CHAPTER XXXVIII (E)

Academic Ordinances for

2-Years Advance Diploma in Food Technology Programme
University Polytechnic (Boys)
Faculty of Engineering and Technology, AMU, Aligarh.

AND

2-Years Diploma in Secretarial Practice/Costume Design & Garment Technology Programmes
University Women’s Polytechnic
Faculty of Engineering and Technology, AMU, Aligarh.

(To be effective from the academic session 2013-14)

1. INTRODUCTION

1.1 University Polytechnic (Boys), Aligarh Muslim University offers full-time 2-Years (4-Semesters) programme leading to Advance Diploma in Food Technology.

1.2 University Women’s Polytechnic, Aligarh Muslim University offers full-time 2-Years (4-Semesters) Diploma programs leading to Diploma in Secretarial Practice and Diploma in Costume Design & Garment Technology.

2. ELIGIBILITY

2.1 For Advance Diploma in Food Technology:

B.Sc. (Science) / B.Sc. (Life Sciences)/B.Sc. (Home Science) with not less than 55% marks in the aggregate.

OR


2.2 For Diploma in Secretarial Practice:

Senior Secondary School Certificate of this University or its equivalent examination in Second Division with English as one of the subjects at SSC or SSSC level.

2.3 For Diploma in Costume Design & Garment Technology:

Senior Secondary School Certificate of this University or its equivalent examination in Second Division with English as one of the subjects at SSC or SSSC level.

OR

Almit Degree of Jamea-Tus- Salehat, Rampur

Notwithstanding with above provisions, eligibility criteria amended by the University from time to time shall be applicable.

3. ADMISSION

The admission to Advance Diploma in Food Technology and Diploma in Secretarial Practice/Costume Design & Garment Technology Programmes shall be made in the First Semester through competition as per the existing practice of the Aligarh Muslim University.

4. ACADEMIC SESSION

The academic session shall be divided into two regular semesters namely ‘Odd’ and ‘Even’. Each semester shall be approximately of 20 weeks duration. The ‘odd’ semester shall normally commence in the month of July/August and the ‘even’ semester in the month of December/January. In the beginning of every session, the Dean, in consultation with the Principal, shall notify a detailed academic calendar indicating the schedule of teaching, examination and other activities.

5. DURATION OF PROGRAMME

5.1 Minimum Duration
The minimum duration of the programmes shall be four (4) consecutive semesters after admission.

5.2 Maximum Duration
(a) The maximum duration of programmes shall be of six (6) semesters after admission.

6. CURRICULUM AND EVALUATION SYSTEM

6.1 Curriculum Development Committee (CDC)
There shall be a standing Curriculum Development Committee (CDC) consisting of concerned section Incharge and one senior teacher from that section teaching the course. Principal shall be the convener of the committee.

6.2 Functions of Curriculum Development Committee (CDC)
(a) To bring in changes in basic teaching scheme.
(b) To change the syllabus of inter-section (Inter Departmental) courses.
(c) To suggest necessary changes in the ordinances.
(d) Any other task related to academics.

The changes proposed by the Curriculum Development Committee shall be placed before the BOS of the concerned section(s). The BOS of section(s) is fully authorized to recommend, reject or change the proposal(s) of the CDC before recommending to the Faculty.

6.3 The Curriculum Structure
(a) The curriculum of each Advance Diploma/diploma course shall contain a list of courses having a course number, course title, number of contact periods, maximum marks assigned to various components of evaluation.
(b) It shall specify all other conditions required for the award of the Advance Diploma/ Diploma.
(c) The medium of instruction shall be English only.

6.4 Approval of the Curriculum, Curriculum Structure and Ordinances
The curriculum of each Advance Diploma/diploma course shall be prepared by the section concerned and shall be recommended by the respective Board of Studies and be placed in the Faculty Meeting for approval. Final approval for the ordinances shall be obtained before it may be implemented. Once approved by the Faculty Meeting, the curriculum shall be implemented. The same procedure shall be followed for any modification/change in the curriculum.

7. REGISTRATION

7.1 Registration Procedure and Schedule
(a) A student who gets admission in Advance Diploma in Food Technology/ Diploma in Secretarial Practice/ Costume Design & Garment Technology Programmes will be automatically deemed to have been registered for all courses of First Semester of Advance Diploma in Food Technology/ Diploma in Secretarial Practice/ Costume Design & Garment Technology.

(b) Every student is required to register in each semester (from second semester onwards) for the courses that he/she desires to pursue in that semester. The registration schedule shall be announced by the Dean/Principal for every semester. The registration process involves the following:
   i. Submitting a registration form in the office of the Principal and obtaining a registration card signed by the Principal.
   ii. Paying the required fee.

(c) A student shall register for higher semester courses only if he/she has also registered for all uncleared courses of previous semesters.

(d) A student shall have an option to add/delete/alter the courses he/she has registered within a week from the registration, if desired.

(e) In case any registered course is not deleted within stipulated time, it shall be counted as an attempt and shall be shown absent if not attended.

(f) No student shall be allowed to register for more than 44 class periods per week in a semester.
(g) A student may be denied registration in a course due to reasons of paucity of staff or space or other facilities, especially in case of the student registering a course for improving the percentage in a passed course.

(h) If a student fails to register in two consecutive semesters without specific permission from the Dean of faculty, his/her name shall be removed from the rolls of the university. Such a student may apply to the Dean for re-admission stating the reasons for not being able to register for two consecutive semesters and the Dean of faculty shall take suitable decision prior to the last date of registration according to the merit of the case.

8. PROMOTION CRITERIA

8.1 A candidate who attended the first semester of the Advance Diploma/diploma course shall be promoted to second semester of the Advance Diploma/diploma course if he/she completed the attendance requirements in the 75% courses/subjects of the first semester.

8.2 A candidate who has appeared in I and/or II semester examination of Advance Diploma/Diploma Course, shall be promoted to the III semester, provided that he/she has failed in not more than 50% courses (theory and/or practical) of I and II-semester (combined).

8.3 A candidate who attended the third semester of the Advance Diploma/ diploma course shall be promoted to fourth semester of the Advance Diploma/ diploma course if he/she completed the attendance requirements in the 75% courses/subjects of third semester.

Note: Any fraction in the number of courses must be rounded off to the nearest lower whole number.

9. ATTENDANCE

9.1 Attendance in each course/subject of study (separately) is compulsory at least once. Students securing 75% or more attendance in a course in a semester shall be eligible to appear in the End Semester Examination of the course concerned.

9.2 Notwithstanding anything contained in the above provisions, attendance requirement rules amended by the university authorities from time to time shall be applicable. Condondation of the attendance, if any, shall be done as per university rules applicable from time to time.

10. EXAMINATION AND EVALUATION

10.1 Mid Semester Examination

Mid Semester Examination of each theory course shall be of one hour duration and shall be conducted as per norms and schedule notified by the office of the Dean on the recommendation of the Principal in each semester.

10.2 End Semester Examination.

Duration of End Semester Examination of each theory as well as practical courses shall be as mentioned in Study/Teaching and Evaluation/ Examination scheme of individual programmes and shall be conducted as per norms and schedule notified by the Controller of Examination of the University on the advice of the Dean. The end semester examinations of laboratory/practical courses and other courses such as seminar, field work and project etc. shall be conducted as notified by the Dean/ Principal concerned.

10.3 Makeup Test

Students who miss the Mid Semester Examination in a theory course due to illness or some other extra-ordinary compelling situation may contact the teacher(s) concerned of the course with the request to conduct a make-up test. The teacher(s) shall follow the guidelines in this regard approved by the Faculty from time to time. The marks obtained in such cases shall be reduced by 20%. There shall be no makeup test/examination for End Semester Examination.

10.4 Components of Evaluation

Generally each course shall be evaluated as per the approved study and evaluation scheme. To pass each course, a candidate must appear in the End Semester Examination and also obtain:

(a) At least 40% combined marks in Sessional/Course Work, Mid Semester Examination and End Semester Examination of each Theory Course.

(b) At least 60% combined marks in Sessional/Course Work and End Semester Examination of each Lab/Project Course.

Note: Any fraction in any component of evaluation should be rounded off to the nearest next whole number.
10.5 Reappearance in Examination

(i) If a candidate could not appear in any course due to shortage of attendance, he/she has to repeat the course by registering it again and shall be required to appear in all the components of evaluation afresh.

(ii) If a student is re-appearing in the examination of a failed theory/lab/drawing course and he/she has already fulfilled the attendance requirements in that course, he/she will appear in End Semester Examination only and his/her old marks of sessional/course work & mid semester will be counted. However, in case of a failed Lab/Drawing course, the student may register for the course/subject to improve his/her sessional/course work and fulfill the attendance requirements again and will have to appear in all components of evaluation; old marks of sessional/course work & mid semester will not be counted.

(iii) A student may re-appear in only one passed theory course from each semester to improve his/her end semester examination marks only once by appearing in the next immediate End Semester Examination provided that he/she has passed that theory course in a single attempt, his/her old marks of sessional/course work & mid semester will be counted.

11. CONDUCT OF EXAMINATION

(a) The examiners for the End Semester Examination of all theory courses shall normally be the teacher(s) associated with the course. In special case, if the teacher who is associated with a course is not available to conduct the examination or a course teacher is ineligible to become an examiner as per the university rules, the Principal in consultation with Incharge of the section may recommend the name of any other person as examiner.

(b) The examiners for the End Semester Examination of all Lab/Project courses shall normally be the teacher(s) associated with the course as Internal Examiner(s) along with one external examiner, recommended by BOS of the section concerned. In cases of non-availability of external examiner, the Principal/Incharge of the section shall appoint another teacher to act as the external examiner.

12. SUPPLEMENTARY EXAMINATION

(i) Supplementary examination shall be held only for those students who have cleared all courses/subjects of study up to IIIrd semester and shall not have more than four courses of theory and/or practical (combined) to clear from IIIrd and/or IVth semesters.

(ii) Supplementary examination shall be held only for IIIrd & IVth semester examinations.

(iii) Supplementary examination shall be held only after the final semester (IVth semester)

13. MODERATION COMMITTEES

Question Paper Moderation Committee

There shall be a Moderation Committee of the concerned section consisting of the following members to moderate the question papers of End Semester Examination:

(a) Principal

(b) Incharge of the Section concerned

(c) One Senior Teacher of the Section for each broad area of specialization.

(d) The Principal may invite an expert in the area of specialization within the University, if required.

Note: If needed, the paper setter(s) may be invited to clarify any details of the question paper.

14. NAME REMOVAL AND APPEAL TO THE CONCERNED AUTHORITY

14.1 NAME REMOVAL AND NFTE

If a student fails to obtain Advance Diploma/Diploma in 3 years (6 semesters), he/she shall be given NFTE certificate (Not Fit for Technical Education) and shall not be allowed to take admission in Advance Diploma in Food Technology/Diploma in Secretarial Practice/Costume Design & Garment Technology Programmes in future.

14.2 APPEAL FOR EXTENSION IN NORMAL COURSE DURATION AND NFTE

If a student is given NFTE as per Clause 14.10 of these ordinances, he/she may appeal to the Academic Council through proper channel stating the reasons for not being able to obtain the Diploma within three years and the Academic Council, if
satisfied with the reasons, may extend the total duration of the program by two more semesters beyond 6 semesters. Under no circumstances a student shall be allowed to complete the program after the lapse of 8 semesters after admission.

15. DECLARATION OF RESULTS

(a) If a student clears all the courses/subjects for the award of the Diploma, his/her result shall be shown as "passed".

(b) The Division in which a successful candidate is to be placed at the end of Final Semester Examination shall be determined on the basis of the cumulative marks of all the semesters.

(c) Candidates who obtain 75% of cumulative marks or more shall be placed in First Division with Honours.

(d) Candidates who obtain 65% of cumulative marks or more but less than 75% of cumulative marks shall be placed in the First Division.

(e) Candidates who obtain less than 65% of cumulative marks shall be placed in the Second Division.

(f) Ranks/Positions shall be determined at the end of the final semester. The student may take a certificate of Rank/Position from the chief Tabulator on demand. Only those students shall be eligible for Ranks/Positions who shall fulfill the following conditions:
   i. They do not have any break in their studies.
   ii. They have passed every scheduled course in first attempt.
   iii. They have not improved the percentage of marks in any course after passing the course.
   iv. They have not been awarded any grace marks (GM) and/or discretionary marks (DM).
   v. They have secured first division.

16. GRACE AND DISCRETIONARY MARKS

(a) A maximum of two grace marks (GM) may be awarded for passing a course/subject.

(b) A maximum of two discretionary marks (DM) may be awarded by the tabulator to a candidate for improvement of division.

17. TRANSITORY ORDINANCES

17.1 Students admitted to Advance Diploma/Diploma Course during the session 2012-13 or earlier shall continue to be governed by the Ordinances (Academic) enforced at the time of their admission.

17.2 If any student admitted during the session 2012-13 or earlier and due to any reason becomes a regular student in I/II/III/IV semester of Advance Diploma/Diploma course (such as readmission or continuation in I or II year) with those who were admitted during the session 2013-14 or later shall be governed by the ordinances effective from the session 2013-14.