

**ORDINANCE 23 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR
BACHELOR'S DEGREE PROGRAMME IN
REHABILITATION THERAPY**

APPLICABILITY : This ordinance shall apply to Bachelor's degree programme in Rehabilitation Therapy.

1. DEFINITIONS:

- a. **Institution** shall mean affiliated institutions conducting Bachelor's degree programme in Rehabilitation Therapy.
 - b. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to Bachelor's degree in Rehabilitation Therapy.
 - c. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 - d. **Semester System** - a programme wherein each academic year is apportioned into two semesters.
 - e. **Academic Programme Committee (APC)** shall mean the Academic Programme Committee of the institute.
 - f. **Course** means a component of the academic programme, carrying a distinctive code no.
 - g. **External examiner** shall mean an examiner who is not in the employment of the institution.
 - h. **Student** shall mean a person admitted to the institution for any of the academic programmes to which this Ordinance is applicable.
 - i. **University** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's degree, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
3. Examinations shall be open to regular students so admitted, who have undergone a course of study in the institution, for a period specified for that programme 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 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 semester end examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (a) A Bachelor's degree programme 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.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be $(n + 4)$ semesters. All the programme requirements shall have to be completed in $(n + 4)$ semesters.

5. SEMESTER

- (a) An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester.

The Academic Calendar shall be notified by the University each year, before the start of Academic Year.

- (b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work -	17	Weeks
(including class tests)		
Preparatory Leave -	01	Week
Semester-end Examination, including Practical/ Laboratory Examination -	03	Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in each University School and programme-wise Academic Programme Committee(s) in affiliated institutions.
- (b) (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 utilisation 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 recognised teachers involved in the teaching of a Bachelor's degree programme in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.

- (c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University or by the Director/Principal of the concerned affiliated institution.
- (d) The Academic Programme Committee shall meet as and when required but at least once every semester. 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, a Programme Coordination Committee may be constituted by the University, if deemed desirable. 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 the 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 same is approved by the Vice-Chancellor. 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

No candidate shall be permitted to appear in any one of the semester examination of the programme, unless:

- i) He/she has attended the course in the subject for the prescribed period in the affiliated institution and produces necessary certificate of study, and satisfactory conduct certificate from Head of the Institution.
- ii) He/she candidate puts in minimum 80% of attendance in aggregate of all the courses taken together, both theory and practical separately in each semester, before being allowed to appear in the examination. However the Dean of the School in case of University Schools and Principal/ Director in case of University maintained / affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded.

Director / Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his/her result shall be treated as null and void.

10. EVALUATION & EXAMINATION

- (a) 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 a semester-end examination
 - (ii) Continuous evaluation by the teacher(s) of the course.
- (b) The distribution of weightage for various components of evaluation shall be as below:

A. THEORY COMPONENT

- | | |
|--|-----|
| (i) Semester-end examination | 75% |
| (ii) Continuous evaluation by the teachers | 25% |

B. PRACTICAL COMPONENT

- | | |
|--|-----|
| (i) Semester-end examination | 60% |
| (ii) Continuous evaluation by the teachers | 40% |

For any other component of a programme not covered by the above, the weightage shall be prescribed by the Academic Programme Committee of the institute under intimation to the Vice-Chancellor, through the Controller of Examinations.

- (c) Conduct of semester-end examinations

- (i) All semester-end examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.
- (iii) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

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 concerned Boards of Studies through their respective Chairmen. 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 respective Programme Coordination Committees through the Chairmen of the Committees. 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 / Director/ Principal nominated by the Vice-Chancellor.

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

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.

- (iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

(d) Teacher's Continuous Evaluation:

COURSE COMPONENTS

APPORTIONED MARKS

(i) Theory Component: The teacher's continuous evaluation shall be based on the following:

- Two Class Tests

5 Marks for each Test

The two class tests shall ordinarily be held after 6 weeks and 12 weeks of teaching in accordance with University Academic Calendar.

(ii) Practical Component:

The continuous evaluation will be based on the weightage decided by the Academic Programme for each Performance indicators.

24 Marks

- (e) 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).
- (f) Semester-end practical examinations shall be conducted by a Board of Examiners for each course. 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.
- (g) For any other type of examination, not covered by sub-clauses (e) and (f) 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.
- (h) The results of a semester (including both the semester-end examinations and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.
- (i) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

11. SCHEME OF EXAMINATION

A 4 years course of Bachelor in Rehabilitation Therapy has been divided into 8 semesters with minimum teaching of 90 days (540 hours) each. The distribution of working hours for the theory and practical is given below :

Sl.No.	Semester	Days x Hours	Total Hours
I	Core Course-I	90 x 6	540
II	Core Course-II	90 x 6	540
III	Locomotor Disability	90 x 6	540
IV	Speech & Hearing Disability	90 x 6	540
V	Visual Disability	90 x 6	540
VI	Mental Retardation & Learning Disability	90 x 6	540
VII	Multiple Disability	90 x 6	540
VIII	Internship <ul style="list-style-type: none"> • Locomotor disability • Hearing & Speech Disability • Visual disability • Mental Retardation & Learning disability • Multiple disability 	90 x 6 30 x 6 = 180 hrs. 20 x 6 = 120 hrs. 10 x 6 = 60 hrs. 16 x 6 = 96 hrs. 14 x 6 = 84 hrs.	540
The ratio of theory to practical will be 40 : 60			

SEMESTER- I – CORE COURSE-I

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Human Anatomy	40	60	100
II	Human Development	40	60	100
III	Psychology, Sociology & Counselling	40	60	100
Total		120	180	300

SEMESTER - II – CORE COURSE-II

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Disability & Rehabilitation	40	60	100
II	Research Methodology	40	60	100
III	Statistics	40	60	100
Total		120	180	300

SEMESTER - III – LOCOMOTOR DISABILITY

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Introduction to Disability	40	60	100
II	Physical Agents & Exercise Therapy	40	60	100
III	Therapeutic Activities, Functional Training, Aids & Appliances	40	60	100
Total		120	180	300

SEMESTER - IV – HEARING & SPEECH IMPAIRMENTS

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Audiology & Aural Rehabilitation	40	60	100
II	Speech & Language	40	60	100
III	Management of Speech & Language Disorders	40	60	100
Total		120	180	300

SEMESTER - V – VISUAL IMPAIRMENTS & REHABILITATION

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Eye & Eye Care	40	60	100
II	Psycho-social Implications of Blindness and Visual Impairment	40	60	100
III	Education of Visually Impaired & Low Vision Children	40	60	100
Total		120	180	300

SEMESTER - VI – MENTAL RETARDATION & LEARNING DISABILITY

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Mental Retardation & Learning Disability	40	60	100
II	Assessment and Curriculum Development	40	60	100

Internee shall be a team member of different awareness programmes about sensitization.

Internee shall keep a record of cases / programmes and will get it signed by supervisory faculty.

12. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

(i) A minimum of 40% in theory and a minimum of 50% in Practical in each course of every semester. The passing marks for each of the course including theory and practical shall be 50%.

The student who fails in one course (Theory or Practical or both) shall be allowed to appear in the particular course only for a maximum of 2 times. If the student fails to pass the examination after 2 appearances, he will be expected to appear in all the papers again.

(ii) 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 totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester-end examination.

(iii) A student who has to reappear in a semester end-term examination in terms of clause 11(i) above shall be examined as per the syllabus which will be in operation during the subsequent semester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School/Director of the institution so certifies, the examination may be held in accordance with the old syllabus, provided that Controller of Examination shall be informed at least 3 weeks prior to commencement of semester end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examination to be allowed to reappear in an examination and pay the fees prescribed by the University.

Further, the successful candidates will be placed in Divisions as below:

1. Second Division : A candidate obtaining a Cumulative percentage at the end of the programme of 50 and above but below 60, shall be placed in Second Division.
2. First Division : A candidate obtaining a Cumulative percentage at the end of the programme of 60 and above but below 75 shall be placed in the First Division
3. First Division with Distinction : A candidate obtaining a Cumulative percentage 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, in the first attempt. Further, a candidate obtaining a Cumulative percentage of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she

has passed all the courses, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.

13(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee to be constituted by the Director of the institution 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.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Dean of the School / Director of the institution , the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

14. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) The candidate has qualified in all the semesters as per the curriculum of the programme and completed six months of compulsory rotatory internship after passing the Final Examination.
 - (ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
 - (iii) No disciplinary action is pending against him/ her.
- 15.** 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/diplomas, 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.
- 16.** 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 if necessary the opinion/advice of the Academic Programme Committee. The decision of the Vice-Chancellor shall be final.

BOM Resolution – 22nd meeting dated 02.09.2003

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