

ORDINANCE 31:- GOVERNING THE PROGRAMMES LEADING TO AWARD OF DEGREES OF BACHELOR OF PHYSIOTHERAPY AND BACHELOR OF OCCUPATIONAL THERAPY FOLLOWING THE ANNUAL SYSTEM OF EXAMINATION

APPLICABILITY: This ordinance shall apply to all programmes leading to Bachelor of Physiotherapy and Bachelor of Occupational Therapy (BPT and BOT) degrees following the Annual System of Examination.

DEFINITIONS:

- a. **Academic Programme/Programmes:** shall mean a programme of courses and/or any other component leading to a Bachelor of Physiotherapy and Bachelor of Occupational Therapy (BPT and BOT) degrees.
 - b. **An Academic Year:** is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations, and apportioned into 'terms' and 'breaks' etc. as stipulated in this Ordinance.
 - c. **Board of Studies:** (BOS) shall mean the Board of Studies of the School of Medicine and Para Medical Sciences (SM&PMS).
 - d. **Course:** means a component of the academic programme, carrying a distinctive code number and specific credits assigned to it.
 - e. **External examiner:** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 - f. **Student:** shall mean a person admitted to the Schools of the University and/or its affiliated institutions for any of the academic programmes, to which this Ordinance is applicable.
 - g. **University:** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for BPT and BOT academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's degrees, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
 3. Examinations of the University shall be open to regular students i.e., candidates who have undergone a regular course of study in the University or an institution/college affiliated to the University, for a period specified for that course of study in the Scheme of Teaching & Examination, and Syllabi.

Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the examination of one or more courses as provided in Clause 9 of this Ordinance, or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION:

- a. BPT and BOT academic programmes shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified credits.
- b. Scheme of Examination with courses and duration (Transcript) has been prepared separately.
- c. The minimum period required for completion of a programme would be the programme duration of 4 ½ years including 6 months of Internship as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- d. The maximum permissible period for completing a programme for which the prescribed programme duration is n academic year(s), shall be (n + 2) academic years. All the programme requirements shall have to be completed in (n + 2) academic years.
- e. Internship details has been prepared separately.

5. ACADEMIC YEAR:

- a. An academic year shall be apportioned into two terms. Each of the two terms shall be of a working duration of about 20 weeks. There shall be a break of about 2 weeks after the first term and a vacation of approximately 6 weeks after the second term.
- b. The University shall notify the Academic Calendar each year, before the start of academic year.
- c. The break-up of the academic year devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work - Two terms of about 20 weeks (including class tests) each, with a break of about 1 week between the terms.

Total = about 46 weeks

Preparatory Leave -02 Weeks

Annual examination, including practical/
Laboratory examination -04 Weeks

6. ACADEMIC PROGRAMME COMMITTEE:

- a. There shall be an Academic Programme Committee in School of Medicine and Para Medical Sciences (SM&PMS), and programme-wise Academic Programme Committee(s) in affiliated institutions.

- i. In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
 - ii. In the case of affiliated institutions, all Full Time University recognized teachers involved in the teaching of the concerned Bachelor's degree programme in an institution should constitute the Academic Programme Committee for that programme. The Director/Principal of that institution shall head this Committee, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.
- b. The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the School (SM&PMS) of the University, or by the Director/Principal of the concerned affiliated institution.
 - c. The Academic Programme Committee shall meet as and when required but at least twice in every Academic Year. The Chairman of the Committee will convene the meetings.

7. PROGRAMME COORDINATION COMMITTEE:

In order to facilitate academic coordination between different institutions running the same programme, the University, if deemed desirable may constitute a Programme Coordination Committee. The Directors/Principals of all the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by one of the Deans of the University/Directors/Principals to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

8. EXAMINATION FEES:

The Registrar shall notify the fees payable by the students for various examinations after the Vice-Chancellor approves the same. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

9. ATTENDANCE:

A student shall be required to be present in 75% or more of all the classes held in a course, to be eligible to take up the annual examination provided that the Dean of the School in the case of University Schools and, Principal/Director in case of affiliated institutions may condone attendance shortage in any course(s) for individual students, for reasons to be recorded. However, under no condition, a student who has an attendance of less than 70% shall be allowed to appear in the annual examination of that course(s).

For the purpose of application of this requirement, a course means a component of the relevant academic programme carrying a distinctive code number with specified credits assigned to it as prescribed in the Scheme of Teaching and Examination.

Every University School/affiliated institution shall maintain an attendance record of students registered in various courses. The teachers of various courses must intimate the Dean of the School or Director/Principal of the affiliated institution at least ten calendar days prior to the first day of the annual examination of each academic year, the names of such students who cannot be allowed to take examination as per the attendance criteria given here in this Clause.

The Dean of the School or Director/Principal of the affiliated institution shall announce the names of all such students who are not eligible to appear in the annual examination, course-wise, at least 5 calendar days before the start of the annual examination and simultaneously intimate the same to the Controller of Examinations.

For appearing in the annual examination, the attendance criteria will stand. In case a student falls short of attendance (between 60 – 70%), he will be allowed to sit for the supplementary examination only. He will be considered to have cleared the annual examination for all purposes in the second attempt.

10. EVALUATION & EXAMINATION:

- a. The overall weight-age of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- b. The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:
 - i. Evaluation through an annual examination.
 - ii. Continuous evaluation by the teacher(s) of the course.
- c. The distribution of weight-age for various components of evaluation shall be as below:
 - i. THEORY COURSES
 1. Annual examination - 75%
 2. Continuous evaluation by teachers - 25%
 - ii. PRACTICAL/LABORATORY COURSES
 1. Annual examination - 60%
 2. Continuous evaluation by teachers - 40%
- d. For any other component of a programme not covered by the above, the weight-age shall be prescribed by the Board of Studies/Programme Coordination Committee, with the approval of the Vice-Chancellor.

11. CONDUCT OF ANNUAL EXAMINATIONS:

- a. The Controller of Examinations shall conduct all annual examinations.
- b. The Controller of Examinations shall notify the schedule of examinations at least 10 days prior to the first day of the commencement of annual examinations.
- c. For theory as well as practical examinations and project report/training report the Controller of Examinations with the approval of the Vice-Chancellor shall appoint all examiners.

Provided that, the Vice-Chancellor may, at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the Board of Studies (SM &PMS) through its Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run in affiliated institutions, recommendations for names of examiners shall be obtained from the Programme Coordination Committee through the Chairman. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies/Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him from Boards of Studies/ Programme Coordination Committee/authorized Dean, before the list is submitted to the Vice-Chancellor for approval.

- d. For each theory examination of a course, the Dean of the concerned School, or the Chairman of the Programme Coordination Committee will send sets of model question papers drawn by the concerned teachers to the Controller of Examinations before a date to be specified by the Controller of Examinations. The Examiner appointed by the Controller of Examinations for setting the Question paper shall set the Question paper, using the model question paper as a guide. The question paper shall be set out of the entire syllabus of a course.
- e. Controller of Examination may appoint internal as well external examiners as moderators for preprinting moderation work of question papers.

12. TEACHER'S CONTINUOUS EVALUATION:

- a. Theory Courses: The teacher's continuous evaluations shall be based on the following:

- Two class tests - Each test shall be of 10 marks
- Assignment/Group Discussion/Viva Voce/Additional Test/Quizzes etc.
- 5 Marks

The class tests shall ordinarily be held in each term in accordance with the University Academic Calendar.

b. Laboratory/Practical Courses:

The teacher's continuous evaluation shall be based on performance in the laboratory, regularity, viva-voce, quizzes etc. The assessment shall be given at three nearly equal-spaced intervals out of 15, 15, and 10 marks.

c. The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

13. ANNUAL PRACTICAL EXAMINATIONS:

A Board of Examiners for each course shall conduct the annual practical examinations. The Board shall consist of one or more examiners. Where practical examinations have to be conducted simultaneously in a number of institutions, more than one Board may be appointed. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

The examiners in the practical examination should follow a system of Objectively Structured Practical Examination (OSPE).

OSPE is structured method of examination, which enables the examiner to assess all the aspects of learning and training separately. It is a more objective and reliable method of testing a large number of students. However, the system requires greater effort, time and teamwork. There is also a potential to include more number of junior examiners. OSPE is more demanding on examiners.

With the intent to include OSPE it is decided to appoint two internal and one external examiner for conduct of each annual Physiotherapy and Occupational therapy 2nd, 3rd and 4th year examinations. The internal examiners would include one senior faculty and supported by another faculty member.

For supplementary examinations the number of internal examiners will be proportional to the number of students to be examined.

For any other type of examination, not covered by sub-clauses (e) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.

14. RESULTS:

- a. The Controller of Examinations shall declare the results of an academic year (including both the annual examinations and teacher's continuous evaluation).
- b. The Controller of Examinations shall issue the award list containing the marks obtained by a student in various courses at the end of each academic year, after the declaration of the result.

15. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS AND SUPPLEMENTARY EXAMINATION:

- a. It is proposed that for the student to be promoted to the next Academic year should pass in all the subjects/courses.
- b. Obtaining a minimum of 50% marks in aggregate in each course including the annual examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course. Internship will start only after the candidate has successfully completed all the courses including Practicals.
- c. A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the result as well as marks-sheet of the concerned annual examination.
- d. The student will be considered failed under the following circumstances:
 - i. The student has failed in three or more subjects/courses
 - ii. The student has failed in all practical coursesThe student shall have to repeat the entire Academic Term in the subsequent Academic year.
- e. A student obtaining less than 50% of maximum marks assigned to a course and therefore failing in the course shall be allowed to re-appear in the supplementary examination of the course held within a period of six weeks after the declaration of results. Only the student having failed in any two courses (two theory or one theory and one practical) will be allowed to reappear in Supplementary Examination. The marks obtained by such a student out of teacher(s) continuous evaluation component shall remain unchanged. The student shall be required to obtain an aggregate of 50% marks in the annual examination and teacher's continuous evaluation in the concerned course.
- f. A student, who having attended a course or courses and fulfilling the minimum attendance requirements, is not able to appear in the annual examination due to medical or other wise situations beyond students control like civil commotion, riots, floods, etc., shall be allowed to appear in the supplementary examination of the concerned course(s).

- g. Supplementary Examinations for the students will be held at the earliest like (with in 6 weeks of declaration of results). This will facilitate the students to pursue his/her studies of the subsequent Annual Term. Supplementary tests can be held in any of the activated center of the University combined for all the Institutions. The student failing again in the Supplementary tests will be declared failed and he/she will have to repeat the entire Academic Term.
- h. Student having declared failed will be required to repeat the entire Academic Term after taking the readmission to the programme in the particular term in which he/she has failed.
- i. A student who has not been allowed to take annual or supplementary examinations because of shortage of attendance or have failed in supplementary in examinations for the particular annual term, he shall take an academic break for one year, and re-register in the next academic year after paying full fees as per university rules. He shall be required to repeat the course and will be required to attend lectures, tutorials, practical or any other component of the programme, when it is offered in one of the subsequent academic years. In such cases the new continuous evaluation by teachers shall be taken into account while repeating the course(s). Such repetition shall have to be completed within the prescribed maximum duration as specified in Clause 4(d) of this Ordinance. For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a degree, the marks obtained in the repeat academic year will be taken into consideration.

The University/institution may, at its discretion, arrange for additional teaching for students repeating the examination of a course(s) during the breaks. The *modus operandi* of such instruction shall be as notified by the University/institute.

- a. A student who has to reappear/repeat in an annual examination in terms of clauses as above shall be examined as per the syllabus in the Scheme of Teaching & Examination and Syllabi applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s), and Dean of the School/Chairman of the Academic Programme Committee so certifies, the examination may be held in accordance with the revised syllabus.
- b. Students who are eligible to reappear in an examination, or are repeating a course(s) shall have to apply to the Controller of Examinations to be allowed to reappear in an examination or to repeat the course(s), and pay the fees prescribed by the University.

Provided further, that the course in which a student wishes to avail the benefit under Clause 15 not being offered in the regular course during the prescribed maximum duration of (n+2) academic years, the University shall arrange for special examinations to be conducted.

- c. The operational modalities of Clause 15 shall be notified by the University.

- d. A candidate who has earned the full number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi for BPT and BOT programmes, will be declared to have passed the programme, and shall be eligible for starting their internship programme for a period of 6 months. After the successful completion of internship as notified by the Dean/Directors/Principals of the University/Institute, the student will qualify for the award of the relevant degree.
- e. Further, the successful candidates shall be placed in Divisions as below:
 - i. Second Division: A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60 shall be placed in Second Division.
 - ii. First Division: A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
 - iii. First Division with Distinction: A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
- f. Cumulative Performance Index (CPI) shall be calculated as in Clause 18 and shall be based only on marks obtained in courses for which credits have been earned.

16. USE OF UNFAIR MEANS:

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

17. AWARD OF DEGREE:

A student shall be awarded a degree if:

- a. He/she has registered himself/ herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- b. There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- c. No disciplinary action is pending against him/ her.

18. PERFORMANCE INDEX:

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{\sum_{n=1}^N C_n M_n}{\sum C_n}$$

Where C_n is the number of credits earned for the course n in any academic year and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account.

19. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
20. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

The above ordinance has come into force with effect from the date of approval by the Board of Management.

BOM resolution : 35.08 dated 05.06.2007

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