

FIRST ORDINANCE

ACADEMIC REGULATIONS



**SHOOLINI UNIVERSITY OF BIOTECHNOLOGY
AND MANAGEMENT SCIENCES
SOLAN-(HP)**

CONTENTS

Sr. No.	Title	Page No.
1	Date of Enforcement	1
2	Interpretation	1
3	Academic Session	1
4	Duration of Programmes	1
5	Subject of Study	4
6	Time of admission	4
7	Application Procedure	4
8	Eligibility Criteria	4
9	Admission Procedure	10
10	Advisement	17
11	Registration	18
12	Credit Requirement for a Degree	18
13	Change of Branch	21
14	Dual degree / Integrated Degree Programme	23
15	Attendance Requirements	23
16	Addition or Withdrawal of Course (s)	26
17	Repeating of Course	26
18	Withdrawal from the University	27
19	Good Standing	29
20	Breach of Discipline and Punishment	31
21	Evaluation System	31
22	Instructor's Grade Report	47
23	Ph.D Programme	53
24	Research and Thesis	59
25	Format of Submission of Thesis	62
26	Thesis Evaluation	82
27	Accreditation of Faculty Members for Postgraduate Teaching/ Research	85
28	Award of Fellowships Stipends, Medals, Prizes and Certificate of Honour	86
29	Fellowships/Scholarships/ Stipends and Gold Medals by Outside Agencies	89
30	Award of University Medal and Certificate of Honour	91
31	Hostel Rules	96
32	Admission to Degrees and the University Convocations	104
33	University Convocation Procedure	107

This is the first ordinance of Shoolini University of Biotechnology and Management Sciences dealing with the Academic Regulations

1. **Date of Enforcement** These regulations shall come into force with effect from date of notification in this regard.
2. **Interpretation** Subject to such advice given by the Chancellor, the decision of the Vice-Chancellor shall be final in respect of these regulations.
3. **Academic Session**
 - a) The Academic Session shall comprise of two semesters each of minimum 90 days effective teaching days inclusive of end term examination. Winter break of five weeks and summer break of five weeks will also form the part of academic session.
 - b) Winter and summer break shall be for educational tour, industrial training and registration for fail courses in summer/winter semester (if offered).
 - c) The dates of advisement, registration, commencement of classes and other details of Academic Session shall be notified by the Registrar.
 - d) The Vice-Chancellor in consultation with Deans can modify the academic calendar, under special circumstances.

4. Duration of Programmes

A. Under Graduate Programmes

- **B. Sc. (Hons.)** 6 Semesters
Physics/Chemistry/Zoology/Botany/ Biotechnology/
Microbiology/Mathematics/Statistics/
Nanotechnology/Food Technology
- **B. Tech** 8 Semesters
Civil /Mechanical/ Computer Science/Food Technology Including Industrial Training
/Biotechnology/Nanotechnology/ Electronics and
Communication/Bioinformatics/ Electrical Engineering/
Automotive Technology
- **B. Pharma** 8 Semesters
Including Industrial Training

- **B. Com (Hons)** 6 Semesters
- **BBA** 6 Semesters
- **BA (Hons) Economics/ English** 6 Semesters
- **B.Des.** 8 Semesters
- **BID** 8 Semesters
- **BA Journalism and Mass Communication** 6 Semesters

B Integrated Programme

B.Tech - M. Tech (All approved specializations)	10 Semesters
B. Tech (All specializations)- MBA	10 Semesters
B. Com (Hons.) - MBA	09 Semesters
B. Sc (Hons.) – M. Sc.	10 Semesters
B.Pharma-MBA	12 Semesters

For Integrated programme student the normal duration for the programme may be increased by two semesters by the concerned Dean of the Faculty on the recommendation of Head of the School. Dean Academic Affairs may further allow two more semesters on the recommendation of concerned Dean Faculty. The Vice-Chancellor on the recommendation of Dean Faculty and Dean Academic Affairs may further permit a student for four more semesters in the programme. Under no circumstances further extension for registering of the course will be allowed.

C Dual Degree Programme

Dual degree programme involves a student working for two different university degrees in parallel, either at the same institution/ university or different institutions/ universities (sometimes in different countries), completing in less time than it would take to earn them separately. The two degrees can be in same subject area or in different subjects.

B. Tech & M Tech (All approved specializations)	10 semesters
B.Tech (All approved Specializations) & MBA	10 Semesters
B. Com (Hons.) - MBA	9 Semesters

D Post Graduate Programmes

- **M. Sc.** 4 Semesters
Chemistry/ Pharmaceutical Chemistry/Physics /
Botany/Zoology /Biochemistry/ Biotechnology/
Microbiology/ Food Technology/ Maths/ Environmental
Sciences.

- **M.Stat.** 4 Semesters

- **MBA** 4 Semesters
General/Biotechnology/Pharma and Health care

- **M.Pharma** 4 Semesters
(Pharmaceutical Chemistry/Quality
Assurance/Pharmaceutics/Pharmacology/
Pharmacognosy / Pharmaceutical Biotechnology/DRA)

- **M.A. English Literature** 4 Semesters

For postgraduate students the normal duration for the programme may be increased by one semester by the concerned Dean of the Faculty on the recommendation of Head of the School. Dean Academic Affairs/ Dean P G may further allow one more semester on the recommendation of concerned Dean Faculty. The Vice-Chancellor on the recommendation of Dean Faculty and Dean Academic Affairs/ Dean P G may further permit a student for two more semesters in the programme. Under no circumstances further extension for registering of the course will be allowed.

- **M. Phil** 2 Semesters
Botany/Chemistry/ Zoology/ Environmental Sciences/
Physics / Biotechnology/ Microbiology/ Economics

Dean Academic Affairs on the recommendation of Supervisor and Dean Faculty may permit a student to register for two additional semesters. The Vice-Chancellor on the recommendation of Dean Faculty and Dean Academic Affairs may further permit a student for two more semesters in the programme. Under no circumstances further extension for registering of the course will be allowed.

- **PhD** 6 Semesters
Botany/Chemistry/Zoology/Environmental
Sciences/Physics/Biotechnology/Microbiology/
Economics/Management Sciences/Pharmaceutical
Sciences/ Business Management/ Civil/
Mechanical/CSE/ECE

For Ph.D. student the normal duration of the programme may be increased by two semesters by the concerned Dean of the Faculty on the recommendation of Advisory Committee and HOS and for another two semesters by Dean Academic Affairs/ Dean PG on the recommendation of the Advisory Committee, Head of School and Dean

Faculty. The Vice-Chancellor, on the recommendation of Dean Academic Affairs / Dean PG, may further permit a student for two more semesters in the programme. However, if a M. Phil student extends the same research programme, the normal duration may be decreased by one semester as per recommendation of the Advisory Committee. This will be decided on individual case basis.

The students of undergraduate, postgraduate and doctorate degree programme shall have to pay course registration fee for extended period of the programme as per the decision of Academic Council.

Subject of Study

5. The subject of study and the syllabi for different programmes will be as prescribed from time to time by the Academic Council. A student may be exempted from studying course/courses by the Dean Academic Affairs/Dean PG provided he has already cleared such course (s) in the qualifying examination during last four years. The student shall have to make a request to Dean Academic Affairs/Dean PG duly recommended by the course Incharge, Head of School and Dean of the concerned faculty along with copy of the course curriculum.

Time of Admission

6. Admission to all the programmes will normally be made at the commencement of academic year except in case of M. Phil and Ph.D which will be made in the beginning of each semester. However, a student selected for admission may be admitted to the programme from the beginning of the subsequent semester with the approval of the Academic Council.

Application Procedure

- 7.(a) The application for admission shall be made to the Registrar in a prescribed form to be obtained from his office on payment or can be downloaded from the web site of the University, i.e., shooliniuniversity.com.
- (b) Admission forms complete in all respect attested copies of marksheet, i.e. Matric, 10+2 etc., copies of the certificates in the field of academics, sports, cultural activities, migration (original), character (original), etc. and filled in his/her own handwriting should reach Registrar on or before last date of submission of application.

Eligibility criteris

- 8(a) **B. Sc. (Hons.)** Candidates should have passed 10+2 PCM for Physics, Chemistry & Maths or 10+2 PCB for Physics, Chemistry, Botany or Zoology or Biotechnology or Microbiology with atleast 50 percent marks

Or

Any examination equivalent to 10+2 conducted by Board or University established by law in India.

Or

Any examination of a University/Board/College or School in a Foreign Country recognized as a equivalent for the above purpose by Vice-Chancellor/Equivalence Committee either of its own or on the recommendations of Association of Indian Universities with 50 percent marks.

- (b) **B. Com (Hons.)/
BBA/BA(Hons) Economics
/ BA(Hons) English/ B.Des/
BID/ BA Journalism and
Mass Communication**

10+2 or examination equivalent thereof to of a Board/University established by law in the India with atleast 50 percent marks

Or

Intermediate examination of an Indian University/Board or an examination recognized equivalent there to with atleast 50 percent marks.

Or

Any examination of a University/Board/College or School in a Foreign Country recognized as a equivalent for the above purpose by Vice-Chancellor/Equivalence Committee either of its own or on the recommendations of Association of Indian Universities with 50 percent marks.

- (c) **B. Pharmacy**

Candidate should have passed 10+2 examination or its equivalent from a recognized board/University with Physics, Chemistry, Biology or Mathematics with minimum aggregate 50 percent marks in PCB or PCM

Or

Intermediate examination in Science stream (Physics, Chemistry, Biology & Maths) of an Indian University or Board or an examination recognized equivalent there to with atleast 50 percent marks.

Or

Any examination of a University/Board/College or School in a Foreign Country recognized as equivalent for the above purpose by the Vice-

Chancellor/Equivalence committee either of its own on recommendations of Association of Indian Universities with atleast 50 percent marks.

(d) **B. Tech. (Core Engineering)**

Candidate should have passed 10+2 examination or its equivalent from a recognized board/University with Physics, Chemistry, mathematics (PCM) with minimum aggregate 50 percent marks

Or

Intermediate examination in Science stream (Physics, Chemistry, Maths) of an Indian University or Board or an examination recognized equivalent there to with atleast 50 percent marks.

Or

Any examination of a University/Board/college or School in a Foreign Country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence committee either of its own on recommendations of Association of Indian Universities with atleast 50 percent marks.

(e) **B. Tech (Bio-based courses)**

Candidate should have passed 10+2 PCM/PCB or equivalent there to a Board/University established by law in India with 50 percent marks.

Or

Intermediate examination in Science stream (Physics, Chemistry, Maths/Biology etc) of an Indian University or Board of an examination recognized equivalent there to with atleast 50 percent marks.

Or

Any examination of a University/Board/College or School in a foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence committee either of its own on recommendations of Association of Indian Universities with atleast 50 percent marks.

- (f) **M. Sc. Biotechnology/
Microbiology/Biochemistry**
- B.Sc. (Hons.) Botany/Physics/ Chemistry/
Zoology/ Biology/ Biotechnology/Microbiology/
Biochemistry with at least 50 percent marks or
B. Sc. (10+2+3) with Biotechnology/
Microbiology/ Biochemistry or Life Sciences,
Agriculture/ Veterinary, Fisheries Sciences,
Pharmacy, Engineering, Physician Assistant
Courses, MBBS or BDS from any
Institute/University established by law in India
with atleast 55 percent marks.
- Or
- In case of candidates passed their degrees from
College/ Institute/ University from a foreign
country the eligibility/ qualification shall be the
same as recognized by the Association of Indian
Universities with 55 percent marks or equivalent
grades.
- (g) **M. Sc. Botany/ Zoology/
Environmental Science/
Chemistry/ Environmental
Science/ Pharmaceutical
Chemistry/ Food
Technology**
- Bachelors of Sciences (10+2+3) degree or
honors in the subject of a University established
by law in India (with the subject of study for
M.Sc. as one of the subject) with at least 50
percent marks.
- Or
- Degree of a foreign University in the subject
recognized by the Association of Indian
Universities with 50 percent marks or equivalent.
- (h) **M. Sc. Chemistry**
- B. Sc. (10+2+3) of a University established by
law in the country with at least 50 percent
marks. The candidate must have passed B.Sc.
with Physics and Mathematics as a qualifying
subject. Provided that the candidate who has not
offered Physics and Mathematics at B. Sc. level
as a subject of study shall require to take
capsule course in Physics and Mathematics
during M. Sc. programme
- Or
- In case of candidates passed their degrees from
College / Institute/ University from a foreign
country the eligibility/qualification shall be the
same as recognized by the Association of Indian
Universities with 50 percent marks or equivalent
grade.

- (i) **M. Sc. Physics/ Maths/
M.Stat** B. Sc. (10+2+3) of a University established by law in the country with Physics and Maths as compulsory subjects with atleast 50 percent marks.
- Or
- In case of candidates passed their degrees from College / Institute/ University from a foreign country the eligibility/qualification shall be the same as recognized by the Association of Indian Universities with 50 percent marks or equivalent grade
- (j) **M Pharma** B. Pharmacy with at least 55 percent marks. The candidates should be registered with Pharmacy Council of India (PCI)
- Or
- In case of candidates passed their degrees from College / Institute/ University from a foreign country the eligibility/qualification shall be the same as recognized by the Association of Indian Universities/Pharmacy Council of India with 50 percent marks or equivalent grade.
- (k) **MBA** Minimum eligibility for course is Bachelor's degree in any stream of the University established by law in India with at least 50 percent marks
- Or
- The degree of foreign university which may be recognized as equivalent for the purpose by the Association of Indian Universities. In case of candidates passed their degrees from College / Institute / University from a foreign country the eligibility / qualification shall be the same as recognized by the Association of Indian Universities with at least 50 percent marks or equivalent grades.
- (l) **M.Tech.** Bachelor's degree in Engineering/AMIE in appropriate discipline or a Masters degree in appropriate discipline with CGPI or OCPA of 6.75 on 10 point scale or equivalent or 60% marks in aggregate wherever marks are awarded.
- Or

The degree of foreign university which may be recognized as equivalent for the purpose by the Association of Indian Universities. In case of candidates passed their degrees from College / Institute / University from a foreign country the eligibility / qualification shall be the same as recognized by the Association of Indian Universities with at least 60 percent marks or equivalent grades.

(m) **MA English Literature**

Bachelor Degree of a University established by law in the country with atleast 50 percent marks.
Or

In case of candidates passed their degrees from College / Institute/ University from a foreign country the eligibility/qualification shall be the same as recognized by the Association of Indian Universities with 50 percent marks or equivalent grade

(n) **M. Phil**

Minimum eligibility for course is post graduate in the subject concerned from the University established by law in India with 50 percent marks or equivalent grades.

Or

The degree of foreign University which may be recognized as equivalent for the purpose by the Association of Indian Universities with at least 50 percent marks.

(o) **Ph.D.**

At least 55 percent marks in the related subject/related discipline or M. Phil in the concerned subject or related discipline with 55 percent marks.

Or

The degree of foreign University which may be recognized as equivalent for the purpose by the Association of Indian Universities with atleast 55 percent marks.

(p) **Ph.D. in Engineering**

The applicant must have a Master's Degree in Engineering/Technology with marks/CGPI not below 55% or 5.75 on a 10 point scale. Applicant with a Bachelors degree in Engineering or Masters Degree in Applied Sciences or any appropriate discipline with a

minimum of 75% marks/ 8.0 CGPI with sufficient experience and publications shall only be considered.

Or

The degree of foreign University which may be recognized as equivalent for the purpose by the Association of Indian Universities with atleast 55 percent marks.

Provisions

1. In case of SC/ST/OBC candidate, eligibility marks condition shall be 5 percent less in all degree programmes.
2. The candidate who have appeared in qualifying examination and result is awaited shall also be allowed to appear in the entrance/rolling test provisionally, however, their eligibility determined on the basis of marks secured in the qualifying examination. The result of qualifying examination should be declared before the last date of admission in the university.
3. Reappear/compartament candidates in the qualifying examination are not eligible for admission in any course.
4. A student who has secured 0.5 percent or above marks less than the eligibility criteria should be given a chance to compete in the admission process by rounding it of to 1 % marks.
5. **a) Inservice Candidates of this University:** They shall seek leave from the University for the minimum period of the course duration or they may be allowed to register at the maximum of 10 credits of course work in each semester.

b) In service Candidates of other universities: They should seek leave from the University / Institution before registration.

9. Admission Procedure

All admissions in Shoolini University, except BA, BA (Hons), B.Sc. (Hons), B Com (Hons), Lateral entry to B Tech and B Pharmacy, MA, M Stat and M.Sc. courses shall be done on the basis of entrance tests. For B Tech / M.Tech (Biobased Courses) the University shall conduct its own test.

- | | | |
|----|--|--|
| a) | B. Sc. (Hons) | On the basis of merit of the qualifying examination. |
| b) | B. Com (Hons) | On the basis of merit of the qualifying examination |
| c) | BA/ BA (Hons) | On the basis of merit of the qualifying examination |
| d) | B. Pharma/ M
Pharma | B. Pharmacy/ M Pharmacy/ M Tech- Merit of entrance examination conducted by Himachal Pradesh Technical University (HPTU) Entrance Test, NEET, JEE or any other recognized National/ State/ University Entrance Test. |
| e) | B. Tech
(All Discipline) | Entrance test conducted by State/National body or Shoolini University Test. |
| f) | B. Tech/ B.
Pharmacy (Lateral
Entry) | On the basis of merit of the qualifying examination. |
| g) | M. Sc.
(All Discipline) | On the basis of merit of the qualifying examination. |
| h) | MA/ M.Stat | On the basis of merit of the qualifying examination. |
| i) | M. Tech | B. Pharmacy/ M Pharmacy/ M Tech- Merit of entrance examination conducted by Himachal Pradesh Technical University (HPTU) Entrance Test, NEET, JEE or any other recognized National/ State/ University Entrance Test. |
| j) | M.B.A. | 1. On the basis of score earned in HP Common Test HPCMAT/CAT/AIMAT/any other state or national level management aptitude test, followed by group discussion and personal interview.

2. Vacant seats, if any shall be filled through Shoolini University Management rolling aptitude test followed by group discussion and personal interview. |
| k) | M. Phil | Through an entrance test/rolling test conducted by Shoolini University. |
| l) | Ph.D. | Through an entrance test followed by personal interview.

JRF, NET and M. Phil passed candidates will be admitted directly provided they fulfill the minimum qualification. |

If there are any regulations by the regulatory bodies (state/national) that will be followed. In addition the approval of Academic Council will also be implemented.

Admission in M.Phil & Ph.D. Programme

10. The students appearing in the final year of the qualifying exam are also eligible to appear in the entrance test. However admission will be subject to fulfilling eligibility conditions.

The entrance test will be of 100 marks and 2 hours duration to test the ability of the candidate in the conduct of research. The guidelines for conducting entrance test and personal interview shall be laid down by the respective Dean of the Faculty. The examination will be conducted twice a year preferably during the month of July and February. The notification and application forms will be made available on website as well as advertized in newspapers in advance.

All the candidates who have qualified entrance test examination shall have to appear before duly constituted admission committee headed by Dean of the faculty, two senior faculty members of the concerned faculty and Registrar or his nominee, as members for personal interview.

(i) For M.Phil/ Ph.D, the candidates who have qualified UGC/ CSIR/ (JRF) ICAR examination/GATE/ NET will be allowed to appear for the interview directly without appearing in entrance test.

(ii) For PhD, the candidates who have completed M.Phil will be allowed to appear for the interview directly without appearing in entrance test.

However such candidates will have to apply as per the procedure along with other candidates. They will have to give a proof of having qualified above exams along with their application form. The UGC/ CSIR/ GATE/ NET exam should have been cleared by the applicant during previous two years from the last date of submission of the form in the University.

For M. Phil. and Ph.D the merit will be determined on the basis of competitive examination (written test), past academic record of the candidate and personal interview.

The break-up of marks will be:

A	Entrance Test	50 marks
B	Academic performance	50 marks
TOTAL		100 marks

The minimum qualifying marks at the Entrance Test will be decided by the Academic Council for calling the candidates for interview/ admission in various disciplines.

a) The admission committee will submit the result alongwith relevant document to the Registrar for the approval of the Vice-Chancellor.

- b) While notifying the merit list of successful candidates for admission in any discipline, the University will adhere to the Reservation Policy of Government of India
- c) The in-service candidates will be exempted from entrance test and will be selected based on personal interview.

Number of Seats

- 11. The number of students to be admitted to various programme shall be decided by Academic Council on yearly basis.

Medical

- 12. Admission shall be subject to the candidates being declared medically fit by the Medical Officer of the University.

Verification of Antecedents

- 13. Each admitted applicant shall be required to submit a character certificate in original from the Head of the Institution last attended.

Migration / Transfer of Students

- 14. a) (i) **Undergraduate Programme:** Each student admitted in under graduate course shall have to submit migration certificate at the time of admission except those who have passed 10+2 from Himachal Board before the start of 1st semester examination failing which their admission shall be cancelled. Provided the Registrar shall allow six months time on case to case basis. The candidate has to submit application for extension of period for submission of migration certificate at least 30 days before the start of 1st semester examination.

(ii) **Postgraduate Programme:** Each admitted student, except those passing their qualifying examination from Shoolini University, shall have to submit the migration certificate before the start of 1st semester examination failing which their admission shall be cancelled. Provided the Registrar shall allow six months time on case to case basis. The candidate has to submit application for extension of period for submission of migration certificate at least 30 days before the start of 1st semester examination.

- b) Migration certificate of registered students shall be issued by the Registrar subject to the submission of request by student alongwith 'No Dues' certificate.

- c) For migrated students from other universities, the following procedure will be followed:-

i) A student may be granted permission for transfer from other University or Deemed University following a system of education comparable to that of Shoolini University with the consent of host institution and Registrar of Shoolini University. The student shall require to produce transcripts of the courses from its previous institution along with detailed course syllabus in the previous University/Institute.

A committee constituted by concerned Dean shall examine the courses / subjects already studied by the student, the syllabi thereof, the examination passed, and may also if considered necessary, conduct a proficiency test to determine transfer of credits and the courses from which the student may be exempted. A complete report in this regard may be submitted to Dean Academic Affairs for necessary approval from Academic Council.

ii) In case of the admission of migrated students from other University, School/ Faculty Committee constituted by the concerned Dean will compare the course contents of the courses offered in various Universities from where the students are migrating with the course contents of courses offered by this University. In case 80 percent or more courses offered in this University match with the passed courses of migrating University, the equivalence Committee will forward the complete report with the remarks of concerned Dean to Dean Academic Affairs for further approval. The process has to be completed before the admission of the migrating students.

iii) In case the course contents are equal to or more than 80% similar and passed those courses according to grading system adopted in that university are exempted from those courses. The courses of this University which are not studied/ passed by the student in previous university have to be completed before completion of the degree programme.

iv) In case of Admission of such students, only the credits shall be transferred not the OCPA or OGPA. The OGPA of the student shall be determined entirely on the basis of courses studied by student in Shoolini University. The result of migrated students admitted in the course may be declared on the basis of courses cleared at Shoolini University. The credit hours cleared in previous Institution/ College/ University may not be taken into account for calculating the OGPA. However, a note may be given in the final transcript indicating name of the courses student had cleared in the previous university.

v) In case the previous University/ College of the student follows trimester system, four trimesters will be equal to two semesters of this University.

vi) The students having reappear/ failed in subject(s) in the previous University should not be admitted in this University.

vii) A student of this University may be granted transfer to another University. Scholarship, if any, in such cases shall automatically stands terminated from that date of transfer.

d) Any student from the University availing student Exchange Programme will be equated for the courses studied by him/her by the School Equivalence Committee.

Refusal of Admission

15. a) The past record of a candidate as to his conduct shall also be considered while deciding his admission. If it is found that candidate has been indulging in acts of indiscipline or is guilty of having organized unlawful demonstration etc., he/she may be refused admission by admission committee/Registrar. Such candidates as have been expelled/rusticated/debarred shall not be admitted during the period of disqualification.

b) The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his opinion, is not in the interest of the University. However, the Vice-Chancellor shall record reasons for such refusal.

Reservation of Seats

16. a) Twenty five percent seats for admission to each course shall be reserved for bonafide domiciles of Himachal Pradesh.

b) Reservation of the seats will be followed as per Government policies and roasters will be followed in case the applications are more than the required seats.

c) Three percent of the total seats in each course shall be reserved in each course for physically handicapped candidates.

“A physically handicapped person is one who has low vision/hearing impairment/locomotors disability or cerebral palsy. Candidates having permanent disability of not less than 40 percent but are otherwise fit for admission. Such candidates will have to bring a certificate from Chief Medical Officer of the District to which candidates belongs”.

The reserved seats for physically handicapped students will be over and above the intake capacity in the respective courses and remains vacant in case of non-availability of suitable candidates of the same category.

Basis of Admission

17. a) The basis of admission to all programme shall be done on the merit as determined by the result of qualifying examination/ entrance or rolling test plus academic performance/ entrance or rolling test plus academic performance plus group discussion and personal interview. In case two or more candidates have obtained the same marks or percentage the merit shall be decided as under:

i) Merit of the qualifying degree in the case of entrance test merit.

Or

Merit of previous degree/examination i.e., graduation in subject concern for M.Phil/Ph.D., 10+2 in case of M. Sc. etc.

ii) If merit cannot be decided on the basis of (i) above, the candidate who is younger in age shall be considered.

b) While determining merit of eligibility candidates marks to the following extent shall be added to the result of the candidates who have distinguished themselves in sports and games recognized by Indian Olympic Association, NCC and other Co-curricular activities-Debate, Quiz, Essay Competition, Science Seminar, Youth festivals, etc.

i) Represented India	7%
ii) Represented State or Combined University	5%
iii) Represented University or District	2%
iv) NCC 'c' Certificate	2%
v) Gallantry award	
a) Awarded by President	5%
b) Awarded by Governor	2%

Provided that the candidate is otherwise eligible and that above weightage can be availed only within four years of winning distinction.

Provided further that only the above weightage, which is most beneficial to a candidate shall be allowed while determining relative merit.

In case of tie between the candidates the following formulae shall be adopted:

i) In case of tie in weightage given for sports/cultural activities, the candidates having higher marks in entrance tests, shall be admitted first.

ii) If the tie is not resolved, the candidates securing higher marks in the subject of study for master degree shall be admitted first.

iii) Even if now the tie is not resolved, the candidates having higher aggregate marks in any two of matric/ 10+2/Intermediate/any other equivalent examination shall be admitted first.

iv) Further, if the tie is still not resolved, the candidate younger in age may be admitted first.

Admission Requirements

18. a) Fulfillment of Requirements

Admission to any undergraduate and postgraduate programme requires that the applicant:

- i) is eligible
- ii) goes through the laid down admission procedure
- iii) pays the prescribed fee

All admission to the undergraduate and postgraduate programmes shall be formally approved by the Admission Committee, Dean concerned faculty and Registrar.

b) Cancellation

All students admitted to any programme shall submit copies of their mark-sheets, provisional certificates etc. of the qualifying examination and requisite documents on the day of admission. The Dean Academic Affairs in consultation with the Vice-Chancellor may cancel the admission of any student who fails to submit the prescribed documents by the specific date or to meet other stipulated requirement(s) and report the matter to the Academic Council and Board of Management. The Academic Council may also cancel admission at any later stage if it is found that the student has supplied some false information or suppressed relevant information while seeking admission.

Advisement

19. a) Undergraduate

Newly admitted student shall present themselves on the date notified by the Registrar for advisement, and they will be assigned to teacher for advisement by the Dean Faculty of the concerned discipline. The regular allotment of advisers shall be notified within two weeks of registration in the 1st semester by the concerned Dean Faculty.

b) Postgraduate

The newly admitted postgraduate students will meet the Head of the School/Dean Faculty on the date of advisement who will guide with respect to the Registration. Each PG student will be allotted to a teacher within two weeks who will act as Chairman of the Advisory Committee. The name of the Advisory Committee of each student should be forwarded to Dean Academic Affairs before the start of 1st Term examination of first semester.

Registration

20. Following advisement, as prescribed above, registration of selected candidates and continuing students shall be completed on the schedule date(s) notified by the Registrar in the Academic Calendar.

Mode of Registration

21. Registration is done through online mode on the beginning of each semester. Each student will get his/ her login ID by the IT Department. After login the student will register the courses he/ she will study in that semester.

Every enrolled student shall be required to register at the beginning of each semester till the completion of the degree requirements, unless otherwise permitted by the Dean Academic Affairs on the recommendation of Dean Faculty failing which his enrollment may be cancelled. Readmission in such cases shall be by petition and not as a matter of right.

Credit Requirement for a Degree

22. Education at the university is organized around the semester – based credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's performance/ progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation.

A student is allowed to attend classes in a course and earn credit for it, Only if he / she has registered for that course.

A student's performance/ progress is measured by the number of credits that he/she has earned, i.e. completed satisfactorily. Based on the course credits and grade obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme. Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree.

All programmes are defined by the total credit requirement and pattern of credit distribution over courses of different categories.

a) Course credits assignment

Each course has a certain number of credits assigned to it depending upon its lecture, tutorial and laboratory contact hours in a week. This weightage is also indicative of the academic expectation that includes in-class contact and self-study outside of class hours. A few courses are without credit and are referred to as non-credit (NC) courses.

Lectures and Tutorials: One lecture or tutorial hour per week per semester is assigned one credit

Practical/ Laboratory: One laboratory hour per week per semester is assigned half credit.

b) Earning credits

At the end of every course for which a student has registered, a letter grade is awarded in each course for which a student and registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A student has the option of auditing some courses. Grades obtained in these audit courses are not counted for computation of grade point average. However, a pass grade is essential for earning credits from an audit course.

In undergraduate programme, the minimum credit requirement for award of a degree shall be as under:

Sr. No	Programme	Course
1	B. Tech *	150
2	B. Pharma*	150
3	B.Com. (Hons)	120
	B.Sc. (Hons)	120
4	B.Sc. (Hons)-M.Sc. Integrated	175
5	B.Tech.(Integrated)*	210
6	B.Pharma –MBA	210
7	B.Com-MBA	200
8	BBA/ BA (Hons)/ BA	120
9	B.Des / BID	150

*The credit requirement for students admitted through lateral entry in B. Tech/ B.Pharma programmes will be counted from 2nd year onward.

In postgraduate programme minimum credit hour requirement for award of degree shall be:

Sr. No	Programme	Course	Research	Project	Total
1	M. Tech	40	40	—	80
2	MA/ M Stat	60	—	—	60
3	M.Sc. (Research)	35	25	—	60
4	M.Sc.	60	—	—	60
5	M.B.A.	70	—	10	80
6	M. Pharma	35	—	25	60
7	M. Phil	10	20	—	30
8	Ph.D.*	15	75	—	90

*In case a student after having received M. Phil degree gets admission in Ph.D. programme and continues with the same research problem, his /her research minimum

credit requirement can be reduced by 15 credit hours and he/she shall be required to complete 60 credit hrs in research.

Registration for Award of Grades

23. a) To get the awards in each course it shall be essential to register the course in the beginning of a semester in the prescribed registration form or at the time of addition of course within prescribed period as given in academic calendar.
- b) In case of a student studies a course without registration in the prescribed manner, he/she will not be awarded any grade in that course.

Maximum and Minimum Credit

24. (a) The following shall be the maximum credit load allowed for a semester:

Sr. No	Programme	Credits hours (per week)
i	Undergraduate	Thirty (Excluding NSS, NCC games and sports)
ii	Postgraduate	Thirty
iii	Ph.D	Twenty five for research work after approval of the synopsis

(b) M.Phil students shall be allowed 5 research credit hours over and above the normal work load for the preparation of synopsis and they have to submit it before the start of 2nd semester. The students who have not submitted the synopsis before the start of 2nd semester will not be allowed to register research credit hours.

(c) M.Sc, M-Tech, MBA, M-Pharma and Ph.D students will be allowed 5 research credit hours over and above the normal work load for preparation of synopsis and they have to submit the synopsis by the end of 2nd semester.

The students will not be allowed to register the research credit load without the approval of synopsis by the competent authorities.

(d) A maximum load of 30 credit hours will be allowed from 3rd semester onwards to undergraduate students irrespective of their standing in the class by the Dean Academic Affairs on the recommendation of Dean Faculty.

(e) Dean Academic Affairs may permit additional 3 credit hours over and above the maximum credit load prescribed for students on the recommendations of Advisory Committee & Dean Faculty.

(f) The Vice-Chancellor on the recommendation of Dean Academic Affairs may further permit adjustment 3 credit hours to the students.

(g) An under graduate student (B.Tech and B. Pharma) who has not cleared all courses of the first two semesters shall not be allowed to register in the 5th semester. A student, who

has not cleared all the courses of 3rd and 4th semester, shall not be allowed to register for 7th semester till he/she clears all the courses of 3rd and 4th semester. In case of other undergraduate courses a student will not be allowed to register in 5th semester until or unless he/she clears all the previous courses.

(h) The following shall be minimum credit requirements for registration in a semester:

- | | |
|----------------------------|---------------|
| i) Undergraduate programme | Ten credits |
| ii) Postgraduate programme | Eight credits |

The Dean Faculty may permit lower credit load on the following grounds:

- i) Marginal adjustments
- ii) Un-avoidable clash in time table
- iii) Non-availability of the sufficient courses to be covered
- iv) Non-availability of suitable courses because of non-offering of the course in the semester

Minimum Class Strength

25. (a) Courses shall be offered strictly in accordance with the schedule indicated in the course catalogue except for final year courses.

(b) Normally students are expected to clear their courses according to schedule. If, however, they have to withdraw from a course(s) or skip a course(s) or failed in a course they will register such course (s) only when offered. However, a course may be repeated in subsequent semester in case the minimum number of students taking the course is not less than ten and the instructor of the course is in a position to offer it. Students registering such course(s) shall not be allowed to withdraw it.

(c) In case of outgoing undergraduate students, the Dean Academic Affairs on the recommendation of concerned Dean Faculty may consider allowing a student to register for a course in a semester even beyond normal schedule. In such a case, the student shall not be allowed to withdraw from a course registered outside the normal prescribed schedule. This is without prejudice, to the provisions of Academic Regulations 27.

(d) These conditions (b & c) mentioned above; however, do not apply to postgraduate students. In their case, should a need arise, the Dean, Post Graduate Studies shall take decision on the recommendation of the Advisor, Head of the School and concerned Dean.

Change of Branch for B. Tech / B.Sc.(Hons) Courses

26. (a) The students shall normally pursue the respective B. Tech./B.Sc(Hons) programmes allocated to them at the time of admission. However, the students, the students fulfilling the minimum eligibility for the course may be permitted, to change their branch as per the guidelines given below:

- (i) Change of branch in the beginning of the 3rd semester shall be allowed on merit basis from amongst the students, who have completed all the common course credits required in the first two semesters in first attempt.
- (ii) Who have obtained Overall Grade Point Average (OGPA) of not less than 7.0 (for General Category students) and 6.0 (for SC/ST students) at the end of second semester.
- (iii) Students who have taken re-admission in 1st semester after seeking temporary withdrawal will not be considered for branch change in 3rd semester.

The change of branch for B-Tech Biotechnology/Bio-informatics/Food-Technology students to other Engineering branches will be based subject to fulfilling basic academic qualification for that branch and after fulfilling the conditions mentioned in (i), (ii) and (iii).

- b) Application for a change of branch must be made by eligible student through Dean Faculty at least two weeks before the start of 3rd semester and forwarded to Dean Academic Affairs for its approval from competent authority.
- c) Change of the discipline will be permitted strictly in the order of merit as determined by their OGPA at the end of first year subject to the limitation that the actual number of students in the third semester in the discipline to which the transfer is to be made, should not exceed the sanctioned strength and the strength of the discipline from which transfer is being sought does not fall below 75% of sanctioned strength.
- d) Change of branch will be allowed against the vacant seats in particular branch strictly in order of inter-se-merit, subject to the condition that change so allowed shall not exceed sanctioned strength of that discipline.
- e) For a student with OGPA 7.0 or above if a vacancy does not exist, he/she will be permitted to change provided the strength in the discipline to which the change is being sought does not exceed by 5% of the approved strength. These seats will be super numerary.
- f) The change of branch shall be made in accordance with the above rules and shall be effected in the beginning of 2nd year (3rd semester). After this no change of branch shall be permitted.
- g) The change of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change offered.

Dual Degree/ Integrated Degree Programme

27. Dual/ Integrated Degree Programmes shall be two types:-

- a. Within the same Faculty (B.Tech- M- Tech, B.Com (Hons)- MBA, B.Sc. – M.Sc.)
- b. Between two faculties (B.Tech- MBA)

Dual/ Integrated Degree Programmes with or without the provision for exit shall be decided by Academic Council on case to case basis.

- (i) Every branch of dual Degree/ Integrated Degree Programme shall have a curriculum and syllabi for the course approved by the Academic Council.
- (ii) A student admitted in B.Tech / B.Sc./ B.Com (Hons) can continue for Dual/ Integrated Degree Programmes programme provided the student should have obtained OGPA of 6.5 and above at the end of 6th semester in case of B.Tech student. In case of B.Com (Hons)- MBA programme a student should have obtained OGPA of 6.5 and above at the end of 5th semester. A student should not have any backlog courses(s) at the end of 6th semester in case of B.Tech and 4th semester in case of B.Com (Hons) and B.Sc. (Hons)
- (iii) The students admitted under dual/ integrated degree programme in any discipline shall have to pay prescribed fee for dual/ Integrated for the higher degree for four semesters only.
- (iv) A student who is fulfilling the aforesaid criteria and intends to shift from dual/ integrated degree programme to first degree should have to apply in the end of 6th semester for 4 years programme and at the end of 4th semester for 3 years programme.
- (v) The dual/ integrated degree students are also eligible to take extra courses apart from the course prescribed in the curriculum in 9th and 10th semester for 4 years degree programme and 7th and 8th semester for 3 years degree programme subject of a maximum of 6 credit hours in each semester after obtaining the prior approval from Dean Academic Affairs on the recommendation of Dean Faculty. This will be shown in the grade card as EXT category and will be taken for OGPA calculation.

Attendance Requirements

28. a) A student is required to attend all the lectures, tutorials, guest lectures and presentations as per the time table and notices from time to time by the respective faculties and must have a minimum attendance of 75 percent.
- b) Each student shall be required to attend at least 75% of delivered lecturers and practical's conducted in each course separately. The attendance of the student in a particular course shall be counted from the date of commencement of classes. The attendance falling short by the fraction may be ignored while determining the eligibility for appearing in end term examination.

As per UGC guidelines, 5 percent marks are reserved for attendance in each course. A detail regarding the attendance and the marks to be given for the same is given below:

Sr. No.	Attendance	Marks
1	95% and above	5 marks
2.	90-94%	4 marks
3.	85-89%	3 marks
4.	80-84%	2 marks
5.	75-79%	1 mark

c) A relaxation of up to 5% may be given by the Dean Faculty , 5 % by Dean Academic Affairs on the recommendation of Dean Faculty and 5% by Hon'ble Vice-Chancellor on the recommendation of Dean Faculty and Dean Academic Affairs on the following grounds:

- i) Any serious continuous illness upto one week by Dean Faculty/two weeks by Dean Academic Affairs/three weeks by Vice-Chancellor supported by a proper medical certificate.
- ii) The student being deputed to represent the University/Faculty with the prior approval of the Dean Faculty/ Dean Student Welfare Officer.
- iii) Any special genuine reason such as a) Demise of close blood relation b) Natural calamity at home town/Village supported by documentary proof. c) own marriage d) maternity case.
- iv) Any attendance relaxation by Dean Academic Affairs is subject to the condition that the student has to submit three assignments to the satisfaction of the course instructor. Any relaxation by the Vice-Chancellor is subject to the condition that student has to submit another six assignments subject to the satisfaction of the course instructor.
- v) There will be no relaxation of attendance to students with less than 60% attendance. Such students will be treated as **Fail** in that subject.

d) In order to maintain the attendance record of a particular course, a roll call should be taken in every scheduled lecture/practical/presentation/tutorial and guest lecture and fed in the chalk pad everyday by each Instructor. It is the duty of Instructor to keep the students periodically informed about status of their attendance – orally or by putting notice on Faculty/School notice board along with copies to the concerned Dean.

- e) Teacher will maintain attendance record and would notify monthly attendance on the notice board and announce in the class. Shortage of attendance will also be intimated by the teacher to the Dean, who in turn will inform parent of student through letter.
- f) Students having less than 75% of attendance in any course will be debarred from appearing in End-Term Examination of that course. The course instructor shall inform Controller of Examination through proper channel about shortage of attendance at least 10 days before the start of end term examination. The Controller of Examination will notify the names of the students who are debarred from appearing at the end term examination. The student will be awarded F grade irrespective of his/her performance in internal examinations and continuous evaluation. However, those students who have been allowed by the Vice-Chancellor and under clause 'c' will be allowed to appear in the End of Term Examination.
- g) Benefit of scholarship / fee waiver concession will be withdrawn if the student is not fulfilling 75% attendance in any subject / course registered.

Absence during Semester

- 29. a) A student must inform the Dean of faculty immediately of any instance of continuous absence from the classes for more than 10 working days.
- b) If a student is continuously absent for 15 working days at a stretch without permission from Dean Faculty his/her name shall be dropped from the University roll. Dean faculty should notify the students name and inform these cases to the Registrar within 3 days with a copy to Vice-Chancellor, Dean Academic Affairs/Dean PG and Controller of Examination for necessary action at their end.

Mass Absence and Strike/Bandh /Unity Day

- 30. a) Group/Mass absence from the classes shall be deemed as an act of indiscipline and will entail a fine of Rs.50/-per student per subject to a maximum of Rs.250/- per day per student. There shall be no appeal against this fine. The Dean Faculty will inform the names of the students to Accounts Officer under intimation to Registrar.
- b) (i) When the students are on token strike/strike/bandh/unity day etc. they will be marked absent in the class and the lectures scheduled for the day would be deemed to have been covered. The scholarship/stipend for the strike period shall be deducted but the regulation (a) above may not be applied in such cases if proper notice for the strike etc., has been given to the Dean Faculty at least 24 hours before the date of strike.
- (ii) If the total strike period during a semester does not exceed a fortnight, the semester shall be extended proportionately. In this eventuality the above absence shall not be

counted for attendance requirement and the lectures missed shall be rescheduled. However, the stipend/scholarship shall be deducted for the strike period.

- (iii) If the total strike period during a semester exceeds a fortnight, the semester shall be scrapped and no stipend/scholarship shall be payable for the period of strike and the remaining period of the scrapped semester.

Addition or Withdrawal of Course (s)

31. Subsequent to the registration, a student may add or withdraw course(s) in the manner prescribed below:

- a)** Application for addition or withdrawal shall be made to the Dean Academic Affairs. The Adviser of the student and the Instructor of the course and Dean Faculty shall give their recommendations. In the event of permission for the change being granted by the Dean Academic Affairs the student shall deposit prescribed fee of Rs.100/-. The Dean Academic Affairs shall inform, the Instructor(s) about the addition or withdrawal of the course(s) by the student and also to the Dean Faculty and Registrar within three days.
- b)** Course(s) may be added by a student within 15 days of commencement of the semester.
- c)** Student(s) may withdraw from course(s) without payment of fee within 10 days from commencement of 1st Term Examination. The course(s) withdrawn within the prescribed period shall not be shown on the semester report.
- d)** The student(s) normally, shall not be permitted to withdraw from course(s) beyond a period specified in clause (c) above. However, under special circumstances or to remove genuine difficulties given hereunder, the Dean Faculty may, on the recommendation of the Adviser, forward the application to Dean Academic Affairs for withdrawal of course(s) beyond the date prescribed in clause (c) above upto the end of the week following the completion of IInd Term Examination on payment of Rs.200/- and the student shall be awarded 'W' grade(s) for the withdrawn course(s) which shall be shown on the semester report.
 - i)** Where a student has not been able to adjust classes in the time table.
 - ii)** When the Adviser recommends, on the basis of performance, that the advisee cannot pull on with the course.

Repeating of Course

32. (a) An undergraduate student getting a credit point less than 4.5 and postgraduate student getting a credit point less than 5.5 in a course shall be declared fail in that course. Such a student shall have to qualify that course as mentioned in 45 (b).

(b) Improvement of grade:

This will be applicable to a student who has passed a course as per above regulation but secured an overall credit point less than 5.0 in undergraduate and less than 6.0 in postgraduate programme. The following conditions apply for improvement:

- (i) Only those students can improve grades if OGPA/OCPA is 7.00 or less for UG and PG students.
- (ii) Students in the last semester of their degree programme or have passed out recently can only avail the chance of improvement.
- (iii) Students can register only those courses for improvement in which he/she has obtained C grade or lower than this or has CPA in a course 5.0 or less.
- (iv) A student will register the course(s) on the day of registration but will appear in end of the semester examination only after the payment of Rs. 2500/- per course.
- (v) Students who have been awarded PDC or degree are not eligible for improvement.

Withdrawal from the University

33. (a) Every enrolled student shall be required to register at the beginning of each semester/year, till the completion of the degree requirements unless otherwise permitted by the Dean Academic Affairs on the recommendation of Dean concerned, failing which his/her enrollment shall be cancelled. Re-admission in such cases shall be by petition and not as a matter of right.

(b) Permission to withdraw from a University for a semester/year shall not be granted unless the application is made through the Advisor to the concerned Dean at least one week before the commencement of the next semester.

(c) In exceptional circumstances, including those stated in (e) below, where the Advisor and the Dean are satisfied that the application could not have been made within the period specified in (b) above, special permission may be granted by the Vice-Chancellor on the recommendation of the Dean Academic Affairs/Dean Postgraduate Studies.

(d) If withdrawal is permitted, the withdrawn semester/year shall not be counted towards total duration of the study.

(e) Permission to withdraw from University for a semester /year shall be accorded on the following grounds:

- (i)** A student has been ill and his/her application has been supported by a medical certificate from the University Medical Officer or the Medical Officer of a Government Hospital.

- (ii) In case an accident whereby a student has been disabled temporarily and is not in a position to attend his/her classes.
 - (iii) In the event of death of a close blood relations.
 - (iv) In the event of the student's own marriage or confinement or his/her getting an employment or maternity leave.
- (f) No student shall be permitted to withdraw from the university for more than two semesters during the whole degree programme on any ground whatsoever. If a student remains unregistered for a total period of more than two semesters during a degree programme, he/she shall stand automatically dropped from the University.
- (g) In special circumstances, however, on the recommendation of the Advisor and Dean concerned, for reasons to be recorded, Vice-Chancellor may permit temporary discontinuance of studies for a longer period within the provision of Regulation 4 and 38.
- (h) Any student who wants to withdraw from the University should obtain a 'No Dues Certificate' from all sections and Heads of School concerned and deposit it in the office of the Dean for onward transmission to Registrar Office. A student not following this procedure shall be liable to pay the University fee and other charges until 'No Dues Certificate' has been duly submitted by him.

Leaving the University

34. (a) A student shall leave the University on completion of his studies.
- (b) The 'No Dues Certificate' shall be obtained by a student immediately after completion of the degree or at the time of being permitted to leave the University.
- (c) It shall be the responsibility of the student concerned to obtain 'No Dues Certificate' from all the Sectional Heads concerned, e.g. Finance Officer, Warden, the Librarian, the Student's Welfare Officer, Heads of the School, etc
- (d) Unless a student has obtained a No dues certificate, no refund of security or any money due to him shall be allowed, nor shall the transcript and any other document(s) be issued to him/her.

Security Refund

35. The refund of security to a student shall be made only after he/she has obtained a 'No Dues Certificate' from all concerned. The refund of security shall be permissible after six months from the declaration of the result and upto a period of two year from the date the student leaves the University, where after it shall stand credited to the fund of the University.

Student Readmission

- 36.** Students who withdraw from the University or who have been dropped from the University may petition to the Vice-Chancellor for readmission. However, on readmission such students shall be treated as continuing students for meeting the academic requirements and shall not be required to pay fees for the discontinued period.

For B.Tech and B.Pharma students who withdraw for a year from the University shall not be treated as the continuing student. This will not be counted for the normal duration of the degree.

Good Standing

- 37. (a)** The minimum overall grade point average (OCPA/ OGPA) required for different programmes shall be as follows:

Postgraduate programme	6.0 out of 10.00
Undergraduate programme	5.0 out of 10.00

A student who achieves the required minimum OCPA/ OGPA shall be deemed to be on 'Good Standing'.

- (b)** An Undergraduate student has to secure at least 40 percent marks in internal assessments (first term and second term examinations, assignments, etc.) to be eligible for End Term Examination and to secure at least 45 percent marks in end term examination but to be declared pass in the subject he will have to secure at least 45 percent marks in aggregate (Internal + End Term). It will be compulsory to pass in each component of theory examination i.e. Internal and End Term.
- (c)** Postgraduate students getting OCPA/ OGPA less than 5.5 in a course shall be declared fail in that course.
- (d)** A student has to pass in theory and practical separately in undergraduate and postgraduate courses.

Note: Non-appearance in University examination shall be considered as failure.

Scholastic Probation

- 38.** If a student fails, at the end of the semester to achieve the minimum OCPA/ OGPA as mentioned in clause 40(a), he/she shall be placed on 'Scholastic Probation' for the duration of the following semester (s).

Dropping from the University

- 39. (a)** A student who fails to achieve the overall grade point average specified below at the end of the second or fourth and subsequent registered semesters, as the case may be,

shall be dropped by the Registrar from the University and such a student shall have no right to petition for readmission provided that if a petition in this regard is received from a student through the Dean concerned, the same will be examined in view of the nature of circumstances and the student can be allowed re-admission by the Vice-Chancellor.

Undergraduate Programme OGPA

At the end of second semester (three year course)	4.50
At the end of fourth semester (four year course)	4.50
At the end of fourth semester & subsequent registered semester for (three year course)	4.75
At the end of sixth semester and subsequent registered semesters (four year course)	4.75

Postgraduate Programmes

At the end of second registered semester	5.50
At the end of fourth & subsequent registered semesters	5.75

A student who is on Scholastic Probation, have to secure OGPA more than that of the last semester. In case it is less than last semester he/she may be dropped from the University roll.

NOTE: Where a student is awarded 'F' grade in any course as a result of punishment for resorting to unfair means in the examination, such 'F' grade shall be excluded while calculating the credit point average for the purpose of this sub-rule, but the semester will count as a registered semester.

- (a) Notwithstanding the above provisions, a student failing in the same course thrice shall be dropped from the University.

Cancellation of Studentship of Staff Member of the University

- 40. (a)** The studentship of an employee of the University cease ipso facto if he/she ceases to be in the employment of the University.
- (b)** Such an employee shall have the privilege of petitioning to the Vice-Chancellor for readmission as full-time regular student.
- (c)** No such employee shall be given readmission if:
- i)** He/she had been dismissed from the University service.
 - ii)** He/she had been convicted by a court of law for any criminal offence involving moral turpitude;
 - iii)** Whose readmission, in the opinion of the Vice-Chancellor, will not be in the interest of the University?
- (d)** In case of readmission, he/she shall be liable to pay the University fees like other full-time students.
- (e)** He/she shall be treated as any other student of the University and shall abide by the rules and regulations which may be in force from time to time.

Breach of Discipline and Punishment

41. (a) All students shall abide by any special or general rule(s) made by the University authorities in this regard to their conduct within the University including hostel(s) and outside the University. The students, in general, shall not indulge in any undesirable activity and act of indiscipline during his/her entire stay in the University.

i) The following shall constitute act of indiscipline

- a)** Keeping or using any fire arms, lethal weapons, knives, with a blade or more than four inch length.
- b)** Keeping or using intoxicants in any form.
- c)** Gambling in any form.
- d)** Ragging, bullying or harassing of other students.
- e)** Strike or hunger strike.
- f)** Boycotting of any University function, programme or activity.
- g)** Using intemperate language.
- h)** Recourse to violence, assault, intimidation, rioting.
- i)** Showing or causing to show any disrespect to a teacher or staff member of the University inside or outside the Campus including hostel(s).
- j)** Incitement to commit any act of indiscipline.
- k)** Any breach of law of the country or the State or the Statutes, Regulations, Rules of the University or orders of a competent authority.
- l)** Disturbing other students in their studies in the classrooms.
- m)** Damaging any University property.
- n)** Disorderly behavior in any form.
- o)** Attending, organizing meetings other than those authorized by the competent authority and participation in such meetings.
- p)** Displaying notices, leaflets, or posters not signed or countersigned by the Dean, Students Welfare Officer or other University Officers authorized by the Vice-Chancellor on the University notice boards or other places or distributing such notices or leaflets.
- q)** Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or a resident of the Campus, or guest and visitors to the University or member of the faculty of the University.
- r)** Adoption of unfair means in an examination.
- s)** Molestation/eve-teasing/abusing.
- t)** Physical injury to fellow students or employees or anyone in the Campus/University.
- u)** Hostility towards a member of the faculty or University employees.
- v)** Misconduct or misbehavior in the class room or anywhere in the University Campus.
- w)** Instigation or cause to be instigating, organizing participating in strikes, demonstration or disturbance of any kind including gheraos, lock-outs which may disrupt the convocation, examination, workshops, conferences and other functions of the University.
- x)** Disobedience or disregard of instructions or notifications issued by the Student's Welfare Officer, Dean and other officers, Head of School and members of faculty.

- y) Any other act of misconduct, which in the opinion of the competent authority amounts to indiscipline.

ii) Punishment

(a) Individual Punishment

The Dean of the college concerned shall have the power to withdraw any fee or any other concession and/or inflict a fine not exceeding Rs. 3000/- on a student.

(b) Group Punishment

A group fine, not exceeding twice the value of the damage caused to the University property by a group of students, as a result of any agitation or otherwise, may be imposed on the group, as a whole, when the Dean(s) is/are of the opinion that it is not possible to fix the responsibility on individual members of the group for the damage.

Provided that this fine may be imposed by the Vice-Chancellor on the recommendation of the inquiry committee/Dean(s) when members of the group are from different colleges of the University.

(c) Reprimand of record

This shall consist of an official warning to the student not to repeat any act of indiscipline and shall be imposed by the Dean concerned. This will be noted on the students Permanent Record Card but not on any outgoing transcript. Third official warning to a student not to repeat any act of indiscipline shall automatically place the student on Conduct Probation.

(d) Conduct Probation

A student involved in the violation of the rules and regulations of the University or in any way involved any act of indiscipline may be placed on conduct probation by the concerned Dean for a specified period. During the period of this conduct probation the student shall stand debarred from representing the college or the University in any meet, tournament, youth festival, cultural competition etc; shall also remain suspended from any office that he/she may be holding in any student organization, and shall not be entitled to receive any stipend/scholarship/fellowship.

Another act of indiscipline by the student during the pendency of Conduct Probation may lead to the 'Rustication' of the student, to be effected by the Dean concerned. If a student has been on Conduct Probation on an earlier occasion and commits an act of indiscipline second time again, he/she shall remain on Conduct Probation for full term of stay and he/she may be rusticated from the University in case of any misconduct during this period.

Rustication will be effected in the manner prescribed. The action of placing a student on Conduct Probation shall be noted on the permanent Record card and shall be incorporated in the Semester Report so long as the student is on 'Conduct Probation'.

(e) Suspension

A student shall be suspended immediately on account of his being involved in any act of serious indiscipline/causing grievous injury to fellow student or staff/molestation/any other matter deemed as serious act by the Dean etc. He will remain suspended both from University and Hostel till pending enquiry. If he/she is proven guilty and penalized, missed lectures and practicals will be completed by himself in consultation with the instructor/fellow students. In case he/she is acquitted of the charge his/her missed lectures/practicals can be arranged and his/her absence be condoned by the concerned Dean.

(f) Rustication

A student involved in any act of indiscipline or any other act likely to bring disrepute to the University may be rusticated for a specific semester(s) by the concerned Dean and will be required to leave the university and hostel immediately.

(g) Expulsion

- (a) A student involved in act of gross indiscipline or any other act likely to bring disrepute to the University may be expelled from the University by the Vice-Chancellor on the recommendation of the Dean concerned and shall be debarred from readmission in the University. This punishment shall be entered in the Permanent Record Card and Transcript of the student and shall be notified by the Registrar to all within the University and also to other Universities in India.
- (b) A copy of the order imposing any of the above punishment shall be sent to the parent/guardian of the student.

Preventing Ragging in the University**42. (i) Definition of Ragging**

Ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which involve physical assault or treat or use of physical force; expose students to ridicule and contempt and affect their self-esteem; and entail verbal abuse and aggression, indecent gestures and obscene behavior. Without prejudice to the generality of powers to enforce discipline under the Academic Regulations, the following will amount to acts of gross indiscipline:

- i) Ragging within or outside the University as defined above.
- ii) Possessing of, use of, or threat of use of any weapon.
- iii) Any violation of the provisions of the Civil Rights Protection Act 1976.
- iv) Willful destruction of public or Private property.
- v) Creating ill-will or intolerance on religious or communal grounds.
- vi) Causing disruption, in any manner, of the academic functioning of the University system.

Evaluation System

43. It is mandatory for all the Instructors of courses to distribute lecture wise schedule to be adopted during the semester to all students on the first day of class. A day before lecture teacher will distribute summary of lecture to all students in his class. The summary will also be uploaded on line.

(i) Examination System

In assessing the students' attainment in subjects, the system of continuous assessment is adopted by the University. In conformity with this practice, following modes of assessment will be followed:

1. The examination system will comprise of quizzes/surprise tests, assignments, 1st Term, 2nd Term, End Term, Practical, Project work, Seminar etc.
2. In all there will be 5 quizzes / surprise tests in a semester. These will be of not more than 15 minutes within class period. The remaining time of the class will be used for lecture.
3. During semester there will be 8 assignments for a subject in undergraduate and 5 assignments in postgraduate. Students should be given three days for submission of assignment and the same be returned after checking and evaluation to the students within three days of submission.
4. 1st Term and 2nd Term Examinations will be conducted by the class teacher during the class period only. Teacher will announce the date of term examination well in time.
5. End Term Examination will be conducted by the Controller of Examination and the same will be notified by him.
6. Shortage of student's attendance, if any, be reported to the Dean immediately after the 2nd Term examination who in turn will inform Controller of Examination.
7. There will be no make-up examination for the fail students or those with shortage of attendance. They will register for the course again as and when offered.
8. No make-up examination will be scheduled for examination of 1st Term, 2nd Term, Quizzes etc. However, it is entirely upto the instructor to ascertain the proficiency of the students by whatever means considered appropriate to him/ her if he/she is satisfied to the bonafides of the case.
9. For undergraduate programmes (except for B.Sc. (Hons.) the paper for End Term Examination will be set by external examiner while for postgraduate programmes it will be set by the concerned Instructor.
10. End of the term examination shall be conducted by Dean Faculty in collaboration with the Controller of Examination as per academic calendar for postgraduate programmes.

Note: Dean Faculty will be responsible for getting examination question paper set by the respective teachers before commencement of 2nd term examination. The Dean Faculty shall ensure that teachers should submit two sets of question papers covering the entire syllabus. The Question paper is to be deposited with the Controller of Examination immediately.

Evaluation / Assessment of Performance

There will be continuous assessment of student's performance throughout the semester on the following basis:

1. In case of theoretical subjects, the evaluation will be based on attendance, quizzes, assignments, term examinations.
2. For Laboratory/ Design / Drawings / Studio/ Workshop/Seminars etc. the evaluation will be on the basis of attendance, assessment of the task assigned and end semester test/viva etc.
3. The evaluation of the project work will be based on work assigned by the supervisor, project report and project evaluation committee (to be constituted by Dean).
4. The breakup of marks for assessment of performance of a student (except B.Pharma and M.Pharma will be:

Examination	Marks	Duration	Coverage
a. Assignments (8 UG/5PG)	8%	-	-
a) Quizzes / Surprise Tests	7%	10-15mts	Previous Lectures
b) Ist Term examination	15%	Class Period	Course covered upto 5 th week of the semester
c) IInd Term Examination	15%	Class Period	Course covered upto Mid-Term
d) Attendance	5%	-	-
e) End term examination	50%	2 ½ Hrs to 3hrs	Entire syllabus

Except End Term Examination all the tests/examinations shall be held during respective periods and shall be conducted by the Instructor. He will notify the date of 1st Term and 2nd Term examinations on the first day of his class in the semester. He will inform these dates and lecture schedules to Dean Faculty in the first week of the semester.

ii) Practical Examination

The evaluation of practical/laboratory/work shop work will be based on following:

- Day to Day Work
- Quantity and Quality of work
- Punctuality and Regularity
- Practical Tests
- Checking of Practical note book
- Any other components to be decided by the Instructor.
- Attendance

(a) Evaluation for laboratory/Practical/Work Shop courses etc.

Total marks
B.Tech. : 100 marks

The marks distribution shall be as under for continuous assessment and End Term Practical Examination:

Sr. No	Assessment	Marks
a	Continuous Assessment Record Marks based on Lab/Practical/Work Shop considering:	30
	i) Regularity of Discipline in Lab	05
	ii) Handling of lab equipments, components material, software etc.	10
	iii) Quality of experiments performed	10
	iv) Timely submission of lab records	05
b	Mid-Term Viva Voce	20
c	End-Term Final	50
	i) Lab Experiments/procedure of writing/ Tabulation/ Innovation/ result application as applicable.	30
	ii) Viva- Voce	20

Mid- Term practical examination shall be conducted by Instructor during respective course practical periods.

End – Term practical examination shall be conducted by the committee of three, nominated by the Dean Faculty. One of the nominees should be the Instructor.

For B.Pharma and M.Pharma the examination system will be according to the notifications issued by Pharmacy Council of India from time to time.

iii) Evaluation of Projects (major/minor) or Industrial Training for undergraduate

- One project work in each year of degree programme be kept as a part of curricula.
- In the I and II year of degree programme minor projects be given, while in III and IV year of degree programme major projects be assigned to the students.
- Project can be assigned to individual student or in group (not more than 6 students). Encourage students to choose their own group.
- Project work is assigned to the students within 7 days of registration.
- Any project work done by students outside the University be monitored by teacher/group of Teachers.
- Project be evaluated by group of teachers (Dean to notify the teacher name well in time).

Students are required to register for the minor/major projects or industrial training as per the approved curriculum. The following evaluation scheme shall be followed for awarding marks:

Total marks 100

Sr. No.	Items	Marks
i	Day to day work	35 % awarded by Instructor
ii	Mid-Term Seminars at least for 20 minutes	15% awarded by Panel of three members Committee Constituted by Dean Faculty
iii	Project Report	15 % awarded by Instructor
iv	Final Viva-Voce on Project Report/Industrial training.	35% awarded by a panel of three teachers including Instructor appointed by Dean Faculty.

iv) Guidelines for Monitoring and Evaluation of Project

- Students must meet their guide immediately after the lists of project assigned to them are displayed.
- Students in consultation with their guide will prepare a synopsis of project detailing the objectives, methodology to be adopted to achieve the objectives, lay out of experiments, recording of data, analysis etc. alongwith time frame work.
- The student must meet and report to their guide at least once in a week on appointed day and time and report the progress made in project work and also get guidance if he/she is facing any problem in executing the work.
- The students should maintain a log book of their day to day project/industrial training activity and get it signed by the guide during their weekly meeting.
- It is mandatory on the part of the student to present his/her work before the advisory committee in the form of presentation.

v) End-Term/Final Examination

At the end of the semester, there shall be one examination which will last for two and half hours to three hours. This examination shall be conducted by Controller of Examination in consultation with Dean Faculty. Dean Faculty shall recommend the names of for paper setting by external examiner along with their addresses and phone number for undergraduate programme to Controller of Examination. He will recommend the names of external examiners after adding or deleting the names in the list submitted by the Dean Faculty for getting the approval of Vice-Chancellor. The question paper shall be got set from approved external examiner by Controller of Examination at least 20 days before the start of end term examination. The evaluation of answer sheets shall strictly be done by the external examiner/internal examiners other than the Course Instructor.

vi) End Term Practical Examination

At the end of the semester examination before the final examination there shall be final practical examination in each course to be conducted under the supervision of Instructor. It is essential to obtain qualifying marks in theory and practical separately.

44. All the results of undergraduate and postgraduate should be submitted to Dean Academic Affairs who shall forward the same to Controller of Examination for necessary action.

Make-up Examination

45. (a) No makeup examination will be scheduled for examination of 1st Term, IInd Term, Quizzes etc. However, it is entirely upto the Instructor to ascertain the proficiency of the students by whatever means considered appropriate to him/her if he/she is satisfied to the bonafides of the case

(b) The student who fails in a subject has to clear the subject as follows:-

1. Reappear/markup exam should be conducted after one week of the end of semester.
2. Students should make their own arrangements of stay for reappear examinations.
3. Backlog courses for even semester will be offered in even semester and for odd semester courses in odd semester only. However, as special consideration students in final semester and those who have already completed their courses duration are allowed to apply for the subjects of both even and odd semesters.
4. For reappear, full syllabus has to be covered and no internals will be added i.e. student has to clear the exam from complete syllabus through end term exam only. In this regard, faculty decision in consultation with the concerned Dean will be final.
5. Students will get two attempts to clear the courses in which he/she gets reappear
6. Students can apply maximum of five courses of reappear at a time.
7. Fee for reappear examination will be charged as per the University rules.
8. Courses with prerequisites will not be offered to students who have failed in prerequisite courses
9. There is no need to fill up the registration cards for reappear examination. Students can directly fill up the examination form.
10. If a UG/PG students fails to complete the degree in requisite time period, he/she has to pay a fee of Rs 10,000 per course.
11. Grading System: Relative not the absolute grading system should be followed to fit in normal distribution curve. Final decision in this regard should be of the concerned faculty member in consultation with the concerned Dean.
12. Marks scored in internal and external assessment are to be graded separately to fit in normal distribution curve. Final grading will be on the basis of weighted average.

Examination Schedule

46. a) The schedule for End Term Examination shall be prepared by the Controller of Examination in consultation with Dean Faculty concerned. The date sheet will be notified by Controller of Examination after getting the approval from Vice-Chancellor atleast 15 days before the end term examination. However, if the conditions so warrant, the Controller of Examination may change the date of examination on short notice after getting the approval from Hon'ble Vice-Chancellor.

The dates for end term examinations will be announced in the Academic Calendar and the Controller of Examination/Dean Faculty will fix the examination during that period. Candidates coming late by more than 30 minutes in End Term Examination shall not be allowed to appear in the respective examination. No examinee shall be allowed to go out of the Examination Hall during first 30 minutes and cannot handover the answer sheet till half the time is over.

b) Conduct of End Term Examination

- i) **Undergraduate:** The End Term Examination will be held at Central level for all the undergraduate programmes. A Centre Superintendent will be appointed by the Controller of Examination for conducting the Examination. In addition, the concerned instructor will also act as Invigilator. The Controller of Examination will get the papers set and printed for each course from teachers outside the University approved by Vice- Chancellor from the panel recommended by concerned Dean.

Controller of Examination will get the papers evaluated by university teachers (preferably other than instructor/ course Incharge). The final result will be compiled and finalized in the office of Controller of Examination. The result shall be discussed by Controller of Examination with Vice-Chancellor/Dean Academics before announcement.

- ii) **Postgraduate:** The examination will be conducted by the Dean of each faculty at his own level.
- a) The course Incharge will prepare a set of three question papers covering the entire syllabus for the course and hand over the same in the office of Controller of Examination after 1st Term examination.
 - b) Controller of Examination will select one paper and prepare the requisite number of copies of the paper. The sealed question paper shall be handed over to concerned Dean of the faculty on the day of Examination for conducting the examination.
 - c) The final date sheet for the examination will be announced by the office of the Controller of Examination on the recommendation of the Deans concerned.

The papers shall be evaluated by the instructor appointed by Controller of Examination in consultation with Dean concerned. The end term result of each subject shall be submitted by the evaluator to concerned Dean for onward transmission to Dean Post Graduate studies. Dean Post Graduate studies after

discussing the result with the Dean concerned shall forward it to Controller of Examination for compilation and declaration of result.

47. Conduct of Examination

A. Question Papers:

Controller of Examination shall hand over question papers to the Center Superintendent at least two days before the commencement of the End Term Examination. Center Superintendent shall be responsible for the safe custody thereof.

i) Opening of Parcel (s)

The parcels containing bundles of question papers shall be opened by the Center Superintendent a day before the commencement of examination in the presence of two invigilators. Center Superintendent along with two invigilators appointed by him shall examine carefully all the out cover(s) as well as of the envelope contain there in. In case the seal of the envelope/s have been tempered with, the contents thereof should be removed without breaking the seal and matter may be reported to the Controller of Examination along with detailed report and empty envelope. Examination in the papers should not in any case be postponed without the permission of Controller of Examinations.

The tempered envelope should be sealed again in the presence of the two invigilators. The name of the examination, subject, and paper should be clearly mentioned on the new cover to avoid confusion later on. Number of copies of Question paper as specified on the sealed envelope should be given and compared with the statement supplied by Controller of Examination.

ii) Opening of the question paper – envelopes

Each envelope containing question papers shall be opened at least 15 minutes before the commencement of the examination by the Center Superintendent in the presence of at least two invigilators and clerk on duty after carefully examining the conditions and joints of envelope and seals and verifying the subject by a reference to the date sheet. The Center Superintendent shall open it leaving the seal intact after signing the certificate printed on the envelope in presence of witness and signed by them. Center Superintendent should confirm before distributing them that it is the right question paper as per the date-sheet.

In case the envelope contains wrong question paper, it should be sealed immediately without reading the question paper. The Controller of Examination should be approached immediately for further instruction.

iii) Penalty for opening a wrong envelope

Opening a wrong envelope should be considered as negligence towards duty and action against them should be taken as per service rules prescribed in ordinances.

iv) Envelopes not to be opened in case no candidate is present

In case there is no candidate appearing in subject as per date sheet, envelope containing question paper should not be opened. Unopened question paper envelope should be returned to Controller of Examination at the end of term examination.

v) Insufficient copies of Question Papers

In case insufficient copies of question papers are supplied by the Controller of Examination, Center Superintendent either dictate the question papers or get the photocopies. The candidates shall be given extra time equal to the time spent in dictation/Photostat. Controller of Examination should be informed.

vi) Presence of Subject Teacher

Center Superintendent shall ensure that subject teacher must be available on the examination days so that in the event of any representation with regard to the stiffness of the question paper or its being out of course he give his detailed comments there on.

vii) Representation Against Stiffness/Out of Course Questions

The representation along with comments of a teacher shall be forwarded to Controller of Examination without any delay so that the decision in this regard may be taken by the authorities before forwarding the scripts to examiners.

viii) Misprint in Question Paper

In case of misprint in the question paper Center Superintendent shall immediately bring it to the knowledge of the Controller of Examination for its rectification.

ix) Seating Arrangement

A day before the commencement of the examinations, the Center Superintendent shall make satisfactory arrangements of seats according to the roll numbers supplied by the Controller of Examination. She/he should keep reasonable distance between the vertical and horizontal rows so that all communications between the students are impossible.

x) Plan of Examination Hall

The Center Superintendent shall get plans of seating arrangement typed showing the order of seats allotted to each candidates and the directions they face. It should be pasted on the conspicuous place outside the Examination hall/room at least two hours before the commencement of examinations.

xi) Roll numbers on the desk/chair

The roll numbers of each candidate shall be written on the desk/chair at conspicuous place so that candidate may readily find his/her sitting place.

xii) Admission on Production of Roll Number Slip

1. Each registered student shall be issued roll number by the Controller of Examination through the office of concerned Dean at least 15 days before the commencement of examination who fulfill minimum requirements as prescribed in Academic rules.
2. Each registered student shall carry Roll Number Slip and Identity Card regularly during the examination.
3. Any student who is unable to produce his or her roll number slip or identity card on demand, but his/her name exists in the list of candidates appearing in the examination duly supplied by the Controller of Examinations, the Center Superintendent may allow the student to appear in the examination.

4. If a candidate is in possession of roll number slip but his/her name does not exist in the list supplied by Controller of Examination, the Center Superintendent should allow the candidate in the paper and inform the authority concerned on the same day.

xiii) Discrepancy in the Subject Offered

No candidate can appear in subject examination not originally registered by him/her at the time of registration in the beginning of the semester.

xiv) Late Arrival

1. No candidate will be allowed to appear in the End Term Examination if he/she is late by more than 30 minutes. Examinee so admitted (late arrival) shall have no claim for extra time in lieu of late arrival.
2. Each student will have to sign a declaration to the effect that his/her admission in the examination is provisional and he/she have no claim to have evaluated in case Dean Academic Affairs/Vice-Chancellor does not approve of his/her admission in examination.

xv) Identification Sheets

1. Examinees present shall be advised to sign the attendance sheet (identification sheet) against their roll number.
2. Center Superintendent shall compare it with the cut list supplied by Controller of Examination. In case, there is some discrepancy it should be settled before the candidate is allowed to leave the examination hall/room and the matter should be informed to the Comptroller of Examination for rectification.

xvi) Appointment of Amanuensis

1. An amanuensis shall only be appointed for the examinee under the following cases
 - a) Blind candidate (permanently)
 - b) Candidate completely disabled from writing with his own hand
 - c) Temporary disablement such as fracture of writing hand, fore arm, shoulder, elbow, wrist, etc.

In all the above mentioned conditions, medical certificate is required from the University Doctor/C.M.O of the district hospital.

2. Controller of Examinations will arrange for appointment of amanuensis and inform the Centre Superintendent
 - a) The appointment of amanuensis should be the student of lower class and have not received more than 50 percent marks in the last examination.
 - b) Controller of Examination can also authorize Center Superintendent for appointment of amanuensis.

B. Disciplinary Control of Examination Centre

During an examination, a candidate shall be under the disciplinary control of Center Superintendent and he shall obey his instructions. If a candidate disobeys his instructions or misbehaves with any member of supervisory staff or any other examinee at that centre, he may be excluded from the examination of that session.

- (i) Center Superintendent should immediately inform Controller of Examinations about the incident. The report of the Center Superintendent must clearly mention the details of the incident along with necessary evidence in the shape of statements from the supervisory staff engaged in examination duty.
- (ii) Controller of Examinations shall take any step as mentioned below taking into consideration the nature of incident.
 - (a) Student may be suspended immediately from appearing in the examination on the day of incident.
 - (b) Parents of the student should be informed immediately.
 - (c) Enquiry Committee should be constituted to conduct an enquiry and submit the report within 48 hours. The constitution of the committee shall consist of at least 3 members but not more than 5 from the various faculties of the University holding at least rank of Associate Professor.
 - (d) The committee can recommend any one of the following punishment depending on the nature of indiscipline.
 - (i) Student may be declared fail in that paper
 - (ii) He/She may be put on conduct probation.
 - (iii) Scholarship may be cancelled.
 - (iv) Case may be reported to police.

C. Use of Unfair Means

- a) The term 'use of unfair means in the examination' or 'attempt to use unfair means in the examination' shall denote the items prescribed by the Academic Council from time to time.
- b) **The following, inter-alia, shall be deemed to be unfair means:**
 - i) Talking to another student or any person, inside or outside the Examination Hall during the examination hours without the permission of Invigilator or Superintendent Examination.
 - ii) Possession or having access to the books, notes, papers or any other material, whether written, inscribed or engraved or any other device, which could be of help or assistance to him in answering the question paper or part thereof.
 - iii) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do one or more of these things in respect of any book, notes papers or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.

- iv) Writing on blotting paper or any other piece of paper a question or anything relating to a question or solving a question on anything other than the answer-book or the continuation sheet.
- v) Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or a part thereof, or solution to a question or a part thereof, to any other student or to any other person during the examination.
- vi) Smuggling an answer-book or continuation sheet into the Examination Hall, or taking out or replacing or attempting to get replaced the answer-book or continuation sheet during or after the examination with or without the help or connivance of any other person connected with the examination, or through any other agency, what-so-ever.
- vii) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or other staff or outside agency, a solution to a question or a part thereof.
- viii) Approaching or influencing directly or indirectly the Instructor, Tabulator or any other person, connected with the examination, with the object of inducing him to leak out the question paper or any part thereof, or to enhance marks or to favorably evaluate or to change the award.
- (ix) Exerting undue influence i.e. direct or indirect interference or attempt thereof on the part of the candidate or of any person on his behalf in the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the provisions of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting staff or other student(s) or threatens to do so shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of this clause.
- (x) Copying, attempting to copy, taking assistance for help from any book, notes, papers or any other material or device, or from any other student, or facilitating or rendering any assistance to any other student to do any of these things.
- (xi) Using abusive or obscene language in the examination hall or writing the same in the answer-book.
- (xii) Making an appeal to the Examiner through the answer-book.
- (xiii) Leaving the examination hall without returning the answer-book or continuation sheet, if any, to the Invigilator and taking away or tearing off or otherwise disposing of the same or any part thereof.
- (xiv) Presenting a practical/class work/note-book not prepared by the student himself.

- (xv) Arranging or permitting any person to impersonate for the student in the examination.
 - (xvi) Forging or using a forged document, knowing it to be forged in any matter related to the examination.
 - (xvii) Forging of signatures of the Supervisor in any document related to registration card, synopsis, certificates, semester progress report etc. will be treated as unfair means.
 - (xviii) The Academic Council may declare by resolution any other act or omission or commission to be 'unfair means'.
- c) Every student shall be required to bring his own examination materials, such as set squares, scales and the like, as he shall not be permitted to borrow any of these material from fellow students in the Examination Hall.
 - d) If any student is found to have used or attempted to use 'unfair means' in any examination his answer-book shall be seized by the Invigilator/ Instructor forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer-book.
 - e) The Examination Superintendent shall forward the report of the invigilator incharge to the Dean concerned through Controller of Examination for forwarding the same to the Students Discipline Committee for detailed investigation and this Committee shall send its report to the Dean with specific recommendations within 10 days from the receipt of the report.

D. Constitution of Committee: The Examination Discipline Committee will consist of two senior most heads (other than the Deans), and one nominee of the Dean Academic Affairs. The tenure of this committee will be for two years.

- (i) A written statement of the student found using 'unfair means' shall be recorded by the Invigilator and Superintendent Examination Hall and forwarded with his report, alongwith other material(s) found in possession of the student which should be signed by the student concerned in token of the same having been recovered from his/ her possession.
- (ii) In case a student refuses to give a statement or sign the material(s) confiscated from him, he shall not be forced to do so but the fact of refusal be recorded by the Invigilator and Superintendent Examination Hall in the report.

E. Punishment for Using Unfair Means

The Dean Academic Affairs, after satisfying himself that the student has used 'unfair means' shall impose penalty as indicated below:

- a) A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination' during 1st Term Examination shall be awarded zero marks in that test / examination for that course. .

- b) A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination, during the IInd Term Examination shall be deemed to have failed in that course during the semester.
- c) A student found using 'unfair means in the examination' or 'attempt to use unfair means in the examination' during End Term Examination shall be deemed to have failed in all the courses in that semester and may also be debarred from registration during the subsequent semester depending upon the severity of the case to be decided by the Dean Academic Affairs.

F. Instructions for Reporting Case

Center Superintendent while reporting a case of use of unfair means by an examinee during the course of End of Term Examination must comply with the following instructions:

- a) A candidate who has been caught by the supervisory staff for using or attempting to use unfair means, he/she should be asked to give a written statement/explanation. In case of refusal by the candidate to give any statement/explanation, Center Superintendent should report this to Controller of Examinations along with other documents duly signed by at least two witnesses
- b) Any discriminatory material such as written paper relevant to subject, book, other materials like foot rule, set square, cardboard etc. must be got signed by the candidate. Center Superintendent, supervisory staff and other witnesses should append their signatures with date on the received material.
- c) Total number of papers/books so seized/recovered be invariably mentioned in the form at the relevant place.
- d) The indiscriminating portion should invariably be marked/side lined by the invigilation staff in the said material as well as in answer sheet/books.
- e) While forwarding the card board etc. it should be ensured that writing there so is legible.
- f) Material found during search before the start of the examination does not constitute "unfair means".
- g) A candidate found to be or suspected to be guilty of using unfair means should be permitted to answer the remaining part of the question paper on a separate answer book marked as "2nd Answer book". The front page of the first answer book be marked as '1st Answer Book-UMC'. Both the answer books should be sent separately under sealed cover marked as case of 'UMC' along with report.

Medium of Examination

48. The medium of examination shall be English.

Instructor's Grade Report

49. a) Tabulation of Result and Issue of Transcript

All the results will be finally tabulated by the Office of the Controller of Examination for individual student and copy of this transcript will be sent to the Registrar, Dean Academic Affairs, Dean concerned, Advisor and Student.

b) Course Credit System

A course is a unit of instruction or a segment of subject-matter to be covered in a semester. Each course has definite credit hours, one credit hour represents one hour lecture in theory or two hours practical in laboratory/ field during a week and extended to the period of the semester. A student is allowed to attend classes in a course and earn credit for it, only if he/she has registered for that course.

c) Registration of Courses

- i. Registration of courses at the beginning of semester is an important activity. The following measures to be followed: for Registration:
 1. The concerned Dean should notify well in advance the courses to be offered in the ensuing semester along with the teachers' name.
 2. The Dean should constitute a team of teachers for guidance of registration procedure to the students.
 3. The faculty must ensure that the registration is done by the student within a stipulated period. Late registration with fine is allowed by the Registrar. After the due date, as notified by Registrar, no registration be allowed.
 4. Any student who has not registered the course should not be allowed to sit in the class. Only registered students be permitted. Teachers should prepare the list of students as they register the course.
- ii. Each course will have periodical examinations consisting of 1st Term, IInd Term, Practical and End Term etc. The course shall also have Quiz /surprise tests/ assignment(s). Evaluation will be done for each of these components and marks so obtained will be added and converted to percentage of marks for further conversion to 10.0 scale prorata.
- iii. An undergraduate student securing a credit point of less than 4.5 and a postgraduate student securing less than 5.5 will be considered fail in that course and will have to repeat the same.
- iv. Based on the performance of a student, each student is awarded a letter grade in each subject at the end of the semester. The letter grades will be assigned by the teacher based on the relative grading. The relative grading is based in the distribution (usually normal distribution) of the marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile.

However, as a reference the grades has been given based on percentage (this may not be followed exclusively and the teacher will be the final decision maker). The letter grades and the corresponding grade points, for example, are as follow:

UG	PG	Grades	Grade Point
90% and above	95% and above	O (outstanding)	10
80%-89%	85%-94%	A+ (Excellent)	9
75%-79%	80%-84%	A (Very Good)	8
65%-74%	70%-79%	B+ (Good)	7
60%-64%	65%-69%	B (Above average)	6
55%-59%	60%-64%	C (Average)	5
45%-54%	55%-59%	P (Pass)	4
<45%	<55%	F (Fail)	0

'r' for repeat

'S' for Satisfactory

'US' for Unsatisfactory

'NC' for Non –credit

'W' for withdrawn

'I' for Incomplete

'AD' for Audit Course

'Ab' for Absent

- v. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- vi. For non credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of GPA/OGPA.
- vii. To secure satisfactory grade(s) in a non-credit (NC) course, students of undergraduate and postgraduate programmes shall have to secure at least overall credit point of 4.5 and 5.5, respectively. When a student secures less than the above prescribed credit point, he shall be awarded unsatisfactory grade (US).

d) Grade Point Average:

- i) The percentage of marks obtained in course shall be divided by 10 and expressed as grade point in the course and should be restricted to one decimal space. The grade point in a course multiplied by credit hours of that course shall be the credit point of the course.

- ii) The cumulative credit points by a student in all the courses during a semester divided by total credit hours of those courses shall be credit point average in a semester and should be expressed to two decimal place.
- iii) The cumulative credit point average in all the courses from the time of admission till the end of last semester divided by cumulative credit hours in those courses studied shall be Overall Grade Point Average (OGPA) and should be expressed up to two decimal place. No rounding off shall be done.

The performance of a student will be evaluated in terms of three indices, viz. the Grade Point Average (GPA) for a semester, Overall Grade Point Average (OGPA) which is the Grade Point Average for all the completed semesters at any point in time and Degree Grade Point Average (DGPA).

The Earned Credits (EC) are defined as the sum of course credits for courses in which A - D or; S grades has been obtained.

Point earned in a semester= Σ Course credits x Grade point (for courses in which A - D grade has been obtained)

The GPA is calculated on the basis of grades obtained in all courses, except audit courses and courses in which S grade is awarded, registered for in the particular semesters.

$$GPA = \frac{\text{Point secured in the semester}}{\text{Credits registered in the semester, excluding audit and S grade courses}}$$

The OGPA is calculated on the basis of all pass grades, except audit courses and courses in which S grade is awarded, obtained in all completed semesters.

$$OGPA = \frac{\text{Cumulative points secured in all passed courses (A – D grade)}}{\text{Cumulative earned credits, excluding S grade courses}}$$

An example of this calculation is given in table

Table: Typical academic performance calculation- I Semester

Course No.	Course Credits	Grade awarded	Earned credits	Grade points	Point secured
(column 1)	(column 2)	(column 3)	(column 4)	(column 5)	(column 6)
MALXXX	5	C ⁺	5	6	30
CSL XXX	4	C	4	5	20
PHLXXX	4	A ⁺	4	10	40
PHPXXX	2	B ⁺	2	8	16
MELXXX	4	F	0	0	0
TTNXXX	2	S	2	-	-

Credits registered in the semester (total of column 2)= 21
 Credits registered in the semester excluding S grade courses=19
 Earned credits in the semester (total of column 4)= 17
 Earned credits in the semester excluding S grade courses=15
 Points secured in this semester (total of Column 6) = 106
 Points secured in this semester in all passed courses (total of column 6 with A-D grade in courses) = 106

$$GPA = \frac{\text{Point secured in the semester}}{\text{Credits registered in the semester, excluding audit and S grade courses}} = \frac{106}{15} = 5.57$$

$$OGPA = \frac{\text{Cumulative points secured in all passed courses (A – D grade)}}{\text{Cumulative earned credits, excluding S grade courses}} = \frac{106}{15} = 7.06$$

Semester performance: Earned credits (E.C.) = 17 GPA = 5.57
 Cumulative Performance: Earned credits (E.C.) = 17 OGPA = 7.067

Table: Typical academic performance calculation- II Semester

Course No.	Course Credits	Grade awarded	Earned credits	Grade points	Point secured
(column 1)	(column 2)	(column 3)	(column 4)	(column 5)	(column 6)
MALXXX	5	B ⁺	5	8	40
EELXXX	4	A	4	9	36
CYL XXX	4	W	-	-	-
CYPXXX	2	B	2	7	14
MELXXX	4	C ⁺	4	6	24
AMLXXX	4	A ⁺	4	10	40
HUNXXX	1	S	1	-	-

Credits registered in the semester (total of column 2) = 24
 Credits registered in the semester excluding S grade courses =23
 Earned credits in the semester (total of column 4) = 20
 Earned credits in the semester excluding S grade courses =19
 Points secured in this semester (total of Column 6) = 154
 Points secured in this semester in all passed courses (total of column 6 with A-D grade in courses) = 154
 Cumulative points earned in all passed courses= 106 (past semesters)
 + 154 (this sem.) = 260
 Cumulative earned credits= 17 (past semesters)+ 20 (this sem.) = 37

$$GPA = \frac{\text{Point secured in the semester}}{\text{Credits registered in the semester, excluding audit and S grade courses}} = \frac{154}{19} = 8.105$$

$$OGPA = \frac{\text{Cumulative points secured in all passed courses (A – D grade)}}{\text{Cumulative earned credits, excluding S grade courses}} = \frac{106 + 154}{15 + 19} = 7.647$$

Semester performance : Earned credits (E.C) = 20

GPA = 8.105

Overall performance : Earned credits (E.C) = 37 OGPA= 7.647

On completing all the degree requirements, the degree grade point average, DGPA, will be calculated and this value will be indicated on the degree/diploma.

A student who has earned the requisite credits but does not meet the graduation DGPA requirement, may do additional courses in any elective category to meet the DGPA requirement within the maximum permissible time limit.

e) **Uniformity of Standard of Examination**

When a course is being taught by one or more instructor, the common course work evaluation, grading and final marking would be the responsibility of the instructor designated as Course Incharge by Head of the School/Dean

Rechecking and Re-evaluation End term of Examination of undergraduate

50. Teachers to show the answer sheet of various examinations conducted by them to the students and to make corrections, if any, to the satisfaction of the student. Rechecking and re-evaluation will be only for End Term Examination of undergraduate students.

i) Rechecking

In case a candidate feels that in end of term examination, one or more of the answer(s) in his answer sheet has/ have not been evaluated or that there is an error in totaling the marks awarded to him by the external examiner, he within 21 days of the issue of detailed semester mark sheet/ semester report, will apply along with the fee of Rs. 200/-per course to the Controller of Examination through their respective Dean's for rechecking of his answer sheets. If on rechecking an error is discovered, the same shall be rectified.

ii) Re-evaluation

a. If a student feels that his answer sheet has not been fairly evaluated he may submit a request on a prescribed proforma along with the original semester report and a fee of Rs. 500/- per course within 21 days of issue of the detailed semester report card to the Controller of Examination.

b. The re-evaluation fee once deposited with the university will not be refunded.

- c. The re-evaluation request shall not be entertained after the expiry of 21 days as mentioned in (a).
- d. Controller of Examination will appoint an examiner other than the previous evaluator or examiner for reevaluation of the answer sheet. In case, the difference between the marks of the first evaluator and the second is more than 10 percent of the maximum marks allotted to the paper/course, the average of the two marks shall be the final award.
- e. The fraction of 0.5 will be rounded off to the next whole integer.
- f. The score on re-evaluation subject to para (d) shall supersede the original score provided that in case of candidate securing pass marks on original evaluation the downward revision on re-evaluation shall not go lower than the previous marks obtained.
- g. Whatsoever the change in the award after re-evaluation the same should be conveyed to the candidate by issuing new semester report.
- h. A candidate who has applied for re-evaluation shall not be entitled to claim any retrospective benefit such as admission/promotion to any course/class/ eligibility to sit in the entrance examination for admission in higher course or grant of scholarship/award/fellowship medal etc.
- l Declaration of results of the re-evaluation shall not be considered as a time bound process.
- j. In case the result of the re-evaluation is received after the commencement of the subsequent examination which the applicant taken after the registering the course in question, the result of the applicant will be based on best performance among two and will be conveyed to him/her.
- k. The re-evaluation of the answer book shall not be permitted to the following categories.
 - a) Internal Examination (all internal tests).
 - b) Practical examinations, project report, dissertation, thesis, viva-voce, assignments.
- l. A candidate whose answer book is not available for re-evaluation due to reasons beyond control of the university may be allowed by the Vice-Chancellor either to reappear in the same paper without attending the class but he has to register the course.

Post graduate: Re-evaluation in case of postgraduate courses is not allowed. However, on the representation of the student to Dean Academic Affairs/ Dean Post Graduate Studies, the script may be re-evaluated by an external examiner in consultation with concerned Dean. A fee of Rs. 500/- per course will be charged.

Post Graduate Programmes

51. Definitions and Nomenclature

In the Regulations, unless the context otherwise requires,

- i) **“Research Committee”** means the Board duly constituted by the Vice-Chancellor of the University to oversee the academic research activities of the University.
- ii) **“Guide”** means any faculty member of the University who has been recognized by the University to guide the research scholars.
- iii) **“Co-guide”** means a recognized guide to guide the scholars in interdisciplinary research that requires more than one expert or to take care of the administrative and research responsibilities of the scholar, if the Guide retires or leave the University.
- iv) **“External Guide”** means a recognized guide from outside the University to guide the research scholar.
- v) **“Research Guiding Committee”** means a committee constituted by the Chairman of the School in consultation with guide for each scholar to monitor the progress of his/her research work.
- vi) **“Ex-officio Member”** means the Head of the School of the Guide.
- vii) **“Research Co-ordinator”** means Head of School or any one nominated by HOD to coordinate School research activities.
- viii) **“Scholar”** means any candidate admitted by the University for pursuing research for the award post graduate degree of the University.
- ix) **“Special Elective”** means any theory subject/laboratory/field work specific to the area of research designed by the guide, recommended by the committee and approved in the Academic Council.

Ph.D. Programme

52. There shall be two kinds of Ph.D. programmes:

- a) Full Time
- b) Part Time

a) Full Time

- 1 Candidates under full-time shall do research in the Shoolini University itself.
- 2 Candidates working in the projects funded by other agencies can also do full time research for their degree programme. If the Principal Investigator/Coordinator of such projects is recognized guide by the University, the scholar shall register for research programme under such guide. The School/Centre where the project is undertaken, if out of university, should be a recognized research centre of the University.
- 3 Candidates in employment, who want to pursue full-time study, should be sponsored by their employer and should avail leave for the minimum duration of the programme (Clause10) and should get formally relieved from their duty to join the research programme.
- 4 Candidates who are sponsored by AICTE under Quality Improvement Programme and who satisfy the eligibility conditions shall apply for Full-time category only, in the respective specializations.
- 5 Candidates who are selected at national level Fellowship Programmes or by any recognized bodies and who satisfy the eligibility conditions as per the regulations shall apply for Full-time category in the respective specialization.
- 6 Foreign Nationals sponsored by the Government of India on any exchange programme and who satisfy the eligibility conditions as per the regulations shall apply for Full-time category.

b) Part-time Ph.D. Programme

The following categories of candidates are eligible to apply under Part-time programme.

- 1 Full-time teacher of Shoolini University.
- 2 Candidates working in University/Industrial Units / R&D Departments / National Laboratories /Units of Government / Quasi Government or any other research laboratories which are recognized by the Shoolini University to do collaborative research and sponsored by the respective employers.

Research Committees

53. Subject to the general supervision of the Academic Council, all matters connected with the post graduate degree programmes, especially Ph.D., shall be dealt by the following committees:

- A) Research and Development Committee (RDC)
- B) Grievance Committee (GC)

A. Research and Development Committee (RDC)

The **RDC** shall consist of the following:

- i. Dean Research (Chairman)
- ii. Dean of the concerned Faculty
- iii. Two academicians from outside
- iv. One expert from Industry
- v. Heads of the concerned faculties/schools
- vi. All Associate Professors
- vii. Assistant/ Associate Professor appointed by the Dean (Member Secretary)

B. Grievance Committee

There shall be a Committee for the purpose of grievance of the research scholars. The Committee shall consist of the following:

- | | | |
|---|---|------------------|
| i. Dean Academic Affairs | : | Chairman |
| ii. Dean Post Graduate Studies | : | Member |
| iii. Two Senior Professors
of the University nominated by the
Vice-Chancellor | : | Member |
| iv. Senior most Dean Faculty | : | Member Secretary |

All the cases involving academic/research interests of the research scholar and the guide should be addressed to the Chairman of the Committee

The terms of the reference of the **Grievance Committee** shall be as follows:

- a) The committee shall look into all the matters that may be referred to it by the concerned Dean of the Faculty.
- b) The Committee may study the specific cases and devise its own procedure to analyze the issue referred to it and may submit its recommendation to the Vice-Chancellor. The Registrar may pass appropriate order on the recommendation of the Committee and inform Academic Council for rectification.
- c) The Chairman of the Committee may convene meeting of the Grievance Committee as and when necessary.

Research Guide

54. A research guide shall be assigned to each postgraduate student by Head of the School/department in which the student is admitted, as early as possible after the commencement of the semester, under intimation to the Dean Academic Affairs/ Dean

PG. Research guide shall be known as Major Advisor, who must be a specialist in the field of research subject. He/ She should be:

- a) on the rolls of Shoolini University and duly accredited by the Academic Council in accordance with the rules framed by it from time to time;
- b) a staff member of some other institution, in case of joint research programme, accredited by the Academic Council.
- c) a resident foreign guide , if any, duly accredited by the Academic Council.

i) Role & Responsibilities of the Research Guide

Research guide should:

- Be familiar with, and seek to ensure that the candidate is familiar with:
 - The rules, regulations and schedules of the University for the degree programme the student has enrolled.
 - The administrative structures and processes of the University relevant to the degree programme.
 - Research student guiding policy
 - University safety policy
 - Ethical Review and Research Integrity Policy: Authorship and publication guidelines.
- Whenever possible prior to enrolment, discuss with the candidate the nature of the research and the standards appropriate for the degree and negotiate an agreed research topic. A topic must be chosen which enables research embodying new knowledge at a level appropriate to the degree to be completed in the specified time. The experience of the guide is an essential element in choosing the topic and it is the guide's responsibility to seek to ensure that the topic is appropriate and in accordance with the research vision of the University.
- Give guidance about the nature of research and the standard expected; planning of the research programme; presentation of a research proposal; about literature survey; and appropriate courses to attend.
- Maintain contact through regular guiding meetings with the student; request regular written work or results of research. Return such reports in reasonable time with comments as necessary.
- Seek to ensure progress of the student is evaluated periodically
- Seek to ensure that the work reported in the dissertation is the student's own.
- Recommend to drop the student from academic rolls of the University because of unsatisfactory progress. He/She must make recommendation to the Head of School/ Dean Faculty for further action.
- Encourage the publication of the results of the research where appropriate, provided that any published work is coherently incorporated into the thesis.
- Assist and advise on career path and professional opportunities.
- Facilitate the student meeting other researchers and encourage attendance at research seminars, meetings or conferences as appropriate.

- Seek to ensure that the student is aware of all relevant funding opportunities open to them and actively encourage the student to apply.
- If a guide is to be on leave for a period greater than one month, the guide, in consultation with the Head of School, should seek to ensure that adequate guiding arrangements are made.
- Ensure that the thesis research of the student is within the guide's professional expertise (otherwise a new guide should be appointed by the Head of School) and, where a change in research direction occurs, recommend appropriate guiding adjustments to the Head of School.
- Advise the Head of School of the progress of the student.
- A candidate shall not submit his/her thesis until the guide and research guiding committee confirms approval for examination of the final draft of the Ph.D. thesis to the Head of School and the Head of School confirms approval for examination of the final draft of the Ph.D. thesis after giving the thesis colloquium. Where a candidate considers that such confirmation has been withheld unreasonably, after giving thesis colloquium he/she may appeal to the Dean Faculty/ Dean Academic Affairs.
- Agree the nomination(s) of an External Examiner with the Head of School.
- The guide should be available at the time of viva voce examination.
- The guide may attend the examination, but may not examine or question the candidate and should only provide clarification on any matters when requested by the Board. The guide does not participate in the final decision and should leave the examination room while such deliberations take place, unless asked to remain by the Chairperson.

ii) Duties of External Guide

The External guide is required to:

- Establish a clear framework for supervision in consultation with major research guide, including arrangements for regular meetings with the student.
- Keep written records of supervision and to copy these to the major research guide.
- Hold guiding meetings on a monthly basis (normally) in case the candidate is working in his laboratory. The supervision will require preparatory work by both the student and the major research guide (e.g. work to be commented on), and will lead to agreed actions and outcomes.
- Meet the student with the major research guide to discuss the research project at least once a year.
- Liaise with the major research guide over internal progress and monitoring reports.

Research Guiding Committee

55. (a) For every postgraduate student, there shall be an Research Guiding Committee consisting of not less than three members in case of candidates of M.Sc. / M. Pharma/ M.Tech./M.Phil and four in the case of Ph.D. degree with the Major Research Guide as Chairman. The Research Guiding Committee shall have one more member from the field of Statistics / Biometrics if application of statistical tools is required in thesis. Dean

concerned, on the advice of the Major research guide, shall notify research guiding committee of each student.

- (b) Where a member of the Research Guiding Committee (including Major Research Guide) is likely to be away on long leave and the student is normally due to submit the thesis during this period, Dean concerned, in consultation with Adviser shall appoint new member.

Provided further that the Vice-Chancellor on the recommendation of Dean Academic Affairs/Dean PG shall have the power to change the member of Research Guiding Committee (including Major Research Guide) for reasons to be recorded in writing.

- (c) A teacher of the University may be permitted by the Dean Academic Affairs to continue to serve as Major Research Guide of a M.Phil/ Ph.D student of the university even after leaving the University service subject to the following conditions:

- i) An application is made by the student concerned duly supported by the Research Guiding Committee.
- ii) The student has completed the field and laboratory work and only thesis remains to be written.
- iii) The teacher who has left the university must be resident of India and should be available for occasional consultation and has no objection to guide the student.

- (d) Such a teacher, after leaving the university service, be granted the status of honorary Major Research guide by the Vice Chancellor on the recommendation of the Dean Academic Affairs/Dean PG for guiding the thesis of concerned student(s) only.

Programme of Study

56. a) A detailed programme of study giving the course requirement of the student admitted to the Master's or Doctoral Programme shall be prepared by the respective Research Guiding Committee and submitted, through Dean, to Dean Academic Affairs/ Dean PG for approval latest before IInd Term examination of the semester. The Dean Academic Affairs/ Dean PG will approve the programme of studies after making such changes as he may deem necessary. The programme of studies should broadly specify the project thesis title.

- (b) Simultaneously, Dean faculty shall submit the broad out-lines indicating the title of thesis or research project, objectives of work on the prescribed proforma for approval of Dean Academic Affairs. The Dean Academic Affairs shall convey his approval

within two weeks to the concerned Dean for onward transmission.

Provided that while finalizing the research problem, the interest of the student will be kept in view, as far as possible.

Deficiency Courses

57. The Research guiding committee, before proposing research programme of work of a student the courses will be assessed for any deficiency in his/her Bachelor's, Master's and Postgraduate programme. He/She may be required to complete the same simultaneously as deficient course(s). The courses will be over and above minimum requirements prescribed for the programme and will add to OGPA.

Change in Programme of Studies

58. No change in the programme of studies shall normally be permitted. However, under special circumstances, Dean Academic Affairs may, on the recommendations of the Research Guiding Committee in consultation with Head(s) of School(s) and concerned Dean, for reasons to be specified, may permit a change in the programme of studies.

Research and Thesis

- 59.(a) Master degree programme shall include successful completion of scientific investigation and credible research reported in the form of a thesis, if the degree requirements are part of the programme.

(b) Requirement for the M.Phil /Ph.D. degree shall include successful completion of scientific investigation and credible research to be submitted in the form of a thesis, which must be original contribution to knowledge characterized either by the discovery of facts and their significance or by a new interpretation of facts or theories. In either case, it should evince the candidate's capacity for critical examination and sound judgment.

Subject of Thesis

60. (a) The synopsis of M.Sc., M. Pharma and Ph.D. thesis, on the prescribed format must reach the Dean through Head of the School latest by the date IInd Term Examination in the second semester. In case of M. Phil programme the synopsis will be submitted in the first semester itself. The Dean will forward the synopsis to the Dean Academic Affairs within a week of the above date. The synopsis seminar will be required to be delivered by the student before the date of the submission of synopsis. The date of seminar project planning shall be fixed under intimation to the Dean, Registrar and the Dean Academic Affairs.

- (b) The subject of thesis must be approved by:
- i) Research Guiding Committee of the student
 - ii) Head of the School
 - iii) Dean

- (c) If the synopsis is not submitted in time, as laid down in (a) above, the student shall not be allowed to register for research credits.
- (d) Change in the synopsis of the thesis as well as change in the title of the thesis can be made with the prior written permission duly recommended by authorities listed in (b-i to iii) above. The request should reach the office of the Dean Academic Affairs at least two months prior to the submission of the thesis for approval.

Evaluation of Day to Day Research Work

- 61.** i) After approval of the synopsis, the student in consultation with the Research Guiding Committee, will submit the details of the plan of work to be done during the registered semester. The semester research plan of work will be documented and signed by the Guide and Research Guiding Committee members.
- i. It is mandatory for the students to report the progress of the project to their Major Research Guides at least once in a fortnight on appointed day and time.
- ii. The Major Research Guide shall physically check the progress of the project at least once in a month.
- iii. Research Guiding Committee shall meet at least two times in a semester to evaluate the progress of research work before End-Term examination and submit a report about the satisfactory progress of the student at the end of the semester.
- v)The student shall present his/her research work before the committee in the form of presentation before the end of term examination.
- vi)Students should maintain a log book of their day to day research activity and get it signed by the guide once in a fortnight during their meeting.
- vii)The Major Guide of student on the basis of student performance will award satisfactory/unsatisfactory grades. A student getting less than 50 percent marks shall be awarded unsatisfactory grade and have to repeat all the credit hours in the next semester. Satisfactory grades shall be awarded on the basis of marks secured by the student on the basis of assessment by the guide and Research Guiding Committee. Suppose a student registered 10 credit hours in a semester and he secured:

Sr. No.	Marks	Credit load	Satisfactory	Unsatisfactory
1	50 percent	10	5 credit hours	5 credit hours
2	60 percent	10	6 credit hours	4 credit hours
3	70 percent	10	7 credit hours	3 credit hours
4	80 percent	10	8 credit hours	2 credit hours.
5	More than 80 percent	10	10 credit hours	-----

Students getting unsatisfactory grades shall have to register these credits in the subsequent semester.

Submission of Thesis / Project Report

62. i) Prior to submission of the thesis, the student shall make a pre – presentation, open to all faculty members and research students, for getting feedback and comments which may be suitably incorporated into the draft thesis /project report under the advice of the guide.
Presence of Dean Academic Affairs and Director Research or their nominees is compulsory.
- (ii) Ph.D candidates shall publish two research Papers in a referred Journal (Scopus or Thompson & Reuter indexed journal) before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance of letter or the reprint.
- (iii) A candidate for M.Sc./M.Pharma/MBA/M.Tech must present (in person) five copies of thesis/project work to the Dean Academic Affairs approved by the Research Guiding Committee and forwarded by Dean Faculty latest by the end of the registered semester.
- (iv) A candidate for M Phil /Doctoral programme must present (in person) five copies of thesis to the Dean Academic Affairs approved by the Research Guiding Committee and forwarded by Head of the School and Dean Faculty latest by the end of the registered semester. The hard copy must be presented with two soft copies for web page and onward transmission to UGC.
- (v) In case of Fellowship holders, the number of copies to be submitted shall be seven.
- (vi) If a candidate fails to submit the thesis before the commencement of the subsequent semester, **he shall be required to register for that semester with payment of fees and other dues as decided by academic council.**

The student shall not be required to pay any fee for the period between the submission of thesis and conduct of the viva- voce examination. For all purposes, the student shall be considered to have been enrolled till the end of the month in which the thesis is submitted.

In case, the student submits the thesis during the semester in which he has been registered for research credits and his viva-voce does not take place, he/she no longer needs to register for purposes of viva-voce only.

A student who registers in a particular semester for completion of the requirement of research credit hours for submission of thesis, cannot submit thesis before the end of the 1st Term Examination in the same semester.

63. Format of Submission of Thesis

1.1 Thesis Structure

a. Title Page

It shall include title, student name, degree name, university logo and university address.

A Specimen of Cover Page and Title Page for Postgraduate/ M.Phil/ Ph.D

Title of the Thesis/Project

 <1.5 line spacing>

Thesis submitted for the award of the degree of (for PhD)

Thesis submitted for the partial fulfillment of the degree of (for PG and M.Phil)

POST GRADUATE/MASTER OF PHILISOPHY / DOCTOR OF PHILOSOPHY

Submitted by

 <Italics>

NAME OF THE CANDIDATE

UNIVERSITY LOGO

FACULTY OF -----

<1.5 line spacing>

SHOOLINI UNIVERSITY OF BIOTECHNOLOGY AND MANAGEMENT SCIENCES

<1.5 line spacing>

SOLAN, H.P., INDIA

MONTH, YEAR OF SUBMISSION

b. Certificates

It shall include declaration by the candidate, Certificate I, II and III

DECLARATION BY THE CANDIDATE

I hereby declare that the thesis entitled “.....”submitted [in partial fulfillment (for P.G. courses)] for the award of degree of **Master of/Doctor of Philosophy** to Shoolini University of Biotechnology and Management Sciences, Solan (H.P.) is original research work carried out by me under the guidance and supervision of (and co-guidance of if any). No part of this thesis has been submitted for any other degree or diploma to this or any other university.

Name and Signature of Candidate

Place:

Date:

CERTIFICATE – I

This is to certify that the thesis entitled “” submitted [in partial fulfillment (for P.G. courses)] for the award of the degree of **Master of/Doctor of Philosophy** in..... to Shoolini University of Biotechnology and Management Sciences, Solan (H.P.) is original research work carried out by **Name of student (Registration No.)** under my/our guidance and supervision. No part of this thesis has been submitted for any other degree or diploma to this or any other university.

The assistance and help received during the course of investigation has been duly acknowledged.

(Name and Signature of Major Research Guide)

(Name and Signature of Co-guide if any)

Place:

Date:.....

CERTIFICATE – II
(to be attached in final bound copy after making the corrections suggested by the examiners)

This is to certify that all the mistakes and errors pointed out by the external examiner have been incorporated in the thesis entitled “.....” submitted to Shoolini University of Biotechnology and Management Science, Solan (H.P.) by **Name of student (Registration No)** [in partial fulfillment (for P.G. courses)] for the award of the degree of **Master of/Doctor of Philosophy** in the **Faculty of**

**Signature of Chairman
Research Guiding Committee**

Signature of Dean of the Faculty

Certificate III

(To be attached in the thesis)

The thesis entitled “.....” Submitted by Name of student (Registration No) to Shoolini University of Biotechnology and Management Sciences, Solan (H.P.), [in partial fulfillment (for P.G. courses)] for the award of the degree of Master of/ Doctor of Philosophy in the Faculty of has been approved by the student’s Research Guiding Committee after an oral examination of the same, in collaboration with the external examiner.

External Examiner

Name & Signature of Chairman

Name & Signatures of Research Guiding Committee Members

Dean of the Faculty

Dean Academic Affairs

CERTIFICATE
(to be submitted separately after viva voce)

This is to certify that Research Guiding Committee has conducted the Viva- Voce Examination of Mr./Ms. ----- Reg. No.----- for **Master of/ Doctor of Philosophy** in the ----- for the thesis entitled “-----”
”On..... His/ her performance has been found satisfactory / unsatisfactory*. Therefore committee recommend/ does not recommend* for the award of **Master of/ Doctor of Philosophy** degree to -----.

External Examiner

Name & Signature of Chairman Research Guiding Committee

Name & Signatures of Research Guiding Committee Members

Dean of the Faculty

Dean Academic Affairs

*** Strike out whichever is not applicable with external examiner signature.**

c. Table of Contents

- list all headings and subheadings with page numbers
- indent subheadings

A typical Specimen of Table of Contents

Contents

<Table of contents should be in Font Style Times New Roman Font Size 12>

CHAPTER	TITLE	PAGE No.
	ACKNOWLEDGEMENT	i-ii
	LIST OF ABBREVIATIONS AND SYMBOLS	iii-iv
	LIST OF TABLES	v-viii
	LIST OF FIGURES	ix-xiv
	ABSTRACT	xv-xvi
1.	INTRODUCTION	1-10
1.1	subheadings if required	1-7
1.2	OBJECTIVES OF THE RESEARCH	8-10
2	REVIEW OF LITERATURE	11-30
2.1	subheadings	
3	MATERIALS AND METHODS/METHODOLOGY	
3.1	MATERIALS	
3.2	METHODS	
4	RESULTS (or RESULTS AND DISCUSSION)	
4.1	subheadings	
5	DISCUSSION	
5.1	subheadings	
6	SUMMARY AND CONCLUSIONS	
7	RECOMMENDATIONS AND FUTURE DIRECTIONS	
8	REFERENCES	
9	APPENDICES (if any)	
	APPENDIX I	
	APPENDIX II (Accession Nos. of submitted sequences to NCBI/EMBL/PDB or any other)	
10	PUBLICATIONS	
10.1	List of Publications	
10.2	Reprints of Publications	

d. Acknowledgments

Research guide(s) and anyone who helped you:

1. technically (including materials, supplies)
2. intellectually (assistance, advice)
3. financially (fellowship, departmental support, travel grants etc.)

e. List of Abbreviations and Symbols

Standard Abbreviations and Acronyms should be used throughout the thesis. Acronyms should be in expanded form when used for the first time in the thesis. List all Abbreviation and Symbols in alphabetical order.

f. List of Tables

List page numbers of all tables.

The list should include a short title for each table but not the whole caption.

g. List of Figures

List page numbers of all figures.

The list should include a short title for each figure but not the whole caption.

h. Abstract

- Abstracts should be presented in a findings-oriented format in which the most important results and conclusions are summarized.
- Length should be ~ 1-2 paragraphs, approx. 400 words.
- Abstracts generally do not have citations.
- Information in title should not be repeated.

1.2 Main Body of Thesis

1. Introduction

The rationale and objectives of the research should be discussed in this section. The background material should be brief and relevant to the research described.

1.1. Subheadings, if any

1.2. Objectives of the Research

Specific objectives of the research undertaken by you should be clearly mentioned in limited words.

2. Review of Literature

This chapter cites previous research done in the area of present research problem. It should cite those who had the idea or ideas first, and should also cite those who have done the most recent and relevant work. You should then go on to explain why more work was necessary (your work, of course). Break up this chapter into logical segments by using subheads.

Figures cited in Introduction and Review of literature should be duly acknowledged and listed in the reference section and copyright should be acquired from the original publisher. Care should be taken to avoid plagiarism.

3. Materials and Methods/Methodology

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference.

4. Results

Note: Results and discussion may be either combined or separate.

Results should be clear and concise.

Mention negative results as well as positive.

Use S.I. units (m, s, kg, W, etc.) throughout the thesis.

5. Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

6. Summary and Conclusions

The main conclusions of the study may be presented in a short Summary and Conclusions section.

7. Recommendations and Future Directions

- Include when appropriate (most of the time)
- Remedial action to solve the problem.
- Further research to fill in gaps in our understanding.
- Directions for future investigations on this or related topics.

○ References

All the references should be in **International Committee of Medical Journal Editors (ICMJE)**.

- References should be typed in single spacing.
- cite all ideas, concepts, text, data that are not your own.
- if you make a statement, back it up with your own data or a reference.
- all references cited in the text must be listed .
- do not use footnotes for references
- list all references cited in the text in **alphabetical order with serial no. in Arabic e.g. 1., 2.** so on.. Name of the Journals and Book series should be written in **expanded form**.

1. Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *The New England Journal of Medicine*. 2002; 347:284-7.
2. Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Research*. 2002; 935(1-2):40-6.

Please see the below format for each type of reference.

1. Standard journal article

List the first six authors followed by et al.

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *The New England Journal of Medicine*. 2002; 347:284-7.

More than six authors:

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Research*. 2002; 935(1-2):40-6.

2. Organization as author

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension*. 2002; 40(5):679-86.

3. Both personal authors and organization as author (List all as they appear in the byline.

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *Journal of Urology*. 2003;169(6):2257-61.

4. No author given

21st century heart solution may have a sting in the tail. *British Medical Journal*. 2002; 325(7357):184.

5. Volume with supplement

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache*. 2002; 42 Suppl 2:S93-9.

6. Issue with supplement

Glauser TA. Integrating clinical trial data into clinical practice. *Neurology*. 2002; 58(12 Suppl 7):S6-12.

7. Article republished with corrections

Mansharamani M, Chilton BS. The reproductive importance of P-type ATPases. *Molecular Cell Endocrinology*. 2002; 188(1-2):22-5. Corrected and republished from: *Molecular Cell Endocrinology*. 2001; 183(1-2):123-6.

8. Article with published erratum

Malinowski JM, Bolesta S. Rosiglitazone in the treatment of type 2 diabetes mellitus: a critical review. *Clinical Therapeutics* 2000;22(10):1151-68; discussion 1149-50. Erratum in: *Clinical Therapeutics*. 2001; 23(2):309.

9. Article published electronically ahead of the print version

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood*. 2002 Nov 15; 100(10):3828-31. Epub 2002 Jul 5.

BOOKS AND OTHER MONOGRAPHS

10. Personal author(s)

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

11. Editor(s), compiler(s) as author

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.

12. Author(s) and editor(s)

Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wieczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

13. Organization(s) as author

Advanced Life Support Group. Acute medical emergencies: the practical approach. London: BMJ Books; 2001. 454 p.

American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. Occupational therapy manpower: a plan for progress. Rockville (MD): The Association; 1985 Apr. 84 p.

National Lawyer's Guild AIDS Network (US); National Gay Rights Advocates (US). AIDS practice manual: a legal and educational guide. 2nd ed. San Francisco: The Network; 1988.

14. Chapter in a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

15. Conference proceedings

Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

16. Conference paper

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.

17. Scientific or technical report

Issued by funding/sponsoring agency:

Yen GG (Oklahoma State University, School of Electrical and Computer Engineering, Stillwater, OK). Health monitoring on vibration signatures. Final report. Arlington (VA): Air Force Office of Scientific Research (US), Air Force Research Laboratory; 2002 Feb. Report

No.: AFRLSRBLTR020123. Contract No.: F496209810049.

Issued by performing agency:

Russell ML, Goth-Goldstein R, Apte MG, Fisk WJ. Method for measuring the size distribution of airborne Rhinovirus. Berkeley (CA): Lawrence Berkeley National Laboratory, Environmental Energy Technologies Division; 2002 Jan. Report No.: LBNL49574. Contract No.: DEAC0376SF00098. Sponsored by the Department of Energy.

18. Dissertation

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

19. Patent

Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent US 20020103498. 2002 Aug 1.

Other Published Material

20. Newspaper article

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12;Sect. A:2 (col. 4).

21. Audiovisual material

Chason KW, Sallustio S. Hospital preparedness for bioterrorism [videocassette]. Secaucus (NJ): Network for Continuing Medical Education; 2002.

22. Legal Material

Public law:

Veterans Hearing Loss Compensation Act of 2002, Pub. L. No. 107-9, 115 Stat. 11 (May 24, 2001).

Unenacted bill:

Healthy Children Learn Act, S. 1012, 107th Cong., 1st Sess. (2001).

Code of Federal Regulations:

Cardiopulmonary Bypass Intracardiac Suction Control, 21 C.F.R. Sect. 870.4430 (2002).

Hearing:

Arsenic in Drinking Water: An Update on the Science, Benefits and Cost: Hearing Before the

Subcomm. on Environment, Technology and Standards of the House Comm. on Science, 107th Cong., 1st Sess. (Oct. 4, 2001).

23. Map

Pratt B, Flick P, Vynne C, cartographers. Biodiversity hotspots [map]. Washington: Conservation International; 2000.

24. Dictionary and similar references

Dorland's illustrated medical dictionary. 29th ed. Philadelphia: W.B. Saunders; 2000. Filamin; p. 675.

Unpublished Material

25. In press or Forthcoming

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. Proc Natl Acad Sci U S A. Forthcoming 2002.

Electronic Material

26. CD-ROM

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

27. Journal article on the Internet

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs. 2002 Jun [cited 2002 Aug 12];102(6):[about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>Article

Article with a Digital Object Identifier (DOI):

Zhang M, Holman CD, Price SD, Sanfilippo FM, Preen DB, Bulsara MK. Comorbidity and repeat admission to hospital for adverse drug reactions in older adults: retrospective cohort study. BMJ. 2009 Jan 7;338:a2752. doi: 10.1136/bmj.a2752.

28. Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

29. Homepage/Web site

Cancer-Pain.org [Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

30. Part of a homepage/Web site

American Medical Association [Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

31. Database on the Internet

Open database:

Who's Certified [Internet]. Evanston (IL): The American Board of Medical Specialists. c2000 - [cited 2001 Mar 8]. Available from: <http://www.abms.org/newsearch.asp>

32. Part of a database on the Internet

MeSH Browser [Internet]. Bethesda (MD): National Library of Medicine (US); 2002 - . Meta-analysis [cited 2008 Jul 24]; [about 2 p.]. Available from: http://www.nlm.nih.gov/cgi/mesh/2008/MB_cgi?mode=&index=16408&view=concept MeSH Unique ID: D017418.

33. Blogs

Holt M. The Health Care Blog [Internet]. San Francisco: Matthew Holt. 2003 Oct - [cited 2009 Feb 13]. Available from: http://www.thehealthcareblog.com/the_health_care_blog/.

○ Appendices

- Include all raw data in the appendix, if required.
- Reference data/materials not easily available (these are used as a resource by the department and other students).
- Tables (where more than 1-2 pages).
- Calculations (where more than 1-2 pages).
- You may include a key article as appendix.
- If you consulted a large number of references but did not cite all of them, you might want to include a list of additional resource material, etc.
- List of equipment used for an experiment or details of complicated procedures.
- Note: Figures and tables, including captions, should be embedded in the text and not in an appendix, unless they are more than 1-2 pages and are not critical to your argument.
- PDB codes/Accession Nos. of submitted sequences.

- **Publications**

10.1. List of Publications in chronological order as per ICMJE style.

10.2. Reprints of papers in chronological order should be included.

64. Typing Instructions

i. General

This section includes additional information for final typing of the thesis. The impressions on the typed/xeroxed/printed copies should be black in color. A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen. One and a half spacing (1.5) should be used for typing the general text. The general text shall be typed in Font Style Times New Roman and Font Size 12. Single spacing should be used for typing:

- (i) Long Tables
- (ii) Long quotations
- (iii) Foot notes
- (iv) Multiline captions
- (v) References

All quotations exceeding one line should be typed in an indented space – the indentation being 15 mm from either side of the margin.

Paper size should be A4. **Printing should be on both sides of the page.** There should be a margin of 1.5" on left hand side of odd no. pages and 1.5" on right hand side of even no. pages. Top, bottom and other margins should be of 1".

ii. Numbering Instructions

▪ Page Numbering

All page numbers (whether it is in Roman or Arabic numbers) should be typed without punctuation on the lower right hand corner. The preliminary pages of the thesis (such as Acknowledgement, List of symbols and abbreviations, List of Tables and Figures and Abstract) should be numbered in lower case roman numerals (i, ii...). Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals (1, 2...).

b. Numbering of Chapters, Divisions and Sub-Divisions

The numbering of chapters, divisions and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For example sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division

should immediately follow the number assigned to it. Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices, included if any, should also be numbered in an identical manner starting with Appendix 1.

c. Numbering of Tables and Figures

Tables and Figures appearing anywhere in the Thesis should bear appropriate numbers. The rule for assigning such numbers is illustrated by an example. Thus, if a Figure in Chapter 3, happens to be the fourth then assign 3.4 to that Figure. Identical rules apply for Tables except that the word Figure is replaced by the word Table. If Figures (or Tables) appear in appendices then Figure 3 in Appendix 2 will be designated as Figure A 2.3. If a table to be continued into the next page this may be done, but no line should be drawn underneath an unfinished Table. The top line of the Table continued into the next page should, for example read Table 2.1 (continued) placed centrally. The legend of table should be placed on the top of table and for figure it should be placed at the bottom of the figure.

d. Numbering of Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering should commence afresh for each Chapter or Appendix. Thus for example, an equation appearing in Chapter 4, if it happens to be the eighth equation in that Chapter, it should be numbered as 4.8.

▪ Header and Footer

Header and Footer except page no. should be in italics. Header includes Chapter No. (e.g. Chapter 1) on left hand side corner and Chapter Name (e.g. Introduction, Review of Literature..) on right hand side corner.

Footer includes Name of the School on left hand side corner and Page No. (1,2,3..)on right hand side corner.

Example of Header

Chapter 1

Introduction

Example of Footer

School of Pharmaceutical Sciences

1

f. Binding Specifications

- Copies of Thesis/ Project should be hard bound. There should be color code for binding the cover i.e. Maroon with Golden letters for PhD thesis and Navy Blue with Golden letters for Masters and M.Phil. dissertations and the text for printing should be identical to what has been prescribed for the title page.
- After viva-voce examination all the copies of Thesis/Project report as prescribed earlier should be submitted dually certified by Guide or Chairman of Research Committee with his or her signature that all the corrections, modifications suggested by Examiner have been incorporated in the Thesis/Project report.
- Soft copy of thesis in CD form (2 Nos) should be submitted for University archives and onward transmission to UGC website.
- The certificates I II and III as given separately should be placed between the title page and acknowledgement.
- The side strip of hard binding is like this

Ph.D. THESIS
(Discipline)

NAME OF STUDENT

YEAR

FORMAT FOR SYNOPSIS, TITLE PAGES, CONTENTS ETC. SHALL BE AS PER SPECIMENS GIVEN

Format of the Synopsis

To regularize the submission of synopsis the following format is followed:

Name of Student:

Admission No:

Name of Guide with Designation:

Name of Co- guide (if any):

Collaborating Institute (if any):

Major Field of Research:

Specialization:

Title of Dissertation:

Introduction:

It will contain brief outline of origin of the study and brief Introduction, necessity for such study and objectives

Review of Literature:

Research Methodology:

Methodology adopted experimental design and tools procedure of analysis and statistical tools for interpretation of data.

Technical Programme:

Plan along with time schedule to be followed.

References:

References should be as given in the section for PhD thesis.

**CERTIFICATE
for Submission of Synopsis**

Certified that the synopsis of (Name of the student) M.Phil/Ph.D student of (School name) has been finalized in consultation with Research Guiding Committee. The student has successfully delivered her/his synopsis seminar entitled “.....” on date, in accordance with the academic regulation. The suggestions given by the members have been duly incorporated.

Signature of the Major Research guide

Members Research Guiding Committee and Signatures

COUNTERSIGNED BY

Signature of
Head of the School

Signature of
Dean of the Faculty

APPROVED BY

Dean Academics Affairs

**Shoolini University of Biotechnology and Management
Science, Solan (H.P.)**

Specimen for submission of synopsis

Title of the Thesis/Project

 <1.5 line spacing>

A Synopsis for the approval of project for

POST GRADUATE/MASTER OF PHILISOPHY / DOCTOR OF PHILOSOPHY

Submitted by

 <Italic>

NAME OF THE CANDIDATE

UNIVERSITY LOGO

FACULTY OF -----

<1.5 line spacing>

SHOOLINI UNIVERSITY OF BIOTECHNOLOGY AND MANAGEMENT SCIENCES

<1.5 line spacing>

SOLAN, H.P., INDIA

MONTH, YEAR OF SUBMISSION

External Examiner Appointment

- 65.** Three months before the submission of the thesis, the Dean Academic Affairs shall appoint the external examiner after the approval of Vice-Chancellor in the following manner:
- a) Major Research Guide of the student shall suggest a panel of four experts name for M.Sc./M.Pharma/MBA/M.Tech / M.Phil to Dean Academic Affairs through Dean Faculty. For Ph.D programme a total of eight in the field of specialization for evaluation of thesis be forwarded. However, out of which 50% of the examiners must be from abroad. Dean, Academic Affairs/Dean PGS may add or delete name(s) from the above panel and get it approved from the Vice-Chancellor. The Dean Academic Affairs/Dean PGS will contact the examiner (s) simultaneously from the approved panel for their willingness and availability for evaluation of thesis and conduct of viva-voce examination. Based on availability, a copy of the Thesis shall be forwarded to the examiner for evaluation.
 - b) One external examiner for Masters and M.Phil programme and two examiners for Ph.D. shall be appointed for evaluation and viva-voce examination. For Ph.D one of the evaluator has to be from abroad.

Thesis Evaluation

- 66.** (a) The Research Guiding Committee, after being satisfied with the quality of thesis, shall conduct a colloquium before submission of thesis and forward it to the Head of School/ Dean Faculty who shall send the thesis to the Dean Academics Affairs/Dean PGS for onward transmission to the examiners for evaluation.
- (b) If the evaluation of thesis by external examiner(s) is favourable, the Dean Academic Affairs/Dean PGS shall supply copies of the evaluation report(s) to the Dean Faculty who shall arrange for thesis viva- voce in consultation with the Head of the School and Major Research Guide.
- (c) In case the External Examiner does not recommend a thesis for the award of M.Sc./M. Pharma/M.Tech./M.Phil, degree, the external examiner at next serial number from the approved list shall be contacted for independent judgment and evaluation. The recommendation of second Examiner shall be accepted. In case the thesis is rejected by the second examiner as well, the degree shall not be awarded. In such cases the student has to register in the following semester, shall have the option to continue the research work, re-write the thesis and re-submit the same after a lapse of atleast six months after registration.
- (d) In case out of the two External Examiners for Ph.D thesis, one does not recommend thesis for the award of degree, the external examiner at next serial number in the approved list shall be contacted evaluation. The recommendations of second examiner shall be accepted. In case the thesis is rejected by the third

Examiner as well, the degree shall not be awarded. In such cases the student has to register in the following semester. He/ She shall have the option to continue the research work, re-write the thesis and re-submit the same after a lapse of atleast six months after registration. No student will be eligible to submit the thesis for third time.

- (e) In case both the external examiners reject a Ph.D. thesis, the same shall not be considered for award of the degree. In such cases, the student may be permitted to continue the work in the following semester after registration. He/she shall be allowed to re-submit the thesis of at least two semesters after re-registration. No student will be eligible to submit the thesis for the third time.

Thesis Viva- Voce

- 67. (a) The thesis viva-voce examination shall be conducted by a committee consisting of the Research Guiding Committee, Dean Faculty and Dean Academic Affairs or his nominee and one of the external examiner recommending the acceptance of thesis. The viva-voce will be conducted on receipt of reports of the external examiner(s) and not on the basis of the intimation of the approval of the thesis. The report of the dissenting external examiner, if any, shall also be considered at the time of viva-voce. The examination shall be conducted on a date fixed by the Head of the School in consultation with the Major Research Guide.

Only under pressing circumstances permission for substitution of committee member(s) will be given by the Dean Academic Affairs/Dean PGS.

- (b) The performance in the thesis viva-voce will be graded by the external examiner as satisfactory / unsatisfactory on the basis of quality of thesis and performance of the student in the viva-voce. In case of any disagreement among the members, the decision of the external examiner will be final. The report of the examining committee shall be forwarded by the Major Research Guide to the Head of the School who shall forward the same to the Dean Academic Affairs for declaration of the result.
- (c) A postgraduate student, who fails to show satisfactory performance in the thesis viva-voce may apply again to the Dean Academic Affairs/ Dean PGS with the recommendation of the Major Research Guide, Head of the School, concerned Dean for permission to appear second time. Permission to appear for second time may be given, but re- examination shall take place only after expiry of atleast three months from the date of the first thesis viva- voce. Re-examination for the third time is not permissible and a student failing second time shall stand automatically dropped. Such a student shall have no right for petition.
- (d) As far as possible the same external examiner(s) shall be appointed to re-evaluate the thesis.

- (e) As far as possible, the thesis viva-voce of a postgraduate student for the second time shall be conducted by the same examining committee.

External Examiners Remuneration

- 68.** An external examiner who is appointed to examine the thesis and/or conduct the oral comprehensive/thesis viva voce of the postgraduate students shall be paid the remuneration as prescribed by the Academic Council from time to time.

Collaboration with other Institutions

- 69.** A student may be permitted to complete the course requirements or research work for the degree in full or in part at another institution subject to the rules framed by the Academic Council in this regard from time to time.

Minimum Resident Requirement

- 70.** The minimum duration of residence for different M.Phil and Ph.D programmes will be as under:
- i) Two semesters for M. Phil
 - ii) Six semesters for Doctoral degree programme

The above residential requirement may be reduced by one semester provided:

- (a) An M. Phil student has completed his course work and at least 15 credit hours of research.
- (b) A Ph.D. student must have completed his course work, and at least 35 credit hrs of research work in case of lab oriented work and 20 hrs in case of field oriented work.
- (c) The remaining research credit requirement will be completed by the student through registration in the subsequent semesters and will not necessarily require residency.

Note I: Non-resident certificate will be issued by the Dean Academic Affairs/ Dean PGS on the recommendations of Major Research Guide, Head of the School and Dean concerned. The Dean Academic Affairs// Dean PGS shall communicate his decision or objections, if any, within a week's time positively.

Note II: In-service candidates of Shoolini University/ SILB, Solan, will be allowed to join their duties after completion of the course work. The remaining research credit shall be completed by the candidate as part time student.

No marks or Division shall be awarded for research work.

Accreditation of Faculty Members for Postgraduate Teaching/ Research

71. 1. All the Professors of Shoolini University shall be recognized to guide M.Phil and PhD students admitted in their School/ Faculty.
2. All the Associate Professors having PhD degree shall be recognized to guide the M.Phil and Ph.D. students in their field of specialization.
- 3 All the Assistant Professors having Ph.D. and at least 2 years of teaching experience shall be allowed to guide M.Phil and Ph.D. students in their field of specialization.
4. The Vice-Chancellor on the recommendation of Academic Council may recognize any scientist/professional associate with a recognized/approved institution by Shoolini University and faculty members from nationally renowned Institutions/other Universities as Ph.D. guides. The following qualifications are required for such candidates:
- (i) Ph.D. degree in the subject or in a related discipline of recognized University.
 - (ii) At least five years of P.G. teaching/research/industrial research experience or professional experience.
 - (iii) Five research papers in the concerned subject published in a refereed/indexed/ISBN/ISSN numbered journal of national and/or international standing or refereed e-journal, out of which at least three should be after getting the Ph.D. degree.
5. In interdisciplinary/multi-disciplinary subjects, a person who has qualification/s or experience/expertise in some other or related discipline/s can apply for recognition as Guide in an additional/different/allied subject and where the Academic Council is satisfied about the person's merit, give its recommendations to the Vice-Chancellor for approval of such a person as Ph.D. guide.
- 6 Vice-Chancellor on the recommendation of Academic Council, may recognize as Ph.D. guide any eminent scholar or eminent educationalist who has given his/her valuable contribution in the field.
7. A recognized Ph.D. guide must have guided at least one successful Ph.D. student during the five years of his/her recognition, failing which his/her recognition as Ph.D. guide may be cancelled and in that case he/she will have to get re-recognition for Ph.D. guide.
8. To accommodate interdisciplinary aspects of research, a Ph.D. guide can act as a co-guide on the recommendation of Academic Council and with the approval of the Vice-Chancellor. The number of students working under a Co-Guide shall not be taken into consideration while counting the permissible number of students registered under a particular Ph.D. guide.
9. The University shall prepare a panel of external Ph.D. guides chosen from amongst the leading and well known researchers in various fields. The panel shall be prepared by invitation of expression of interest from National Laboratories, National Research Institutions and overseas Universities.

10. A teacher who is recognized as a Ph.D. guide by the university, in case of his/her shifting to some other University may continue to guide the candidate/s already registered under him/her. Such person/s shall cease to be approved Ph.D. guides of the University on the successful completion of Ph.D. studies of the concerned candidates.

11. Norms for Supervision

No. of students per guide:

(a) A Ph.D. Guide shall not have at any given point of time more than the following number of M.Phil/Ph.D. students (including students from all universities):

	M.Phil	Ph.D.
Professors	5	8
Associate Professors	5	8
Assistant Professors	5	8

(b) The students who are JRF scholars or any other fellowship holders, student who are working in interdisciplinary areas and from foreign countries shall be in addition to the above numbers, i.e., they will be considered as supernumerary.

(c) In case of paucity/absence of approved Ph.D. guides in multidisciplinary areas, the candidates may be permitted to register in an allied area with an available Ph.D. guide within the university jurisdiction and have an external guide from any other neighboring approved research institution by Shoolini University at the discretion of the Vice-Chancellor, provided he/she fulfils the applicable criteria.

Institution of Degrees and Diplomas

72. Depending upon circumstances and needs, the University can stop any course and start new course and award degrees. The Academic Council is authorized to take such decisions justifying the proposal which will be approved by the Board of Management from time to time.

Award of Fellowships, Scholarships, Stipends, Medals, Prizes and Certificate of Honour

73. A. Fellowship/Scholarship/Stipend/Merit Scholarship

The merit scholarship may be awarded on year to year basis for various programmes in which at least 20 students are on roll in each degree

B. Number and Value of Merit Scholarship

- i) The Board of Management shall, on the recommendations of the Academic Council, determine from time to time the number and value of merit scholarships to be awarded in each programme.
- ii) In the year of admission, the merit scholarship shall be awarded on the basis of merit drawn purely on the result of the qualifying examination.
- iii) Students having 70 percent marks in 10+2, 65 percent marks in undergraduate and 65 percent marks in postgraduate will be eligible for merit scholarship. The scholarship will be awarded to the student having secured highest percentage in the qualifying examination.
- iv) The nominee of Government of India/State Government/Autonomous bodies/Universities, who are on study leave with full pay while studying in this university, will not be eligible for the award of merit scholarship.

C. Re-award of merit Scholarship

For re-award of the merit scholarship in 2nd, 3rd years etc. of a programme, a student shall be eligible for merit scholarship on fulfillment of the following conditions:

- (a) The student must have passed all the courses offered in the academic year in undergraduate or 25 credit hours in Master's programme and cleared all 15 credits hours in Doctoral programme during the previous academic year.
- (b) The student must not have failed or earned 'US' grade or reappear in any course.
- (c) The student must have maintained at least 7.00 OGPA out of 10 in the previous academic year for continuation of fellowship/scholarship/stipend/medals/prizes.

Preparation of Merit List

In the beginning of each academic year, the Registrar shall prepare the merit list for undergraduate and postgraduate students. He shall forward the same to the Dean Academic Affairs for the approval for the scholarship committee.

Committee for Merit Scholarship

The following committee shall determine the award of Merit Scholarship:

- | | | |
|------|----------------------------|------------------|
| i) | Vice-Chancellor | Nominee Chairman |
| ii) | Dean Academic Affairs | -Member |
| iii) | Dean Post Graduate Studies | -Member |
| iv) | Dean of the Faculty | -Member |
| v) | Head of the School | -Member |
| vi) | Registrar or his nominee | -Secretary |

- a) In case of difference of opinion among the members of the Committee or on a petition by a student for the revision of the award of merit scholarship(s), the decision of the Vice-Chancellor shall be final.
- b) If two or more candidates are bracketed in the same order of merit, entitling them for the award of a merit scholarship, the youngest shall be awarded the merit scholarship.

Notification

As soon as the approval of the committee is received the Registrar shall notify the award under intimation to the concerned officials.

Payment

- Each merit scholarship shall be payable from the date of registration in the first semester of the academic year in which award is made.
- The award shall be valid for the period mentioned in the notification unless otherwise discontinued by the University or the student himself.
- The recipient of a merit scholarship shall not be entitled to receive any type of financial assistance from the University/Government or any other agency.
- The continuous disbursement of merit scholarship to be awarded during the academic year shall be subject to 75 percent attendance and good conduct.
- The payment of merit scholarship shall be made to the awardees for academic year, if otherwise eligible.

Duration

The duration of the merit scholarship shall ordinarily not exceed the following:

Undergraduate	-	8 Semesters
M.Sc	-	4 Semesters
M.Phil	-	2 Semesters
Ph.D	-	6 Semesters

Provided that in case of postgraduate students, merit scholarship can be extended by a maximum period of one semester on the recommendation of the Research Guiding Committee. A merit scholarship award of the University shall be tenable only in the faculty School to which the merit scholarship belongs.

Maintenance of Records

The routine administration, like making demands for funds, disbursement, maintaining of accounts, keeping of records, etc. or the merit scholarships offered by the University or by outside agencies shall be handled by the finance department of the University.

Extension of Scholarship for PG students

The extension of the scholarship will be on request by student duly recommended by the Research Guiding Committee and the Head of the School will be submitted to the Dean. The following points will be kept in view and incorporated in the recommendations.

- i) The period by which the student will complete his programme giving details of quantum of work left undone.
- ii) The reason for non-completion within the tenure.
 - The Scholarship Committee will allow the extension under intimation to the finance department and the Registrar after taking the approval of the Vice-Chancellor.
 - In case of dispute at any level, the matter will be referred to the Vice-Chancellor for decision.
 - No request for extension of the scholarship will be entertained once the student has submitted the thesis.
 - During the tenure of the scholarship, the procedure of attendance of the student shall be strictly adhered to by the Major Research Guide/Head.
 - The scholarship holder will be entitled to leave as follows:
 - (a) 6 days leave per semester
 - (b) Special leave for 10 days per annum on medical grounds on full scholarship.
 - (c) In exceptional cases leave upto a maximum of 3 months on medical grounds without scholarship.
 - (d) Maternity leave to married women scholars with half scholarship once during the tenure of scholarship.
 - (e) Summer /winter vacation or any other holiday.
 - i) The scholar during the tenure of scholarship will not be entitled to serve and draw salary from any source.
 - ii) The assistance in the form of this scholarship will be duly acknowledged in the thesis/publication(s).

Fellowships/ Scholarships/Stipends and Gold Medals by Outside Agencies

74.A. Negotiation of award of Fellowships/ Scholarships/ Stipends

All proposals regarding the offer of research fellowships, scholarships, etc., by Industrial/ Business concerns or other agencies should be directed to the Vice-Chancellor who will negotiate the terms and conditions with the concerned parties for the award.

a) Terms and Conditions

- i) In general, the terms and conditions on which fellowships/ scholarships/ stipends may be accepted by the University should conform to those governing the award of state government fellowships.
- ii) The terms and conditions governing the Government and semi Government fellowships/ scholarships / stipends shall be the same as laid down by those outside agencies.
- iii) The quantum of the fellowship/ scholarship should not be less Rs 10, 000 per annum for under graduate students and Rs 15,000 per annum for postgraduate students and Rs 18,000 per month for Ph.D students.

b) Selection Procedure

Once the offer of fellowship/scholarship/ stipend has been accepted by the University, the Registrar would invite applications from the concerned students of the University. These applications shall be put up to a committee consisting of the following for the selection of the students for the award of fellowship/ scholarship:

- | | | |
|------|---|--------------------|
| i) | Vice-Chancellor or his nominee | - Chairman |
| ii) | Dean of respective faculty | - Member |
| iii) | A representative of the Agency offering the fellowship/gold medal Scholarship, if the agency so desires | - Member |
| iv) | Dean Students' Welfare | - Member |
| v) | Concerned Head of the School | - Member |
| vi) | Registrar | - Member Secretary |

The Committee would review the applications, may interview the candidates and shall make recommendations to the Academic Council for the award of the fellowship/ scholarship. The committee may recommend the research problem to be undertaken by the recipient of the fellowship in case of Ph.D students

c) Submission of Progress report

- i) The student's performance in the semester examination would be intimated periodically to the Donor by the concerned Dean Faculty.
- ii) The Adviser of the student would periodically submit the student's research progress report to Dean of the Faculty who will forward it with his remark to Dean Academic Affairs. The Dean Academic Affairs will forward the report with his/her remarks to Donor after the approval of Vice-Chancellor.

d) Maintenance of Record

Demands of funds, disbursement of fellowship/ scholarship/ stipend, maintenance of accounts and keeping records etc., shall be the responsibility of the Chief Finance Officer of the University.

B. Award of Medals and Prizes by Outside Agencies

a) Negotiation for award of Medals and Prizes

All proposals regarding the institution of medals and prizes by the outside agencies shall be directed to the Vice-Chancellor.

b) Terms and Conditions for the Award of Medals and Prizes

The terms and conditions governing the award of medals and prizes shall be negotiable between the University through the Registrar and the Donor.

c) Raising of FDR by Donor

The Donor of medals and prizes shall be required to raise sufficient FDR in favour of the Finance Officer of the University so that the annual interest accruing there from should cover the cost of the medals and prizes.

d) Institution of Fellowships/ Scholarships / Medals/ Prizes

Institution of all fellowships, scholarships, medals and prizes by outside agencies shall be with the approval of the Board of Management on the recommendation of the Academic Council

C. Award of University Medals

The Gold Medals shall be awarded at the annual convocation of the University to the students securing the highest Overall Grade Point Average but not less than 7.50/ 10.00 in case of Undergraduate and 8.00/10.00 in case of postgraduate programmes.

There shall be one gold medal in each discipline where the class strength is atleast 10.

- a) The student must have completed the degree programme within the prescribed period.
- b) Provided that the student must have passed each course of the relevant programme in the first attempt. The student who is on conduct probation or expelled shall not be eligible.
- c) In case two or more candidates obtain the same highest Overall Grade Point Average, the candidate with the highest number of credits earned amongst them shall be entitled for the medal. If more than one person has earned the same overall grade point as also the same number of credits, the youngest of them shall be awarded the medal. In case of postgraduate candidates, number and credits earned shall mean the credits earned through course work.
- d) The medal on its one side will have insignia of the University and name of the donor and on the other the name of the student, class and year of completion of the programme shall be inscribed.
- e) Gold medal will be awarded only when the number of students in a class is 10 or more.

Award of University Medal and Certificate of Honour

75. The Medals shall be decided every year and awarded at the Convocation of the University. The medals shall be awarded to the students securing highest OGPA in the respective degree programme. The following two categories of medals will be there:

- A. University Medals in Academics
- B. All-Round Best University Medal

a) Criteria for University Medal

- i) Any student securing the highest Overall Grade Point Average (OGPA) but not less than 7.5/10.0 and 8.0/10.0 for undergraduate and postgraduate, respectively, at the end of last semester of the normal duration prescribed for the respective programme in the Academic Regulations.

- ii) Provided that the student must have passed each course of the relevant programme in the first attempt. The student who is on conduct probation or expelled shall not be eligible.

b) Criteria for All-Round Best Student Medal

Any student getting highest marks, but not less than 60 and at least 6 marks in categories B & C, on the basis of following criteria, shall be declared as the "All-Round Best Student":

		Weightage / Marks
A. Academics	:	70
B. Sports	:	15
C. Extra-curricular Activities	:	15

Under B & C category, the weightage shall be considered for the best score in any event during the entire academic programme.

1. Academics (weightage 70)

The minimum OGPA at the end of last semester prescribed for the given programme in the Academic Regulations should be 7.0, and the equivalent weightage for the sake of academics shall be calculated by multiplying OGPA by a factor of 7.

2.Sports (weightage 15)

Sr. No.	Item	1st (G)	2nd (S)	3rd (B)
a.	Representation in the International tournaments/events	15	14	13
b.	Representation of the State in National tournaments/events	12	11	10
c.	Representation of the University In Inter-University tournaments/events	10	09	08
d.	Representation in Inter competitions organised at University/College level	05	04	03
e.	Representation in the International tournaments/events	15	14	01
f.	Representation of the State in National tournaments/events	12	11	10

Note : G : Gold Medal; S : Silver Medal, B : Bronze Medal

3. Extra-curricular activities (weightage 15)

a) NCC (Boys) : 4

Break-down of marks

S.No.	Item	Mark (s)
i.	Best Shooter	2
ii.	Best Cadet	2
iii.	C Certificate holder and participation in Republic Day parade	4
iv.	C Certificate holder only	3
v.	B Certificate holder	2
vi.	Participation in Jambhoori organised by Govt. of India at National level, having certificate of appreciation from President of India	2
vii.	Participation in Jambhoori at the State/National level	1
viii.	Rank Holding Cadets :	
	a) Sergeant	1
	b) QMS	2
	c) BDMS	3
	d) Under Officer	4

b) NSS (Boys) : 4

NSS (Girls) : 8

Break-down of marks

S.No.	Event	Boys	Girls
i.	Participation in the National/ International Camp or in Camp organised by the Govt. of India outside the State with minimum attendance of 240 hours	4	8
ii.	Participation in a National Integration Camp Organized by the Govt. of India or any camp organized by the State Govt.	2	6
iii.	Participation in a State level orientation programme	2	4

iv. Number of camps (University level) attended - 2 marks for each camp	4	8
v. Office held, general behaviour and imitative	2	4

c) Others: 7 (5+2)

i) All cultural activities (literary activities and fine art) recognized by the Association of Indian University (AIU)/ Himachal Pradesh Government will be considered for the award of Gold Medals:	5
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Sr. No.	Item	Marks
i	Participation at International level	5
ii	Participation at a National level	4
iii.	1 st , 2 nd or 3 rd position at Inter-University level/ State level	3
iv.	Participation at the Inter-University/ State level	2
v.	1 st , 2 nd or 3 rd position at University/ Inter-district/ District level	1
ii)	Office held in Students run Organization/ Clubs :	2
SA Office bearers:	- President	2.0
	- Vice-President	1.5
	- General Secretary	1.0
	- Joint Secretary	0.5

Note: Only one of the above weightages in each category of B and C, which is most beneficial to a candidate, shall be considered while determining the relative merit.

The process of selection of students for the award of Medals shall be initiated by the Registrar of the University.

- a) The award shall be decided each year in the first month of the following academic year from amongst those students who have successfully completed the degree within the last prescribed academic year of the programme. The academic year for Undergraduate and Masters Programme shall be counted w.e.f. August to July and for M.Phil and Doctoral programme w.e.f. August to July for students admitted in 1st semester and Dec to Nov. for students admitted in IInd semester of the academic year.

- b) Only those students who have successfully completed their degree with normal prescribed load and within the normal duration required for that particular programme as laid down in the Academic Regulations shall be considered for the award of the Medal. The minimum normal duration for Undergraduate programmes shall be as laid down in Academic Regulations for different programmes from time to time; for Masters programme shall be 4 semesters, and for M.Phil and Doctoral programme shall be 2 semesters and 6 semesters, respectively . In case of PG programmes the student shall be considered to have completed the degree within the normal duration if the student submits thesis within 4 semesters in case of Masters; 2nd semester in case of M.Phil and 6 semesters in case of Doctoral programme.
- c) In case two or more students obtain the same highest Overall Grade Point Average, the student with the highest credit load shall be entitled for Medal. If more than one student have earned the same Overall Grade Point Average and also earned the same number of credits, the youngest of them shall be awarded the Medal. In the case of Postgraduate students, the credit load shall mean through course work only.
- d) The student who has obtained “F”/ “US” grade in any course during the programme of study shall not be eligible for the award of the medals.
- e) Any student who has been on “Conduct Probation” and/or “expelled” shall not be considered for the award of Medal. A student who has indulged in any act of indiscipline throughout the stay in the University shall not be eligible for the award of the Medal.
- f) Medal shall be with the insignia of the University inscribed on one side, and the name of the medal, name of the student, admission No., name of the programme (for Gold Medals awarded at University level), and year of successful completion of programme on the other side.
- g) The Certificate of Honour shall be awarded to the candidates who have achieved the following Overall Grade Point Average at the end of their degree programme:-
 (i) Bachelor's Degree Overall Grade Point Average of 7.5 out of 10.0 and above.
 (ii) Postgraduate Degree Overall Grade Point Average of 8.0 out of 10.0 and above.
- h) The certificate of Honour will be issued according to on the basis of number of students passed in the specific examination as detailed below:
- | | |
|-----------------------------------|-------------------------------------|
| i) Where upto 10 students passed | One Merit Certificate is issued |
| ii) Where students passed 11-50 | Two Merit Certificates are issued |
| iii) Where students passed 51-100 | Three Merit Certificates are issued |
| iv) Where students passed 101-500 | Five Merit Certificates are issued |

Hostel Rules

76. Residence life is an important aspect of the educational experience which the University offers to its students. It contributes to the students' personal and social growth and provides a meaningful introduction to the University.

Each hostel shall have its own mess which shall be run on contract basis by the University. There shall be a student Prefect for every fifty residents and a common room Secretary from each hostel to manage the Common Room activities. All hostel affairs are managed by a committee consisting of the Chief Warden, Wardens and Students representatives.

A. Rules for the Resident Students

1. At the time of admission / registration, all the students who wish to reside in the University hostels shall apply in the prescribed forms to Students Welfare Officer for admission to hostel.
2. All rights of admission to the University Hostels are reserved with the Chief Warden. These rights shall be exercised on the recommendation of the Wardens' Committee.
3. All admissions will be made strictly on the basis of merit in the qualifying examination/ entrance test.
4. The admission to hostel shall be on annual basis for which the student has to pay the fee in advance. However, Vice-Chancellor may relax on valid reason to permit a student to leave the hostel after one semester.
5. All hostels will formally close on the day of the last regular examination. Each boarder will have to vacate his/her room within 72 hours of the termination of his/ her regular examination. A fine of Rs. 100/ - per day, or any disciplinary action, if required, will be taken for overstay.
6. Research Scholars and students of Post Graduate classes who are engaged in research or other activity of the university may be permitted to stay in the hostel during vacations on the specific recommendation of the Chairman/ Guide. Foreign students may be allowed to stay in the hostel during vacations with the permission of Vice-Chancellor. The students belonging to the tribal area who can't go to their homes due to bad weather will also be permitted to stay in the hostel during the vacation on the specific recommendation of Dean of the faculty concerned. Permission for any extra stay in the hostel is to be given by Vice- Chancellor only.
7. Admission shall be sought afresh in every academic session and will be confirmed subject to the following conditions:
 - (a) Receipts of fresh admission form of Hostel duly signed by the parents/ guardian of the resident.
 - (b) Satisfaction of the Chief Warden/ Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of ex-residents.

- (c) A student will be allowed to stay in the hostel for maximum period of one year in case of M.Phil, Two years in case of Post Graduate Courses such as M.Sc. and M.Tech, three years in case of Ph.D depending on the duration of courses and continuation of their fellowship. But no Ph.D student will be permitted to stay in the hostels beyond three years from the date of his / her enrolment.
- (d) In exceptional cases Vice-Chancellor may permit any student to stay beyond scheduled degree duration.
- (e) The admission of the boarder (s) will be cancelled the moment he/ she gets a job in the Govt., / Private Corporation/ any other Institution during the time of studies. However the extension of one year could be allowed by the Vice-Chancellor on the recommendation of Research Guiding Committee of the student.

Note: The hostel accommodation for M.Phil candidates shall be allowed for one year only from the date of admission as per regular student. Any relaxation in this regards shall rest with the Vice-Chancellor

- 8. Admission to the hostel for the academic year will close 10 days after the close of admission to the various courses or till a time seats are full in the hostel.
- 9. Residents shall see the Chief Warden/ Warden for official business in the office during fixed hours. In case of emergency the Chowkidar on duty should be sent to the Chief Warden/ Warden's residence.
- 10. Residents should not keep cash or jewellery or other valuables in their rooms. The responsibility for safety of their belongings will be entirely that of the residents. The residents are advised to take out an insurance against theft and fire.
- 11. Smoking is strictly prohibited in the hostels and the adjoining areas.
- 12. Drinking (alcoholic) and narcotics are strictly prohibited in the University hostels. This will lead to summarily expulsion from the hostel
- 13. Residents permitting or abetting unauthorized occupation of the room/ seats shall be liable to (a) Expulsion from the hostel (b) Forfeitures of securities; (c) Imposition of a fine of Rs 5000/- .
- 14. In case of non- payment of dues or violation of any one of the hostel rules by a resident, the Warden may get his/her room locked.
- 15. Every resident shall be responsible for the safety of the furniture given to him/ her. Furniture is not to be removed from one room to another. Damage to hostel property is a serious offence; any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel/ University.
- 16. The telephone is meant for office use only. Residents can use the facilities after paying Rs 5/- per local call and Rs 30/- for STD call for three minutes and multiple of Rs 10/- for each extra minute.
- 17. Gambling, use of intoxicants, and keeping of arms in the hostel premises (including room) are strictly prohibited. Residents found guilty of any such laps in this regard will be liable to a fine of Rs. 5000/- and expulsion from the hostel. All Rooms (including almirahs and belongings) will be opened for inspection by the Chief Warden/ Warden /Dean / Student Welfare Officer at any time.

18. Before leaving the hostel, every resident shall obtain clearance from Warden and personally handover the charge of the room and hostel property. Repair- charges for any damage to the furniture will have to be paid by the resident. During vacation, all boarders will deposit their room keys with the hostel Wardens failing which the result of the defaulters will be withheld and fine of Rs 1000/- will be imposed.
19. Boarders will have to vacate the hostel during winter vacation/ summer vacation for general maintenance of hostel(s).
20. An undertaking on a prescribed proforma by the student and their parents duly attested by Notary will be obtained at the time of admission in the hostel to the effect that he/she will not participate in any political and indisciplinary activities which harm the social, academic and congenial environment of the Hostel/ University.
21. Rooms will be allotted by the Warden according to merit and seniority.
22. Allotment of rooms will be made on a date to be announced by the Warden. Student must be personally present at the time of allotment.
23. Once a student has joined a particular hostel, he/ she will not be allowed to shift to another hostel during academic year.
24. No student shall be allowed to accommodate any other student in his/ her room. If it is found at any stage that a student other than the boarder is staying in his/ her room, the hostel admission shall be cancelled and no hostel charges will be returned.
25. A student cannot shift from his /her allotted room within the hostel without the permission of the Chief Warden.
26. The residents shall be in their rooms in the night and will not move to other rooms for sleeping without the permission of the Warden.
27. The residents shall keep the Hostel Identity Cards obtained from the Warden with them and will present these on demand by authorities. For this, the applicants will submit an extra attested copy of the photographs along with the admission form and a fee of Rs 50/- only.

B. Visitor(s) and Guest (s)

1. Male visitors shall see the residents of the Girl's Hostel only in the visitor's room during the specific hours.
2. Female visitor(s) shall not visit male residents in their rooms.
3. Guests are not permitted to stay overnight in any hostel. However, the Guest rooms, if available, can be used on payment of prescribed charges. The charges will be fixed by the Chief Warden in consultation with the Director of Finance, but in no case for more than two nights.

C. Attendance and Leave

1. The gates of the hostels will close and open at fixed time. This will be put up on the notice board and the students will strictly adhere to it
2. A resident shall, under all circumstances, inform the Warden about his / her absence from the hostel. He / She shall sign the register maintained for the purpose at the hostel gate.

3. In the event the University decides to increase the timings of library and other facilities, the university will make adequate arrangements for the visits of girls students.
4. The names of the residents absenting themselves without permission for three days or more may be struck off the rolls and possession of their rooms taken by the Warden.

D. Conduct and Discipline

1. Students shall maintain discipline and peaceful atmosphere in the hostels.
2. A student may be fined or expelled from the hostel by the Chief Warden/ Warden on the following grounds:
 - a) Misbehavior of any kind, which will include disrespectful conduct towards the Warden or teachers, employees of the hostel and other residents.
 - b) Teasing or otherwise harassing other students and / or the use of violence.
 - c) Stealing or pilfering- Hostel/ University property or the property of the other students.
 - d) Unruly conduct or rowdism.
 - e) Writing on walls, sticking of poster's, distribution of unauthorized handbills or notices etc.
 - f) Making noise and / or creating disturbance including the use of transistor, radio etc. in a manner likely to disturb other boarders.
 - g) Convening, organizing and attending unauthorized meetings within the hostel premises.
 - h) Breach of any of the hostel rules.
3. No student shall keep gold or costly jewellery in his/ her room.
4. While visiting common room/ dining hall, the student should be in proper dress.
5. For any willful disobedience or defiance or willful tampering with hostel property or insolent behavior, the student may be asked by the Warden to leave the hostel immediately in anticipation of the approval of the Chief Warden.
6. Students shall use or handle with care all property belonging to the hostel. When a student is found guilty of wanton damage of hostel property, the warden may recover the cost of repair or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances.
7. All rooms in the Hostel shall be opened for inspection by Chief Warden/ Warden at any time during day or night.
8. Students shall not abuse, maltreat or assault hostel employees.
9. The dealing of the student with fellow students should be courteous. Quarrels or disputes with fellow students should be avoided. Students shall not under any circumstances, take the law in their own hands.
10. In order to solve the problems of students from time to time and to effectively implement the hostel rules there will be a disciplinary committee consisting of the Chief Warden, Warden and Deans Student Welfare officer.

E. Special Rules (for Girl's Hostel Only)

1. Regular roll call will be taken by the prefects of the Girl's Hostel. The roll call time would usually be as under, which can be changed by the Chief Warden from time to time through notification.

March to September 8 PM

October to February 7 PM

2. No girl student would stay out of the Hostel after the prescribed time.
3. On Wednesdays and Saturdays or any other day as decided by Warden in consultation with the students, the girls can go to city for shopping in case the University bus facility is available for going to and coming from the city.
4. The girls who are going to local guardians or to their homes must get written permission from Hostel Warden and write on the register kept for the purpose, the following details:
 - a) The address where they are going
 - b) Time and date of their departure and arrival
 - c) The relations / the guardians of the girls can meet their wards on every Monday and Friday between 2.00 pm to 5.00 pm No one can meet the boarders in the hostel on other days except in case of emergency, with the prior permission of the Warden, only if they are coming from outside Solan.
5. No male visitor is allowed in the rooms of the Girls Hostels.
6. No female guest can stay in any room without prior permission of the Warden.
7. The girl residents are not allowed to stay overnight out of the hostel. In case there is such need, the Warden's prior permission in writing, must be obtained and the address along with contact number where one wants to stay and purpose of stay must be given.

F. Hostel Mess

1. The hostels have facilities for breakfast, lunch and dinner services. A resident shall have meals in his /her hostel only.
2. Residents will not go in the cooking areas.
3. All complaints requiring immediate action of the Warden should be made in writing through a member of the Mess/ Canteen Committee.
4. Ordinarily the residents will take food in the hostel.
5. Guest will also be served meals on the rates decided by University. However, the maximum diets that could be served to the resident's guest will not be more than twenty in a month.
6. Cooking in the room is strictly prohibited.
7. Meals will not be served before/ after the fixed hours in the rooms, except in cases of illness, and that too only with the permission of the Warden. The residents as well as the mess servants shall be fined Rs 500/- for violating this rule.
8. Hostel attendant(s) will be entirely under the control of Warden who can dismiss them or impose any penalty on them. Residents cannot punish. They can, however, report against them to the Warden of the hostel.
9. The messes and canteens will remain closed during the vacation. The dates for closure will be notified by the Warden.

G. Electricity

1. Residents must switch off the lights while going out of the rooms or to sleep.
2. Residents are allowed to use in their room electrical appliances such as electric heaters only during winter i.e from 14th November to 14th March by paying Rs. 300/- PM per student or to be decided by the University from time to time. In case a resident is found to be in possession of any other appliances, the same will be confiscated and the boarder will be fined Rs 1000/- per appliance. In case a resident repeats this act, the amount of fine payable will be Rs. 5000/-.
3. If residents tamper with electrical and sanitary installations, the cost of repair/ replacement due to any damage done to them will be realized from them.

H. Securities and Dues

- 1 Concession in hostel rent may be granted on the basis of academic merit, sports cum-poverty to the extent of 20 % and 15%, respectively.
- 2 The hostel charges will be charged from all the residents annually at the time of admission/ continuation.
- 3 Residents seeking admission into the hostel at any time during the semester will be charged full fee for the semester.
- 4 All residents are required to clear hostel, mess canteen and other dues and obtain No – Dues Certificate before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostel, failing which their names will be forwarded to the Controller of Examinations/ Head of the School for withholding the declaration of result / award of degree or any other disciplinary action, including forfeiture of their securities and cancellation of the degree.
- 5
 - a) Roll number slips will not be issued by the Dean faculty without clearance from the hostel office.
 - b) As soon as the Ph.D Research Scholar submits his/ her dissertations / thesis, he/ she will have to vacate the hostel room.
 - c) The Controller of Examinations will not declare the result unless the M.Phil/Ph.D scholars concerned produce ' No Dues Certificate' from the Hostel / Library/Faculty etc.
 - d) Hostel Security will be refunded to a resident only after he/ she has paid the hostel charges, dues and handed over the possession of the room.

I. Appointment and Duties of Prefect

Prefects will be appointed by the Hostel Warden in consultation with Chief Warden from among the senior students of good standing to assist him in the administration of the hostel. Normally for every 50 students one Prefect would be appointed.

1. He/ she shall take the roll call at the time fixed and submit a report of absentee to the Warden
2. He/ She shall report in writing to the Warden the names of those residents who remained absent throughout the night. Failure to report such cases will be considered gross negligence of duty and may result in his/ her dismissal from Prefectship.
3. He/ she shall assist the Warden in checking of rooms for ensuring that:
 - a. There are no prohibited articles in the room
 - b. Electric fittings are not tampered with
 - c. Guests are not kept in the room at night
 - d. There is no disturbance at night during study hours
4. He/ She shall look to the general cleanliness of the Block.
5. He/ She shall keep the record of leave applications.
6. He / She shall forward all complaints regarding the Block to the Warden.

J. Committees

For the proper and democratic functioning of the hostels, several committees, such as common room committee, mess committee, finance committee, discipline committee etc. will be formed in each hostel. Faculty members from the teaching departments may also be associated with these committees.

The committee will work closely in full co- operation and co- ordination with the Warden to further the spirit of fraternity in each hostel. These committees will also be concerned with the making of new suggestions to the administration for further improvement in the hostels and to ensure proper discipline and decorum.

K. Responsibilities of Boarders

Living in the hostels pre-supposes a high degree of integrity and consciousness as a member of a community. It entails a moral responsibility on the part of the resident to:

1. Make every effort for peaceful co-existence and maintain the decorum; and
2. To observe all hostel rules meticulously in letter and spirit.

All violations of rules and directions will be subject to strict disciplinary action which, in extreme cases may lead to expulsion, forfeiture of securities and the right for future admission.

Hostel Administration

77. a) Every hostel shall have a Warden, who shall be responsible for the administration of hostel and for enforcement of the hostel rules. Hostel Warden appointed amongst the teachers of the University by a select committee under the Chairmanship of Dean Students Welfare which will recommend the name of the teachers to the Vice- Chancellor for approval. The Warden may be appointed for a term of two years in first instance. Depending on the performance of incumbent, tenure can be extended for two more terms.
- b) The warden will be entitled to rent free unfurnished residence, free meals (only for the warden) plus honorarium as per decision of Vice-Chancellor.
- c) The Warden will have the following responsibilities.
- i) He/She will be responsible for the allotment of hostel rooms and maintenance of discipline.
 - ii) He/She will attend the hostel office daily for one hour at a specified time, which will be notified on the notice board for the information of the students.
 - iii) He/She will be responsible for administration of the staff placed under him. He will report to the Chief Warden for disciplinary action, for dereliction of duty or negligence or misbehavior on the part of his staff.
 - iv) He/She shall report to the Medical Officer all cases of illness or accidents and inform to the Chief Warden of all such cases.
 - v) He/She will inspect the kitchen, dining room, common room and other facilities, etc., regularly and when any defect is noticed, he will get it set right by his staff. If the defect is such as cannot be remedied by his staff, he will report to the Director Operations under intimation to the Chief Warden.
 - vi) He/She will appoint the Prefects of the hostel and supervise their work.
 - vii) He/She shall ensure that no unauthorized person stay in the hostel and will issue permits for the stay of guests.
 - viii) He/She shall, with the help of his staff, check the unauthorized use of electrical appliance.
 - ix) He/She will be responsible for the proper organization and conduct of hostel functions, festivals, etc.
- d) Within the hostel, the Warden will be responsible to the Chief Warden for the maintenance of discipline and good behavior and will keep the Dean Students Welfare informed of all acts of indiscipline and misbehavior and the action taken by him. Where the Warden is of the view that a punishment should be imposed heavier than that what he is competent to award, he will report the case to Chief Warden / Dean Student Welfare with his recommendations and the Chief Warden/ Dean Student Welfare may then pass an order as he may deem fit.
- e) He/ she should also keep liaison with the Dean Student Welfare and Student Welfare Officer in the event of any miss-happening, irregular and indiscipline which warrants their interference within and outside the university hostel.

f) The powers for taking disciplinary action against the hostel residents by the Warden shall be as under:

- I. Warning
- II. Fine upto Rs. 500/-
- III. Recommend expulsion from the hostel on account of non-payment of hostel/ mess dues and indiscipline.

g) The Warden will have the authority to enter the room of any student and also make a search of the room, when necessary. He will also have the authority, when the need arises, to break open the lock of any room and also to shift the belongings of a student to any other place.

h) The Warden will have the authority to confiscate any un- authorized electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such un- authorized use.

i) Subject to the instruction that may be issued from time to time by the Chief Warden, the Warden will make allotment/ re-allotment of rooms in his hostel and such allotment shall be final.

j) The warden may draft any other rule/ regulation in consultation with the Chief Warden for the betterment of the hostel functioning.

Equivalence of Degree of Other Universities

78.a) The equivalence of an examination of any Board or Institution or Deemed University or University established by law in India or of a foreign University or of any other examination with corresponding examination of the Shoolini University of Biotechnology and Management Sciences, with or without any condition, shall be determined by Academic Council on the advice of the Deans Committee.

b) The Dean Academic Affairs from time to time shall initiate action to have the degree of this University recognized from other University on reciprocal basis.

Admission to Degrees and the University Convocations

79. Gracing of degrees

The Registrar shall, after the approval of the Vice-Chancellor, from time to time, report to the Academic Council the names of all persons who have passed the various examinations, qualifying them for admission to the degrees of the University. When the Academic Council has sanctioned the admission of any such person to such degree, he shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to such degree.

Admission to degrees

(a) On the decision taken by the Board of Management from time to time, a convocation for the purpose of conferring degrees and distinctions shall be held by the University ordinarily every year but a special convocation for conferring honorary degree (s) may also be held at such time and place as may be deemed necessary or convenient.

b) In case the University is not able to hold the convocation in a particular year, the degrees in absentia will be sent to the students by charging Rs. 1000/-

Proviso: In exceptional circumstances, the Vice-Chancellor may allow to issue degree to an individual student on his request provided the convocation is not held by charging a sum of Rs 1000/- per degree. The names of such candidates will be included in the list of candidates on whom degrees are conferred in absentia in the University Convocation.

University Convocation

- a) The University convocation shall consist of the body corporate of the University.
- b) Ordinarily, not less than three week's notice shall be given by the Registrar of all meetings of the University convocation.
- c) The Registrar shall, with the notice issue to each member of the convocation, intimate a programme and the procedure to be observed there at.
- d) The procedure to be observed at the University convocation shall be prescribed by the Board of Management, on the recommendation of the Academic Council.

The Academic dress of the convocation shall be as follows:

CHANCELLOR

Gown Maroon heavy silk golden lace (3") with green silk stripe (1.5") 2 on front 3 on sleeves emblem on both sides.

Cap Velvet maroon with golden tassel and golden lace

VICE- CHANCELLOR

Gown Maroon heavy silk golden lace (2") with green silk stripe (1.5") two on front and three on sleeves emblem on both sides

Cap Velvet maroon with golden tassel and golden lace

CHIEF GUEST

Gown Maroon heavy silk golden lace (3")

Cap Velvet maroon with golden tassel and golden lace

CHIEF MINISTER / MINISTERS

Gown Maroon heavy silk with 2" golden lace on the front folds round the neck and on bottom of sleeves without any University monogram

Cap Velvet maroon mortar band with 1" golden lace and with golden tassel

FOR FACULTY MEMBERS

Gown According to their degree

Hood According to Faculty

REGISTRAR

Gown Black heavy silk (2”) silver lace with green silk stripe (1.5”) two on front and two on sleeves, emblem both sides

Cap Black velvet with silver tassel and silver lace

MEMBERS OF ACADEMIC COUNCIL (Non- Ph.D)

Gown Black

Cap Black with black tassel

MEMBER OF ACADEMIC COUNCIL (Ph.D)

Gown Red

Cap Black with black tassel, red band

SENATE MEMBERS

Gown Special academic gown in red rayon silk with handmade fluting with golden rayon facing on front round the neck on the sleeves with one monogram with special padding and material

Cap Special academic cap of red superior velvet with red silk tassel

MEMBERS OF BOARD OF MANAGEMENT

Gown Golden yellow silk with green facing (3”) two strip green silk on sleeve with one emblem

Cap Golden yellow velvet with golden silk tassel with green silk band

HONORARY DEGREE RECIPIENT

Gown Special gown for Honors Causa of pure silk hand /spun/ hand woven with handmade fluting and with facing of faculty colour round the neck with special padding and material, University insignia on the left hand side of the gown

Cap Special academic cap of red velvet marlas band and with golden tassel

Hood Pure silk green in colour with golden embroidery work

The Academic Council further decided that all the members of the Board of Management and the Senate irrespective of their status will wear the same academic robes as prescribed for that body.

Colour of the University

To be decided by the Academic Council and approved by the Board of Management

Admission of Degrees in- absentia

A candidate who is unable to present himself in person at the convocation shall be admitted to the degree in absentia. His degree will be sent on a written request as per procedure laid down by the Registrar and against a payment of Rs. 500/-

University Convocation Procedure

A. Annual Convocation

Degree recipient must appear in person and in the prescribed academic dress at the convocation.

Such candidates must reach at the prescribed place well in time notified by the Registrar and must attend the rehearsal, which shall be arranged on or before the day of convocation.

Such candidates shall be seated at the specified places and during the course of ceremony shall maintain the dignity and decorum of the ceremony.

The members who are to form the academic procession will assemble in the robbing compartment at the time fixed for the purpose.

The members of the Academic procession shall wear their academic robes and attend the rehearsal at the specified time and place.

The Chancellor along with the Chief Guest and the Honorary Degree Recipient (if any) will be received by the Vice-Chancellor and the Registrar.

In case of the inability of the Chancellor to attend the convocation, the Vice-Chancellor and the Chief Guest shall be received by the senior most Dean present and the Registrar.

The Chancellor, the Chief Guest and the Honorary degree Recipient, if any, will move to the robbing compartment and be enrobed.

The Vice-Chancellor will introduce the members forming the academic procession to the Chancellor the Chief Guest and the Honorary Degree Recipient, if any.

The Academic procession shall walk in rows of two led by the Registrar. The procession will be in the following order.

Registrar
Professors and Directors

Members of Academic Council
Member of Board of Management
Member of Governing Body, Chairperson and Members of Private University Regulatory
Body
Vice-Chancellor and Honorary Degree Recipient, if any
Ministers/ Chief Minister, if present
Chancellor and Chief Guest
ADC (if then)

On the procession entering the hall, the assembly shall rise and remain standing till the academic procession is seated.

The Chancellor, the Vice-Chancellor and the Chief Guest/ Dignitaries shall be seated in the front row on the dais. The Chancellor shall be seated in the centre of the front row and on his left will be seated the Vice-Chancellor and on his right the Chief Guest.

Honorary Degree Recipient (if any) shall also sit in the front row of the dais on the left hand side of the Vice-Chancellor. Any other dignitary present shall sit on the side of Chief Guest.

Professors will sit in the last row on the dais followed by members of the Academic Council, Board of Management and Senate.

ADC's and the Registrar shall sit just behind the Chancellor and the Vice-Chancellor respectively.

The proceedings of the convocation will commence with Saraswati Vandana; During Saraswati Vandana, the assembly shall rise , remain standing and sit only when the song is over.

The Chancellor, if he is present, will declare the convocation open. In the absence of the Chancellor, the Vice-Chancellor will declare the convocation open. The Vice-Chancellor/ Registrar will say, "Mr. Chancellor / Mr. Vice-Chancellor, I request you to declare the Convocation open".

The Chancellor /Vice-Chancellor will say, "I declare the convocation open"

The Vice-Chancellor will read out his report.

The Registrar will then request the degree recipients to rise in their places to receive the exhortation.

The Chancellor/ Vice-Chancellor will then give his exhortation to the degree recipients. After receiving the exhortation from the Vice-Chancellor, the degree recipients will resume their seats.

The Chancellor / Vice-Chancellor will then say, "let the candidates be presented".

The Chancellor/ Vice-Chancellor will then confer the degrees upon the candidates in accordance with prescribed procedure in the following order:

- a) The honorary Degrees, if any
- b) Doctor of Philosophy
- c) Master of Philosophy
- d) Master of Science
- e) Bachelor of Science/ Engineering / Pharmacy/Commerce

Honorary degrees shall be awarded according to the procedure mentioned in special convocation. In case of the absence of the recipient the same shall be awarded in absentia.

Each category of degree shall be awarded Faculty- wise in alphabetical order.

The Dean Concerned, or in his absence, the senior most member of the faculty will present the candidate.

All the presenters will stand when the concerned Dean presents them to the Chancellor/ Vice-Chancellor for the degree and will remain standing at their places till they are admitted to the degree.

The concerned Dean will say, "Mr. Chancellor/ Vice-Chancellor, I present to you (Name of in person degree recipients) who has / have successfully completed the requirements for the degree of To which degree, I pray, he/ they may be admitted".

The Chancellor / Vice-Chancellor will say, "By virtue / of authority vested in me as Chancellor/ Vice-Chancellor of this University, I admit you to the degree of -----, authorize you to wear the robes ordained as the insignia of this degree, and charge you to prove worthy of the same".

The concerned Dean will say, Mr Chancellor / Vice-Chancellor, (Names of in absentia degree recipients) has/ have successfully completed the requirements for the degree of ---- to which degree I pray , he/ they may be admitted in absentia"

The Chancellor / Vice-Chancellor will say, "By virtue of the authority vested in me as Chancellor/ Vice-Chancellor of this University, I admit these candidates to the degree of in absentia and authorize him/ them to wear the robes ordained as insignia of this degree, and charge him/ them to prove worthy of the same".

After the conferment of the degrees, the recipients of degrees will receive their degrees in person from the Chancellor / Vice-Chancellor. They will proceed to the dais, will stay one step below the Chancellor/ Vice-Chancellor, receive the degree, bow and resume their seats.

The Dean of the concerned college shall then call the recipients of certificate of honours. They shall stand before the dais and the Dean will say to the Chancellor/ Vice-Chancellor.

The Chancellor / Vice-Chancellor will say, "Let them be presented".

The candidates will then proceed to the dais, will stay one step below the Chancellor/ Vice-Chancellor, receive the certificate of honour , bow and resume their seats.

The Registrar shall then call the recipients of University Gold Medals. They shall stand before the dais and the Registrar will say to the Chancellor / Vice-Chancellor.

“Sir, I seek permission to present the medalists”.

The Chancellor / Vice-Chancellor will say, “Let them be presented”.

The names of the medalists and medals will be read out by the Registrar. The candidates will proceed to the dais, will stay one step below the Chancellor/ Vice-Chancellor, receive the medals, bow and resume their seats.

The Chancellor / Vice-Chancellor will introduce the Chief Guest and request him to deliver the convocation address.

Chief Guest will address the convocation

The Vice-Chancellor / Senior – most Dean will then offer thanks on behalf of the University. The Vice-Chancellor/ Registrar will then say, “ Mr Chancellor/ Mr Vice-Chancellor, I request you to declare the convocation closed”.

The Chancellor/ Vice-Chancellor will say, “I declare the convocation closed”.

The assembly shall rise and the proceedings of the convocation will end with the singing of “ National Anthem”. The assembly shall remain standing till the academic procession led by the Registrar has taken departure in the following order:

Registrar	
Chancellor	Chief Guest
ADC	ADC
Minister/ Chief Minister	
Vice-Chancellor and Honorary degree recipients, if any	
Chairperson and Members of Regulatory Body	
Members of Governing Body	
Member of Board of Management	
Member of Academic Council	
Professors and Directors	

A. Special Convocation

A Special convocation for the conferment of the honorary degrees of the University shall be held on such date, time and place as may be fixed by the Vice-Chancellor.

The academic procession shall walk in rows of two led by the Registrar. The procession will be in the following order:

Registrar
Professors and Director
Members of Academic Council
Members of Board of Management
Members of Governing Body: Chairperson and Members of Private University
Regulatory Body
Vice-Chancellor and Honorary Degree recipient, if any
Ministers/ Chief Minister, if present
Chancellor and Chief Guest
ADC (if they have)

The honorary degree recipients shall be seated on the left on the Vice-Chancellor on the dais. Other seating arrangements as per annual convocation.

The proceedings of the special convocation shall commence with the singing of the “Saraswati Vandana”

The Chancellor shall declare the special convocation open.

The registrar shall read out the proposal of the University for the conferment of the honorary degree in the following form:

“Board of Management of the University on the recommendation of the Academic Council and confirmation by the Chancellor have decided to confer the Honorary Degree of DOCTOR OF SCIENCE (Honoris Causa) on Mr./ Dr.....

The Vice-Chancellor will present the honorary degree recipient (s) to the Chancellor in the following form:

“Mr Chancellor, I have the honour to present to you Mr/ Dr..... for conferment of the degree of DOCTOR OF SCIENCE (Honoris Causa) for his outstanding contribution to(read out the citation).

I pray, Mr Chancellor that Mr./ Dr be honoured by conferring the degree of DOCTOR OF SCIENCE (Honoris Causa) of this University

The Chancellor will confer the degree in the following terms:

“By virtue of the authority vested in me as Chancellor of the University I confer the honorary degree of DOCTOR OF SCIENCE (Honoris Causa) on Mr./ Dr.....(The Chancellor will decorate the recipient with hood and present the degree)”.

In case, the honorary degree recipient may not be able to receive the degree in person, formal announcement for the award of the degree shall be made by the Vice-Chancellor in any annual convocation or special convocation, in the following form:

“ The Board of Management of the University on the recommendation of the Academic Council and conformation by the Chancellor have decided to confer the honorary degree of DOCTOR OF SCIENCE (Honoris Causa) of this University in absentia”

I pray, Mr Chancellor that Mr./ Dr be honoured by conferring the degree of DOCTOR OF SCIENCE (Honoris Causa) of this University in absentia”

The Chancellor, will confer the degree in the following terms:

“By virtue of the authority vested in me as Chancellor of the University, I confer the honorary degree of DOCTOR OF SCIENCE (Honoris Causa) on Mr./ Dr.....in absentia”.

The gown, cap and hood of honorary degree recipient will be as prescribed in Academic Regulation

The honorary degree certificates shall be printed on silk cloth and will be rolled in a casket for presentation.

Speech by the Honorary Degree Recipient.

Observation by the Chancellor

Thanks by the Vice-Chancellor

The Chancellor will declare the special convocation closed.

Singing of the National Anthem.

The Academic Procession will leave the Pandal/ hall and assembly will stand.

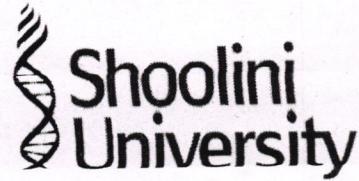
HONORARY DEGREE CERTIFICATE

SHOOLINI UNIVESITY OF BIOTECHNOLOGY AND MANAGEMENT SCIENCES BAJHOL SOLAN

The Board of Management, on the recommendation of the Academic Council, confers the degree of DOCTOR OF SCIENCE (HONORIS CAUSA) on ----- on this -----
---day of -----Two Thousand -----

VICE- CHANCELLOR

CHANCELLOR



Think Learning. Think Success.

SUBMS-Acad/22-6027

Dated: 21-02-2023

The Academic Council of the University in its 79th meeting held on 7th February 2023 vide item no. V has been pleased to approve the following amendments in Section 13 and Section 14 of Academic Regulations (First Ordinance) w.e.f Academic Session 2022-23:

Section 13. Each admitted applicant shall be required to submit a character certificate in the original from the Head of the Institution last attended.

Amendment: Section 13 is omitted.

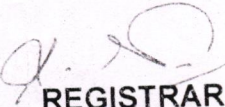
Section 14.a. Each admitted student, except those passing their qualifying examination form Shoolini University, shall have to submit the Migration Certificate.

Amendment: The migrated students admitted shall have to submit the migration certificate.

b. Migration certificate of registered students shall be issued by the Registrar subject to the submission of request by student along with "No Dues" certificate.

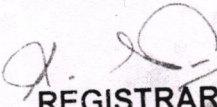
Amendment: Migration certificate will not be issued by the University. However, if required by the student, the same will be issued by the Registrar subject to the submission of documentary proof of admission and requirement.

In addition to this, character certificate, if required by the student, will be issued by the concerned Dean on case-to-case basis.


REGISTRAR

Copy for information and necessary action forwarded to: -

- 1) All Deans/Directors/HoSs/Controlling Officers, Shoolini University
- 2) Secretary to Hon'ble Vice Chancellor for the information of the latter


REGISTRAR

The Academic Council of the University in its 79th meeting held on **07-02-2023** vide item no. VI has been pleased to approve the following amendment ~~in~~ Section 55 of Academic Regulations (First Ordinance):

Section 55.(a) For every postgraduate student, there shall be a Research Guiding Committee consisting of not less than three members in case of candidates of M.Sc. / M. Pharma/ M.Tech./M.Phil and four in the case of Ph.D. degree with the Major Research Guide as Chairman. The Research Guiding Committee shall have one more member from the field of Statistics / Biometrics if application of statistical tools is required in thesis. The Dean concerned, on the advice of the Major research guide, shall notify research guiding committee of each student.

Amendment: For every postgraduate student, there shall be a Research Guiding Committee consisting of not less than three members in case of candidates of M.Sc. / M. Pharma/ M.Tech./M.Phil and four in the case of Ph.D. degree with the Major Research Guide as Chairman. **In PhD, one member of the Research Guiding Committee can be external (National or International) subject to the condition that the member appointed should fulfill the minimum eligibility as per UGC to supervise a PhD student.** The Research Guiding Committee shall have one more member from the field of Statistics / Biometrics if application of statistical tools is required in thesis. The Dean concerned, on the advice of the Major research guide, shall notify the research guiding committee of each student.

The house also decided that eligible Professor of Practice (PoP) can also be appointed as research guiding committee member.



REGISTRAR

Copy for information and necessary action forwarded to: -

- 1) Deans/Directors/HoS, Shoolini University.
- 2) Dean Academic Affairs, Shoolini University.
- 3) Secretary to Hon'ble Vice Chancellor for the information of the latter.

Exam Assessments

(A) Student Assessments:

Assessment of a course in a semester will be conducted through two types of evaluations:

1. **Class Work Assessments (CWA)**
2. **Term Exams**

Class Work Assessments (CWAs)				Term Exams		
50				50		
Attendance	Assignment/ Practical Record	Quiz/ Seminar/ Viva	Project/ Other	Term I	Term II	Term III
05	15	15	15	10	10	30

- CWA constitutes 50 marks out of a total of 100 marks and includes components like class attendance, assignments, practical records etc. These assessments may vary depending on the course structure, whether it's theory and practical combined, practical-only, viva-based, or project-based.
- Term Exams (50 marks) will consist of three exams (Term I, Term II, and Term III) conducted for all courses, including UG and PG programs, within the semester.

(B) Subjects with 'F' Grade:

Students failing in any subject ('F' grade) in a semester can clear their courses under the following categories:

1. Reappear Exam:

o Eligibility:

- Students who failed in 15 or less than 15 credits are eligible subject to the condition that at any time of reappear exam, he/she should not have failed in more than 15 credits.

o Details:

- Reappear exams will be conducted for 100 marks on campus with a duration of 3 hours.
- Maximum two attempts per subject are allowed prior to his/her progression as enumerate in E. **After two attempts if student is unable to clear F grade courses, he/she will register the course(s) with F grade as a Regular student either in Summer Semester (as per Policy for Summer Semester) or Regular**

Semester (as per timetable slots) as and when offered by the Dean subject to the payment of prorated fee.

- Full syllabus coverage.

2. Registration for the Course(s) (F grade in more than 15 credits):

○ **Eligibility:**

- Students who failed in more than 15 credits has to register the course as a regular student for clearance of the course. He/ She shall not be eligible for reappear Examination.

○ **Details:**

- Students must register for failed subjects in a Summer Semester (as per Policy for Summer Semester) or Regular Semester (as per timetable slots) as and when offered by the Dean.
- Registration in the semester is mandatory with course fees (prorated fees in Regular Semester or summer semester fee as applicable) and hostel charges (if availing) as per university policy.

(C) Clearance of Detained Courses:

- Students with short attendance in a subject before Term III will not be permitted to appear in the end-term (Term III) exam and will receive a 'DE' grade (detained).
- Such students will be considered either in point no. B(1) or B(2) given above for clearance of course.

Note: Students must clear F/DE-grade courses within the maximum time duration specified for the respective course(s), as per the applicable rules.

(D) Improvement of grades:

- Students can improve their grades in which he/she has obtained C and P grade.
- They can apply for improvement in grade in a course during the registration schedule for reappear examination.
- Improvement exams will be conducted for 100 marks on campus with a duration of 3 hours.
- Full syllabus coverage.
- Students can avail the chance of improvement maximum till two years from the date of passing.

(E) Student Progression:

Eligibility for semester registration is subject to successful completion of prior courses of:

For UG Courses:

- **1st Semester: Required for 5th Semester Registration.**
The students with F/DE grade in 1st Semester will not be allowed to register in 5th semester, however, he has to register for F/DE grade courses (offered by the Dean for that semester) as regular student.
- **2nd Semester: Required for 6th Semester Registration.**
The students with F/DE grade in 2nd Semester will not be allowed to register in 6th semester, however he has to register for F/DE grade courses (offered by the Dean for that semester) as regular student.
- **3rd Semester: Required for 7th Semester Registration.**
The students with F/DE grade in 3rd Semester will not be allowed to register in 7th semester, however he has to register for F/DE grade courses (offered by the Dean for that semester) as regular student.
- **4th Semester: Required for 8th Semester Registration.**
The students with F/DE grade in 4th Semester will not be allowed to register in 8th semester, however he has to register for F/DE grade courses (offered by the Dean for that semester) as regular student.
- **5th Semester: Required for 9th Semester Registration.**
The students with F/DE grade in 5th Semester will not be allowed to register in 9th semester, however he has to register for F/DE grade courses (offered by the Dean for that semester) as regular student.
- **6th Semester: Required for 10th Semester Registration.**
The students with F/DE grade in 6th Semester will not be allowed to register in 10th semester, however he has to register for F/DE grade courses (offered by the Dean for that semester) as regular student.

For PG Courses:

- **1st Semester: Required for 3rd Semester Registration.**
The students with F/DE grade in 1st Semester will not be allowed to register in 3rd semester, however he has to register for F/DE grade courses (offered by the Dean for that semester) as regular student.
- **2nd Semester: Required for 4th Semester Registration.**
The students with F/DE grade in 2nd Semester will not be allowed to register in 4th semester, however he has to register for F/DE grade courses (offered by the Dean for that semester) as regular student.

(D) Relative Grading:

All courses will follow a Relative Grading System adapted from granular grading systems used by premier institutions. Grades are assigned based on class mean and standard deviation. **Pharmacy courses** will adhere to council regulations. The grading scale is as follows:

Grades		Grade Points
O	Outstanding	10
A+	Excellent	10
A	Very Good	9
B+	Good	8
B	Average	7
C	Satisfactory	6
P	Pass	5
F	Fail	0 (zero)
DE	Detained	0 (zero)
W	Withdraw	W

- Upon completion of all courses with at least a 'P' grade, the course with the lowest grade may be marked as satisfactory, excluded from GPA/OGPA calculations.
- Students approved for withdrawal from a course will receive a 'W' grade.

(E) Fee Structure: As notified by the Controller of Examination for that year/semester.

Above rules will be applicable for the students admitted in 2024-25 onwards but the revised Grading scheme will be applicable for the students admitted from 2025-26 onwards.

Note: Categories for course clearance will be available only to registered students or those who have completed the course duration. Students who exit or withdraw from the program will not be eligible for any examinations (Reappear, Regular, or Improvement) following their exit or withdrawal.