon'ble Governor on 05/03/2024)

ORDINANCE NO. 37

ORDINANCE FOR 1 YEAR POST GRADUATE DIPLOMA COURSE

Based on Semester System

(Implemented from Academic Year 2023-24)

Refer Section 38 (2 and 3)

Chhattisgarh Swami Vivekanand Technical University, Bhilai C.G. awards first Post Graduate Diploma (PG Diploma) in Engineering/Technology/Science based and other discipline as approved by All India Council of Technical Education (AICTE), New Delhi/Chhattisgarh Swami Vivekanand Technical University (CSVTU), Bhilai of One-year (two-semester) duration, herein after called 1-Year PG Diploma program shall be designated as PG Diploma in Respective discipline.

1.0 ONE YEAR PG DIPLOMA PROGRAM:

The studies and examinations of these PG Diploma course shall be on the basis of semester system. It shall be divided into two semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2.0 RULES FOR ADMISSION OF PG DIPLOMA IN “INDUSTRIAL SAFETY AND FIRE SAFETY MANAGEMENT”:

- 2.1 The minimum qualification for admission to the First-Semester of following PG Diploma Course is graduation in Engineering/Technology Science stream obtaining minimum 50% or equivalent marks/grades of marks in the aggregate at final year examination. Conducted by recognized Board/University.
- 2.2 Shall be the passing higher secondary education under (10+2) education scheme with Physics, Chemistry and Mathematics as main subjects in aforesaid Examination conducted by C.G. higher secondary education or an equivalent examination from a recognized Board/University.
- 2.3 Admission of PG Diploma course will be based on merit in UG aggregate marks.
- 2.4 The sponsored candidates must have at least one year experience in the relevant field after passing the qualifying examination.

3.0 ENROLLMENT IN THE UNIVERSITY

- 3.1 Any person, who has been admitted to PG Diploma programme of the University through the admission criteria laid down in clause 2.0, may be enrolled as a student of the University in the respective programme.

- 3.2 The candidates who wish to appear in the examination of the Chhattisgarh Swami Vivekanand Technical University, Bhilai, shall have to get themselves enrolled in the University in the academic year in which they first time appear in the University Examination.
- 3.3 Application for enrolment will be made to Registrar in the prescribed form through the Principal of the College/Institute where student has been admitted, accompanied by an enrolment fee as prescribed by the University from time to time. The enrolment fee is not refundable under any circumstances. Application for enrolment should be submitted along with necessary fees, migration certificate (if required), transfer certificate and certificate of passing the qualification prescribed in eligibility criteria mentioned in clause 2.0.
- 3.4 The Principal of the concerned College/Institution shall put a certificate to the effect that the information given by the candidate in enrolment form, whose application is being forwarded to the University, is accurate and has been verified from the records, and the candidate is entitled for enrolment in the respective programme of the University as per the prevailing rules.
- 3.5 Late submission of enrolment form shall be accepted with payment of late fee and enrolment fee. In very special case, Vice-Chancellor may permit late submission of enrolment form after the extra time given above is finished, if the Vice-Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of a student.
- 3.6 The University shall maintain a register of all students enrolled in the University.
- 3.7 On enrolment, every student shall receive from the University an enrolment number. Expulsion of a student from the College/Institution shall entail the removal of his/her name from the enrolment register.
- 3.8 No person who is under sentence or expulsion or restriction from another Board/University, shall be admitted to any course of study during the period for which the sentence is in operation.
- 3.9 A duplicate copy of enrolment certificate may be granted on payment of a prescribed fee.

4.0 MIGRATION FROM UNIVERSITY

- 4.1 A Migration Certificate may be granted to a candidate on submitting an application in prescribed form and on payment of prescribed fee.
- 4.2 No candidate who has been restricted or debarred or expelled, shall be granted a migration certificate within the period of his rustication, debarment or expulsion.
- 4.3 No students shall be allowed to migrate from one institution to another under the University without a leaving or transfer certificate, in the form prescribed from the College/Institution last attended, provided that a student shall be allowed to migrate after his/her application for admission to ensuing examination has been forwarded to the University.

5.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMME

- 5.1 There shall be normally fourteen weeks of teaching in every semester.
- 5.2 A candidate may provisionally continue his/her studies in higher semester/class after the examinations of the semester, he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 5.3 ****The maximum duration for padding all the courses (theory, practicals and Industrial Training) of the programme shall be 2 years for 1 year PG Diploma programmes, no separate time will given to students for medical or any reason whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their PG Diploma Programme in the duration mentioned above. Name of those candidates who are unable to clear their PG Diploma programme in the stipulated period, will be struck off from the roll list of the college and enrolment of the University.**
- 5.4 If such candidates decides again to enroll himself/herself for any of the PG Diploma programme, he/she will have to seek fresh admission as per the rules mentioned in clause 2.0 above. On seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous PG Diploma programme of study.

6.0 RULES FOR EXAMINATIONS

- 6.1 There shall be University Examination at the end of each semester.
- 6.2 These Examinations common to all branches, shall be named as follows:-
FIRST YEAR
- First Semester PG Diploma Exam. (Discipline wise)
 - Second Semester PG Diploma Exam.(Discipline wise)
- 6.3 The examination of First semester (I) called odd semester, shall generally be held in the months of November-December. Similarly, the examinations of Second semester (II) called even semesters, shall generally be held in the months of April-May, the dates of which shall be notified to all the concerned College/Institutions.
- 6.4 The semester examination will generally be held in Nov-Dec. and April-May in each year.
- 6.5 There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters. The duration of examination period normally should not exceed 30 working days.
- 6.6 In case of change in curriculum of PG Diploma programme. University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised curriculum, however, University shall conduct examination of those courses in the revised curriculum.

6.7 ELEGIBILITY FOR APPEARING IN THE EXAMINATION

- 6.7.1 A candidates who has filled up the examination form and deposited the required amount of examination fees, will be eligible to appear in the Examination, provided

he/she has completed the required 75% of attendance in each theory and practical subject and also completed the prescribed sessional work. i.e., teacher's assessment work as provided in the scheme of examination and has secured 60% marks in Teacher's Assessment Work of each theory & practical.

- 6.7.2 A candidate who has filled up the examination form and deposited therequired amount of examination fees, will be eligible to appear in the Examination, but a candidate who has not completed the required 75% of attendance in each theory and practical subject, will be detained from appearing in the semester EXAMINATION and similarly, if the candidate has not completed the sessional work i.e. Teacher's Assessment Work, will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/practicals regularly and has secured a minimum of 60% marks in Teacher's Assessment Work of each theory & practical.
- 6.7.3 The sessional work (Teacher's Assessment Work) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.
- 6.7.4 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 6.7.1 but could not appear in the semester EXAMINATION due to illness of self or due to genuine reasons, may be allowed to appear in the next semester examination, if he/she so likes, provided he/she has submitted the medical certificate to the UNIVERISTY through the principal of concerned college/Institution from the authorized medical officer not below the rank of Civil Surgeon, or submitted suitable and satisfactory explanation of his/her absence to the principal within 15 days from the date of commencement of semester Examination in which the candidate was due to appear. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination, shall not be adjusted/refunded. In such cases, the number of theory papers and practicals in which a candidate can appear, shall be limited to a maximum number of theory papers and practical prescribed in that semester, in which a candidate could not appear due reasons mentioned above.
- 6.7.5 **A candidate who has been detained due to lack of prescribed attendance or submission of sessionals as prescribed in Clause 6.7.2 above, will have no claim for appearing in the semester examination, and will have to repeat the course. The student will be granted readmission by the principal of the concerned institution against the seats earmarked for the repeater candidates, if available.**

6.8 FILING OF EXAMINATION FORMS

- 6.8.1 For appearing in any of the Examination of the University, a candidate shall have to apply in the prescribed form which normally should reach the office of the University through the Head of the Institution in which the candidate has completed his/her course of studies, one months before the announced date of examination.
- 6.8.2 The Head of Institution has to certify as to the eligibility of the candidate.
- 6.8.3 Each application must be accompanied by prescribed fee of the examination

together with the late fee (if any) and the fee for sending marks obtained in the examinations.

6.8.4 Examination fee once paid shall in no case be refunded to the candidate.

6.9 PERMISSION TO APPEAR IN THE EXAMINATION AND ISSUE OF EXAMINATION ADMIT CARD (EAC)

6.9.1 If the candidate is admitted the controller (Examination) shall furnish the candidate with an admission card permitting him to appear at the examination.

6.9.2 Permission to appear at the University Examination may be withdrawn for conduct which in the opinion of the Examination committee justifies exclusion of the examinee.

6.9.3 The Controller (Examination) may withdraw the permission granted by some accidental mistake or omission to a candidate who was not eligible for appearing at University examination, even though an admission card has been issued and produced by him/her before the Superintendent of Examinations.

6.9.4 The candidates shall be admitted to the examination hall on producing the admission card before superintendent of examination at the centre.

6.10 CONDUCT IN EXAMINATION HALL

6.10.1 In the Examination Hall, the candidates shall be under the disciplinary control of the Superintendent and they shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his insolvent behavior towards the Superintendent or any of the invigilators, the candidate may be excluded from that day's examination and if he/she persists in misbehavior he/she may be excluded from the rest of the examination by the Superintendent of the Centre. Provided that in all such cases a full report of each case shall be sent to the University and Executive Council, according to the gravity of offence, shall punish a candidates by canceling his/her examination and/or debarring him/her from appearing at the examination of the University as per the prevailing rules.

6.10.2 No candidate shall bring with him/her into the Examination Hall (Room) any book or papers notes or other materials capable of being used by him in connection with the examination, nor shall he/she communicate to or receive from any other candidate any information in the Examination Hall.

6.10.3 Any candidate detected in cheating or in making use of any unfair means in connection with examination shall be reported to the Controller (Examination) by the Superintendent of Examinations, and if the facts alleged are true and disclose premeditation on the part of the candidate the Executive Council on recommendation of Examination committee, may debar candidate from examination as per the prevailing rules of punishment for using Unfair Means.

6.10.4 Any candidate detected in using unfair means in examination room, shall be reported to the Controller (Examination) by the Superintendent of Examination, the ececutive Council on recommendation of Examination committee may disqualify the candidate from passing that examination and may also in its discretion debar him from appearing at the examination or examinations.

6.10.5 Any candidate bringing any torn papers, notes or other material to the Examination hall, shall be reported to the Controller (Examination) by the Superintendent of examinations, and if the facts alleged be true but that the candidate has not made any use there of the Executive Council, on recommendations of Examination committee, may disqualify the candidate from passing the examination.

6.11 If a candidate is unable to pass/clear some subject of an odd semester examination, he/she shall be permitted to appear as an ex-student in the subsequent semester examination. Likewise, if a candidate unable to pass/clear some subjects in even-semester examination, he/she shall be permitted to appear as an ex-student in the subsequent semester examination. To enable the candidates to clear their backlog subjects as quickly as possible, the examinations of all the theory papers and practicals shall be held during every semester examination.

6.12 There will be no supplementary examination.

7.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS RULES FOR PROMOTION TO HIGHER SEMESTERS.

A candidate, who has appeared in 1st semester examination, will be promoted to the 2nd semester irrespective of any number of courses (subjects) cleared/passed by him/her.

8.0 PASSING EXAMINATIONS

8.1 BASIS OF MARKS

8.1.1 There shall be Class test (CT) and End Semester Examination (ESE) and Teacher's Assessment (TA) for each Theory paper and ESE and TA for each practical with the following distribution and passing standards.

8.1.2 For the evaluation of End Semester Exam in Practical's one external examiner shall always be there from outside the College/Institution and one internal examiner from the College/Institution.

8.1.3 There will be at least two class tests in each theory subject in a semester. Teacher's assessment in each theory and/or practical will depend upon home assignments, quizzes, take home tests, viva-voce etc.

8.2 BASIS OF CREDITS

8.2.1 One period of contact in lecture (L) and two periods of contact in tutorial (T) or practical (P) will be equal to one credit. Thus $\text{Credit} = [L+(T+P)/2]$.

8.2.2 A candidate shall earn all the credits allotted to a semester only when he/she passes the said semester.

9.0 DURATION OF COURSE

9.1 There shall be normally fourteen weeks of teaching in every semester.

9.2 A candidate may provisionally continue his/her studies in higher semester class after the examination of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters as per clause 7.0 are declared at which he/she had appeared.

10.0 MERIT LISTS

10.1 Merit list of top 10 candidates in the order of merit shall be declared at the end of each

semester in each discipline form amongst the candidates who have passed in first attempt.

- 10.2 Branch wise final merit list shall be declared by the University only after the main examination of the final semester for PG Diploma in Engineering and other discipline, on the basis of the integrated performance of one year. The merit list shall include the first ten candidates securing at least First Division and passing both the semesters in single attempts.

11.0 ATTENDANCE

11.1 Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and of the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.

11.2 **A candidate who fails to secure the required attendance of 70% (including the concession contained in clause 11.1 above) shall be liable to be detained by a general or a special order of the Vice Chancellor or the Principal as the case may be, from taking semester examination and will be required to take re-admission in same semester whenever the semester class commence.

- 12.0 If a candidate has passed a semester examination in full he/she shall **NOT** be permitted to reappear in that examination for improvement in division/marks or any other purpose.

13.0 ASSESSMENT AND GRADING

13.1 MODE OF ASSESSMENT AND EVALUATION

Continuous evaluation system will be followed with three components as Class Test (CT). Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, groups assignments, viva-voce, quizzes etc. Similarly, there will be two or three class tests in a semester the results of which will be shown to the class students along with test answer books under intimation to the University. However, ESE will have to be conducted by the college/institute through affiliating university. Weightings of CT, TA and ESE will be as given in the scheme of examination.

13.2 GRADING SYSTEM

Absolute grading system will be followed. In every subject, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letter indication a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course.

Letter Grade (LG)	: A+	A	B+	B	C+	C	F
Grade Point (GP)	: 10	9	8	7	6	5	0

Grades will be awarded for every subject taking into consideration marks obtained by the students in a particular subject. This will be done on the basis of absolute grading system of the type described below.

13.3 ABOSOLUTE GRADING SYSTEM

The absolute grading system of the type explained below will be adopted.

Grades	THEORY	PRACTICAL
A+	$85 \leq \text{Marks} \leq 100\%$,	$90 \leq \text{Marks} \leq 100\%$,
A	$75 \leq \text{Marks} \leq 85\%$,	$82 \leq \text{Marks} < 90\%$,
B+	$65 \leq \text{Marks} < 75\%$,	$74 \leq \text{Marks} < 82\%$,
B	$55 \leq \text{Marks} < 65\%$,	$66 \leq \text{Marks} < 74\%$,
C+	$45 \leq \text{Marks} < 55\%$,	$58 \leq \text{Marks} < 66\%$,
C	$35 \leq \text{Marks} < 45\%$,	$50 \leq \text{Marks} < 58\%$,
F	$0 \leq \text{Marks} < 35\%$,	$0 \leq \text{Marks} < 50\%$,

Thus letter grades A+, A, B+, B, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

13.4 FAIL GRADE “F”

Additionally, further categorizations of F will be

- FF: F grade is failing in any theory/practical/both.
- FI: Incomplete grade is failing to appear in ESE due to illness or so but otherwise satisfactory performance, thus eligible for re-exam in that subject.
- FS: Failing in sessionals, i.e. in TA, so repeat the semester.
- FX: Failing due to short of attendance so repeat the semester.
- WW: Result withheld due to various reasons.
- FA: Failing due to aggregate marks being less than 50% of total marks, so eligible to appear in one or two subjects (theory) of one's choice.

13.5 CONSTRAINTS OF MINIMUM QUALIFYING MARKS

To be eligible to secure a letter grade A+ to C a candidate must-

- Be eligible to appear in a ESE, a candidate must score minimum 60% marks in TA in each theory and/or practical separately failing which he/she will have to repeat the semester.
- No minimum requirement of marks in CT's.
- Minimum score 35% marks in each theory paper.
- Minimum score 50% marks in each practical exam.
- Minimum score 50% of total aggregate marks.

13.6 SEMESTER PERFORMANCE INDEX (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPl_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 G_1 + C_2 G_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to twoplaces of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

13.7 CUMULATIVE PERFORMANCE INDEX (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his admission to the PG Diploma program with 100% weightage. Thus, CPI in i-th semester will be calculated as

$$CPl_i = \frac{\sum_{i=1}^{i \geq 1} N_i}{\sum_{i=1}^{i \geq 1} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his CPI is changing. However, CPI will be between 4 and 10.

13.8 AWARD OF CLASS OR DIVISION

13.8.1 The class/division awarded to a student with PG Diploma in Engineering and other discipline is decided by the student's current CPI as per the following table

- Distinction or Honours : $75\% \leq Mraks \leq 100\%$
- Class I : $65\% \leq Mraks < 75\%$
- Class II : $50\% \leq Mraks < 65\%$

13.8.2 Division shall be awarded only after the final semester examination, based on integrated performance of the candidate for the one years.

13.8.3 No candidate shall be declared to have passed the final PG Diploma in Engineering and other disciplines unless he/she has fully passed examinations of both the semesters. The results of the final semester of those candidates who have not passed examination of 1st semester will be withheld. They, however,

will be informed about the deficiency. He/she shall be deemed to have passed the final PG Diploma in Engineering and other discipline examination in the Year in which he/she passes all the examinations of both semester.

13.9 TRANSCRIPT

The transcript issued to a student after completion of the course will contain consolidated record of all the courses taken by the student, grades obtained and the final CPI with class or division obtained.

14.0 CARRY OVER: He/She shall be required to clear the next ESE only in those subjects of (theory/practical) in which he was awarded WW or FI or FF grades.

15.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination, the following rules shall be observed:

15.1 *Deficiency upto 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals in first attempt) by availing 5 Grace Marks.

15.2 While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 15.1 After condoning the deficiency, the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

15.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice- chancellor in the PG Diploma examination. This benefit will not, however, be available to a candidate getting advantage under clause 15.1.

16.0 RULES FOR REVALUATION/RETOTALLING OF MARKS

16.1*A regular candidate may apply to the Registrar for revaluation of his/her answer books in the prescribed form within 10 days from the declaration of the result of theregular examination. The revaluation of the answer book will not be applicable for back log papers.

Provided that no candidate shall be allowed to avail the facility of revaluation in more than two papers.

Provided also that no revaluation shall be allowed in case of scripts of practicals, Field work, sessional work tests and thesis submitted in lieu of paper at the examination.

16.2 All such applications must be accompanied by a prescribed fee for revaluation of eachpaper and for retotaling in each paper to be paid.

16.3 No candidate shall be entitled to a refund of the fee unless, as a result of the scrutiny, a mistake affecting his examination result is published and detected. If a

candidate deposits excess fees, the same will not be refunded.

- 16.4** No candidate shall be allowed to get more than two subjects answer books of one examination revalued. If a candidate mentions more than two subjects in his/her application then only first two courses (subject) shall be revalued and no action will be taken on rest of the courses (subjects).
- 16.5** No revaluation shall be allowed in case of practicals, teacher's assessment work and progressive tests.
- 16.6** If, on retotalling and revaluation a mistake in the result originally published is detected, necessary correction shall be published in a supplementary list. In all other cases, the result of the retotalling shall be communicated to the candidate, as soon as possible through the officer who has forwarded his application.
- 16.7** The work of retotalling does not include reexamination of the answer books. It is done with a view to see whether there has been any mistake in totaling the marks assigned to individual questions or in the form of omitting the marks assigned to any question.
