

Chapter-III

Academic Matters

1. Degrees, Diplomas, Certificates and other Academic Distinctions to be awarded by the University

The following Degrees, Diplomas, Certificates and other Academic Distinctions shall be awarded by the University under section 18 (j) of the Act and approved by the Board as per the recommendations of the Academic Council of the University.

1.1 Degrees

(i) Under Graduate Degrees

- (a) B.Tech.
- (b) B. Pharm.
- (c) B. Arch.
- (d) B.Com.
- (e) B.Com. (Hons.)
- (f) BBA
- (g) BCA
- (h) BIT
- (i) B.Sc.
- (j) B.Sc. (Hons.)

(ii) Post Graduate Degrees

- (a) M.Tech.
- (b) M.Pharm.
- (c) Pharm. D. (Post Baccalaureate)
- (d) M.Arch.
- (e) M.Com.
- (f) MBA
- (g) MCA
- (h) M.Sc.
- (i) M.A.

1.2 PG Diplomas

1.3 PG Skill Certificates in Pharmacy

- (i) Pharmaceutical Marketing & Entrepreneurship.
- (ii) Pharmacovigilance and Clinical Trials
- (iii) Pharmaceutical Analysis and Quality Control
- (iv) Hospital Administration

1.4 Integrated Certificate-Diploma-Degree

- (i) Servicing and Maintenance of Electronics Instruments
- (ii) Electrical Repair
- (iii) Plumbing
- (iv) Welding
- (v) Auto and Farm Equipment Repair
- (vi) Tool and Die Technology
- (vii) Air Conditioning Mechanic
- (viii) Computer Operator
- (ix) Food Processing

1.5 Other Academic Distinctions**(i) Earned Degrees**

- (a) M.Phil.
- (b) Ph.D.
- (c) D.Pharm.

(ii) Honorary Degrees and Distinctions

[as per Regulation under Section 18 (d) of the Act]

- (a) D.Sc.
- (b) D.Litt.
- (c) Other degrees and academic distinctions as may be instituted by the board of Governors from time to time.

1.6 Conditions for Awards

- (i) For award of degrees, diplomas and certificates to a student, he/she shall clear all the subjects of all the semesters of the Programme and earn minimum credits, as laid down in the academic regulations for the Programme.

- (ii) The controller of examinations of the University shall issue notification regarding the students of a Programme who have fulfilled the requirements prescribed for various degrees, diplomas certificates and other academic distinctions of the University and have become eligible for the award of the degree/diploma/certificate of academic distinction.
- (iii) The charges payable for granting and obtaining the degree/ diplomas/ certificates and other academic distinctions shall be as approved by the competent authority from time to time provided that no charges shall be payable in the case of conferment of honorary degrees and academic distinctions.

2. The Courses of Study to be laid down for all Degrees, Diplomas and Certificates of the University

2.1 Faculty of Engineering and Technology

- (i) **B. Tech. (Full Time) 4 Years (8 Semesters)**
 - (a) 3D Animation & Graphics
 - (b) Aeronautical Engineering
 - (c) Aerospace Engineering
 - (d) Agricultural Engineering
 - (e) Automation & Robotics
 - (f) Automobile Engineering
 - (g) Automotive Technology
 - (h) Bio-Technology
 - (i) Chemical Engineering
 - (j) Civil Engineering
 - (k) Computer & Communication Engineering
 - (l) Computer Engineering
 - (m) Computer Networking
 - (n) Computer Science & Engineering
 - (o) Construction Engineering & Management
 - (p) Electrical & Electronics Engineering
 - (q) Electrical Engineering
 - (r) Electrical Engineering & Industrial Control
 - (s) Electronics & Communication Engineering
 - (t) Electronics & Computer Engineering

- (u) Electronics & Instrumentation Engineering
- (v) Electronics & Telecomm. Engineering
- (w) Electronics Engineering
- (x) Food Technology
- (y) Industrial Engineering
- (z) Information Technology
- (aa) Instrumentation & Control Engineering
- (bb) Marine Engineering
- (cc) Mechanical Engineering
- (dd) Mining Engineering
- (ee) Petrochem & Petroleum Refinery Engineering
- (ff) Production Engineering
- (gg) Textile Engineering
- (hh) Tool Engineering
- (ii) **M.Tech. (Full Time) 2 Years (4 Semesters)**
 - (a) Bio-Technology
 - (b) CAD/CAM
 - (c) Chemical Engineering
 - (d) Civil Engineering
 - (e) Civil Engineering (Environmental Engineering & Management)
 - (f) Civil engineering (Geo Technical Engineering)
 - (g) Computer Science & Engineering
 - (h) Computer Science & Engineering (Software Engineering)
 - (i) Construction Technology & Management
 - (j) ECE (VLSI Design)
 - (k) Electrical Engineering
 - (l) Electrical Engineering & Industrial Control
 - (m) Electrical Engineering (Instrumentation and Control Engineering)
 - (n) Electronics & Communications Engineering
 - (o) Electronics Engineering (Embedded System)
 - (p) Electronics Product Design & Technology

- (q) Environmental Science & Engineering
- (r) E-Security
- (s) Information Technology
- (t) Information Technology (Information & Cyber Warfare)
- (u) Marine Engineering
- (v) Mechanical Engineering
- (w) Mechanical Engineering (CAD/CAM)
- (x) Microelectronics Engineering
- (y) Mining Engineering
- (z) Nano Science & Technology
- (aa) Petrochemicals & Petroleum Refinery
- (bb) Power System
- (cc) Production Engineering
- (dd) Robotics & Mechatronics
- (ee) Signal Processing
- (ff) Soil Mechanics & Foundation Engineering
- (gg) Structural Engineering
- (hh) Textile Technology
- (ii) Thermal Engineering
- (iii) **Post Graduate Diploma in Electronics Product Design and Technology (1-year)**
- (iv) **Six-Year Integrated Certificate-Diploma-Degree Programmes**

S.N.	Certificate Course	Corresponding Diploma	The relevant B. Tech. Course
1.	Servicing and Maintenance of Electronic Instruments	Electronics & Instrumentation	Electronics & Instrumentation
2.	Electrical Repair	Electrical Engg.	Electrical Engg.
3.	Masonry Now changed to Plumbing	Civil Engg.	Civil Engg.
4.	Welding	Welding Technology	Mech. Engg.
5.	Auto and Farm Equipment Repair	Automobile Engg.	Automobile Engg.

S.N.	Certificate Course	Corresponding Diploma	The relevant B. Tech. Course
6.	Tool & Die Technology	Tool & Die Technology	Mech. Engg.
7.	Air-conditioning Mechanic	Refrigeration & Air-conditioning	Mech. Engg.
8.	Computer Operator	Information Technology	Information Technology
9.	Food Processing	Food Technology	Food Technology

(v) **Skill Certificate Courses (Full Time) I Year (2 Semesters)**

- (a) Skill Certificate Course in Hardware and Networking
- (b) Skill Certificate Course in Medical Lab. Technology

(vi) **Skill Certificate Courses (Full Time) 6 Months**

- (a) Skill Certificate Course in Computer Proficiency
- (b) Skill Certificate Course in Lathe Operator
- (c) Skill Certificate Course in CAD/CAM

(vii) **Ph.D. in different Branches of Engineering and Technology**

2.2 Faculty of Pharmaceutical Sciences & Technology

(i) **B. Pharm. (Full Time) 4 Years (8 Semesters)**

(ii) **M. Pharm. (Full Time) 2 Years (4 Semesters)**

- (a) Industrial Pharmacy
- (b) Pharmaceutical Analysis
- (c) Pharmaceutical Chemistry
- (d) Pharmaceutical Management & Regulatory Affairs
- (e) Pharmaceutics
- (f) Pharmacognosy
- (g) Pharmacology
- (h) Quality Assurance

(iii) **D. Pharm. (Doctor of Pharmacy)**

(iv) **D. Pharm. (Doctor of Pharmacy) Post Baccalaureate**

(v) **Ph.D.**

2.3 Faculty of Commerce & Management

(i) Bachelor Programmes (Full Time) 3 Years (6 Semesters)

- (a) B. Com. (Bachelor of Commerce)
- (b) B. Com. (Hons.)
- (c) BBA (Bachelor of Business Administration)
- (d) BBA (Family Business Management)
- (e) BBA (Health, Spa and Resort Management)
- (f) BBA (Infrastructure & Real Estate)
- (g) BBA (Retail Management)

(ii) Masters Programmes (Full Time) 2 Years

- (a) M. Com.
- (b) MBA (Human Resource Management)
- (c) MBA (Financial Management)
- (d) MBA (International Business)
- (e) MBA (Business Management)

(iii) Post Graduate Diploma (Full Time) 1 Year

- (a) Event Management
- (b) Packing & Distribution Management
- (c) Pharmaceutical Business Administration
- (d) Pharmaceutical Business Marketing
- (e) Pharmaceutical Packing
- (f) Regulatory Affairs
- (g) Service Industry Management
- (h) Pharmaceutical Management

(iv) Six Year Integrated Certificate-Diploma-Degree Programmes

(v) Post Graduate Certificate Programmes in Pharmaceutical Sciences & Technology

(vi) Ph.D. in Commerce, Finance and Business Related Areas

2.4 Faculty of Sciences

(i) Bachelor Programmes (Full Time) 3 Years

- (a) BCA (Bachelor of Computer Applications)

- (b) BIT (Bachelor of Information Technology)
- (c) B.Sc. (Hons.) Physics, Chemistry, Mathematics
- (d) B.Sc. Chemistry (Hons.)
- (e) B.Sc. Mathematics (Hons.)
- (f) B.Sc. (Bio-Technology)
- (g) B.Sc. Agriculture (Hons.) (4 Years)
- (h) B.Sc. Airline Tourism and Hospitality Management
- (i) B.Sc. Hotel Management and Catering Technology
- (j) B.Sc. Information Technology
- (k) B.Sc. (Medical)
- (l) B.Sc. (Non-Medical)
- (ii) **Masters Programmes (Full Time) 2 Years**
Physics, Chemistry, Mathematics, Botany, Zoology, Microbiology, Bio-Technology, Information Technology, Environmental Science, Computer Science, Agriculture, Computer Applications.
- (iii) **Post Graduate Diploma (Full Time) 1 Year**
Computer Applications
- (iv) **Ph.D.**

2.5 Faculty of Hospitality and Tourism Management

- (i) **Bachelor of Business Administration**
 - (a) BBA Hospitality
 - (b) BBA Tourism
 - (c) Bachelor of Hotel Management & Catering Technology (4 years)
 - (d) Bachelor of Tourism & Travel Management (4 years)
- (ii) **Master in Business Administration 2 Years**
 - (a) MBA Hospitality
 - (b) MBA Tourism
 - (c) Master of Tourism & Travel Management
 - (d) Master of Hotel Management & Catering Technology
- (iii) **Ph.D.**

2.6 Faculty of Architecture and Planning

- (i) **D. Arch. (Diploma in Architecture) 1 Year**
- (ii) **B. Arch. (Bachelor in Architecture and Planning) 4 Years**
- (iii) **M. Arch. 2 Years**
 - (a) Architecture
 - (b) Building Engineering & Management
 - (c) Town Planning
- (iv) **Ph.D.**

2.7 Faculty of Humanities and Social Sciences

- (i) **M.A. in different subjects of Humanities and Social Sciences (2 years)**
History, Political Science, Sociology, Public Administration, Economics
- (ii) **M.Phil. (1 year)**
- (iii) **Ph.D.**

2.8 Faculty of Media and Mass Communications

- (i) **Bachelor Programme (Full Time) 3 Years**
 - (a) B.A. (Journalism and Mass Communications)
 - (b) B.A. Mass Communications
 - (c) B.Sc. (Animation & Multimedia Technology)
- (ii) **Masters Programme (Full Time) 2 Years**
 - (a) M.A. (Journalism and Mass Communications)
 - (b) M.Sc. (Animation & Multimedia Technology)
- (iii) **Post Graduate Diploma (Full Time) I Year**
 - (a) Post Graduate Diploma in Media Industry Management
 - (b) Post Graduate Diploma in Public Relations and Advertising
 - (c) Post Graduate Diploma in Animation and Digital Media Art
 - (d) Post Graduate Diploma in Radio and TV Production

Note: More Programmes/Faculties may be added by the University from time to time and approved by Board of Governors.

2.9 Faculty of -----

- (i) B.Sc. Fashion Technology
- (ii) B.Sc. Fashion Design,

- (iii) M.Sc. Fashion Technology
- (iv) Textile Design
- (v) Skill Certificate Course in Sewing Operator

3. The Admission of Students to the University and their Enrolment/Registration

These regulations will deal with the general guidelines in regard to the following,

3.1 Admission Policy

- (i) Subject to the provisions of the Act and any other law for the time being in force, the admission in the Certificate/Diploma/Undergraduate/Post Graduate/Doctoral programs shall be made strictly on the basis of merit/ rank in the entrance examination conducted at the state level/All India level for a program, if any. The University may conduct its own entrance test in case of programs wherein no state level or all India level test is being conducted. In case no examination is conducted by the University, merit in the qualifying examination shall be the criterion for admission.
- (ii) The eligibility criteria and the procedure for admission to various programs conducted by the university shall be specified through the regulations from time to time.
- (iii) 85% seats shall be reserved for the candidates in all the Programmes for bona fide residents of Punjab. The University shall reserve seats for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Physically Handicapped and other socially and educationally backward classes to such extent as notified by the Government of Punjab from time to time; provided that in case seat(s) allotted under reserved categories remain vacant, the same shall be converted to General Category and offered to the Candidates belonging to the General Category.
- (iv) The schedule of admission shall be given in the Admission Notice to be published by 15th May of the year for the session commencing July/ August of that year and published through leading newspapers (English as well as Vernacular) and other media.
- (v) The admission procedure, details of admission test to be conducted by the University (if any), Courses offered (along with their duration and eligibility criteria) by its Faculty/Constituent Colleges/ Institutions/ Departments, details of counselling, criteria for admission, reservation policy, fee structure, application form for admission and other relevant details will be included in the Admission Prospectus. The Admission Prospectus should be available to the students by the 15th May of the year for the session commencing in July/August of that year from the office of registrar, MRSPTU Bathinda or from any other place/source as indicated in the prospectus by paying application fees as notified



through Admission notice or it may be downloaded from the University Website and application fee submitted along with the application form duly completed.

- (vi) The candidates seeking admission in any of the department of University/Constituent College/Affiliated College shall submit their admission forms duly filled in, complete in all respects on or before the prescribed date for receipt of such application forms irrespective of the date of declaration of results.
- (vii) Admissions shall be made as per relevant University rules and regulations by an admission committee which shall be constituted by the Vice – Chancellor.
- (viii) An appellant committee shall also be constituted by the Vice–Chancellor which shall hear the grievances of the candidates regarding admissions and recommend action to be taken in the case.
- (ix) A candidate shall be admitted to the Programme only if he is eligible. If a candidate is likely to fulfil the eligibility criteria before the last date of admission, he/she shall be given provisional admission. However, if he/she fails to fulfil the eligibility criteria by the last date of admission, his/her candidature shall be cancelled.
- (x) A candidate shall not be given admission if his/her conduct has been found to be unsatisfactory. Such a candidate shall have a right to appeal to the Appellant Committee whose recommendations shall be placed before the Vice – Chancellor and his decision thereof shall be final.
- (xi) The candidate shall pay the prescribed fee and security deposit at the time of admission for the first semester/year before the date of commencement of semester and for all subsequent semester/year as per details given in the prospectus/notice.
- (xii) University Security and library security shall be paid by all the candidates, and hostel security by the candidates who avail hostel facility. Security deposit amount shall be paid at the time of admission as per details given in the Prospectus/Notice.
- (xiii) University Departments/Constituent Colleges/Affiliated Colleges must maintain attested Xerox copies/scanned copies of candidate’s testimonials used at the time of granting admission.
- (xiii) **Leaving the Programme**

Non-AICTE Programmes

If a student leaves the Programme at any time after commencement of the Programme/Course, he/she shall apply in writing to the Principal of the constituent College/Head of the University Department/Affiliated College; he/she shall be allowed to leave the program/Course after having paid/settled



all the dues. Remittance and refund of fees for Non-AICTE Programmes and other student-centric issues notified by UGC vide order no. D.O. No. 1-3/2007 (CPP-II) dated 6.12.2016 have been taken into consideration as given below:

Sr. No	% of refund of Aggregate fee	Point of time when notice of withdrawal of adm. is served to HEI
1.*	100% of 'A' below (– Rs. 1000 as processing fee)	Withdrawal of admission up to 31 st July
2.	80% of 'A' below	01 st Aug. to 31 st Aug.
3.	50% of 'A' below	01 st Sept. to 15 th Sept.
4.	00%	On and after 16 th Sept.

(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit).

Note: 'A' means: Total deposited fees at the time of admission (refundable amount).

* In case of (1) Rs. 1000/- shall be deducted as a processing fee from 'A'.

AICTE Programmes

Refund of Fee on seat surrender for AICTE Programmes will be as per the Approval Process Handbook issued by the AICTE from time to time.

(xiv) Provision regarding Number of seats in different Programmes

- (a) Total number of seats in different Programmes shall be decided by the Academic Council and approved by the Board. However, reservation of seats for different categories in each Programme shall be kept as per Government Rules and vacancies in different categories may be filled by general category candidates.
 - (b) Number of seats in different Programme may be increased or decreased at the discretion of the Academic Council subject to approval of the Vice Chancellor. All admissions to various Programmes in the university will be governed by the Rules and Regulations for admission as approved by the relevant bodies of the University.
- (xv) (a) At the time of admission, the student should submit an undertaking that he/she has no/any criminal background and has not been convicted under any criminal offence. He/she should also state in the undertaking if any FIR is registered against him/her or if any criminal case is pending against him/her. Further, the student should also state in the undertaking he/she will not possess/carry any weapon on the University/College Campus and if any weapon is recovered from him/her, he/she shall be rusticated.
- (b) At the time of admission, the student should submit an undertaking duly signed by one of his/her parents that he/she shall not indulge in any kind of ragging.

(xvi) **Grievance Redressal Committee:**

A Grievance Redressal Committee will be constituted as per UGC notification no. F.No.14-4/2012(CPP-II), Dec 2012, Page 6-point no. 5, according to which

- (a) 'In case of a college, the Vice Chancellor of the affiliating university shall constitute a Grievance Redressal Committee consisting of five members for an individual college or a group of colleges keeping in view the location of the college(s).
- (b) The Grievance Redressal Committee shall be constituted by the Vice Chancellor of the affiliating university consisting of –
 - (i) a senior Professor of the University – Chairman;
 - (ii) three senior teachers drawn from the affiliating colleges, on rotation basis, to be nominated by the Vice Chancellor – Members;
 - (iii) a student representing the college where the grievance has occurred to be nominated, based on academic merit, by the concerned college – special invitee.
- (c) The Grievance Redressal Committee shall have a term of two years.
- (d) The provisions of sub-regulations (8), (9) and (10) of regulation 4 and regulation 6 of the above said UGC notification in respect of the matters of the reimbursement and procedure and functions shall, *mutatis mutandis*, apply to the Grievance Redressal Committee except that the Grievance Redressal Committee shall communicate its decision within ten days of receipt of the complaint.
- (e) Any person aggrieved by the decision of the Grievance Redressal Committee may within a period of six days prefer an appeal to the Ombudsman.
- (f) Sub-regulations (8), (9) and (10) of regulation 4 of UGC notification are as under:
 - (i) The Ombudsman shall be paid a fees of Rs. 3000 per day for hearing the cases, in addition to reimbursement of the conveyance.
 - (ii) The Ombudsman may be removed on charges of proven misconduct or misbehaviour or as defined under sub regulation (3) and (4) of regulation 4 of UGC notification, by the concerned appointing authority.
 - (iii) No order of removal of Ombudsman shall be made except after an inquiry made in this regard by a person not below the rank of Judge of the High Court in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.
- (g) Sub regulation (3) and (4) of regulation 4 of UGC notification are as under:
 - (i) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the university.
 - (ii) The Ombudsman, or any member of his immediate family shall not



- a) hold or have held at any point in the past, any post or, employment in the office of profit in the University;
- b) have any significant relationship, including personal, family, professional or financial, with the university;
- c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(xvii) Equivalence Committee

The following Committee will decide regarding equivalence of Degrees/Courses awarded by other Universities to Degrees/Courses awarded by Maharaja Ranjit Singh Punjab Technical University, Bathinda, on one-to-one basis. Even, two Degrees/Courses awarded by Maharaja Ranjit Singh Punjab Technical University, Bathinda can be compared by this committee for equivalence.

- (a) Dean Academic Affairs, MRSPTU, Bathinda (Convener)
- (b) Director, College Development Council, MRSPTU, Bathinda
- (c) Chairperson of the concerned Board of Studies
- (d) Controller of Examinations, MRSPTU, Bathinda

(xviii) Ph.D. Entrance Test (PET)

- (a) The enrolment/registration to Ph.D. in all the Faculties is based on entrance test (PET), except exempted for certain categories as approved by the Board on recommendations of Academic Council.
- (b) 10% seats over and above the total number of regular seats in each Programme are reserved for the Foreign/NRI candidates. Foreign/NRI candidates seeking admission to the concerned Programme are required to compete amongst themselves for the seats reserved for them by appearing in the entrance test (where ever applicable), if they are in India. However, those living abroad at the time of entrance test may produce SAT/GRE test score.

3.2 Academic Session

- (i) Academic session shall commence in July/August of every year as per Academic Calendar of that year issued by the office of the Dean Academics two months before the termination date of even semester of the previous academic session. Each academic session shall consist of two semesters, each semester consists of 15-18 weeks of academic work, equivalent to 90 actual teaching days.
- (ii) There shall be summer/winter vacation during the period between last date of semester final examination and the date of commencement of next semester.
- (iii) The summer/winter vacation may be utilized for the conduct of practical training for the students, faculty development programmes, conferences, workshops and other academic activities.



- (iv) Every student shall attend his classes on all working days unless he is granted leave by the Head/Principal of the Department/College. If a student remains absent from his classes for a continuous period of 10 working days without leave, his/her name shall be struck off the rolls, provided that he/she may be allowed re-admission in accordance with the rules.
- (v) Every student shall comply with the mandatory requirement of attending 75% of the total lectures, tutorials, seminars, practicals, etc.
- (vi) The Heads/Principals of all the University teaching departments/colleges will display the shortage of lectures on the notice boards at the end of every month for the information of the students.

(vii) **Condonation of Shortage of Attendance**

- (a) Condonation of shortage of attendance will be granted by the HoD of the concerned University department or Director/Principal in case of constituent/affiliated college.
- (b) The application for condonation of shortage of attendance must be submitted to the competent authority within 3 working days (calendar days) after joining the department, after availing leave due to illness or any other reason.
- (c) Condonation of shortage of attendance up to 10% may be allowed due to the following reasons, which are of personal in nature,
 - i) Participation in co-curricular and extra-curricular activities.
 - ii) Hospitalization as indoor patient as result of accident or serious ailment.
 - iii) Serious ailment/death of close relative.

However, students attending NCC, Sports, Training Camps and officially representing the College/University in any event shall be considered on duty and shall not be treated as absent. The HoD shall make arrangement to conduct the House Test in case it is missed by the student.

- (c) In case of a candidate, who joined late owing to late declaration of result or who sought admission provisionally till the declaration of the result of the lower examination the lectures shall be counted from after 10 days of the declaration of the result or the date of his joining, whichever is earlier.
- (d) No condonation in lectures will be permissible if the student has not attended even 65% of the lectures delivered.



3.3 Enrolment/Registration Number of Students

It is proposed to issue a unique registration number to every student, which shall remain same for the whole period in the Programme of study.

The Student Registration Number System is given below:

All the students to be admitted in Affiliated/Constituent Colleges/Main Campus of UNIVERSITY will be identified by a unique ID consisting of 9 numeric characters (numbers), known as MRSPTU Student Registration Number.

- (i) **Two Character Code for Year of Admission:** 1st & 2nd numbers from left to right will signify the Year of Admission.
- (ii) **Three Character Code for the Programme:** 3rd, 4th & 5th numbers from left to right will represent the Programme, in which the student has been admitted. It will start from 001.
- (iii) **Four Character Unique Identification Number:** 6th, 7th, 8th & 9th numbers from left to right will provide unique identification number to the student, specific to the Programme. It will start from 0001.

Illustration for Enrolment/Registration Number:

Suppose a student has been admitted in 2016-17 July Batch to B. Tech. Programme in Civil Engineering 1st Semester. The University has allotted 0043 unique identification number to the student, specific to B. Tech. Programme in Civil Engineering. B.Tech. Programme in Civil Engineering has numeric Programme Code 012. The University Enrolment/Registration number of the student will be **160120043**,

16	012	0043
Year of Admission	Numeric Code of B. Tech. Programme in Civil Engineering	Unique Identification Number of student Specific to B. Tech. Programme in Civil Engineering

Again, if a student has been admitted in 2016-17 July Batch in M. Tech. Programme in Mechanical Engineering 1st Semester. The University has allotted 0012 unique identification number to the student, specific to M.Tech. Programme in Mechanical Engineering. M.Tech. Programme in Mechanical Engineering has numeric Programme Code 066. The University Enrolment/Registration number of the student will be **160660012**,

16	066	0012
Year of Admission	Numeric Code of M.Tech. Programme in Mechanical Engineering	Unique Identification Number of student Specific to M.Tech. Programme in Mechanical Engineering

- (iv) Enrolment/Registration numbers of LEET students admitted in 2016-17 academic session and onwards will start with the digits 99, followed by the year of the batch along which they will attend classes.

Suppose a student has been admitted in 2016-17 July Batch in *B. Tech. Programme in Civil Engineering 3rd Semester* under LEET. The University has allotted 0067 unique identification number to the student, specific to B. Tech. Programme in Civil Engineering. B. Tech. Programme in Civil Engineering has numeric Programme Code 012. This student will attend classes with 2015 Batch students. The University Enrolment/Registration number of the student will be **99150120067**.

- (v) Enrolment/Registration numbers of the students migrated to the University from other University, will start with digits 88, followed by the year of the batch along which they will attend classes.

Suppose a student has been admitted in 2016-17 July Batch in *B. Tech. Programme in Civil Engineering 5th Semester* after migration from some other University. The University has allotted 0005 unique identification number to the student, specific to B. Tech. Programme in Civil Engineering. B. Tech. Programme in Civil Engineering has numeric Programme Code 012. This student will attend classes with 2014 Batch students. The University Enrolment/Registration number of the student will be **88140120005**.

The Enrolment/Registration numbers of the students to be admitted (if allowed) for January 2017 Batch and onwards, will start with digit 8, followed by the year to which January month belongs.

Suppose a student has been admitted in January 2017 Batch in *B. Tech. Programme in Civil Engineering 1st Semester*. The University has allotted 0024 unique identification number to the student, specific to B. Tech. Programme in Civil Engineering. B. Tech. Programme in Civil Engineering has numeric Programme Code 012. This student will attend classes with January 2017 Batch students. The University Enrolment/Registration number of the student will be **8170120024**.

3.4 Admission of students in different Programmes

(i) General

- (a) The provisions contained in these regulations govern the conditions for admission of students to different programs/Courses offered by University, including its constituent and affiliated colleges.
- (b) These regulations are effective from the batches of students admitted in the Academic session 2016-17 onwards.
- (c) New Faculties/Programs/Courses may be added to the existing list of Faculties/Programs/Courses in future on recommendations of Academic Council and approval by the Board.
- (d) The provision of these regulations shall also be applicable to any new Faculties/Programs/Courses that is/are introduced from time to time and



added to the existing list. Supplementary regulations, whenever necessary, may be framed and implemented by the Board.

- (e) If a student fails to join the Department/College/Institute and attend classes, he/she will be deemed to have abandoned the program. In case of serious illness or family calamity, he/she may be granted leave according to the provisions in the leave rules. In serious cases, a student may take break for a year and join the Department/College/Institute along with the next batch of students.
 - (f) The college/Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of unsatisfactory academic performance, irregular attendance in classes, indiscipline or found ineligible for admission to the Programme of studies he/she is pursuing.
- (ii) **Minimum Eligibility Criteria for Admissions (subject to change from time to time as per decisions of Govt. of Punjab and the Board of the University)**



S. N.	Programme	Duration of Programme	Minimum Eligibility Criteria for 2018-19 Batch Admissions	Mode of Admission
01	B.Tech. 1 st Yr.	4 Yrs./ 8 Sems	Passed 10+2 Examination from a Board recognized or established by Central/State Government, through a legislation with Physics and Mathematics as compulsory subjects along with any one of the following subjects, a) Chemistry b) Biotechnology c) Computer Science, d) Biology If the seats of B.Tech. (Biotechnology) remain vacant after the central counselling the seats may be filled with the candidates having following qualification also: 10+2 with Physics and Chemistry as compulsory subjects along with one of the following subjects: a) Mathematics b) Bio-Technology c) Computer Science d) Biology Or Passed Three Year Diploma in any Engineering Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or from SLIET Longowal or any such examination from any other recognized State Board of Technical Education. Or Passed Two Year Certificate Course from SLIET Longowal	1. Online Counselling based on JEE (Main) Rank merit. 2. Manual Counselling based on Three-Year Diploma merit after exhausting JEE (Main) Rank Candidates. 3. Manual Counselling based on Two Year Certificate Course of SLIET merit after exhausting above Diploma Merit. 4. Manual Counselling based on 10+2 Merit after exhausting JEE (Main) Rank & Diploma Candidates.
02	B.Arch. 1 st Year	5 Yrs. / 10 Sems.	Passed 10+2 Examination from a Board recognized or established by Central/State Government through a legislation & has obtained at least 50% marks in aggregate with Mathematics as one of the compulsory subjects. Or Three Year Diploma Examination (any stream) from any Board of Technical Education, recognized by Central/ State Government through a legislation & has obtained at least 50% marks in aggregate. Or International Baccalaureate Diploma Examination, after 10 years of schooling, with at least 50% marks in aggregate with Mathematics as compulsory subject.	1. Online Counselling. 2. Admissions shall be based on National Aptitude Test in Architecture (NATA) conducted by the Council of Architecture with marks secured in the qualifying examination in the ratio of 50:50. 3. Manual Counselling for the left over seats after Online Counselling.
03	B. Pharm. 1 st Yr.	4 Yrs./ 8 Sems.	Passed 10+2 Examination from a Board recognized or established by Central/State Government through a legislation with atleast 45% marks (40% marks in case of	1. Online Counselling based on 10+2

			SC/ST category) with Physics and Chemistry as compulsory subjects along with any one of Mathematics/Biotechnology/Biology subjects.	examination marks merit. 2. Manual Counselling for left over seats after Online Counselling.
04	B. Pharm. (Practice)	2 Yrs. (Annual)	(i) A Pass in Diploma in Pharmacy Course from an Institution approved by Pharmacy Council of India approved under section 12 of the Pharmacy Act 1948. (ii) A registered Pharmacist under the Pharmacy Act. (iii) A Minimum of four years of pharmacy practice experience in a community or hospital pharmacy (a) A certificate from competent authority stating that the candidate is endorsed as Registered Pharmacist in the Drug License of a Pharmacy as proof practice experience in case of community pharmacist (b) A certificate from the Principal / medical Superintendent / competent person of the Hospital/Health Unit stating that the candidate is working as a pharmacist will be accepted as proof of practice experience in case of hospital pharmacist (iv) A no objection certificate from the employer in prescribed format.	1. Online Counselling based on D. Pharm. examination marks. 2. Manual Counselling for left over seats after Online Counselling.
05	Pharm D.	6 Yrs (Annual System)	Passed 10+2 Examination from a board recognized or established by Central/State Government through a legislation with Physics and Chemistry along with Mathematics or Biology. Or D. Pharm. from an institution approved by Pharmacy Council of India u/s 12 of The Pharmacy Act.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
06	BBA/BCA/ B.Sc. (Information Tech.)/Bachelor of Management Studies (Airlines, Tourism & Hospitality)/ Bachelor of Management Studies (Hotel Management & Catering Technology)/ B.Sc. (Fashion Tech.)/ B.Sc. (Fashion Design)	3 Yrs / 6 Sems.	Passed 10+2 Examination from any Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
07	B.Sc. (Agriculture)	4 Yrs / 8 Sems.	Passed 10+2 or equivalent Examination in Science/ Agriculture with Physics, Chemistry and Mathematics/ Biology/ Agriculture with at least 50% marks in	1. Online Counselling based on 10+2 examination marks.

			aggregate from any Board recognized or established by Central/State Government through a legislation.	2. Manual Counselling for left over seats after online Counselling.
08	B.Sc. (Medical Lab Sciences)	3 Yrs / 6 Sems.	Passed 10+2 Examination from any Board recognized or established by Central/State Government through a legislation with Physics & Chemistry as compulsory subjects and either Mathematics or Biology Or Those candidates who have passed their Matriculation examination AND have also passed three year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal / or / Two years diploma in pharmacy or medical lab technology after 10+2 recognized by any state board	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
09	B.Sc. (Biotechnology)	3 Yrs / 6 Sems.	Passed 10+2 Examination from any Board recognized or established by Central/State Government through a legislation with Physics, Chemistry and one of the following: Biology/Math/Bio-technology/Computer Science.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
10	B.Sc. (Computer Science)	3 Yrs / 6 Sems.	Passed 10+2 Examination in Non-Medical or its equivalent examination conducted from a Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
11	B.Sc. (Agricultural Economics)	3 Yrs / 6 Sems.	Passed 10+2 Examination or equivalent from any Board recognized or established by Central/State Government through a legislation. with any of Physics/Chemistry/Biology/Mathematics with a minimum of 50% marks in aggregate (45% marks for SC/ST Candidates).	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
12	B.Sc. (Agronomy)	3 Yrs / 6 Sems.	Passed 10+2 Examination or equivalent from any Board recognized or established by Central/State Government through a legislation with any of Physics/Chemistry/Biology/Mathematics with a minimum of 50% marks in aggregate (45% marks for SC/ST Candidates).	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
13	B.Sc. (Food Sc. & Tech.) (Hons.)	4 Yrs / 8 Sems.	Passed 10+2 Examination or equivalent from any Board recognized or established by Central/State Government through a legislation with a minimum of 50% marks in aggregate (45% marks for SC/ST Candidates).	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
14	B.Sc. (Home Sc.)	3 Yrs / 6 Sems.	Passed 10+2 Examination from any Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.

15	B.Sc. (Hons. School) in Mathematics/ B.Sc. (Non-Medical)	3 Yrs / 6 Sems.	Passed 10+2 Examination with Physics/Chemistry and Mathematics as compulsory subjects from any Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
16	Bachelor of Management Studies (Rural Development)	3 Yrs / 6 Sems.	Passed 10+2 Examination from any Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
17	B.Sc. (Animation and Multimedia Tech.)	3 Yrs / 6 Sems.	Passed 10+2 Examination from any Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
18	B.Com. (E-Commerce)	3 Yrs / 6 Sems.	Passed 10+2 Examination from any Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
19	B.Sc. (Garment Design)	3 Yrs / 6 Sems.	Passed 10+2 Examination from any Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.
20	Bachelor of Hotel Management & Catering Tech. (BHMCT) / Bachelor of Tourism & Travel Management (BTTM)	4 Yrs / 8 Sems.	Passed 10+2 Examination or its equivalent with at least 45% marks (40% marks for SC/ST category) from a Board recognized or established by Central/State Government through a legislation.	1. Online Counselling based on 10+2 examination marks. 2. Manual counselling for left over seats after Online Counselling.
21	B.Com. (Hons.)	3 Yrs / 6 Sems.	Passed 10+2 Examination or its equivalent examination conducted from a Board recognized or established by Central/State Government through a legislation in case of commerce students. Or 40% marks in 10+2 Examination with any two of the following subjects a) Accountancy b) Business Studies c) Economics d) Mathematics e) Office Management and Secretarial Practice. f) Principle and Practice of Insurance. g) Tax Procedure and Practice. Or 45% marks (40% marks for SC/ST category) in qualifying examination for other candidates.	1. Online Counselling based on 10+2 examination marks. 2. Manual Counselling for left over seats after Online Counselling.

22	B.Tech. 2 nd Yr. (Lateral Entry)	3 Yrs./ 6 Sems.	Passed Three Year Diploma Examination from an AICTE approved institution and have obtained at least 45% marks (40% marks in case of SC/ST category) in any branch of Engineering/ Technology.	1. Online Counselling based on marks merit in diploma. 2. Manual Counselling for the left over seats after Online Counselling.
23	B. Pharm. 2 nd Yr. (Lateral Entry)	3 Yrs/ 6 Sems.	Passed Three Year Diploma Examination in Pharmacy (approved by PCI/AICTE) from any State Board of Technical Education & Industrial Training or any University with atleast 45% marks (40% marks in case of SC/ST category).	1. Online Counselling based on marks in diploma. 2. Manual Counselling for the left over seats after Online Counselling.
24	BCA (Lateral Entry) / B.Sc. Information Tech. (Lateral Entry) / B.Sc. Fashion Technology (Lateral Entry)	2 Yrs / 4 Sems.	All those candidates who have passed Matriculation examination AND have also passed three-year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal Group (A) 1. Computer Science Engineering 2. Information Technology Group (B) 1. Electrical Engineering 2. Electronics & Communication Engineering 3. Electronics & Instrumentation Engineering 4. E-Telecom 5. Electronics (TV Technology) 6. Electronics 7. Micro Processor	1. Online Counselling based on marks in diploma. 2. Manual Counselling for left over seats after Online Counselling.
25	B.Sc. Agriculture (Lateral Entry)	3 Yrs / 6 Sems.	All those candidates who have passed Matriculation examination AND have also passed three-year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal. 50% marks in aggregate from any Board recognized or established by Central/State Government through a legislation (45% for SC/ST Candidates).	1. Online Counselling based on marks in diploma. 2. Manual Counselling for left over seats after online Counselling.
26	B.Sc. Medical Lab Sciences (Lateral Entry)	2 Yrs / 4 Sems.	Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognised State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal / or / Two years diploma in pharmacy or medical lab technology after 10+2 recognized by any state board	1. Online Counselling based on marks in diploma. 2. Manual Counselling for left over seats after Online Counselling.
27	M.Com.	2 Yrs / 4 Sems.	Three Year Bachelor Degree in Commerce/ Management/Business Administration from any University recognized by UGC, with at least 50% marks (45% marks for SC/ST category) in qualifying examination. Weightage of 10% of marks obtained will be given to candidates with Hons Degree.	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.

28	MBA (Financial Mgt., Healthcare & Pharma Mgt. / Finance & Insurance Mgt. / Travel & Tour Mgt./ Executive Programme / HRM / IT / Marketing Mgt., Retail Mgt.)	2 Yrs / 4 Sems.	Three Year Bachelor Degree in any discipline from a University recognized by UGC, Preference will be given to candidates with valid rank in CMAT.	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
29	MCA	3 Yrs / 6 Sems.	Three Year Bachelor Degree in any discipline from a University recognized by the UGC, with Mathematics/ Statistics / Business Mathematics/ Business Statistics/ Quantitative Techniques as one of the subjects either at 10+2 or at Bachelor level. Or Have passed BCA Course of minimum three year duration from any University recognized by UGC.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
30	Post Graduate Diploma in Computer Applications	1 Yr. / 2 Sems.	Three Year Bachelor Degree from a University recognized by UGC, in any discipline	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
31	M.Sc. (Information Technology)	2 Yrs / 4 Sems.	Bachelor Degree with Mathematics / Statistics / Business Mathematics / Business Statistics / Quantitative Techniques / IT / Computer Science / Engg. / Tech.	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
32	M.Sc. (Airline Tourism & Hotel Management)	2 Yrs / 4 Sems.	Three Year Bachelor Degree from a University recognized by UGC, in any discipline	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
33	M.Sc. (Fashion Technology)	2 Yrs / 4 Sems.	B.Sc. (Fashion Technology) Degree recognized by UGC.	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
34	M.Sc. (Biotechnology)	2 Yrs / 4 Sems.	B. Sc. Biotechnology or B. Sc. (Medical stream / Zoology / Botany / Microbiology / Genetics / Biochemistry / Pharmacy / Agriculture / Veterinary / Engineering / Nursing / Medical Lab Technology or B.Tech (Biotech), MBBS / BDS / or B. Sc (Hons) from any Honors school in any of these fields.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
35	M.Sc.	2 Yrs / 4 Sems.	B.Sc. (Medical Laboratory Technology). Candidate who passed bachelor's degree in (MLT/	1. Online Counselling based on merit in

	Medical Lab. Technology (Clinical Biochemistry)		Medicine/ Applied Medical Science/ Bio-Science/ Medical Science & Allied Medical Science/ Life Science) can also apply.	qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
36	M.Sc. (Environmental Science)	2 Yrs / 4 Sems.	B.Sc. Degree (medical/non-medical) recognized by UGC having at least 50% marks (45% marks for SC/ST category).	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
37	M.Sc. (Animation and Multimedia Tech.)	2 Yrs / 4 Sems.	Degree from a University approved by UGC with atleast 50% marks (45% marks for SC/ST category) or its equivalent in relevant field.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
38	M.Sc. (Physics/ Chemistry)	2 Yrs / 4 Sems.	B.Sc. from a University approved by UGC with Chemistry/Physics as one of the subjects in which admission in M.Sc. is sought and He/she must have studied that subject for minimum two years in B.Sc. and have secured minimum 50% marks in Physics/Chemistry as applicable (45% marks for SC/ST category).	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
39	M.Sc. (Environmental Chemistry)	2 Yrs / 4 Sems.	B.Sc. from a University approved by UGC with Chemistry. He/she must have studied that subject for minimum two years in B.Sc. and have secured minimum 50% marks in Chemistry (45% marks for SC/ST category).	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
40	M.Sc. (Mathematics)	2 Yrs / 4 Sems	B.Sc. (Non-medical)/B.A. from a University approved by UGC with Mathematics as one of subjects & He/she must have studied Mathematics for minimum two years in B.Sc. and have secured minimum 50% Marks in Mathematics (45% marks in case of SC/ST category).	1. Online based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
41	M.Sc. (Clinical Research)	2 Yrs / 4 Sems	Bachelor degree from a University approved by UGC in Life Science, Medicine, Pharmacy, Dental, BE in Biotechnology or any graduation in Allied Health Science. B.Sc., in Nursing / B. Tech (Biotechnology) BMLT / B.Sc., MLT/B.P.T /BAMS/BHMS/B.Sc. (Medical or Non-Medical) The candidates must have completed bachelor degree with an minimum 45% Marks in Mathematics (40 % marks in case of SC/ST category).	1. Online based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
42	M.Sc. (Food Tech.)	2 Yrs / 4 Sems	B.Sc. With Biology/Biotechnology/BVSC/B. Pharm/BPT/B.Sc. Nursing/BMIT/BDS/B.Sc. Food Tech./MBBS from a University approved by UGC with 55% marks (50 % marks in case of SC/ST category).	1. Online based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
43	M.Sc. (Mathematics)	2 Yrs./ 4 Sems	Bachelor Degree from a University recognized by UGC with minimum 50% marks in aggregate and must have	1. Online based on merit in qualifying examination.

	and Computing)		studied mathematics as a subject at Graduation level (45 % marks in case of SC/ST category).	2. Manual Counselling for left over seats after Online Counselling.
44	M.Sc. (Computer Science)	2 Yrs / 4 Sems.	Three Year Bachelor Degree from a University recognized by UGC, in any discipline with Mathematics/Statistics/Business Mathematics/Business Statistics/Quantitative Techniques/Computer Science/Information Technology as compulsory/optional/additional paper as one of the subjects, either at 10+2 level or graduation level Or PGDCA/BCA/B.Sc. (IT).	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
45	Pharm. D (Post Baccalaureate)	3 Yrs (Annual System)	B. Pharm. from an Institution approved by Pharmacy Council of India shall be eligible to apply for this Programme.	Online Counselling based on merit in qualifying examination. Manual Counselling for left over seats after Online Counselling.
46	M. Pharm.	2 Yrs / 4 Sems	Regular B.Pharm. Degree from any University recognized by UGC or its equivalent with at least 55% marks (50% marks in case of SC/ST category). Preference will be given to candidates with valid rank in GPAT.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
47	M. Arch. (Building Engineering & Management)	2 Yrs / 4 Sems	B.E./B.Tech. in Civil/B.Arch. with minimum 50% marks in qualifying examination.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
48	MBA in Pharmaceutical Management	2 Yrs / 4 Sems	Bachelor Degree in any discipline from a University recognized by the UGC, with preference to B.Pharm.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
49	MCA (Lateral Entry)	2 Yrs / 4 Sems.	Candidate with Bachelor's Degree of minimum 3 years duration in BCA, B.Sc. (IT/Computer Science) with Mathematics as a course at 10+2 level or at Graduate level	1. Manual Counselling for left over seats after Online Counselling.
50	PG Skill Certification in Pharmaceutical Marketing & Entrepreneurship	6 Months	B. Pharm./BBA/B.Sc./ B.Com. (with preference to B. Pharm.)	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
51	PG Skill Certification in	6 Months	B. Pharm./B.Sc. (with preference to B. Pharm.)	1. Online Counselling based on merit in

	Pharmacovigilance & Clinical Trials			qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
52	PG Skill Certification in Pharmaceutical Analysis & Quality Control	6 Months	B.Pharm./B.Sc. (with preference to B. Pharm.)	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
53	PG Skill Certification in Hospital Administration	6 Months	B.Pharm./BBA/B.Sc./B.Com. (with preference to B.Pharm.)	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
54	Skill Certificate Course in Welding	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
55	Skill Certificate Course in Tool & Die Making	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
56	Skill Certificate Course in Refrigeration and Air Conditioning Mechanic	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
57	Skill Certificate Course in Servicing and Maintaining of Electronics Instruments	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
58	Skill Certificate Course in Computer Operator & Programming Assistant	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
59	Skill Certificate Course in Plumbing	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
60	Skill Certificate Course in	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in

	Food Processing			qualifying examination.
61	Skill Certificate Course in Electrician	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
62	Skill Certificate Course in Farm Equipment Technician	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
63	Skill Certificate Course in Computer Proficiency	6 Months	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
64	Skill Certificate Course in Functional English	6 Months	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
65	Skill Certificate Course in Lathe Operator	6 Months	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
66	Skill Certificate Course in CAD/CAM	6 Months	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
67	Skill Certificate Course in Sewing Operator	6 Months	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
68	Skill Certificate Course in Medical Lab Technology	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Manual Counselling based on merit in qualifying examination.
69	Skill Certificate Course in Hardware and Networking	1 Yr/ 2 Sems	Matriculation from any Board recognized or established by Central/State Government through a legislation or NSQF Level-II	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
<u>M. Tech. (Regular)</u> Candidates with regular B.E./B. Tech./M.Sc. Degree (with specialization in respective branch) from a University recognized by UGC or its equivalent with at least 50% marks (45% marks in case of SC/ST category), are eligible along with the eligibility criteria mentioned below against each M.Tech. (Regular) Programme. AMIE/AMIETE/AMACSE graduates including graduates from other similarly placed Govt. recognized/approved professional bodies equivalent to AMIE with 55% or above marks in their exams in such body, are eligible with the condition that the branch adopted at graduation level must be the same as the specialization applied for. Candidate with a valid GATE score would be preferred, but GATE is not a mandatory requirement.				
70	Civil Engg. (Construction Technology)	2 Yrs / 4 Sems	B.E./B.Tech. in Civil Engg./B.Arch.	1. Online Counselling based on merit in qualifying examination.

	& Management)			2. Manual counselling for left over seats after Online Counselling.
71	Structural Engg.	2 Yrs / 4 Sems	B.E./B.Tech. in Civil Engg.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
72	Civil Engg. (Geo-Technical Engineering)	2 Yrs / 4 Sems	B.E./B.Tech. in Civil Engg.	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
73	Civil Engg. (Structural & Foundation Engineering)	2 Yrs / 4 Sems	B.E./B.Tech. in Civil Engg.	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
74	Civil Engg. (Infra Structural Engineering)	2 Yrs / 4 Sems	B.E./B.Tech. in Civil Engg.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
75	Civil Engg. (Geo-informatics & Surveying Technology)	2 Yrs / 4 Sems	B.E./B.Tech. in Civil Engg.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
76	Civil Engg. (Environmental Engineering & Management)	2 Yrs / 4 Sems	B.E./B.Tech. in Civil Engg.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
77	Computer Science & Engg.	2 Yrs / 4 Sems	B.E./B.Tech. in Computer Science & Engg./IT	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
78	CSE (Software Engineering)	2 Yrs / 4 Sems	B.E./B.Tech. in CSE/Software Engg./IT.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.

79	CSE (Computer Networks & Information Security)	2 Yrs / 4 Sems	B.E./B.Tech. in CSE/Network Security/ IT/Computer Networking/ ECE.	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
80	M. Tech (Computer Applications)	2 Yrs./ 4 Sems	MCA / B.E. / B.Tech. Degree in Computer Science & Engineering / Information Technology / Electronics Engineering or equivalent.	1. Online based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
81	Information Technology	2 Yrs / 4 Sems	B.E./B.Tech. in Computer Science & Engg./IT	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
82	CAD/CAM	2 Yrs / 4 Sems	B.E./B.Tech. in Mechanical/Industrial/ Production/Manufacturing	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
83	Electronics & Communication Engg.	2 Yrs / 4 Sems	B.E./B.Tech. in Electronics & Comm./Electronics & Instrumentation/Electronics(Inst. & Control)/Applied Electronics/Electrical & Electronics Engg./M.Sc. in Physics (with specialization in Electronics)	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
84	Micro Electronics	2 Yrs / 4 Sems	B.E./B.Tech. in Electronics & Comm./Electronics & Instrumentation/Applied Electronics/Electrical & Electronics Engg./M.Sc. in Physics (with specialization in Electronics)	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
85	ECE (Embedded System)	2 Yrs / 4 Sems	B.E./B.Tech. in Electronics & Comm./Instrumentation & Control Engg./Electronics & Instrumentation/Applied Electronics/Electrical & Electronics Engg./M.Sc. in Physics (with specialization in Electronics)	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
86	ECE (Signal Processing)	2 Yrs / 4 Sems	B.E./B.Tech. in Electronics & Comm./Electronics & Instrumentation/Applied Electronics/Electrical & Electronics Engg./M.Sc. in Physics (with specialization in Electronics)	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.

87	(Electronics & Communications)	2 Yrs / 4 Sems	B.E./B.Tech. in Electronics & Comm./Electronics & Instrumentation/Applied Electronics/Electrical & Electronics Engg./MSc. In Physics (with specialization in Electronics)	1. Online based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
88	Electrical Engg.	2 Yrs / 4 Sems	B.E./B.Tech. in Electrical/Electronics & Instrumentation/Instrumentations & Control/Electrical & Electronics Engg.	1. Online based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
89	E. Security	2 Yrs / 4 Sems	B.Tech. CSE/IT/ECE/EIE	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
90	Robotics & Mechatronics	2 Yrs / 4 Sems	B.E./B.Tech. /EE/ME/Industrial Engg. /Instrumentation and Control/Electronics and Instrumentation.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
91	Instrumentation & Control Engg.	2 Yrs / 4 Sems	B.E./B.Tech. in ECE/Electronics & Instrumentation/Applied Electronics/Instrumentation & Control/Electrical & Electronics Engg./Electrical Engg.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
92	Power System	2 Yrs / 4 Sems	B.E./B.Tech. in Electrical Engg./Electrical & Electronics Engg./Electrical and Instrumentation Engg./ Electrical and Power Engg./ Electrical Devices and Power Systems/Electrical Engg. Industrial Control/Electrical Instrumentation and Control Engg., Electrical Power System/Instrumentation/ Instrumentation Engg./ Instrumentations & Control Engg.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
93	Electrical Engineering (Instrumentation & Control Engineering)	2 Yrs / 4 Sems	B.E./B.Tech. in Electrical Engg/Electronics & Instrumentation/Applied Electronics/Electrical & Electronics Engg./M. Sc. In Physics (with specialization in Electronics).	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
94	Electrical Engineering (Power System)	2 Yrs / 4 Sems	B.E./B.Tech. in Electrical Engg./Power Systems/Applied Electronics/ Electrical & Electronics Engg.	1. Online Counselling based on merit in qualifying examination 2. Manual Counselling for left over seats after Online Counselling.
95	Mechanical Engg.	2 Yrs / 4 Sems	B.E./B.Tech. in Mechanical Engg.	1. Online Counselling based on merit in

				qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
96	Production Engg.	2 Yrs / 4 Sems	B.E./B.Tech. in Mechanical Engg./Production/Industrial Engg.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
97	Thermal Science Engg.	2 Yrs / 4 Sems	B.E./B.Tech. in Mechanical Engg.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
98	Mechanical Engg. (Automation & Robotics)	2 Yrs / 4 Sems	B.E./B.Tech. in Mechanical/Production/Electrical/ Electronics & Instrumentation/ Instrumentation & Control	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
99	Mechanical Engg. (Computer Aided Design, Manufacture & Automation)	2 Yrs / 4 Sems	B.E./B.Tech. in Mechanical/Production	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
100	Mechanical Engg. (Industrial & Production Engineering)	2 Yrs / 4 Sems	B.E./B.Tech. in Mechanical Engg/ Industrial Engg/Production Engg	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
101	IT/IT (Information Tech.-Cyber Warfare)	2 Yrs / 4 Sems	B.E./B.Tech. in IT/CSE	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.
102	Textile Technology	2 Yrs / 4 Sems	B.E./B.Tech. in Textile Engg./Tech.	1. Online Counselling based on merit in qualifying examination. 2. Manual Counselling for left over seats after Online Counselling.

3.5 MRSPTU Choice Based Credit System:

- (i) **Preamble:** Current evaluation system based on percentage of marks secured in the examinations in MRSPTU, Bathinda will be replaced with grading system called '**MRSPTU Choice Based Credit System**' (CBCS) w.e.f. academic session 2016-17. This credit system of continuous evaluation is as per guidelines of UGC and pertains to relative evaluation of the student's performance instead of absolute evaluation. The student will have the flexibility to pick up open elective Courses out of a pool of Courses available across different departments, suitable to his/her taste, requirement and capability. He/she will have the option to drop a Course after registering for it at a later stage, if permitted under the rules. The performance of a student in a Course is measured in terms of Credit Points earned by him/her in that Course. It is proposed to implement this CBCS for various Programmes – B.Tech., B.Arch., M.Tech., M.Sc., MBA, etc., being offered by the University in its Constituent/Affiliated Colleges. This Credit System, after necessary amendments, if any, and there after the approval of the competent authority, will be known as **MRSPTU Choice Based Credit System**. The CBCS facilitates transfer of credits earned by a student across different Departments/Centres of other recognized/accredited universities or institutions of higher education in India and abroad. In Relative Grading System, the following two acute circumstances normally bothering the students are nullified.
 - (a) When majority of students score very high marks because, either the question paper is easy or the evaluator is very lenient.
 - (b) When majority of students score very low marks because, either the question paper is tough or the evaluator is very strict.
- (ii) This Credit System will be implemented for students of 2016 batch and onwards. If the total number of students are equal to or less than 30 in a Course in The University, then Absolute Grading System will be followed. On the other hand, if total number of students are more than 30 in a Course in The University, then Relative Grading System will be followed. In Relative Grading System, grades will be awarded according to performance of students relative to their top peers in the same Course.
- (ii) **Definitions of Key Terms:**
 - (a) **MRSPTU:** Maharaja Ranjit Singh Punjab Technical University, Bathinda-151001.
 - (b) **Vice Chancellor:** Vice Chancellor of MRSPTU.
 - (c) **Dean Academic Affairs:** Dean Academic Affairs of MRSPTU.
 - (d) **Programme:** UG/PG/Ph.D. Degree, Diploma/Certificate.
 - (e) **Branch of a Programme:** For example: Mechanical Engineering, Civil Engineering are the branches of B. Tech. Programme.



- (f) **Programme Curriculum:** Each Programme Curriculum contains, prescribed Course Structure known as Study Scheme. The Study Scheme consists of Courses grouped into various types, viz. Foundation Courses, Core Courses, Departmental Electives, Open Electives and Professional Skills.
- (g) **Course:** Any subject (Theory/Lab. Practical/Architecture Studio) or a Project/Vocational or Industrial Training/Field Work/Thesis/Dissertation/Seminars/Viva/Term Papers/Assignments/Presentations/Self Study etc. of the Curriculum of a Programme. Different Courses may have different credits allotted to them. Each Course has its objectives and learning outcomes.
- (h) **Course Syllabus:** A Course Syllabus contains,
- i) Contents of study
 - ii) Course Code
 - iii) Course Nomenclature
 - iv) L-T-P-C (Number of Hours/Week for: Lectures, Tutorials, Practicals, Credits)
 - v) Course Prerequisites (if any)
 - vi) Course Objectives
 - vii) Learning Outcomes
 - viii) Four Units in a Theory Course and the number of Lectures allotted to each unit
 - ix) Suggested Text and Reference Books
 - x) Date of approval of Study Scheme by the Academic Council.
- (i) **Board of Studies (BOS) of a Programme:** The BOS shall prepare Curriculum of the Programme and submit it to the concerned Faculty for review and recommendation by Faculty to Academic Council for its approval. BOS will also recommend a panel of theory examiners. The term of BOS shall be for 2 years.
- (j) **Faculty of Board of Studies (BOS):** Each Faculty has one or more BOS under its ambit. The term of Faculty shall be for 2 years.
- (k) **Academic Council:**
Academic Council is having its composition and responsibilities as per point 14 of the University Act. The term of Academic Council shall be for 2 years.
- (l) **Course Coordinator:** The Dean Academic Affairs, MRSPTU shall nominate a faculty member as Course Coordinator for each Course of the Programmes being taught in the University/affiliated/constituent colleges. Course Coordinator should be teaching/have taught that Course. Course Coordinator will be heading a team of five faculty members across all Affiliated/Constituent colleges. The Committee is deemed to own that Course of the Programme. Its Chairperson will be Course Coordinator.

This team will decide, the contents of syllabus for 1st and 2nd midterm semester tests. It will ensure that the same quantum of Course Content is covered in each College before each midterm test. He/she will also prepare Assignment/Tutorial Sheets and provide a copy of it to every faculty member teaching that Course. This Committee will have its term for 2 years.

- (m) **End Semester University Examinations:** External examinations conducted by MRSPTU at the end of a semester.
- (n) **Course Plan:** Each faculty member will prepare a plan sheet in which he/she will record the topics to be covered/experiments to be performed in each lecture /tutorial/ lab, mode of delivery of lectures/tutorials and reference material to be used.
- (o) **Letter Grades:** Performance of a student in a Course is measured in terms of Letter Grades. Every Letter Grade has been given a numerical weight called Grade Point on a scale of 10 points.
- (p) **Course Credits:** A credit is a unit by which weight of a Course is measured. A class room Lecture/Tutorial of 60-minute duration per week is equivalent to one credit. A laboratory session/Practical or Field work/Project or a combination of these of two hours per week is equivalent to one credit. Number of credits allotted to a Training/Project/Field Work/Thesis/Seminar Course will be decided by the concerned BOS.
- (q) **Credit Points:** Performance of a student in a Course is measured in terms of Credit Points earned by the student in that Course.

Credit Point earned in a Course = Grade Point earned in that Course x Credits allotted to that Course.

- (r) **Semester Grade Point Average (SGPA):** Performance of a student in a Semester is measured in terms of Semester Grade Point Average (SGPA), rounded up to two decimal places.

$$\text{SGPA} = \frac{\text{Total Credit Points earned by a student in a Semester}}{\text{Total Credits for the Courses registered by the student in that Semester}}$$

- (s) **Cumulative Grade Point Average (CGPA):** Overall cumulative performance of a student over all Semesters is measured in terms of 'Cumulative Grade Point Average' (CGPA), rounded up to two decimal places.

$$\text{CGPA} = \frac{\text{Total Credit Points earned by a student in all Semesters in a Programme}}{\text{Total Credits for the Courses registered by the student in that Programme}}$$



- (t) **Grade Card:** After the end of every Semester, a student is issued a Grade Card depicting details of the Courses registered by him/her, which includes Course Titles, Course Codes, number of Credits allotted to that Course, Grades, SGPA and CGPA earned by the student up to end of that Semester.
- (u) **Internal Assessment:** It is continuous evaluation of the performance a student in a Course during a Semester in 2 midterm sessional tests, quizzes, assignments, projects, attendance, seminars and discussions, etc.
- (v) **L-T-P-C of a Course:** 2-1-2-4 means that Course consists of two Lecture Hours, one Tutorial Hour, two Laboratory Hours per week and the Course has been allotted 4 Credits. Number of Laboratory Hours per week to be allotted to any Laboratory Course will be decided by the concerned BOS.
- (w) **Course Flowchart:** Pictorial representation to show how various Courses (Fundamental, Core, Departmental Elective, Open Elective) are connected through pre-requisites.
- (x) **Interpretation Committee:** If any doubt/conflict arises in the interpretation of any of the Academic Regulations, the matter will be referred by the Vice Chancellor to the Interpretation Committee for its interpretation. Final decision lies with the Vice Chancellor.
- (y) **AWARD OF DEGREE/DIPLOMA/CERTIFICATE:** A student will be awarded Degree/Diploma/Certificate after the end of the Programme when he/she fulfils the requirements to earn that Degree/Diploma/Certificate.
- (iii) **Duration of a Programme:**

A Programme of N academic year duration is divided into 2N semesters. Each semester consists of 15-18 weeks of academic work equivalent to 90 actual teaching days. Odd semester is scheduled from July to December and Even semester from January to June. Academic year consists of two consecutive semesters from July to June. Maximum duration allowed for a student to complete his/her Degree is N+2 academic years, where N stands for the minimum academic years required to earn the Degree.

(iv) **End Semester University Examinations:**

- (a) **General:**
 - i) End Semester University examinations shall be held by the University as per Date Sheet announced on its website and the Study Scheme of the Programme.
 - ii) The College/Institute office shall display on its Notice Board, the schedule of examination/date sheet etc. as soon as it is received from the University. The University will notify the date sheet of



the End Semester examinations, preferably fifteen days before the start of the examinations.

iii) The medium of instruction and examination shall be English.

(b) **Eligibility Criteria to appear in End Semester University Examination of a Course:**

The student must have registered for that Course and has attended at least 75% of contact hours in that Course for becoming eligible to appear in the End Semester University Examination. He/she should not have any dues pending towards him/her.

(c) **Condonation of Shortage of Attendance**

- i) Condonation of shortage of attendance will be granted by the HoD of the concerned University department or Director/Principal in case of constituent/affiliated college.
- ii) The application for condonation of shortage of attendance must be submitted to the competent authority within 3 working days (calendar days) after joining the department, after availing leave due to illness or any other reason.
- iii) Condonation of shortage of attendance up to 10% may be allowed due to the following reasons, which are of personal in nature,
 - i) Participation in co-curricular and extra-curricular activities.
 - ii) Hospitalization as indoor patient as result of accident or serious ailment.
 - iii) Serious ailment/death of close relative.

However, students attending NCC, Sports, Training Camps and officially representing the College/University in any event shall be considered on duty and shall not be treated as absent. The HoD shall make arrangement to conduct the House Test in case it is missed by the student.

- iv) In case of a candidate, who joined late owing to late declaration of result or who sought admission provisionally till the declaration of the result of the lower examination the lectures shall be counted from after 10 days of the declaration of the result or the date of his joining, whichever is earlier.
- v) No condonation in lectures will be permissible if the student has not attended even 65% of the lectures delivered.

(v) **Evaluation System - Choice Based Credit System:**

Each Programme is evaluated in terms of credits.

- (a) **UG Degree Programme Structure:** Each UG Degree Programme consists of Fundamental (F), Core (C), Departmental Electives (E), Open Elective (O), Professional Skills (S) and Vocational/Industrial Training/Project Work and Non-Credit (N) Courses.
- (b) **PG Degree Programme Structure:** Each PG Degree Programme consists of Core (C), Departmental Electives (E), Open Elective (O), Project Work/Thesis/Dissertation and Professional Skills (S) Courses.
- (c) **Core Courses (C):** Core Courses comprise of Theory/Practical subjects, projects/thesis, seminars, visits, discussions, studio and Field work, etc. These Courses include Courses of basic sciences and humanities. Around 65% Credits of the Programme are assigned to Department Specific Courses and about 15% Credits of the Programme are allotted to Courses from the arena of basic sciences and humanities, wherever applicable. These are compulsory Courses.
- (d) **Departmental Electives (E):** These Courses are offered to a student by his/her own department. He/she has to choose any of these Courses out of the basket of Courses offered by his/her department. Around 20% of the total Credits of the Programme are earmarked for these Courses.
- (e) **Open electives (O):** These Courses are offered by a department to students of other departments. This provides resilience to the technical education system and generates interest for learning among the students. He/she has to choose any of these Courses out of the pool of Courses offered by the other departments. Around 8% of the total Credits of the Programme are earmarked for these Courses.
- (f) **Professional Skills Courses (S):**
One Credit Course of Professional Skills at UG level may be offered in various semesters to build up the aptitude of the students progressively, like
 - (i) Written and Oral Communication Skills,
 - (ii) Personality Development.

Contents for the above will be different for different semesters.

One Credit Course for technical writing, presentation and personality development in various semesters and evaluation based on midterm papers and presentation of 10 minutes may be added at PG level.

(g) **Non-Credit Course (N):**

Board of Studies may plan some non-credit Courses, in which the student is required to earn at least pass grade, like

- (i) Human Values,
- (ii) Environment Science,

- (iii) Drug Menace and its Prevention
- (h) Each Semester consists of Theory Courses and Lab/Seminar/Project/Training/Thesis Courses as given in illustration in Table-I.
- (i) 1st academic year of Four Year Degree Programme will have 50 Credits.
- (j) Total Credits in a Programme will be $N \times 45$, where N stands for the minimum of academic years required to earn the Degree.
- (k) F, C, E Courses are of 3L+1T type and are of 4 Credits each. O Courses are of 3L type and are of 3 Credits each. S Courses are of 1P type and are of 1 Credit each.
- (l) Credits for Lab/Seminar/Project/Training/Thesis Courses etc. are to be decided by concerned BOS. BOS may deviate from the distribution shown in Table-I for fine tuning/special reasons.
- (m) A Lab/Workshop/Drawing/Studio Course may be of more than two hrs. duration.
- (n) In PG Degree Programmes where thesis work is not feasible, BOS of that Programme may add more Core Courses in the Curriculum.
- (vi) **General Guidelines for Curriculum of a Four Year Bachelor Degree Programme:** An illustration is given below in Table-I for distribution of various Courses of a Four Year Bachelor Degree Programme. BOS may redistribute these subjects.
- (a) Training-I: In house 4-week training during summer vacation after 2nd sem.
- (b) Training-II: In house/Ind. 6-week training during summer vacation after 4th sem.
- (c) Training-III: In house/Ind. 8-week training during summer vacation after 6th sem.

TABLE-I										
Sem .	Fundamenta l (F)		Core (C)		Deptt. Electiv e (E)	Open Electiv e (O)	Profess . Skills (S)	Training / Project/ Thesis	Total Contac t Hrs.	Total Credit s
	Th.	Lab.	Th.	Lab .						
I	5 (20)	4 (5)	---	---	---	---	---	---	30	25
II	5 (20)	3 (5)	---	---	---	---	---	---	30	25
III	---	---	4	2 (2)	1 (2)	---	1 (1)	Training- I	25	23

			(16)					(2)		
IV	---	---	4 (16)	2 (2)	1 (3)	---	1 (1)	---	24	22
V	---	---	3 (12)	2 (2)	1 (2)	1 (3)	1 (1)	Training-II (3)	25	23
VI	---	---	2 (8)	2 (2)	2 (8)	1 (3)	1 (1)	---	24	22
VII	---	---	2 (8)	2 (2)	1 (4)	1 (3)	---	Training-III (4) + Project-I (4)	19	25
VIII	---	---	1 (4)	1 (1)	1 (4)	---	---	Project-II (6)	10	15
Total Credits									180	

- (vii) **General Guidelines for Curriculum of a Three/Five Year Bachelor Degree Programme:** For Three Year Bachelor Degree Programmes: BBA, B.Com., B.C.A., etc. and for Five Year Bachelor Degree Programme: B.Arch., the concerned BOS may decide Courses of its own by following the concept of Fundamental (F), Core (C), Departmental Electives (E), Open Elective (O), Professional skills (S) and Training/Project Work/Seminar Courses, as illustrated in the Table-I.
- (viii) **General Guidelines for Curriculum of M.Tech. & other Two Year PG Degree Programmes with Thesis:** An illustration is given below in Table-II and Table-III for distribution of various Courses of M.Tech. & other Two Year Degree Programmes with Thesis. BOS may redistribute these subjects.

TABLE-II										
Sem.	Fundamental (F)		Core (C)		Deptt. Elective (E)	Open Elective (O)	Profess. Skills (S)	Training/Project/Thesis	Total Contact Hrs.	Total Credits
	Th.	Lab.	Th.	Lab.						
I	---	---	3 (12)	1 (2)	2 (8)	---	---	---	26	22
II	---	---	2 (8)	1 (2)	2 (8)	1 (4)	---	---	26	22
III	---	---	---	---	1 (4)	1 (4)	1 (4)	Project + seminar (10+4)	12	26
IV	---	---	---	---	---	---	---	Thesis (20)	---	20
Total Credits										90

(ix) **Registration for Courses:**

TABLE-III										
Sem.	Fundamental (F)		Core (C)		Deptt. Elective (E)	Open Elective (O)	Soft Skills (S)	Training/ Project/ Thesis	Total Contact Hrs.	Total Credits
	Th.	Lab.	Th.	Lab.						
I	---	---	3 (12)	2 (4)	1 (4)	1 (3)	---	---	27	23
II	---	---	3 (12)	1 (2)	2 (8)	---	1 (1)	---	25	23
III	---	---	3 (12)	2 (4)	1 (4)	1 (3)	1 (1)	---	28	24
IV	---	---	2 (8)	1 (2)	---	---	---	Project + Seminar (10)	22	20
Total Credits										90

- Before the start of registration for Courses by students for a semester, every department of each college will announce its Departmental and Open Electives being offered, on its website.
- Registration dates will be announced by University on its website.
- Before a student can register for a particular Course, he/she should have fulfilled conditions of pre-requisite (if applicable) attached to that Course.
- If more than 80 students register for a Course, then class will be split into two sections.
- Online registration procedure will be adopted.
- Departmental/Open Elective Course will be run in a college, only if minimum 15 students have registered for this Course.
- Every student has to register for minimum 15 Credits and maximum 35 Credits in a semester, in a UG Programme. However, maximum limit of 35 Credits is allowed only in any two semesters. Condition of minimum credits is not applicable in final semester
- Every student has to register for minimum 12 Credits and maximum 35 Credits in a semester, in a PG Programme. However, maximum limit of 35 Credits is allowed only in any two semesters. Condition of minimum credits is not applicable in final semester.
- If a student wants to drop any Course registered by him/her for a semester, he/she may do so before the start of first sessional test in that semester provided he/she fulfills the condition specified in subsection 9 (c).

- (j) Lab Courses, seminars, projects etc. may be added in a semester by BOS as per need of the Courses being taught in that semester.
- (k) Each midterm internal assessment test will be of 1.5 hrs duration.
- (l) Each End Term University Examination will be of three hrs or as specified.
- (m) A student is eligible to register for reappear examination of a Course only in that semester in which that Course is being offered.
- (n) The student should obtain at least 25% marks in external University examination in a course to qualify it.
- (o) If The average internal assessment marks submitted by a teacher of his/her class in a particular Course (subject) is greater than 75%, then the teacher will have to submit the complete academic record (attendance register, MST answer sheets and assignments etc.) of that class to the University.
- (x) **Enrolment/Registration for the Subsequent Semesters:**
 - (a) Registration without late fee shall be carried out on the prescribed date which may be notified by the University or up to two days before the commencement of the semester for the program/Course, whichever is later.
 - (b) Registration without late fee shall be carried out up to seven days from the date of commencement of the semester for the program/Course.
 - (c) Under Exceptional circumstances, Dean Faculty/Principal of the constituent or affiliated college/Head of the University department may waive off the late fee for registration.
 - (d) The Vice Chancellor may allow a student to register after the last date notified for registration with late fee on recommendation of Dean Faculty/ Principal of the constituent or affiliated college/Head of University Department.
 - (e) If a student fails to attend the classes for the Program/Course for which he/she has registered without written permission of the Principal of constituent or affiliated College/Head of University Department for 10 calendar days commencing from the date of registration or 7 consecutive calendar days at any time after registration during the semester, his/her registration shall stand cancelled automatically.

Non registration for the semester/year of a Program/Course at the time of new session shall be considered a serious lapse and fine as prescribed by the University, shall be charged for such a lapse.



(xi) **Eligibility Criteria for Promotion to Next Academic Year and Earn the Degree:**

- (a) A student is required to earn at least 25% of the credits registered by him/her in an academic year, failing which he/she will be declared failed in that academic year. He/she will have to seek readmission to the odd semester of the academic year.
- (b) If a student who has attended at least 75% of the lectures, Course wise, during a Semester and he/she could not appear in the End Semester Examination and there is no gap in studies, then he/she is allowed to register for the next Semester. Result of previous Semester shall be declared as lower Semester case.
- (c) If a student has attended 75% of the lectures, Course wise, but he/she has not given End Semester University Examination and he/she also a gap in Semester/Semesters. He/she will have to register himself/herself for the next Semester after applying for continuation the Programme and getting approval for the same. For this application he/she has to pay a fee of Rs. 5,000/- only.
- (d) In a Programme of more than 2 years, a student can register for Courses of 5th Semester only if, he/she has earned atleast 50% of the Credits registered by him/her for the 1st Semester.

A student can register for Course 6th Semester only if, he/she has earned atleast 50% of the credit registered by him/her for 1st year.

(xii) **Relative Grading System:**

At the end of the semester, for every Course registered by a student, he/she is assigned a Letter Grade (Table-IV) based on his/her overall performance based on his/her continuous evaluation during the semester and End Semester University Examinations. Over the semester in all the assessments carried out in that Course.

- (a) Relative grading system for a Course will be followed, when the total number of students in all colleges registering for that Course are more than 30. Otherwise, Absolute Grading System shall be followed.
- (b) In relative grading system $CGPA \times 10.0 = \% \text{ age marks}$.
- (c) For every Course, a student is required to have at least 75% attendance to appear in the End Semester University Examination.
- (d) If the value of $\bar{X} - 1.5SD$ (where SD is Standard Deviation) comes out to be less than 30, then the student will have to secure minimum 30 marks to qualify the Course (pass grade E).
- (e) If the value of $\bar{X} - 1.5SD$ comes out to be more than 40, then the student will have to secure minimum 40 marks to qualify the Course (pass grade E).

- (f) If the value of $\bar{X} - 1.5SD$ comes out to be greater than 30 but less than 40, then the student will have to secure minimum $\bar{X} - 1.5SD$ marks (MIN) to qualify the Course (pass grade E).
- (g) If the student does not improve his/her Internal Assessment in a Course, then his/her previous Internal Assessment will be retained. He/she has to appear in End Semester University Examination to qualify this Course.
- (h) A student getting F grade in a Course, may retain his/her Internal Assessment for reappear Examination of that Course during the maximum tenure of the Programme (N+2 years, where N is the no. of years of Programme. For example, N = 4 for 4-year B. Tech. Programme). He/she has the option to improve his/her Internal Assessment by appearing in continuous evaluation test, quizzes etc. during the Semester. However, he/she will not have to attend classes again. The new grade of the student shall be calculated on the basis of the group of students appearing that particular Course, in that particular Semester in that academic session.
- (i) If a student fails in Departmental Elective/Open Elective Course, he/she has the option to repeat the same Course by appearing in continuous evaluation tests, quizzes etc. during the semester and End Semester University Examination or choose another Departmental Elective/Open Elective Course.
- (j) Total Credits mentioned for Study Scheme of any Programme are the minimum Credits to be earned to qualify the Programme. However, one can register for maximum 200 Credits in a UG Programme and maximum 100 Credits in a PG Programme.
- (k) In the beginning of syllabus of each Open Elective Course, it should be clearly mentioned, whether there is any Pre-requisite or not for this Course.
- (l) Minimum 5.0 CGPA will be required to qualify the Programme.
- (m) Average $\bar{X}$ will be calculated up to second decimal.
- (n) A student who wants to reappear in a particular Course, will be given the grade by considering him/her in the group of students who are appearing in that examination at that time. Such a student wanting to reappear will have to appear both in internal tests, submit assignments etc. for continuous evaluation and in end semester examination.
- (o) After completing the requisite number of credits to obtain a Degree/Diploma, if a student wishes to improve his/her CGPA, he/she will be allowed to do so in maximum two theory subjects already studied by him earlier, if CGPA is 6.0 or higher). He/she can be allowed to improve in more than two theory subjects already studied, if CGPA is less than 6.0). Maximum B⁺ grade can be obtained on improvement. This permission to improve is subject to the condition



that he/she has cleared all his/her subjects and during the maximum tenure of the Programme (N+2 years, where N is the no. of years of Programme. For example, N = 4 for 4-year B. Tech. Programme). His/her grade in that Course shall be calculated based on the performance of the regular students along which he/she is appearing for improvement.

$$\text{Standard Deviation SD} = \sqrt{\frac{\sum_{i=1}^{i=N} (X_i - \bar{X})^2}{N}}$$

TABLE-IV				
Letter Grade/ Performance Grade given in a Course	Grade Point earned	Academic Performance in a Course	Relative Grading Formula X_i =Marks obtained by a candidate in a Course in the University, $\bar{X}$ =Average marks in a Course in the University N =Total students in a Course in the University, $\text{MIN} = \bar{X} - 1.5\text{SD}$ =Minimum marks required to pass a Course	Added Constraint for award of the Grade
A ⁺	10	Outstanding	$X_i > \bar{X} + 1.5\text{SD}$	Marks $X_i > 85\%$
A	9	Excellent	$\bar{X} + 1.5\text{SD} \geq X_i > \bar{X} + 1.0\text{SD}$	In order to obtain grade E or higher grade in a Course, the student must obtain at least 25% marks in End Semester external University examination in it, otherwise he/she would get grade F.
B ⁺	8	Very Good	$\bar{X} + 1.0\text{SD} \geq X_i > \bar{X} + 0.5\text{SD}$	
B	7	Good	$\bar{X} + 0.5\text{SD} \geq X_i > \bar{X}$	
C	6	Average	$\bar{X} \geq X_i > \bar{X} - 0.5\text{SD}$	
D	5	Below Average	$\bar{X} - 0.5\text{SD} \geq X_i > \bar{X} - 1.0\text{SD}$	
E	4	Pass	$\bar{X} - 1.0\text{SD} \geq X_i > \text{MIN}$	11 (d), (e), (f), (g).
F	0	Fail	$\text{MIN} > X_i$, (If $\text{MIN} \geq 40$ then $\text{MIN} = 40$, If $\text{MIN} < 30$ then $\text{MIN} = 30$)	
R	0	Detained on attendance basis	---	Detained on attendance basis & is required to repeat Course by attending classes when the Course is offered.

(xiii) **Marks Distribution for Theory Course:**

(a) Internal Assessment: Maximum Marks: 40

Distribution of Internal Assessment will be as follow:

Mid Term Sessional Tests	60%
Assignments & Tutorial Sheets (Minimum 5)	25%
Written Quizzes	15%

(b) End Sem. External University Examination: Maximum Marks: 60

Marks Distribution for Lab Course:

Internal Assessment: Maximum Marks: 60

End Sem. Lab. Course External Examination: Maximum Marks: 40

(xiv) All study schemes should allot 100 marks for each Course.

(xv) **Evaluation for Lab Courses:** Evaluation of performance of a student in a semester is as given below in Table-V,

TABLE-V			
Internal Assessment (internal)		End Semester Univ. Examination	
Component	Marks	Component	Marks
Record Marks based on continuous assessment of Lab/practical work, considering regularity and timely submission of lab record (i.e. practical note book)	30	Viva/Questionnaire by the External Examiner for 20 marks.	20
Viva Voce/Quiz/Assignments/Mini Project	30	Evaluation of Answer sheet of the Practical Examination by the External Examiner for 20 marks.	20

(xvi) **Absolute Grading System:**

TABLE-VI				
Letter Grade/ Performance Grade given in a Course	Grade Point earned	Academic Performance in a Course	M = %Marks obtained	Added constraint for award of the Grade
A ⁺	10	Outstanding	$X_i > 90$	In order to obtain grade E or higher grade in a Course, the student must obtain at least 25% marks in End semester external examination, otherwise he/she would get grade F
A	9	Excellent	$80 < X_i \leq 90$	
B ⁺	8	Very Good	$70 < X_i \leq 80$	
B	7	Good	$60 < X_i \leq 70$	
C	6	Average	$50 < X_i \leq 60$	
D	5	Below Average	$45 < X_i \leq 50$	
E	4	Pass	$40 \leq X_i \leq 45$	
F	0	Fail	$40 > X_i$	Student will get F in a Course when he/she earns <40 Marks
R	0	Detained on attendance basis	---	Detained on attendance basis & is required to repeat Course by attending classes when the Course is offered

In absolute grading system $CGPA \times 10.0 = \% \text{ Marks}$

3.6 Provisions regarding Fees to be charged from the Students

- (i) The University fee shall be charged under different heads as notified from time to time.
- (ii) The following documents shall be issued by the University on the request of the Student on the specified proforma along with the fee for the following as may be fixed by the Board from time to time:
 - (a) Admission Fee/Counselling Fee
 - (b) Registration Fee
 - (c) Regular Examination Fee
 - (d) Re-evaluation Fee
 - (e) Re-appear, Examination Fee
 - (f) Confidential Result
 - (g) Detailed Mark Sheet (DMC)/Detailed Grade Card
 - (h) Duplicate (DMC)/Detailed Grade Cards
 - (i) Provisional Certificate/Degree
 - (j) Certificate/Degree
 - (k) Duplicate Certificate/Degree
 - (l) Transcript
 - (m) Merit Certificate
 - (n) Migration Certificate
 - (o) Verification of University transcript
 - (p) Any other documents required by the student
- (iii) The board of Governors shall have the power to revise, from time to time, the rates of various fees, fines and other charges and also specify additional fee, fine and other charges, as may be determined, from time to time.

3.7 Migration of a Student

Migration Regulations

University Migration Regulations effective from 2016-17 session are as under:

1. Intra University or Inter University migration to 3rd semester of UG Programmes and PG Programmes will be allowed to those students who are eligible to register for 3rd semester of their UG Programmes. However, migration to 3rd semester of PG Programmes will be allowed only in exceptional cases. Inter College migration will be allowed, only if the distance between the parent Institute and the Institute where migration is sought are more than 40 kilometres apart by road.



2. The candidates shall not be allowed to change his/her Discipline/Programme of study in the process of migration.
3. **Order of Preference for Migration:**
 - (a) Branch upgradation, if applicable, shall be done only once up to the last date as announced by the University every year. Upgradation shall be carried out at the college level on the basis of the results of 1st & 2nd semesters. Seats left vacant after upgradation must be uploaded on the website of every Affiliated/Constituent/Autonomous Institute and informed to the University on the next date. If no information has been received by University from any Institute, regarding upgradation with in the stipulated time, it will be assumed that no upgradation has occurred in that Institute. Upgradation/change of branch will be as per the University regulations.
 - (b) Thereafter merit, worked out on the basis of marks obtained in the, first and second semesters (combined), shall form the basis of migration.
 - (c) Migration will be allowed to the students who have cleared all subjects of the first year.
 - (d) Intra University Migration will be given preference over Inter University Migration.
4. **Procedure for Intra University Migration:**
 - (a) The Affiliated/Constituent/Autonomous Institute where the student is studying and the Institute to which migration is sought, should issue a No Objection Certificate to the applicant in the format given at **Appendix-2**.
 - (b) The student seeking migration must submit an application written and signed by him/her together with the 'No Objection Certificate' issued by both the Colleges.
 - (c) Applications for Intra University migration complete in all respects on prescribed proforma along with NOCs from the both parent and the host Colleges/Universities shall be received by the University up to 15th August every year. Migration process will be over by 31st August every year.
 - (d) The University will authorize migration only against a vacant seat available in the Discipline/Programme in which migration is sought. This migration is allowed after the branch upgradation (if applicable) is over.
 - (e) In case the student gives complaint to the University regarding non-issuance of NOC by the parent college, University shall take it up with the concerned College. If any reply with valid reasons is not received within 15 days, then the condition of NOC from the parent College will be waived off.

- (f) Fee deposited by the migrated student to his/her parent Institute shall be transferred by the parent Institute to the host Institute along with his/her attendance/sessional record within 15 days from the date of issue of migration order.
- (g) Last date for submission of applications for migration (complete in all respects including, NOC and processing fee) on prescribed Migration Performa of MRSPTU, Bathinda will be 31st August every year.

5. **Procedure for Inter University Migration:**

Applications for migration to a Constituent/Affiliated Institute of the University from other UGC recognized Universities will be allowed up to 15th August every year, but may be considered during the semester under special circumstances, such as:

- (a) Transfer of Parents/Parent from one State to another.
- (b) Relocation of family to Punjab from other state and vice-versa due to some natural/non murder calamity.
- (c) The following conditions shall apply for migration to a Affiliated/Constituent/Autonomous Institute of the University from other UGC recognized Universities,
 - i) The candidate should have passed all the courses of the first year of his/her Programme of the University from where he/she wants to migrate.
 - ii) The Courses studied by the candidate in first year must be equivalent to the Courses offered in this University. Deficiency, if any, should not be of more than three subjects. The candidate would be required to furnish an undertaking that he/she will attend classes and pass the Courses found deficient.
 - iii) The Institute and the University where the student is studying and the Institute, to which migration is sought, have no objection to the migration.
 - iv) There is a vacant seat available in the Discipline/Programme in the College in which migration is sought. No change of Discipline/Programme shall be allowed.
 - v) Shifting of branch within the College as per merit under the University rules shall have preference over Intra University migration or Inter University migration.

- 6. In case of migration from MRSPTU, Bathinda, to any other UGC recognized University, regulations of the University to which migration is sought, will be followed.

Notwithstanding: *Notwithstanding the existing Migration Regulations, the Vice Chancellor in matters of exigency, to be recorded in writing, shall be authorized to consider migration on compassionate grounds for the cases that are not otherwise covered under Migration Regulations, to be ratified by Board.*

7. **Migration Application Processing Fee:** The Migration Application Processing Fee shall be as under:
 - (i) Rs. 10,000/- for Intra University Migration.
 - (ii) Rs. 20,000/- for Inter University Migration.
8. The student seeking migration shall have to submit an Application as per **Appendices-1 & 2** along with Migration Application Processing Fee, as applicable. Migration Processing Fee is non-refundable.
9. Migration Certificate will be issued by the University after receipt of Rs. 500/- only from the applicant. This condition will also apply to students out going from MRSPTU, Bathinda.
10. Submission of Application for migration does not guarantee migration.

Appendix-1 (Common)
(Refer to Para 8 of the Migration Regulations)
Maharaja Ranjit Singh Punjab Technical University, Bathinda
Application Form for Migration to 3rd Semester



1. Name (In Capital Letters) :
2. Father's Name :
3. Mother's Name :
4. College Roll No. :
5. Name of the parent College/Programme/
Semester/University Roll No. with
documentary proof. :
6. Last Examination of this University
(in which appeared/pass/fail)
(a) Name of the Last Examination :
(b) Year/Session/Semester :
(C) Result :
7. Give the reasons for seeking migration :
8. Distance between the Parent Institute and :
the Institute where migration is sought
9. Name of the College/University :
To which migration is sought.
10. Payment of Migration Application
Processing Fees : Rs.
University Receipt No./Bank Draft :
No. with Date
11. Full Address of the Applicant
(with Mobile No.)
.....
.....

Date:
Candidate

Signature of the

Note: Attach (Appendix-2) NOC from both the Institutes i.e. from where migration is sought and to where migration is required and Character Certificate from parent Institute.



Appendix-2

(Refer to Para 5 (a) of the Migration Regulations)

Maharaja Ranjit Singh Punjab Technical University, Bathinda

No Objection Certificate

(Issued by the Principal of the College from where the student seeks migration)

Ref. No:

Date:

This is to certify that Mr./Ms.

S/d/o..... University Roll

No..... is a regular student of this College in

.....

Discipline/Programme/Branch. She/he has applied for migration to

..... to 3rd semester under Maharaja Ranjit Singh Punjab Technical University, Bathinda. This College has no objection to her/his migration out of this College.(a) The student is eligible to register for..... 3rd semester commencing from.....

(b) She/he has cleared all his/her subjects of first year or She/he has following subject/subjects not cleared as on today

.....

(c) There are no College dues pending against the student as on today.

(d) The student attended workshop training during summer vacation of 20..... and her/his performance shall be forwarded to the receiving college by 31st August, 20 .

Note: The Principal/Director must issue NOC or send his observations to the the University within 10 days of the submission of application by the student.

Signature of the Principal with seal

No Objection Certificate

(Issued by the Principal of the College to which the student seeks migration)

Ref. No:

Date:

(a) This is to certify that this institute has.....(number) of seats vacant in.....Programme/Discipline.

(b) This is also to certify that this institution has no objection to the migration of Mr/Miss.....S/d/o.....

.....University Roll No.....student of

..... College (parent College).....

Programme/Discipline/Branch.....to this

College.

Signature of the Principal with seal



(iv) Procedure for Award of Aid

The procedure for the award of aid shall be as laid down by the Student Aid Fund Committee from time to time.

4. Award of Fellowships, Scholarships, Stipends, Medals and Prizes

In order to promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Academic Council shall award Prizes/Medals/Scholarships to be instituted either by the University or through endowment /grants of donors. The norms and conditions for the institution of such Scholarships/ Prizes/Medals shall require approval of the Board.

- 4.1** There shall be instituted Scholarships in every department to be awarded to the students of the University/Institutions subject to the availability of funds. Rules for award of the same will be laid down in the regulations.
- 4.2** There shall be fee concession in tuition fee to meritorious students on means basis in each Faculty/teaching Departments as decided by the University from time to time.
- 4.3** There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every department will be awarded Scholarship, the quantum of which shall be decided by the University from time to time.
- 4.4** Students leaving the institute on their own accord without completing the Course/ programme of study may be required to refund the amount of scholarship received during that year.
- 4.5** No student can receive two scholarships simultaneously.
- 4.6** Scholarship shall not be paid after the month in which a student completes all the enrolled/registered Courses.
- 4.7** There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding agencies from time to time.
- 4.8** There shall be a scheme to award medals/ prizes to the meritorious students of the University/ Institutions (wherever applicable) for their best performance in various University examinations.
- 4.9** The University shall have power to institute endowments from time to time in accordance with the provisions of the Act.
- 4.10** Detailed guidelines shall be framed from time to time by the Board for the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.
- 4.11 Award of Medals/Prizes**
 - (i) The medal shall be awarded only to the topper in the examination provided he gets at least 6.5 CGPA/65% marks.



- (ii) A candidate will be eligible for the award of a medal or a prize, if he/she:
- secures highest CGPA among all the students of that programme/branch; and
 - passes all the examinations of the programme in minimum stipulated duration of the Course and in the first attempt available to him/her.
- (iii) The medals shall be awarded for the following:
- University Medals: One for each Course stream/subject as notified by the Academic Council e.g. one each for B.Tech. (CSE), B.Tech. (ME), M.Sc. (Physics), etc.
 - Maharaja Ranjit Singh Medal: One of Excellence
- (iv) Rules for the award of Medals: All the awardees of Fellowships, Scholarships, Stipends and Medals shall be ratified by Board.
- University Medals**
 - University Medal would be awarded only when at least ten candidates have appeared in the examination.
 - Medal would be awarded only for Bachelors' and Masters' Degree Courses. For other Courses, only certificate of Excellence will be given to the toppers.
 - The medals shall be awarded on the basis of score/grade which is counted for determining the final CGPA/percentage of the Candidate.
 - When two or more candidates are bracketed together, the award shall be made to each of the candidates bracketed at the first position in an examination.
 - The candidates who are awarded University Medals shall be issued Merit Certificates stating the fact of their having been awarded the University Medals by the University.
 - The University Medals shall not be named after any person/donor.
 - The medals shall be awarded only to those candidates who have passed all the subjects of the Course without any break in the first attempt, and not in parts.

(b) Maharaja Ranjit Singh Medal of Excellence

The Maharaja Ranjit Singh Medal will be conferred only upon one student in a year though there would be years when no one qualifies and the following rules shall apply for its award:



- i) He/She alone would be eligible who qualifies for a University Medal;
- ii) He/She would have secured at least 6.5 CGPA (65% marks) in all university level examinations.
- iii) He/She must have completed Course at the University in which at least two batches of students have already passed out.
- iv) He/She must have set up a new record in terms of maximum percentage marks. In case in a particular year, the number of students, who are eligible is more than one, the magnitude of achievement shall be quantified in terms of increase in maximum marks (percentage/CGPA) over the previous highest, to shortlist one candidate.
- v) In case the matter requires adjudication, the issue would be decided by the Committee constituted by the Vice Chancellor. The committee shall meet under the Chairmanship of Vice Chancellor.

5. Conduct of Examinations: Section-I

5.1 Admission to Examinations

- (i) In these Regulations, unless there is anything repugnant in the subject or context:
 - (a) **Candidate** shall mean an intending examinee, an examinee taking any examination in a particular semester and wherever the context so permits, every student on the rolls of a University teaching department/ constituent college or a college affiliated to the University.
 - (b) **Committee** shall mean the Unfair Means Cases Committee appointed under Regulations II (46) infra to deal with the cases of alleged use of unfair means and misconduct in or in relation to the University Examination'
 - (c) **Disqualification** shall mean disqualification from appearing in any examination of the University and will be treated as failure in the examination and all consequences of failure will follow;
 - (d) **Examination** shall mean an examination conducted by or at the instance of the Maharaja Ranjit Singh Punjab Technical University and shall include an examination so conducted though subsequently cancelled;
 - (e) **Year** means the academic year; and
 - (f) **Semester** of disqualification shall be taken to extend from commencement of the examination in which the candidate is detected to have terminated one day before commencement of the next semester examination as the case may be.



- (ii) Application for admission to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the University by the date notified by the University.
- (iii) Applications for admission to examinations shall be accompanied by the following certificates signed by the authority specified in the admission form:
 - (a) of good character of candidate;
 - (b) that the candidate is eligible to appear in the examination under the Regulations prescribed for the examination concerned.
- (iv) In case of a late college student, the application for admission shall be accompanied by a certificate signed by the Principal of the College/Head of Department last attended, that the candidate completed the prescribed Course of lectures, etc., within the period specified under the regulations for the examinations.
- (v) In case of examination forms to be filled online, duly scanned photograph and signature of the candidate must be uploaded online by the candidate, by the due date.
- (vi) The examination forms of the students shall be accepted by the Principal/Director/Head of the University Department within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the College/Institution/University Department along with the fees so collected by demand draft/online transfer.
- (vii) In case of forms filled online, Principal/Director/Head of the University Department shall submit these forms online to the University within the time prescribed by the University from time to time. The College/Institution/University Department shall transfer the examination fee collected from the candidates to the University, by demand draft/online transfer. The hard copy of the form received from the students are to be retained by the College/Institution/University Department in the personal files of the students, till the completion of the Programme.
- (viii) If a candidate, after admission to an examination:
 - (a) commits an illegal act or an act of serious indiscipline; or
 - (b) is discovered to have committed an illegal act or an act of serious indiscipline which in the opinion of the Board is such that had it come to their knowledge in time, they would have excluded him from the examination;

In the above cases, the Board may:

- i) cancel his candidature for that examination and order that his result be not declared; and/or
 - ii) disqualify him permanently or for a specified period.
- (ix) If a candidate before or subsequent to the issue of Admit Card or before or subsequent to appearance in an examination, is found to be ineligible to take the examination, his candidature shall be cancelled by the Controller of Examinations.
- (x) A candidate who has been disqualified by this University or any other University/Board in India shall not be eligible to appear in any University examination during the period of disqualification.
- (xi) Where the chances of a candidate to clear an examination are limited, and he/she is disqualified from appearing in the University examination for a fixed period he may be allowed by the Vice Chancellor one more chance to appear in the examination after the period of disqualification is over, in lieu of the chance or chances missed by him during the period of disqualification.

Provided that the extra chance shall be immediately next to the last admissible chance.

Provided further that if a candidate is disqualified at the extra chance granted to him, such a candidate shall not be entitled to any other chance.

- (xii) Where a candidate for an examination in which the number of chances to clear an examination are limited, has missed one or more chances on account of serious illness necessitating his confinement to bed, duly supported by a Medical Certificate from the Civil Surgeon of a District, the Vice Chancellor shall have authority to grant additional chance(s), in lieu of one or more chances missed by a candidate. Provided that the extra chance shall be immediately next to the last admissible chance.
- (xiii) Unless otherwise provided, a person who has already passed an examination of this or any other University shall not be permitted to reappear in that examination or a corresponding examination.
- (xiv) Notwithstanding anything contained in any other Regulation, the Board, in order to avoid hardship to a candidate, shall have power to relax the requirements of Regulations, under exceptional circumstances, for any examination where the mistake is primarily of the Head of the institution or on the part of the University Office.

Provided that these powers shall not include relaxation in the minimum qualifications laid down for admission to examination.



5.2 Examination Fees

- (i) Applications for admission to examinations shall be accompanied by the prescribed examination fee as notified by the University from time to time.
- (ii) For purpose of calculating late fee, the date of remittance of money by the institute/candidate from the Bank shall be taken as the date of receipt thereof by the University.
- (iii) The examination fee for Golden chance and Mercy chance, if any permitted by the Board, shall be as notified from time to time.
- (iv) A candidate who:
 - (a) fails to present himself for examination; or
 - (b) has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examinations or an officer authorised by him, according to the rules and regulations; or
 - (c) was accorded permission to take an examination and such permission is subsequently cancelled as a result of mis-statement of facts; or
 - (d) suppression of important factor for want of relevant information in his examination admission form; or
 - (e) has tried to obtain admission to an examination by making a false statement of facts in his admission form, shall not be entitled to a refund of the examination fee once paid or to have it held in deposit for a subsequent examination.

5.3 Conduct of Examinations

- (i) Subject to the Regulations and Rules framed and directions issued by the Vice Chancellor, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- (ii) An examination centre shall be set up in a college/institution only if the minimum number of examinees is 100 in that examination. The examination centre shall be set up in the nearest affiliated college/institution if the number of examinees in a college/institution is less than 100. The maximum strength of examinees allocated to an examination centre shall be 500. In institutions where the number of examinees is more than 500, more than one examination centres shall be set up.
- (iii) One teacher shall be appointed for the supervision of 30 candidates in the University examination. Every affiliated College/Institution/University Teaching Department/ constituent college shall provide requisite number of teachers for supervision of the University examinations. The examination duties are mandatory and no teacher can refuse the examination duty assigned to him.

- (iv) The Superintendents of examination centres shall be approved by the Vice Chancellor, on the recommendations of the Controller of Examinations.
- (v) Where ever required, the Observers of examination centres/Flying Squads shall be approved by the Vice Chancellor, on the recommendations of the Controller of Examinations.
- (vi) In a case of emergency when there is a vacancy owing to the refusal or inability of a Superintendent to act or any other cause, the Vice Chancellor shall have authority to make the appointment.
- (vii) The Controller of Examinations shall have authority to appoint one or more Deputy Superintendents, Invigilators and other staff required at each centre for the conduct of examinations.
- (viii) The Principal/Director of the College concerned shall himself/herself be the Local Controller. Where substitute arrangement is required, it shall be done only by prior permission of the University. However, the Principal shall alone be responsible for any lapse/s occurring during the conduct of the examinations.
- (ix) The Superintendent of each centre appointed by the University shall report to the Principal of the college where examination centre is located one day earlier to ensure proper arrangements for the conduct of examinations.
- (x) Every day, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. They are also to see that each candidate has his identification card and Admit Card with him.
- (xi) The Vice Chancellor, after he is satisfied that the answer-book of a candidate has been lost after having been handed in to the Superintendent of the examination may:
 - (a) permit the candidate to reappear in the paper lost on a date and time, to be fixed by the Controller of Examinations; or
 - (b) award him average marks obtained by him in the remaining papers, subject to a maximum of 60% marks in the subject; or
 - (c) award him the average marks of the remaining subjects/papers which he has already cleared, subject to a maximum of 60% marks in the subject, in case he has appeared in only one subject to clear reappear.
- (xii) If there is a dispute as to whether a candidate's paper was duly handed in or not, the decision of the Vice Chancellor, to whom the Controller of Examinations shall report his findings, shall be final.

(xiii) Notwithstanding anything contained in any other Regulation, the Vice Chancellor on the recommendations of the Local Controller in the case of a permanently physically disabled person may:

- (a) allow the services of a competent amanuensis, free of cost, for writing out the answers at the examination;
- (b) allow extra time up to an hour for a paper of three hours' duration;
- (c) allow oral examination, wherever prescribed in the syllabus to be conducted in writing, if a candidate is suffering from speech impediment and he/she is unable to make himself/herself understood coherently by the examiner; lay down any other method for assessing the examinee's academic ability and declare his/her result;

For admission to an examination, provided that the candidate is otherwise fit according to the norms laid down for the Course concerned and he is duly certified by the Civil Surgeon of a District or Director/Principal/Professor of a Medical College or an institution of national importance as a permanently physically disabled person with minimum 40% disability. The prior approval of the Vice Chancellor before the commencement of examination must be taken in such cases.

Provided that in each case, the examinee shall produce such evidence, to the satisfaction of the Controller of Examinations as he may consider necessary, in proof of the statement that his permanent disability is such that he deserves to be considered for these facilities.

(xiv) For purposes of this Regulation 5.3 (xiii), ***permanently physically disabled person***, shall mean:

- (a) a person whose dominant hand, right or left, as the case may be, is not in a position to write;
- (b) a person suffering from a disease such as hemiplegia, other disabling paralysis deformity of spine or other orthopaedic disorder, congenital heart disease or any other conditions due to which he is unable to perform the normal movement of body; and
- (c) a person who is blind.

(xv) The amanuensis shall be of two grades lower in education than candidate as certified by the Principal of the School/College concerned.

5.4 Practical Examinations

There shall be two examiners for each Practical/Viva Voce Examination at each examination centre, one internal and one external. The external examiner must have minimum of three years of teaching experience in a recognized college/University. The external examiner shall be appointed by the University and the internal examiner shall be appointed by the Principal/Director of college/Head of department concerned.

5.5 Procedure for Appointment of Examiners

- (i) The appointment of paper setters/examiners shall be made from the panel of paper setters/examiners prepared by the Board of Studies concerned.
- (ii) The paper setters/examiners shall ensure that their availability for the allotted assignment is communicated to the University within the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner.
- (iii) The paper setters/examiners shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
- (iv) If a paper setter/examiner is unable to perform the work or to conform to the directions of the University, the Vice Chancellor shall have power to cancel the appointment of such paper setter/examiner.
- (v) In making its recommendations, the Board of Studies shall follow such rules and directions as may be prescribed by the Board on the subject. The Board shall also follow the qualifications laid down by the Board for appointment of paper setters/examiners for various examinations.
- (vi) The following rules shall be applicable for appointment of paper setters/examiners:
 - (a) The paper setters shall be the teachers from the University Academic departments/centres/constituent colleges or teachers from academic departments of other Universities.
 - (b) The paper setter must be a teacher in the subject concerned, with a minimum of 5 years of teaching experience. In exceptional circumstances, however, the Vice Chancellor may relax the condition regarding experience.
 - (c) No teacher shall act as paper setter or examiner either in theory, viva-voce or practical examination if any of his close relative is taking the examination. Provided that this provision shall not debar a teacher from acting as an examiner for practical/viva-voce at a center other than one at which his relative is appearing.
 - (d) No teacher shall be appointed as paper setter who has edited any cheap notes/ help book for the examination.
- (vii) The paper setters/examiners for various examinations will be paid remuneration as per the rates notified by the University from time to time.
- (viii) The Board shall issue such general instructions for the guidance of the examiners as it considers necessary for the proper discharge of their duties.

- (ix) Where the appointment of a paper-setter or examiner is cancelled under 5.5 (iv) or where the paper-setter or examiner, for any cause, is incapable of acting as such or declines the offer, the Vice Chancellor shall have power to appoint a substitute. Except in a case of emergency, the advice of the Head of the University Teaching Department concerned or the Chairman of the Board of Studies concerned shall be made available to the Vice Chancellor before the appointment of a substitute paper-setter/examiner is made.

5.6 Composition of Moderation Committee

The moderation committee shall have the following members:

- | | | |
|-------|--|-------------|
| (i) | Dean, Academic Affairs; | Chairperson |
| (ii) | Dean of concerned Faculty | |
| (iii) | Head of the concerned Department of University/Constituent College | |
| (iv) | Controller of Examinations | Convener |
| (v) | Deputy Controller of Examination | |

5.7 Moderation of Results of Examinations

- (i) For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more, it shall be rounded off to the next higher figure, but if it is less than one-half, it shall be ignored.
- (ii) Before declaration, the results of an examination together with a statement of percentage of passes in the whole examination and in each subject for current and the four preceding years; shall be submitted to the Vice Chancellor.
- (iii) The Vice Chancellor may order publication of the results, unless on the basis of information submitted to him, he/she considers that there has been a distinct change of standard in the examination as a whole or in a particular subject. In that case he/she may refer the matter to the moderation committee comprising of Dean Academic Affairs, Dean/Head of concerned faculty/department concerned and Controller of Examinations and ask for the recommendations of this Committee. On receiving the recommendations, the Vice Chancellor may take such action as he considers necessary.
- (iv) A candidate who appears in all subjects of an examination and who fails in one theory subject (written), shall be given grace marks up to a maximum of 1 percent of the total aggregate marks of theory papers of that examination (excluding marks for internal assessment and practicals) to make up the deficiency, if by such addition the candidate can pass the examination. While awarding grace marks, fraction working to $\frac{1}{2}$ or more shall be rounded to a whole.
- (v) A candidate who reappears to clear the subject (s) in which he has been declared to reappear shall be awarded grace marks up to 1% of the total marks of the



theory subject(s) in which he reappears, if by such addition the candidate can pass in that subject (s).

- (vi) Grace marks up to one per cent of the total marks of an examination, shall be added to the total marks secured by a candidate for the award of higher division (and not for earning distinction/honours); provided that no grace marks have already been availed of for passing the examination.
- (vii) Grace marks up to one per cent of the total marks of an examination, shall be added to the total marks secured by a candidate if he has passed all the subjects of the Course but does not meet the minimum percentage requirement for passing a degree, provided that no grace marks have already been availed of by the candidate for passing the examination.
- (viii) A candidate who reappears in any examination for purposes of improving the previous performance may be given grace marks upto 1 per cent of the total marks of the paper (s) in which he actually reappears, for purposes of improvement of division.

Provided that no candidate shall be given more marks than the minimum that may be required for securing the higher division.

5.8 Evaluation of Answer Books

- (i) The evaluation of answer books of all examinations conducted by the University shall be carried out at the evaluation centres set up in accordance with the policy approved by the Vice Chancellor in this regard from time to time.
- (ii) A bundle of 30 Answer Books shall be issued to an evaluator initially on any particular day. Another bundle of 30 Answer Books shall be issued to the evaluator after he/she returns the earlier issued bundle of 30 answer books. The minimum and maximum limit of answer books that shall be issued to an evaluator for evaluation in a day is 30 and 60, respectively.

5.9 Composition of Result Clearance Committee

The Result Clearance Committee will look into the subject wise pass percentage of marks, overall results of different disciplines and compare the results with that of previous years to suggest moderation of marks, if required. The term of the committee shall be one year. The committee shall have the following members:

- (i) Dean, Academic Affairs
- (ii) Director, College Development Council
- (iii) Registrar
- (iv) Controller of Examinations

5.10 Publication of Results

- (i) The Board shall make rules relating to the preparation of results including appointment of scrutineers and prescribing their duties.

- (ii) The Controller of Examinations shall publish the results of the various examinations in such manner as may be directed by the Board.
- (iii) Simultaneously with their publication, the results of the regular students shall be communicated to the Heads of the institutions/departments concerned indicating in each case the total marks and the division obtained.
- (iv) The Controller of Examinations shall dispatch the Statement of Marks/detailed marks cards of the candidates within ten days of declaration of the results of the various examinations, to the Heads of the institutions/departments concerned.

5.11 Rectification of Results

- (i) The Board shall have power to quash the result of a candidate after it has been declared, if–
 - (a) He/she is disqualified for using unfair means in the examination; or
 - (b) He/she is found ineligible to appear in the examination; or
 - (c) He/she is a person against whom action under sub-rule i (b) above would have been taken, had the facts come to the notice of the University earlier; or
 - (d) Any other case as may be decided by the Board.
- (ii) In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to rectify such result, in such manner, as shall be in accordance with the true position and to make such declaration as it is necessary, with the necessary approval of the Vice Chancellor, provided the errors are detected within 6 months from the date of declaration of results. Errors detected thereafter, shall be placed before the Board. Error means:
 - (a) Error in data entry, printing or programming and the like.
 - (b) Clerical error, manual or machine, in totaling or entering of marks in ledger/register.
 - (c) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.
- (iii) In any case where the result of an examination has been published, and it is found that such result has been affected by any malpractice, fraud or any other improper conduct, whereby an examinee has benefitted, the Board shall have power, at any time, notwithstanding the issue of the certificate/degree or the award of a prize or a scholarship, to amend the result of such examinee.

5.12 Re-Checking and Re-evaluation of Answer Books

- (i) A candidate shall be entitled to have his answer- books rechecked on payment of a fee per answer-book, as prescribed by the University from time to time, subject to the following:



- (a) Application for rechecking is received by the University within 21 days of the date on which the result is declared by the University;
- (b) Rechecking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the examiner.
- (ii) If any mistake is discovered as a result of rechecking of answer-book, the Vice Chancellor shall have power to rectify the result. In such a case, the fee paid for rechecking shall be refundable.
- (iii) Re-evaluation is permissible in all end semester theory papers.
- (iv) A candidate may apply for re-evaluation of his answer book to the Controller of Examinations on the prescribed application form accompanied by a fee per answer book as notified by the University, within 21 days from the date of declaration of the result of that particular examination (for this purpose the date printed in the result gazette/ notification shall be taken as the date of declaration of result). If the University has issued his D.M.C./Certificate within this period, it must be returned along with the Re-evaluation form.
- (v) No refund of re-evaluation fee shall be admissible.
- (vi) A candidate whose result is declared late may also seek re-evaluation within 21 days from the date of declaration of his result.
- (vii) Ignorance of the titles of subject(s)/subject code of any paper or option shall not be accepted as a plea for wrong entry in the application.
- (viii) A candidate will be permitted to see his answer-book(s) for identification purpose only, on payment of the prescribed additional fee per answer book during working hours, on a written request made within 30 days from the date of declaration of result of re-evaluation. Candidate has no right, whatsoever, to challenge the evaluation.
- (ix) The re-evaluation will be done by a second independent examiner. The final result after re-evaluation shall be compiled as below:
 - (a) 'If the difference between the original award and the award on re-evaluation is up to 20% of the maximum marks for that paper, the higher of the two shall be awarded'.
 - (b) 'If the difference between the original award and the award on re-evaluation is more than 20% of the maximum marks for that paper, a third examiner shall be appointed and higher of the two closest awards shall be awarded'.

After the wrong evaluation is established, the evaluator in such cases may be debarred by the Vice Chancellor from evaluation duties for a specified period, on the recommendations of the Controller of Examinations.



- (x) No further re-assessment/re-evaluation shall be allowed after the award(s) by Re-evaluators has/have been received.
- (xi) If as a result of re-evaluation, candidate passes the Examination, and he becomes eligible to seek admission to the next higher class/semester within ten working days of the communication of re-evaluation result to him, his attendance in the higher class shall be counted from the date of his admission.
- (xii) All entries in the application for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is not complete in all respects or not accompanied by full fee. No change in the entries once made by the candidate shall be allowed after the receipt of application by the University Office. However, a candidate shall be allowed to apply for deletion/addition of one or more subject(s)/paper(s) for which application for re-evaluation has been received before the due date along with requisite fee (for addition of subject(s)/paper(s). However, no refund of excess fee paid, if any, shall be admissible.
- (xiii) If a candidate requests for return of the detailed marks card/certificate sent by him along with the Re-evaluation form to apply for admission elsewhere before the declaration of re-evaluation result, the detailed marks card/certificate shall be returned to the candidate after getting an undertaking that his result for re-evaluation shall be declared only when he returns the original detailed marks card/certificate.
- (xiv) The withdrawal of request for re-evaluation shall be allowed within 15 days of the last date for receipt of application provided that the process of re-evaluation has not been set in motion, i.e. the scripts have not been coded/assigned fictitious Roll Numbers for re-evaluation.
- (xv) The result of re-evaluation, whether favourable or unfavourable, shall be binding on the candidate who applies for re-evaluation.
- (xvi) A candidate whose answer-book is not available for re-evaluation due to any reason, may be allowed by the Vice Chancellor either:
 - (a) to re-appear in the same paper at the next examination without payment of examination fee, and in that event his result shall be determined on the basis of the marks secured in the paper in which he reappears; or
 - (b) to have his fee refunded in full.

5.13 Additional Examinations

- (i) Notwithstanding any other Regulation, the Board shall have power, in case of all examinations held by this University, to hold an additional examination in the same year for special reasons, to be recorded.



5.14 Retention of Answer Books

- (i) The answer books of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the examination concerned. Provided that in case of matter regarding any examination pending in any court of law, the answer books for that examination shall be retained for six months, after final decision by the Court.

6. Conduct of Examinations: Section-II**6.1 Punishment for use of Unfair Means**

Possession of notes, books, electronic devices etc., or any other act on the part of a candidate, or any other person, during or after the examination, as described in these regulations, shall be an act punishable according to the provisions contained in these regulations.

- 6.2** All candidates must leave all papers, notes, books, mobile phones and hand bags etc. outside the examination hall.

- 6.3** Every day before examination begins, the Superintendent/Deputy Superintendent/Invigilator shall call upon all the candidates to search their pockets and part with all papers, books, notes, mobile phones or other means of electronic communication, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of objectionable material.

- 6.4** If at a University examination but before the question paper is distributed, a candidate voluntarily surrenders to the Superintendent or any other member of the supervisory staff, the papers, books or notes in his possession and not found or detected by a member of the supervisory staff, no action may be taken against him, provided he has not made any use of them. But the case shall be reported to the Controller of Examinations, who need not report such a case to the Unfair Means Cases Committee, unless he disagrees with the report of the Centre Superintendent.

- 6.5** The Superintendent shall report to the Controller of Examinations without delay and on the day of occurrence, each case where the use of unfair means in the examination is detected, giving details of the evidence and explanation of the candidate concerned on prescribed format. Provided that in case of non-availability of prescribed format, they may be reported on a plain paper.

Provided further that in exceptional circumstances, the case can also be reported by the members of the flying Squad or the Special Observer or the Local Controller of Examination or Centre Superintendent directly on a plain paper. Non-reporting of an unfair means case shall be deemed as dereliction of duty, making the defaulting member of the supervisory staff liable for being debarred from all remunerative work of the University.

- 6.6** Soon after the detection, the Superintendent shall require the candidate to make a statement explaining his/her conduct. In case the candidate refuses to do so, the fact of

his/her refusal shall be recorded by the Superintendent, which should be attested by one member of the supervisory staff or a Clerk on duty, present at the time of refusal.

- 6.7** While reporting a case of use of unfair means in the University Examinations, detected by or in the presence of the member of flying squad/observer on University duty, both the member of flying squad/observer and the Centre Superintendent shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate or the Centre Superintendent refuses to do so, this should be reported to the University in writing.
- 6.8** The answer-book in which the use of unfair means is alleged shall be seized by the Superintendent, and the candidate concerned shall be permitted to answer the remaining part of the question paper on a separate answer book. The Superintendent shall forward both the answer books, along with his/her report in prescribed format, to the Controller of Examinations. The candidate shall not forfeit his/her right to appear in the rest of the examination in subsequent papers.
- 6.9** If during a University examination, a candidate is found having in his possession or accessible to him papers, books or notes due to inadvertence but which papers, books or notes could be of assistance to him, he may be debarred from passing in that paper as a disciplinary measure.
- 6.10** If during a University examination, a candidate is found in mala fide possession of any material, such as:
- (i) Paper, books, notes or electronic devices; or
 - (ii) Written notes on any part of the clothes worn by the candidate or on any part of his body or table or desk; or
 - (iii) Foot-rule and/or instruments like set-squares, protractors, slide rules, etc., with notes written on them;
- which is relevant to the subject of examination, he shall be disqualified from appearing in any University examination for a period that may extend to two semesters, including that in which he is found guilty.
- 6.11** If during a University examination, a candidate is found talking to another candidate or any person inside or outside the examination hall during the examination hours, without the permission of a member of the supervisory staff and before he has handed over his answer-book, his answer-book for that particular paper shall be cancelled.
- 6.12** A candidate found guilty of making an appeal to the examiner in the answer book or deliberately disclosing his/her identity or making any distinctive mark in the answer book for that purpose or changing the seat without the permission of the supervisory staff or occupying the seat not allotted to him/her, his/her answer-book for that particular paper shall be cancelled.
- 6.13** A candidate found guilty of:
- (i) Using an abusive or obscene language in the answer book; or

- (ii) Carriage of mobile or other means of electronics communication inside the examination hall (even in off condition); or
 - (iii) Communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/ given in an examination; or
 - (iv) Communicating or attempting to communicate, directly or through person, with an examiner with the object of influencing him / her in the award of marks; or
 - (v) Coming to the examination hall under the influence of alcoholic drink or drugs shall be disqualified from appearing in any University examination for a period of not less than two semesters.
- 6.14** If an answer-book of an examinee shows or it is otherwise established that he has received or attempted to receive help from any source or in any manner or has given help or attempted to give help to another candidate in any manner, he shall be disqualified from appearing in any University examination for a period of one or more years, including that in which he is found guilty.
- 6.15** If during a University examination a candidate is found to have copied or indulging in copying from any paper, book or notes or if he has allowed or is found allowing any other candidate to copy any matter from his answer book or to have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper, he shall be disqualified from appearing in any University examination for a period that may extend to two semesters, including that in which he is found guilty.
- 6.16** If a candidate during an examination of the University is found swallowing or attempting to swallow a note or paper or runs away with it or is guilty of causing disappearance or destroying any such material, he shall be disqualified from appearing in any University examination for a period that may extend to two semesters, including that in which he is found guilty.
- 6.17** If during a University examination, a candidate is found consulting books, note- books or papers or any other matter while outside the examination shall before he has handed over his answer-book to the Superintendent or any other member of the supervisory staff, he shall be disqualified from appearing in any University examination for a period that may extend to two semesters, including that in which he is found guilty.
- 6.18** A candidate who during the Course of examination writes either on any piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof, shall be disqualified from appearing in any University examination for a period of not less than two semesters, including that in which he is found guilty.
- 6.19** A candidate found guilty of passing on, or attempting to pass on during an examination, a copy of a question set in the paper or the question paper itself, or a part thereof, or a solution of a question set in the question paper to anyone, shall be disqualified from appearing in any University examination for a period of not less than two semesters, including that in which he is found guilty.

6.20 A candidate found in possession of a solution to a question set in the paper through connivance of any member of the supervisory or menial staff or some outside agency, shall be disqualified from appearing in any University examination for a period of not less than three semesters, including that in which he is found guilty.

Also the person rendering such help shall be disqualified from appearing in any University examination for a period of not less than three semesters, and/or shall also be liable to such other punishment as the Vice Chancellor may decide.

6.21 A candidate found guilty of having made previous arrangement to obtain help in connection with the question paper shall be disqualified from appearing in any University examination for a period of not less than three semesters. The person with whom previous arrangement is made by the candidate shall also be disqualified from appearing in any University examination for a period of not less than three semesters and/or also be liable to such other punishment as may be decided by the Vice Chancellor.

6.22 A candidate found guilty of:

- (i) smuggling in an answer-book or a continuation sheet; or
- (ii) taking out or arranging to send out an answer-book or continuation sheet; or
- (iii) replacing or getting replaced his answer-book or continuation sheet, during or after the examination, with or without the help or connivance of any person connected with the examination centre;

shall be disqualified from appearing in any University examination for a period of not less than four semesters.

6.23 A person found guilty of having written, outside the examination hall, an answer-book or a continuation sheet for a candidate which the latter has smuggled into the examination hall, or of having managed otherwise to replace the answer-book of the candidate after the examination, shall be disqualified from appearing in any University examination a period of not less than four semesters and/or shall also be liable to such other punishment as may be decided by the Vice Chancellor.

6.24 If a candidate during the Course of a practical examination in a subject, presents to the examiner a practical or class work note-book which does not belong to him, he shall be disqualified from passing that particular practical examination.

6.25 If a candidate leaves the examination hall without delivering the answer-book to the supervisor concerned and takes away the same with him or intentionally tears off, or otherwise disposes of his answer-book or any part thereof or the continuation sheet or part thereof inside or outside the examination hall, he shall be disqualified from appearing in any University examination for a period of not less than two semesters, including that in which he is found guilty. FIR shall be registered against the erring candidate in such a case.

6.26 If a candidate is found guilty of:

- (i) serious misconduct in/outside the examination hall; or

- (ii) misbehaviour towards the Superintendent or any member of supervisory staff or of the flying squad/Inspection team or any other person deputed for the purpose; or
- (iii) collaboration or connivance with any other person or candidate in the commission of such an offence during or at any time after the termination of the examination;
- (iv) creating disturbance of any kind during the examination, or otherwise misbehaving in or around the examination hall or organising a walk out or instigating or disturbing/disrupting the examination in any manner whatsoever or carrying into the examination hall fire-arms or any other weapon,

he shall be disqualified from appearing in any University Examination for a period that may extend to five semesters, according to the nature of his misconduct/misbehaviour.

6.27 A candidate who refuses to obey the Superintendent of examination or any other member of the supervisory staff or changes his seat with another candidate or deliberately writes another candidate's Roll Number on his answer-book, shall be liable to expulsion by the Superintendent and shall be awarded any of the following punishments according to the seriousness of the offence:

- (i) Cancellation of the answer-book of the paper concerned; or
- (ii) Disqualification from appearing in any University examination which may extend up to two semesters.

6.28 If a candidate is found guilty of Engaging in any other act or omission which amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination, shall be disqualified from appearing in any University examination for a period that may extend to five semesters, but be not less than two semesters.

6.29 Any person who impersonates a candidate shall be disqualified from appearing in any University examination for a period of not less than five semesters, if that person is a student on the rolls of a recognised college/University teaching department. But if that person is not on the rolls of a recognised college/ University teaching department, he shall be declared as not a fit and proper person to be admitted to any examination of the University for a period of five years and the case, if necessary, may be reported to the Police. The candidate who is impersonated shall also be disqualified for a period of not less than five semesters. All cases of impersonation shall be reported by the Registrar to the Board.

6.30 A candidate found to be or suspected to be guilty of using unfair means in the examination, shall be permitted to answer the remaining part of the question paper, but on a separate answer-book. The answer-book in which the unfair means is suspected shall be seized by the Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the candidate's right to appear in the rest of the examination/in subsequent papers.

- 6.31** In case of a person who commits an offence under any of these regulations, but is not a candidate for any University examination, the Vice Chancellor may also, if he so decides, hand over the case to the Police.
- 6.32** In the case of a teacher or a person connected with an institution, who commits an offence under any of these regulations, his conduct shall be reported to the Managing Body of the institution and to the Government in case of Government institution, and he shall be debarred from any remunerative job in the University permanently or for such period as the Vice Chancellor may decide.
- 6.33** The Superintendent of the examinations shall report to the Controller of Examinations, without delay and on the day of occurrence, if possible, each case where use of unfair means in the examinations is suspected or discovered, with full details of evidence and explanation of the candidate concerned on the forms supplied by the Controller of Examinations for the purpose.
- 6.34** In case the candidate refuses to give a statement, he is not to be forced to do so, only the fact of his refusal shall be recorded by the Superintendent and attested by two other members of the supervisory staff on duty at the time of occurrence.
- 6.35** A candidate found guilty of using abusive or obscene language in the answer-book, shall be disqualified from passing that examination.
- 6.36** Where a candidate has made an appeal to the examiner through an answer- book, such an answer-book shall be liable to be cancelled.
- 6.37** A candidate found guilty of deliberately disclosing his identity or making any distinctive marks in his answer-book for that purpose, shall be disqualified from appearing in any University examination for one year/two semesters, including that in which he is found guilty.
- 6.38** A candidate guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the Controller of Examinations, with the object of influencing him in the award of marks, shall be disqualified from passing that examination and the one following it.
- 6.39** A candidate found guilty of approaching or influencing directly or indirectly, regarding his unfair means case, a member of the committee or any University Official, shall be disqualified for one year in addition to the punishment awarded to him under the Regulations for his offence for using unfair means.
- 6.40** Where a candidate alleged to have employed unfair means has not been afforded any opportunity to explain the misconduct of which he is reported to be guilty, the Controller of Examinations, or an officer authorised by him on his behalf, shall call upon the candidate to show cause why action should not be taken against him for his misconduct. If the candidate fails to do so within 15 days of the issue of such a notice, the University shall proceed with the case.
- 6.41** If the Board of Governors is satisfied after enquiry that the integrity of a University examination has been violated at an examination centre as a consequence of mass scale unfair assistance rendered to the examinees, the Board may order re-examination, besides taking action under Regulations relating to unfair means and may also abolish



the examination centre for future or for a specified period. The Board may also cancel the result of candidates at such examination, if already declared.

- 6.42** For cases of unfair means not covered by these Regulations, the Board may, on the recommendations of the Committee appointed under Regulation 43 impose such punishment as it deems fit according to the nature of the offence.
- 6.43** The Board of Governors shall appoint annually one or more Unfair Means Cases Committees as it deems necessary, to consider and decide cases of the alleged misconduct and use of unfair means in connection with examinations. Where more than one Committee is appointed, the Vice Chancellor shall decide which cases shall be decided by each of them.
- 6.44** Each Committee shall consist of four members as below:
- (i) A Retired Judge
 - (ii) An Academician
 - (iii) An Administrator
 - (iv) Controller of Examinations of the University or his nominee, not below the rank of Deputy Registrar.

Two members shall form the quorum.

- 6.45** The Controller of Examinations, or an officer authorized by him in this behalf, shall call upon the candidate alleged to have employed unfair means in the examination or obtained admission to an examination on a false representation, to appear before the Unfair Means Cases Committee to represent his case personally at his own expense on the date fixed for his appearance before the said Committee. If in spite of service of notice, the candidate fails to do so, he/she shall be proceeded against ex-parte
- 6.46** Where a candidate wishes to produce any evidence and/ or witness before the Committee, he/she may be allowed to do so by the Committee at his/her own expense. The Committee may also, on its own motion and for arriving at a just conclusion based on the principles of natural justice, direct the member(s) of the supervisory staff or any other person to appear before it.
- 6.47** When the Committee, after having heard the candidate when present and after having heard such evidence as he/she may produce and after going through the record is unanimous in its decision, that decision shall be final except as provided in Regulations 43 infra. If the Committee is not unanimous in its decision, the record of the case shall be referred to the Vice Chancellor who may either decide the case himself/herself or refer it to the Board for decision.
- 6.48** The Committee may, for reasons to be recorded, also recommend to the Vice-Chancellor if any action, disciplinary or penal is desired to be taken against the supervisory staff or an examiner.
- 6.49** An appeal against the decision of the Committee shall lie to the Vice Chancellor only if a candidate, or a Branch dealing with Unfair Means Cases, is in a position to put up some new facts which are likely to be crucial in the sense that they might induce the

Committee to come to a decision other than the one taken by it. The candidate may go in for appeal within thirty days from the date of receipt of information about the decision whereas the Branch may also initiate the cases, if any, within thirty days from the date of receipt of decision from the Committee. In such cases, the Vice Chancellor may order that such facts be reduced to writing and placed before the Committee for reconsidering the whole case. After reconsideration of the whole case by the Committee, the case shall be referred to the Vice Chancellor, who may either finally decide the case himself/herself or refer it to the Board for final decision, as he/she may deem proper.

6.50 The Committee shall then reconsider the case. A unanimous decision of the Committee shall be final. But in the event of a difference of opinion, the case shall be referred to the Vice Chancellor who may either finally decide the case himself or refer it to the Board for decision.

6.51 If the Board is satisfied after enquiry that the integrity of an examination has been violated at an examination centre as a consequence of large-scale unfair assistance rendered to the examinees, it may, besides taking action under these Regulations order re-examinations, cancelling the results of such examination if already declared, and may also abolish that examination centre for future or for a specified period.

6.52 Punishment for False Statements in Admission Forms or Certificates of University Examinations

- (i) A candidate seeking admission to an examination on a false representation made in his application form relating to a previous examination not actually passed by the candidate or any other matter, shall be disqualified for two to five years from appearing in any examination as may be decided by the Board.
- (ii) A candidate seeking admission to an examination, who has wilfully suppressed information pertaining to a previous disqualification incurred by him, shall be disqualified for a further period of three years commencing from the year in which the previous disqualification expires and both the disqualifications shall run consecutively.
- (iii) A candidate forging another person's signature/photograph on his admission form or of using a forged document, knowing it to be forged one, with a view to seek admission, shall be disqualified for a period up to three years including the year in which he is found guilty.
- (iv) A person found guilty of:
 - (a) tampering with his own certificate; or
 - (b) obtaining or attempting to obtain a certificate to which he is not entitled; may be disqualified by the Vice Chancellor for such period as he may deem fit. The order passed by the Vice Chancellor shall be reported to the Board.

6.53 If any examination centre is cancelled due to any reason, it may be re-established after 1 year, after removal of deficiencies and submission of undertaking to that effect.

7. Conferment of Honorary Degrees and Academic Distinctions

The persons selected for the honorary degrees and academic distinctions shall be such persons who have by virtue of their eminence and attainments in industry or contribution to the cause of social/community service/learning in medicine, sciences, humanities, engineering, technology, management, education, pharmacy, hospitality, media, fashion, architecture, fine arts or any other discipline/area and are considered fit and proper to receive such honorary degrees and academic distinctions without requiring him to undergo any examination.

- 7.1 All recommendations for the conferment of honorary degrees and academic distinctions shall be made through a Committee consisting of the Vice Chancellor and three other members appointed by the Board subject to confirmation of the Chancellor.
- 7.2 The recommendation of the Committee has to be confirmed by the Board and the Chancellor to confer honorary degrees and academic distinctions.
- 7.3 The honorary degrees or academic distinctions shall be conferred at regular or special convocation.
- 7.4 The presentation at convocation of persons on whom honorary degree or academic distinctions are to be conferred shall be made by the Vice – Chancellor or by any other person nominated by the Chancellor for the purpose.
- 7.5 The Board shall have the authority to make or alter the rules of procedure to be followed at such convocation.

8 Ph.D. Regulations

8.1 Preamble

MRSPTU, Bathinda offers academic programme leading to the award of Ph.D. degree through its Departments and approved research centres installed in its affiliated colleges and approved collaborative units. The award of Ph.D. degree shall be in recognition of high academic achievements, independent and original research, characterized either by the discovery of facts, or by fresh approach towards the interpretation and application of existing theories and facts, or development of innovative products, techniques, ideas, and technologies for its applications to the solution of technical and scientific problems in Engineering & Technology, Architecture & Planning, Science, Humanities & Social Science and Management. It shall evince the candidate's capacity and capability to critically examine and logically conclude, and shall represent significant contribution to the existing knowledge. The academic programme leading to the Ph.D. degree is broad-based to the extent of involving a mandatory course work, research work presentations, publications and research thesis. Interdisciplinary research areas are encouraged through Co-supervision mechanisms. All candidates are expected to undertake the honor code to conduct all activities – academic and research in a manner that shall only enhance the prestige of the University. The degree of doctor of philosophy (Ph.D.) of the Maharaja Ranjit Singh Punjab Technical University, Bathinda shall be conferred on a candidate who successfully completes all the requirements specified in these Ph.D. regulations, which are approved by the competent authority.

8.2 Outline

The academic programme leading to the Ph.D. degree is broad-based that involves successful completion of a mandatory course work, research work presentations, and a research thesis. To streamline this program, Ph.D. regulations are framed with an aim to produce quality research work from the University. Two major committees are proposed and their role and purpose outlined.

- (i) University Research Board (URB) shall be the highest research body of the University for Monitoring, Modifying, Interpreting and Arbitrating on any kind of dispute pertaining to these Ph.D. regulations. In addition, this body shall be competent to propose and issue amendments/addendum to these regulations as per the need and to comply with UGC guidelines from time to time.
- (ii) Department Doctoral Research Committee (DDRC) shall be constituted for every Department to take care of various research activities pertaining to its doctoral candidates. It shall be responsible for Ph.D. admissions as per these Regulations and to conduct interviews to ascertain candidates' research area, interest, and preparedness before admitting them to the programme. DDRC shall examine the candidate's research proposal and capabilities before the Ph.D. registration process and to recommend measures for strengthening candidate's potential for carrying out the research work. DDRC shall be responsible for regularly tracking and providing feedback on the candidate's research progress to facilitate quality research work. In addition, before thesis submission, it shall critically examine the work done through open seminar presentation with the aim to maintain high standard of research, its



innovativeness, originality and contributions. In addition, it shall facilitate impartial evaluation of the thesis submitted.

8.3 Eligibility

- i) The Admission to Ph.D. academic-research program shall be made in the various disciplines of the Faculties of this University, through an open advertisement at any time during the academic year. The candidates with minimum 55% marks (50% marks for SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the University Grants Commission from time to time) (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree (in Engineering/Technology/ Science/Architecture/ Management/Computer application /Pharmacy (or Pharm-D) /Humanities and in those other areas, in which University decides to undertake the curriculum) of MRSPTU, Bathinda or an equivalent degree of recognized Indian or Foreign University (recognized by UGC/AIU/or any other approved and authorized statutory Assessment and Accreditation agency) in the subject concerned/allied subject/cognate subject shall be eligible.
- ii) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures
- iii) Candidates already having Ph.D. in a particular faculty is eligible only for a different subject/stream in the same faculty or in a different faculty as per clause 1.0 (i) above.
- iv) Only Post Graduation in a subject is essential qualification to pursue Ph.D. degree and Undergraduate candidates (like B.Tech./B.Pharm./B.Sc. etc.) will not be allowed to register for Ph.D. degree.

8.4 Admission

The candidates shall be admitted by the University following a two stage process based on qualifying an i) Ph.D. entrance test and ii) a subsequent interview/viva voce.

(i) Ph.D. Entrance Test (PET):

Subjected to the availability of slots/seats and research resources in a particular Faculty and Discipline, aspirant students shall be required to appear in a written Ph.D. entrance test (PET) to be conducted by the University. PET shall be a **qualifying** test of 100 marks to examine the student's depth of knowledge in concerned subject/discipline (50%) and research methodology (50%) including research related aptitude, analytical capability and language skills. Candidates securing at least 50% marks or above shall be eligible for the interview.

The test score shall remain valid for 01 academic year or till next test only. Merit list for admission shall be prepared out of **100** marks (weightage of UG score: 40, PG score: 40, regular Teaching/Research Experience:10 @2 per year, SCI Journal publications: 10 (@5 per publication as author/co-author).

Merely qualifying the PET will not entitle a student for admission to Ph.D.

(ii) Test Exemption:

- (a) Candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET (Punjab State)/ GATE/ GPAT/INSPIRE/teacher Fellowship holders/awardees (AICTE/UGC/ MHRD) and those sponsored by Government (State/Union/ UT)/Public Enterprises/ DRDO/CSIR/ recognized research labs shall be exempted from PET (**candidates appointed in the project sponsored by above agencies are not exempted from Entrance Test**).
- (b) Similarly, the MPhil degree holders from this University **with minimum 60% (55% in case of SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the UGC from time to time)** or equivalent in grade or any other UGC approved/recognized University are exempted from the written test for the Ph.D. program.
- (c) Merit list for admission of such candidates exempted from PET as per clause 2.2 (i) and (ii) above shall be prepared out of 100 marks (Weightage: UG score: 40; PG score: 40; Fellowship awardee: 10 or regular Teaching/Research Experience: 10 @2 per year; SCI Journal publications: 10 @5 per publication as author/co-author).
- (d) Candidates as per clause 2.2 (i) above shall be given preference over other categories.
- (e) However, all test exempted candidates need to appear for the subsequent interview, which shall be the second stage of admission process.

(iii) Interview:

Successful shortlisted candidates (as per the Ph.D. Slots available) shall have to appear for an interview to be conducted by the Department Doctoral Research Committee (hereafter called DDRC) of the concerned Discipline to discuss their research interest/area through a presentation and to adjudge the candidate's competency, suitability of research place, and contribution of proposed research toward new/additional knowledge, and formally recommend their admission and supervisor, as applicable.

University can increase or decrease the number of seats depending upon the research facilities available.

(iv) Sponsored/Fellowship Awardees:

The UGC/CSIR/INSPIRE/AICTE fellowship awardees or those sponsored by Government (State/Union/UT)/Public Enterprises/ CSIR/DRDO research labs or candidates who are awarded fellowships directly by their or any funding agencies for the purpose of pursuing **full-time** Ph.D., can be registered any time during the session. NET/GATE/GPAT qualified project fellows appointed against financed projects of at least two years duration can also be registered for Ph.D. at any time during the session.



(v) Reservation

National/State reservation policy shall be paid due attention in the process of Ph.D. admission. Candidates who have qualified UGC/CSIR/JRF/ INSPIRE/ Fellowship awardees/and those sponsored by Government (State/Union/ UT)/ Public Enterprises/recognised research labs will be admitted irrespective of reservation category.

The guidelines of the UGC and directions of the MHRD as applicable from time to time in regard to reservation for SC/ST/OBC/PWD in Ph.D. admissions shall be applicable automatically.

8.5 Fellowship/ Scholarship

Ph.D. research scholars will be provided fellowship/scholarship as per the guidelines of the funding agencies from time to time.

8.5 Supervisor:**(i) Eligibility:**

- (a) All Regular Professors associated with the University/its affiliated PG colleges holding Ph.D. provided they are eligible to be appointed as Supervisor and are actively involved in research, **with at least five publications in refereed Journals**, and having at least two years to superannuation. In case, in an area/discipline where there is no or only a limited number of refereed journals are available, the above condition shall be relaxed for recognition of a person as Research Supervisor with reasons recorded in writing.
- (b) Regular Associate Professors or equivalent and Regular Assistant Professors or equivalent associated with the University/its affiliated PG colleges, who hold Ph.D. degree **with at least two research publications in refereed Journals** can supervise Ph.D. students.

(In case, in an area/discipline where there is no or only a limited number of refereed journals are available, the above condition in clause 4.0 (i) and 4.0 (ii) shall be relaxed for recognition of a person as Research Supervisor with reasons recorded in writing.)

- (c) Supervisor must also figure in the approved list by University for the purpose.

Supervisor shall not be a relative such as wife/ husband, father/ mother, son/daughter, sister/brother, wife's/husband's brother and sister, brother's/sister's son and daughter, first cousins, grand-son, grand-daughter, or such person as might be deemed a close relation of the candidate by the Vice-chancellor.

(ii) Co-Supervisor:

- (a) In addition to the supervisor, a candidate may be allocated a co-supervisor, in case research work is interdisciplinary in nature with full justification by the supervisor. Co-supervisor may be from the University/affiliated Institutions or from the other Institutions having MoU with the University, or from the Institutes of National importance (like IIT/IIT/ IISER/IISc/ NIT) or as recommended by the DDRC. In case of co-supervisor from outside the University, (s) he must fulfil the minimum norms of a research Supervisor.



- (b) Co-supervisor shall not be a relative such as wife/ husband, father/ mother, son/daughter, sister/ brother, wife's/husband's brother and sister, brother's/sister's son and daughter, first cousins, grand-son, grand-daughter, or such person as might be deemed a close relation of the candidate by the Vice-chancellor.

(iii) **Change of Supervisor/Co-Supervisor:**

Normally change of supervisor/co-supervisor shall not be permitted, except under the circumstances mentioned below-

- (a) In case the supervisor has left his affiliation with the university or by the mutual consent of the supervisor and the candidate. The earlier date of the Registration shall stand. DDRC shall have to recommend the same with justification.
- (b) In case of extreme hardship, where it becomes almost impossible for a candidate to work with the existing Supervisor and the VC has satisfied himself/herself. This clause is to be used sparingly under abnormal circumstances only.
- (c) In case a supervisor/co-supervisor retires or expires or leaves the affiliation of the University, during the course of the work, then as per the case need DDRC can recommend appointment of a full supervisor/co-supervisor/ care-taker cum administrative supervisor (to look after the administrative needs of the candidate's research work) depending upon the amount of work completed including publications.

(iv) **Supervisor Allocation:**

The DDRC shall recommend supervisor in a formal manner, depending on the number of students per faculty member, the available specialization/area among the faculty supervisors, research interest of the student and choice and consent of supervisor as indicated by student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

(v) **Number of Seats Under a Supervisor:**

There shall not be more than **Eight** Ph.D. scholars under supervision/co-supervision (including full-time/part-time/sponsored research projects of this or any other university) at a time under a Professor, **Six** under an Associate Professor and **Four** under an Assistant Professor. The candidature shall normally remain in force till the successful defence of viva-voce examination of the Thesis.

(vi) **Relocation of Woman Ph.D. Scholar**

In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

8.6 Admission Categories:

Candidates shall be admitted under the following categories to this programme:

(i) Full-Time:

- (a) A person with scholarship/fellowship/study leave from an organization/or without fellowship who is neither employed nor is pursuing any other course of studies (shall submit a declaration in this concern) and whose supervisor is working in the jurisdiction of this university.
- (b) Candidates registered for full time programme in the university or in the approved centres of research in the jurisdiction of the university shall be available during the working hours for curricular, co-curricular and related activities.
- (c) Part-time candidates in employment, who want to pursue full-time studies may be allowed to convert as full time candidates during their research work subject to approval provided they are sponsored by their employer and should avail leave for the research period and should get formally relieved from their duty to join the research programme.
- (d) The full-time programme shall be undertaken in the departments of this university or in the approved university research centres. Full time Ph.D. scholars shall be required to be present in the university/centre. Candidates shall be marking their attendance daily and their presence shall be duly recorded and maintained in the concerned department/centre except on the days when s(he) is away from campus on duty/sanctioned leave.
- (e) The full-time candidate shall not involve in any kind of remunerative academic work/duty outside the university premises without written permission from the supervisor and HoD concerned.
- (f) Full-time to Part-Time (External) conversion shall not be allowed normally and will be considered only on merit by DDRC for onward recommendation, but not before 15 months after confirmed registration.

(ii) Part-Time (Internal):

- (a) Full time teachers of this University, shall be called 'Part time (Internal)' candidates under the guidance of supervisor in the university.
- (b) Candidates working in this University in projects undertaken from State/Central/Quasi Government and totally funded through the projects shall also be called 'Part time (Internal)' candidates.
- (c) The place of research for teachers of this University shall be the concerned Departments of this University.

(iii) Part-Time (External):

- (a) Candidates working in Colleges/R&D Departments/Research laboratories in Units of Government/Quasi-Government/Industrial units, and sponsored by the respective employer/Organization, shall be called 'Part time (External)' candidates.
- (b) The place of research for the external candidates shall be respective Institution

or Unit or organization as the case may be and Institutions where Supervisor is working and also the Department concerned in the University.

- (c) All part-time registered candidates shall spend minimum forty-five days (minimum 15-days per visit) per year for consultations and research in the department and to be certified by the concerned Supervisor.
- (d) Full-Time candidates shall be given preference over Part-Time candidates by the University.

Both Full-time/Part-time candidates need to undertake mandatory pre-Ph.D. registration course work as mentioned in clause 6.0 in a REGULAR manner.

8.7 Course Work

The DDRC shall normally meet within three weeks from the date of pre-registration/enrolment of the candidate to prescribe/recommend course work for the research scholar as proposed by Supervisor(s) and keeping in view candidate's area of research.

- (a) Each Ph.D. student will have to undertake one mandatory course (**4 credits**) on Research Methodology (RM), which will include quantitative methods, computer applications and reviewing of latest published research work in the relevant field.
- (b) In addition, a Ph.D. candidate (having M.Phil./ M.Tech./ M.Pharma./M.Arch./MBA who has done course-work in PG) shall be required to undertake mandatory Regular course work in the relevant/cognate research area for minimum **six credits** (for example: 4-credit theory subject + 2-credit Practical work/ or two theory subjects of 3-credit each) and a mandatory Seminar of **one credit** on her/his area of research as a part of pre-Ph.D. course-work. The Course work may or may not be from the parent department and shall be treated as pre-Ph.D. course work.
- (c) All other candidates, who have not done the relevant course work in their Post-Graduation, shall be required to undertake minimum **ten credits** course work in one semester (for example 2 courses of 4-credit each / or 3 courses of 3-credits along with a 2-credit Practical work) and a mandatory Seminar of **one-credit** on her/his area of research in addition to **four credit** RM as a part of mandatory pre-Ph.D. course-work.
- (d) The candidate will have to clear courses within the first two semesters as per the programme of the Department.
- (e) Direct fellowship awardees or candidates registered for Ph.D. during the middle of the semester will take up course work in the following semester.
- (f) The syllabus for Pre-Ph.D. course work, not covered in the ongoing PG curriculum, will be drawn by the Board of Studies or DDRC subject to the approval by BoS or academic council of the University.
- (g) An attendance less than the mandatory 75% (including 10% attendance benefit on medical grounds) in the course work shall attract cut in the scholarship/ fellowship.

8.7 Course Completion Criterion

- (a) Absolute grading system shall be followed for Ph.D. Course work evaluation.



A candidate is required to score minimum E Grade in all individual subjects and overall CGPA equivalent to 6.5 or above to qualify the course work (see Annexure –II for details).

- (b) The prescribed course work shall be completed during the initial one or two semesters from the date of enrolment/pre-registration. In case a candidate fails, he/she may request another chance recommended by supervisor to Dean (R & D) to complete the course work within **next** six months with extra fee as applicable. After this any further chance may be granted by VC with extra fees as applicable.
- (c) **As passing of pre-Ph.D. Ph.D. Course Work is only an essential requirement for registration to the Ph.D. Programme of the University, no degree will be awarded to successful candidates in Ph.D. Course Work, only detailed mark sheet will be issued.**

8.8 Research Proposal & Ph.D. Registration

On the successful completion of the prescribed course work, within 6 months, the candidate shall submit her/his research proposal/synopsis, giving problem statement, an outline of the research proposal including, topic of research/thesis, review of literature, aims and objectives, methodology, plan of work, and bibliography. The submitted synopsis shall be subjected to scrutiny, by a panel of external experts within two-months preferably. Candidate shall be required to give presentation of her/his research proposal before the DDRC, in which faculty of any other department may also be present.

In case,

- (a) The presentation/research proposal is accepted without any modifications by DDRC, the candidate shall apply for Ph.D. registration on a *prescribed performa*, and shall be assumed to be registered from the date of his submission of registration fee and undertaking the University “Honour code”.
- (b) The presentation/research proposal is not approved/accepted; the candidate shall be resubmitting research synopsis afresh within six-months.
- (c) The committee desires some modifications in the submitted research proposal/Title for inclusion in the final thesis work, these shall be explicitly mentioned in the DDRC report with due intimation to candidate. Candidate shall submit this modified approved research proposal/synopsis within ten days and shall apply for Ph.D. registration on a *prescribed Performa* and submit registration fees. A candidate shall be assumed to be registered for Ph.D. from the date of her/his submission of Ph.D. registration fee and undertaking the University ‘Honor Code’.

8.9 Cancellation of Enrolment/Registration:

The enrolment/registration of the student will be cancelled, if,

- (i) The candidate does not enrol for course work in the ongoing/immediately following semester (if admitted mid-semester) on her/his admission to Ph.D. without specifying any reason.
- (ii) The candidate fails to obtain the CGPA required to qualify the course work within the stipulated time (first two semesters of enrolment).



- (iii) The progress of the candidate is found Unsatisfactory by the Supervisor and DDRC as per clause 9.0(iv).
- (iv) The candidate does not pay the fee/dues in time and even in extended period with late fee, as applicable.
- (v) The candidate commits to plagiarism or unethical practices in research.
- (vi) The candidate indulges in activities of indiscipline, and remains absent from the Department without permission of the competent authority.

8.10 Review of Progress

- (i) The student registered for Ph.D. shall submit progress-report on the work done after every six months on *prescribed Performa* duly certified by Supervisor(s) and shall deliver open seminars before a DDRC or its subcommittee on the dates fixed by the concerned department with intimation to the office of Dean R&D, to apprise about the progress of her/his research, its evaluation and further guidance and to consider the feedback received, if any. The progress reports status shall be submitted to Dean (R&D) of University with a copy to the research scholar.
- (ii) In case the progress of the research scholar is unsatisfactory, the DDRC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the DDRC may recommend to Dean (R&D) with specific reasons for cancellation of the registration of the research scholar.
- (iii) The Ph.D. student will maintain a complete record of research data collected or generated during the course of work and draft of the thesis.
- (iv) In cases of non-receipt of two consecutive progress reports or two consecutive unsatisfactory reports or unethical practices in research committed by the student or misconduct by the student, the doctoral committee with Dean R&D in the chair, can recommend any action including cancellation of registration.

8.11 Ph.D. Duration

(i) Minimum Duration:

No candidate shall be permitted to submit thesis for the Ph.D. degree, unless (s) he has pursued research in the University/approved research centre for not less than thirty-six months (Three years) from the date of enrolment.

(ii) Maximum Duration:

The maximum period for the submission of Ph.D. thesis shall be seventy-two months (Six years) from the date of Ph.D. enrolment.

(iii) Extension of Duration:

- (a) Provided in exceptional circumstances, the DDRC may recommend to the Dean R&D extension of the registration of the candidate for a maximum period of twelve months with applicable extension fees. If the candidate fails to submit thesis within the extended period, her/his registration shall lapse automatically.
- (b) Any further extension shall be subjected to the approval of the Vice-Chancellor.
- (c) The women candidates and Persons with Disability (more than 40%



disability) shall be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates shall be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

8.12 Attendance and Leave

- (i) Full time Ph.D. scholars shall be required to be present in the University. Their presence shall be duly recorded and maintained in the Department/Centre concerned, except on the days when s(he) is away from campus on duty/sanctioned leave. Absenteeism shall attract cut in fellowship/scholarship.
- (ii) A Ph.D. scholar cannot avail more than one month leave in a year. (15 on incidental accounts (20 for women candidates) +15 on medical grounds). Leave not availed shall not be accumulated at the lapse of the year (31st Dec) except on medical grounds.

8.13 Pre-Thesis Synopsis

When the Supervisor(s) is of the opinion that thesis is in the final stage of completion, including mandatory publication requirement as in clause 13.0, the candidate shall apply on prescribed Performa for the pre-thesis synopsis seminar on his research findings, at-least three-months before the intended period of submission of thesis to the office of HoD through Supervisor, along with 10-copies of the final synopsis of the research work. The candidate shall be allowed to submit her/his thesis for the Ph.D. degree only when the DDRC is satisfied about the work.

(i) Seminar Presentation:

- (a) The pre-thesis synopsis seminar shall be conducted within a month by the DDRC before an open audience. The attendance of all present shall be recorded. The seminar presentation will examine the candidate's research contribution and accomplishment of proposed research objectives. In case, DDRC makes certain comments/suggestions for improvement, the candidate needs to incorporate these suggestions in the thesis under the advice of the supervisor(s). The publications required as per clause 13.0 from the candidate shall be put before the DDRC for scrutiny. Topic of the Thesis, if need be, can be fine-tuned and recorded formally within the broader perspective of the initially approved title and /or research proposal at this stage.
- (b) In case of successful pre-thesis seminar, Supervisor(s) shall also submit separately a panel of six reputed examiners, as per clause 14.0, from India (preferably from widely covered geographical areas/ different states) and six from outside India from reputed Indian Institutes and Foreign Universities respectively. Examiners' list can be supplemented by DDRC for thorough, impartial and unbiased evaluation of the work.
- (c) A formal report on a *prescribed Performa* in this regard, along-with extended abstract of Thesis (soft copy (pdf format) + 04 hard copies), proof of research publications/acceptance, and recommended panel of

examiners shall be submitted to the office of Dean R&D in confidential. The gist of the extended abstract should match with the approved research proposal.

(ii) Unsatisfactory Seminar:

In case, DDRC is not satisfied with the contributions made towards approved research objectives, the candidate will have to appear again, with applicable re-submission fee, if any, for the pre-thesis synopsis seminar within a period of twelve months at the most though keeping in view the maximum Ph.D. duration.

8.14 Mandatory Publication

Before the submission of thesis, candidate shall have to publish at least **two** research papers in referred Journals of repute and make two paper presentations in conferences/seminars and shall produce evidence for the same or the reprint of the papers before the DDRC for adjudication at the time of pre-Thesis Seminar presentation. **Out of these two, one research paper must be in peer reviewed International Journal included in SCI.** However, for Ph.D. Thesis relevant to Social Sciences and Humanities SSCI/AHCI (Thomson Reuter) journals shall also be considered. The affiliation of the University is must on these publications.

8.15 Examiner's Eligibility

Examiners need to be from the broad area of candidate's research work, and preferably whose work is referred by the candidate in her/his thesis. Research person working in the laboratory(s)/ Institution(s) where the research candidate or supervisor(s) from outside the institution, if any, is employed, cannot, however, appear in the panel of examiners. Any person related to the candidate or supervisor(s) should not appear in the panel of examiners (to be declared by the Supervisor(s) while submitting the panel before DDRC)

(i) Board of Examiners:

On receipt of the recommendation of DDRC for successful pre-Thesis seminar along with extended abstract and panel of examiners, Dean R&D will get approval from VC to appoint three external examiners (two from within India and the third from abroad) out of which one must be from the panel submitted. VC shall be free to select the other examiners either from the list of the subject experts of the UGC or on her/his own initiative guided by the references or from the submitted panel. The Ph.D. thesis submitted by the candidate shall be examined by the three external examiners while the Supervisor(s) shall be the internal examiner(s). The consent of appointed external examiners shall be sought electronically by the office of Dean R&D on the basis of extended abstract submitted by the candidate.

8.16 Submission of Soft-Bound Thesis for Evaluation

Following the successful pre-thesis Seminar presentation as per clause 12.0, within three-months, the research candidate shall submit four-copies of the thesis (with both sides of a page printed) in a spiral bound form or with a soft cover (additional copies depending upon number of Co-supervisors), as per the University guidelines in regards to thesis format, and also a soft copy (pdf file) on a CD. One copy each is for office record, for foreign examiner, for Indian examiners and for Supervisor(s).

(i) Thesis Requirements:

- (a) The Ph.D. thesis submitted by the candidate shall satisfy the requirement that it is a research work characterized by either the discovery of new facts or by fresh interpretation of facts or theories, or development of innovative technique, product, idea or technologies. It should reveal the candidate's capacity for critical examination, original thinking and critical judgment. Its literary presentation should also be satisfactory.
- (b) The thesis shall include a certificate from the Supervisor(s) and a declaration from the candidate that it incorporates the candidate's bonafide research work and it has not been submitted for award of any other degree to this or to any other University or any institute of learning. In addition, the work of other researchers wherever referred is properly cited and fully acknowledged.
- (c) Before submission of the Thesis, it shall have to pass through the anti-plagiarism software test available with the University at that time.
- (d) The application for the submission of the thesis shall be forwarded by the HoD to the office of Dean R&D, only after the satisfactory anti-plagiarism test report recommended by Supervisor is enclosed with it.

8.17 Thesis Evaluation

Examiners in the approved board of examiners will examine the thesis individually with a view to judge the suitability of the thesis as a piece of research work worth awarding Ph.D. Each examiner will send detailed comments on the research work to the office of Dean R&D, along with a clear recommendation on the *prescribed Performa* stating one of the following:

- (i) The thesis is **SATISFACTORY** and recommended for the award of Ph.D.,
or
- (ii) The thesis is **RECOMMENDED** for the award of Ph.D. Degree subject to **SATISFACTORY ORAL DEFENCE** if the candidate gives satisfactory answers to queries specifically mentioned in the report, or
- (iii) The thesis is recommended for the award of Ph.D. Degree subject to the candidate makes **REVISIONS** in the thesis as per suggestions made and these are **SATISFACTORILY PRESENTED DURING ORAL DEFENCE**, or
- (iv) The thesis needs **RESUBMISSION** in the **REVISED FORM**, as per suggestions made and the thesis be sent **FOR RE-EVALUATION**, or
- (v) The thesis is **REJECTED**.

Reports received from all the examiners (Internal & External) shall be opened simultaneously by Dean R&D, and on the basis of the recommendations of the examiners will take one of the following actions:

8.18 Decision on Evaluation Reports:

- (i) In case, examiners are unanimous in recommending the award of the degree on the basis of the thesis without any modification (as per clause 16.0 (A) or (B) or (A) and (B)), their recommendation shall be accepted and the process for oral defence shall be initiated as per clause 17.0.

- (ii) In case, reports received from the external examiners are contradictory, a Decision Proposing Committee (hereafter called DPC) comprising of Dean R&D, Supervisor(s), two senior Professor level faculties from allied areas (may or may not be from DDRC) shall be constituted by the VC to recommend the further course of action.
- (iii) In case DPC observes any ambiguity in recommendations made by the examiner(s), Dean R&D will approach the examiner(s) for a clear recommendation. In case, clear recommendation is not forthcoming, the matter may be referred to VC by the DPC proposing further course of action for decision. The decision of VC shall be final and binding.
- (iv) In the event of any examiner making recommendation for the revision of the thesis (clause 16.0 (C) or (D)), then on the recommendation of DPC, student shall be free to defend her/his point of view forwarded by Supervisor, through Dean R&D within one-month from the date the communication. However, if the examiner is not satisfied with the student's defence, the student shall be required to carry out necessary revisions as finally suggested by the examiner within one year (subjected to clause 10.0) from date of communication to the candidate.
- (a) In case, examiner suggesting revision also states that the revised thesis need not be sent again (clause 16.0 (C)), the revised thesis will not be sent to the examiner. However, the Supervisor(s) shall certify that the comments have been incorporated, before the viva-voce examination.
- (b) In case, examiner suggesting revision states that the revised thesis be sent again (clause 16.0 (D)), the re-submitted thesis shall be sent again, on an additional payment of prescribed thesis resubmission fee, and will be examined by the same examiner who has recommended re-submission unless examiner is unable to do so or declines to do so.
- (v) In the event of one/two of the examiners recommending award of the degree (clause 16.0 (A) or (B)) and the other examiner/s recommending rejection (clause 16.0 (E)) of the thesis- then, on the recommendation of DPC, student shall be free to defend her/his point of view (forwarded by Supervisor) through Dean R&D within one-month from the date of communication. In case the deadlock continues to prevail, the DPC may propose further action to VC based upon its observations on the reports received. The recommendations of the VC shall be final. This procedure shall also be followed if the examiner who has suggested revision/modification rejects the revised thesis.
- (vi) In case, all the external examiners reject the thesis, then on the recommendation of the DPC, the VC may permit submission of a revised thesis on an additional payment of the prescribed thesis resubmission fee, after a suitable time frame to be fixed by DPC (subjected to clause 10.0 of maximum Ph.D. duration). The observations and comments of the examiners, if any, may be copied and given to the candidate through supervisor on request. In no-case should a resubmission of the thesis without modification along the lines of criticism made by the earlier examiners be allowed. The revised thesis shall be referred for assessment to the



examiners selected from a new panel of experts recommended by the DDRC. In case, majority of experts reject revised thesis again the thesis will stand rejected.

8.19 Dispute Redressal:

Any doubt arising out of following the procedure laid down in this clause and otherwise shall be referred to VC for a decision. The decision of VC shall be final and binding.

8.20 Time Period for Resubmission:

The candidate, who is required to re-submit the thesis, must do so within one-year from the date of receipt of the examiner's comments by the University, under no circumstances the total time period shall exceed the Ph.D. duration as per clause 10.0. Candidate shall have to pay the Thesis Re-submission fee as applicable.

8.20 Oral Thesis Defence

Once the reports of the examiners have been accepted as satisfactory, the case file of the candidate shall be put before the VC for deputing the external examiner for the Oral Defence Committee (ODC) that shall be comprising of Supervisor(s), one of the external examiners (normally from India) and the Head of Department. The candidate will have to defend the thesis before the ODC. The defense of the thesis shall be in the form of an **open viva-voce** conducted in the University on a working day. The attendance shall have to be recorded. Viva-voce exam will be widely notified and coordinated by the HOD at least three working days in advance.

- (i) In case of clause 16.0 (C) of thesis evaluation, the Supervisor(s) shall certify that the comments have been incorporated in the thesis, before the viva-voce examination.
- (ii) In case, the external examiner is unable to conduct the viva-voce, a set of questions would be obtained from her/him by Dean(R&D) and viva-voce will be conducted by an examiner (within or outside the University having knowledge in the area of Thesis) to be appointed by the VC on the recommendation of Dean R&D.

8.21 Non-Satisfactory Defence:

If the ODC is not satisfied with the defence, the candidate has to appear again before the board within the next three months. Further, if the ODC suggest certain modifications/alterations to be done in final thesis submission, it shall be duly recorded in the report and supervisor shall certify their incorporation before final thesis submission.

8.22 Thesis Defense Report:

The report about the performance of the student in the viva-voce shall be recorded in the Performa by the Supervisor(s) and the external examiner only. Further, if the thesis is suitable for publication by the University in the form of a book, it will be explicitly mentioned in the report with suggested modifications, if any.

8.23 Examiners Remuneration:

Remuneration to examiners for Thesis evaluation and re-evaluation and viva-voce examination shall be paid as approved by BOG from time to time.

8.24 Final Hard-Bound Thesis Submission

After the successful completion of oral defence, the candidate is required to make all the changes suggested by the examiners of ODC, if any.

- (i) The final submission of thesis shall be in hard bound form with colour and format as specified by the University, with both sides of a page printed, incorporating all the changes in the thesis. The number of copies submitted shall be two more than the number of supervisor(s). One copy each is for University Central Library, Departmental Library and for Supervisor(s).
- (ii) The candidate's declaration page as prescribed by University in the final thesis will have the signature of the candidate, Supervisor(s), Indian external examiner and HoD. The Supervisor will take the signature of all the members of Oral Defence Committee on required number of sheets at the time of viva-voce examination to be placed in the final thesis.
- (iii) Before signing the thesis in the hard bound form, the Supervisor(s) will certify that the candidate has made all the changes as suggested by the examiner(s).
- (iv) The candidate shall submit one copy of final thesis meant for Central Library, synopsis of the thesis, 'No Dues' certificate and an electronic copy of final thesis on a CD through Supervisor(s) to HoD, who shall forward the same along with the ODC report recommending award of the Ph.D. degree to the office of Dean R&D for approval by the VC/ competent authority and to grant provisional degree and certification in regards to Degree being awarded is as per the *UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016*, - by the concerned academic section.

8.25 AWARD OF Ph.D. DEGREE

The Degree of Ph.D. shall be awarded by the Highest Academic Body of the MRSPTU, Bathinda provided that:

- (i) The Oral Defence Committee so recommends;
- (ii) The candidate produces a 'No dues Certificate' in the prescribed form.
- (iii) The candidate has submitted one soft and two hard cover copies of the thesis; one for the Library of the Department/Centre and the other for the Central Library. The Thesis should incorporate all necessary corrections/modifications listed by the Oral Defence Committee (ODC).

8.26 DEPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/ Universities. This shall be mandatory for all research students.

Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

8.27 INTERPRETATION

Any doubt or dispute about the interpretation of these Regulations shall be referred to the University Research Board (URB) with VC as Chairperson, whose decisions shall be final. **Any interim decision taken by VC shall have to be ratified by the URB/Academic council in the next meeting.**

Note: This incorporates all the provisions contained in UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulation, 2016.

Students admitted under the UGC (Minimum Standards and Procedure for Award of Ph.D. degree) regulations, 2016, shall be treated to be registered as per the amended rules as applicable from time to time.



ANNEXURE-I

Composition and Responsibilities of Ph.D. related Committees**1.1 University Research Board (URB)**

- (i) University Research Board (URB) shall be the highest research body of the University for Monitoring, Modifying, Interpreting and Arbitrating on any kind of dispute pertaining to University Ph.D. regulations. In addition, this body shall be competent to propose and issue amendments/addendum to these regulations as per the need and to comply with UGC guidelines from time to time.
- (ii) URB shall be the final decision making body-
- For any doubt or dispute about the interpretation of these Regulations
 - For any other Research related issue referred to it by the competent authority.
 - To modify/clarify/issue addendum to these regulations, if required at any time.
- (iii) Composition of University Research Board (URB) is as under

Composition of University Research Board (URB)		
(a)	Vice Chancellor	Chairperson
(b)	Dean R&D	Member-Secretary
(c)	Dean of various Faculties	Member
(d)	Dean Academics	Member
(e)	All other Professors from various Departments of University	Member
(f)	Two Associate professors and two Assistant professors of the University by rotation according to seniority, provided they hold a Ph.D. degree	Member
(g)	Two experts holding Ph.D. degree from the affiliated colleges of the university to be nominated by the Vice Chancellor.	Member

1.2 Department Doctoral Research Committee (DDRC)

Every department offering Ph.D. programme shall have a DDRC to be approved by VC through Dean R&D to take care of all administrative and technical matters pertaining to Ph.D. program of candidates admitted in the Department for Research Programme leading to Ph.D. degree.

In the case of a discipline in which there is no teaching department of the University or there is no Professor level faculty, the DDRC shall be constituted by the Vice-Chancellor in consultation with the concerned Dean Faculty, Chairperson Board of Studies and Dean R&D, MRSPTU.

DDRC or its subcommittees, as applicable for a given purpose, shall be responsible-

- For the evaluation of Ph.D. entrance test pertaining to concerned discipline, with the aim to shortlist candidates to appear for subsequent interview to fill up the available research slots in the respective Department.
- For Ph.D. admissions in their respective Departments as per these Regulations and to conduct interviews to ascertain candidates' research area, interest, and preparedness before admitting them to the programme

- (iii) For recommending Supervisor/ Co-supervisor and course-work in accordance with the approved procedure of Ph.D. admission of the University.
 - (iv) For critically scrutinizing the research proposal submitted by the candidate, after the successful completion of pre-Ph.D. course-work and open presentation made thereafter by the candidate, before recommending her/his name for confirmation of registration for Ph.D. thesis work. In addition, DDRC may also suggest list of suitable Journals for publication of the research work in the relevant area other than those specified in relevant SCI journals.
 - (v) For scrutinising the progress report submitted by the candidate and to monitor the candidate's research progress through open presentations after every 6-month and may recommend suggestive measures, if any, to improve the candidate's research work. A formal report of such meetings shall be submitted to the office of Dean R&D and a copy shall be retained by Supervisor(s) and concerned HoD.
 - (vi) For scrutinising and critically analysing the pre-thesis synopsis, other mandatory requirements as per approved Ph.D. regulations, and shall conduct an open seminar of the candidate before recommending the Thesis submission process.
 - (vii) For recommending the names of the examiners proposed by Supervisor (s), for the purpose of getting the thesis evaluated in an impartial, unbiased and thorough manner.
 - (viii) for any other administrative matter pertaining to candidates's Ph.D. program as specified in Ph.D. regulations
 - (ix) For any other Ph.D. related work as assigned to it by the competent authority
- Composition of the DDRC in each Department/School shall be as follows –

Composition of Department Doctoral Research Committee (DDRC)		
(a)	Dean of concerned faculty / Chairperson BoS of concerned Discipline having Ph.D.	Chairperson (Ex-officio)
(b)	One Faculty member having Ph.D. from outside the Department/ school of University to be nominated by Vice Chancellor	Member
(c)	One nominee of Dean R&D in the cognate area from University	Member
(d)	All Faculty members having Ph.D. in the concerned Department/Center/ School from University (to be treated as 1 member together)	Member
(e)	Supervisor(s) (to be treated as 1 member together)	Member
(f)	One outside expert * *(out of the three proposed by Supervisor/or from the approved panel of outside Ph.D. experts of concerned Department/School/ or recommended/ nominated by Vice Chancellor through Dean R&D)	Member
(g)	Head of Department/centre/school in the University/ Centre/ or Ph.D. Coordinator of the Department, in case of Non-Ph.D., HoD	Convener

* In case of non-availability of experts in the relevant area of specialisation in the



approved panel of outside experts, the Supervisor may submit an additional list of experts of relevant area through Head of the Department/School.

****In case of non-availability of members at level 2) or 3), expert out of the three proposed by Supervisor from the approved panel of outside experts of concerned Department/School to be nominated by VC through Dean R&D**

- (x) Out of the seven members of DDRC as listed above, **four** shall form the **quorum** including outside expert. Presence of outside expert is must at the time of initial research proposal presentation and Pre-Thesis synopsis presentation.
- (xi) **Supervisor cannot be the Chairperson of the DDRC of her/his own candidate/s.**
- (xii) **Chairperson of the DDRC shall not be below the rank of Professor.**
- (xiii) In the event of absence/non-availability of Chairperson, senior most faculty member may act as the Chairperson of DDRC, subject to such nomination by VC.
- (xiv) Senior most Professor in the University/Department/Centre/School in the cognate area can be the Chairperson of the DDRC, subject to such nomination by VC.
- (xv) Research Scholars are admitted to the academic Department/Centres/Schools of the University. Students can also be admitted to other R & D Centres/Schools/Institutes provided theses R & D Centres/Schools/Institutes/ Departments are approved by the University for carrying out doctoral level research work. However, their research program shall be monitored by the DDRC proposed by the Dean Faculty/Chairman BoS/Dean R&D with faculty from other Departments/Centres who are allied to the area of research of the Centre/school. The composition of the DDRC shall have to be approved by VC through the office of Dean R&D and reported to the Highest Academic Body.
- (xvi) DDRC meetings, at the time of initial research proposal, final pre-thesis synopsis presentation, and oral thesis defence shall normally be held at MRSPTU University campus.

ANNEXURE-II

1. Ph.D. COURSE WORK

Absolute grading system will be followed for students of Ph.D. Course work as applicable under the MRSPTU academic regulations. In order to qualify the course work for Ph.D. registration, student has to obtain at least 'E' grade in all individual subjects and overall CGPA equivalent to 6.5 or above. The back conversion of SGPA or CGPA to percent score will be multiplication of SGPA or CGPA by 9.4. The details of Absolute Grading system are as under:

Performance Grade given in a course	Grade Point	Marks obtained (i) (%)	Academic Performance /Status
A	10	≥ 90	Excellent
B	9	$80 \leq x_i < 90$	Very Good
C	8	$70 \leq x_i < 80$	Good
D	7	$60 \leq x_i < 70$	Average
E	6	$50 \leq x_i < 60$	Pass
F	0	< 50	Fail
R	0	Detained on attendance basis	Candidate has to repeat the subject by attending classes of the concerned course or he/she can opt any other subject in lieu of such by taking approval from supervisor and DDRC.

Seminar:

Each student registered for Ph.D. will have to undertake at least one credit of seminar based on her/his research area after enrolment/pre-registration. The Grade awarded for Seminar will be “S (Satisfactory)” or “U (Unsatisfactory)”.

Thesis:

A student registered for Ph.D. will have to undertake thesis work spread over the entire period of registration of the Ph.D. The grade awarded for thesis work will be “S” or “U”. A student will start working on the topic of his/her research right from the date of enrolment/pre-registration.

Fees:

The students registered for Ph.D. shall pay fees for course work and other related semesters as per the applicable rules of the University from time to time.

9. Anti-plagiarism Policy:

- (i) Maharaja Ranjit Singh Punjab Technical University, (MRSPTU) Bathinda (erstwhile Maharaja Ranjit Singh State Technical University) has been established as an affiliating University vide Punjab Act No. 5(2015) and notified through Punjab Government Gazette-Extraordinary (Regd. No.-CHD/0092/2015-2017) notification No. 5-Leg./2015 dated 12th February 2015.

In its pursuit for excellence in education and research, as embodied in its vision and mission and to output quality human resources with high professional and ethical conduct, guidelines and anti-plagiarism policy has been framed.

Consequent upon the approval of Academic Council (Item 1.07) in its 1st Meeting held on 11.03.2016 and subsequent approval of Board of Governors of MRSPTU in its 4th meeting held on 12.04.2016, the University hereby notifies its **Anti-Plagiarism Policy for Ethical Conduct in Research – 2016** to uphold and practice research ethics by all affiliated with this University.

(ii) Objective:

In pursuance of the vision and mission of MRSPTU in regard to attaining excellence in technical education and research and to provide quality human resources having high professional and ethical conduct, provisions are made for upholding and practicing research ethics by all the researchers. In addition, all students shall abide by Honor code of the University.

PART-A**UNETHICAL RESEARCH PRACTICES****(i) Plagiarism:**

- (a) Claiming the work, research data, text phrase(s), paragraph(s), or idea(s) of someone else- from published or unpublished work including as available on Internet or in any other media, orally presented at any platform or personally discussed- as the candidate's own, be it researcher or faculty member or employee, either in publication or presentation or in any other form for any academic purpose, including attainment of a degree e.g. in thesis, project reports, sponsored research projects/proposals, books etc., without proper citation, acknowledgement or reference, shall be termed as plagiarism.
- (b) Presenting or reproducing one's own published work- partially or in whole- without giving proper reference of the work shall also be treated as a form of self-plagiarism.



(ii) Forgery and Misinterpretation of Research Data:

Presentation of fabricated results, forged data, false statements, reporting or claiming results for which experiments have not been performed, deliberately withholding the results that do not conform to the proposed hypothesis / theory in any form- for the purpose of attaining any academic degree or benefit, including service benefit- shall also be treated as unethical research practice.

(iii) Misuse of Confidential Information:

Misuse of privileged or confidential information received by virtue of being an examiner to review/examine/grant research proposals/projects, or by virtue of peer reviewer for a journal, or as an examiner of a project/thesis/seminar/ or any other examination shall be deemed as unethical research conduct. Any person found guilty of passing confidential information to unauthorized person, who indulges in plagiarism, will be charged with misconduct.

PART-B**GUIDELINES FOR ETHICAL CONDUCT IN RESEARCH**

- (i) Authors/researchers shall cite/quote others' work whether published or unpublished in all research communications wherever used in their own work. Other's work may have been published in book/journal/proceedings of conference / seminar / workshop, available on website, or orally presented in seminar.
- (ii) Authors shall explicitly acknowledge the technical contributions made by others towards the fulfillment of the objectives of the research work submitted by them to earn an academic degree.
- (iii) Plagiarism check, as per the relevant software available in University library or as recommended by the competent authority shall be mandatory before submission of dissertation/thesis, in partial fulfilment or as such, for the award of a research based degree. A report to this effect shall be put up before Dean R & D through the Department for consideration, adjudication, and acceptance.
- (iv) Complete and accurate record of experimental data, which form basis of conclusions/observations in research work or thesis, shall be maintained by the researcher. Data storage whether electronically or hand written should have dates.
- (v) Publication should be listed as submitted or accepted only when the author has actually submitted or received letter of receipt/acceptance, as the case may be, from the authorized official of the journal handling the manuscript.

- (vi) Author should not publish same research, including abstracts, in two places; citation must be included to avoid 'self- plagiarism'.
- (vii) If plagiarism has been noticed or reported, it is the author's responsibility to correct or retract article as per journal's specifications.
- (viii) All students admitted to this University shall abide by the Honor Code of the University.
- (ix) The candidate has to certify, duly endorsed by the Supervisor, in case of studies dealing with Animals/Genomes/Stem-cells, radioactive material etc. that all Ethical clearances have been obtained and requisite facilities are available.

PART-C

HONOUR CODE OF MRSPTU, BATHINDA

"All students admitted to MRSPTU, Bathinda shall not engage in any unethical activity, morally or professionally, and shall perform all academic and research activities that enhance the prestige and honor of the University"

PART-D

ANTI-PLAGIARISM POLICY

- (i) If a draft thesis is found plagiarized and/or is reported to DDRC, it shall call the candidate to hear the candidate's view. On hearing the candidate, the DDRC shall submit its recommendations keeping in view the following guidelines:
 - (a) If the similarity between documents is within the limit (maximum 15% in each chapter) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the thesis.
 - (b) **Self-plagiarism:** "Regarding self-plagiarism or cases where published work of the student himself is shown as Plagiarized in the check, a certificate (Self Plagiarism Exclusion Certificate-Annexure) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check; no other article of the student or supervisor should be excluded from the check."

If the similarity contents are from candidate's previous published work without proper citation, then the candidate shall resubmit the work with proper citations. If the published work is also co-authored, the researcher

shall submit a consent letter from co-author(s) and the publisher permitting him to use the work in his thesis.

- (c) **Unintentional (Low-level) Plagiarism:** When the similarity between documents is marginally outside the limit and plagiarism is not deliberate or is not intended to cheat, the candidate may be allowed to resubmit the work with proper citations.
- (d) **Inept (Mid-level) Plagiarism:** When the similarity between documents is outside the limit and relates to absence of citation(s), and copying of few sentences and paragraphs, though the intent to cheat is very low. In this case, the candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again.
- (e) **Intentional (High-level) Plagiarism:** When the intention to cheat is obvious and deliberate and is a planned attempt to copy the work done by someone else, and is claimed as one's own to attain an academic degree. Large amount of data is taken from someone else's work directly, art work copied, source code copying etc. without citation, acknowledgements and/or permissions. The candidate's registration may be cancelled.
- (ii) The thesis resubmitted as recommended by the Departmental Doctoral Research Committee will be again placed before DDRC and the candidate shall also be present to substantiate the necessary improvements made by him in the work/thesis.

PART-E

ACTION FOR PLAGIARISM REPORTED

- (i) In case, any plagiarism is reported to the University when a Ph.D. degree has already been awarded, the Vice-Chancellor may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.
- (ii) The expert committee may give the opportunity of hearing to the concerned parties as it may deem fit.
- (iii) The Vice-Chancellor will place the report along with recommendations of the committee before the Academic Council for its consideration and action.
- (iv) In case, plagiarism is detected/reported for any published work (books/monographs/Thesis/ Dissertations/ Research papers etc.) with sufficient



proofs- on the basis of which an academic degree has been attained or any service benefit claimed/ obtained, matter shall be referred by the Vice-Chancellor to an expert committee (comprising of Dean R&D, Dean Academic Affairs, HoD, and three subject experts to be nominated by the Vice-Chancellor) to enquire into the charges of plagiarism. The committee will submit its report with recommendations to Vice-Chancellor for appropriate action. In case, a high-level intentional plagiarism is established, the case shall be referred to the university Board of Governors (BoG) for withdrawal of all academic and service benefits extended on the basis of these published works or for taking any other action that the BoG may deem fit.

Self-Plagiarism Exclusion Certificate

In the thesis submitted by _____ Regd. No. _____ for the award of Ph.D., the content of the Chapters have been published in

(Give the details of the work published in Journals/Books etc.)

- 1.
- 2.
- 3.
- 4.

This published work has been included in the thesis and has not been submitted for any degree to any University/Institute.

(Signature of the Candidate)

(Signature of Supervisor(s))



Self-Plagiarism Certification/Consent by Co-authors

We have published the following articles/Research papers jointly:

(Give the details of the work published in

Journals/Books etc)

- 1.
 - 2.
 - 3.
- (i) We give our consent to Mr./Ms. Regd. No. to make use of these articles for his / her Thesis/Dissertation.
- (ii) The above research paper(s) have not been used by any of us for any degree / Diploma in any other University.
- (iii) We shall be responsible for any legal dispute/ case(s) for violation of any provisions of the Copy Right Act.

Signature of Co-author	Signature of Co-author	Signature of Co-author
Name	Name	Name
Address.....	Address	Address
.....		

Signature of the Supervisor	Signature of the Candidate (Author)
Name	Name
Designation	
Department	Registration No.



10. Withdrawal of Degrees, Diplomas, Certificates and other Academic Distinctions

Where evidence is placed before the Board showing that if any person on whom a degree, diploma, certificate or any other academic distinction – title or mark of honour– conferred or granted by the Board has been convicted of what is, in their opinion, a serious offence including plagiarism, unethical act or act of moral turpitude, the Vice Chancellor may propose to the Board that the degree, diploma, certificate or any other academic distinction conferred be cancelled and withdrawn provided:

- 10.1** That no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his objection/explanation, if any and any evidence he may produce in support of them, have been considered by the Board, and
- 10.2** If the proposal is accepted by not less than 2/3rd of the members of the Board present in that meeting, and is subsequently confirmed by the chancellor, the degree, diploma, or the academic distinction will accordingly be cancelled.

11. Convocation

11.1 General Rules

- (i) Convocation for conferring the various degrees shall be held by the University on such date as may be proposed by the Vice Chancellor and seek the approval of the Board in consultation with the Chancellor.
A special Convocation may also be held as may be found necessary and convenient by the Board.
- (ii) The Convocation shall consist of the body corporate of the University.
- (iii) Academic Council shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the convocation.
- (iv) The Chancellor shall confer the Degree of Honoris Causa, Degree of Doctorate of Science (DSc), Degree of Doctor of Philosophy (Ph.D.) and Degree of Masters of Philosophy (M.Phil.) and the Vice Chancellor shall confer other degrees on students.
- (v) Provided that the Vice Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.
- (vi) The Degree Certificates shall be signed by the Controller of Examinations and shall bear the printed signature of the Vice Chancellor.
- (vii) The Academic Council shall, from time to time, determine the procedure to be followed at the Convocation, if considered necessary.



- (viii) Special Convocation for conferring degrees or for other purposes may be held on such dates and on such times as the Chancellor on the recommendations of the Academic Council may fix.

11.2 Notice of Convocation

- (i) Not less than one month's notice shall be given by the Registrar regarding the University Convocation.
- (ii) The Registrar shall, with the notice, issue to each member of the Convocation, a programme and the procedure to be observed there at.

11.3 Top 05 students in each discipline M.Tech., B.Tech., Diploma and Certificate Course, who pass their examinations in the year for which the Convocation is held as regular students shall be eligible to be admitted to their Degrees at the University Convocation, or the College Convocation, besides all Ph.D. and D.Sc. candidates.

11.4 Provided that the Vice Chancellor, on the recommendation of the Head of a University Teaching Department or the Principal of a College, may permit an ex-student of that department or College to be admitted to his Degree at the University or the College Convocation, as the case may be.”

11.5 Candidates other than those mentioned in regulation 10.4 shall be deemed to have been admitted to their degrees in absentia at the University Convocation and the degrees shall be sent to them by registered post free of charge after the Convocation.

11.6 Medals, prizes and certificates of merit of the University shall be awarded to the persons entitled thereto at the University Convocation.

11.7 If a candidate, eligible to attend the University Convocation, fails to present himself for admission to degree, in the manner provided in the Statutes, he may be deemed to have been admitted to the degree in absentia at the University Convocation and his degree shall be issued free of charge after the Convocation.

11.8 In case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorise admission of successful candidates in that year to their respective degrees in absentia and issue the degrees free of cost.

11.9 Notwithstanding anything contained in the foregoing Statutes, a student who is proceeding abroad for further studies or requires the degree urgently for reasons to be recorded may be admitted to his degree by the Vice Chancellor before the University Convocation or the College Convocation on payment of a fee of Rs. 1,000/-.

11.10 The Academic Dress of the University shall be as follows:

(i) For Chancellor

Silk robe of orange colour cut after the Oxford style of Chancellor's robe with four inches wide border of gold-thread work and with gold-thread tufts, down fronts, back silk and on sleeves.

(ii) Chairman, Board

Silk robe of royal blue colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work.

(iii) Vice Chairman, Board

Silk robe of royal blue colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work.

(iv) For Vice Chancellor

Silk robe of maroon colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work.

(v) For Registrar

Silk gown of dark blue colour of Oxford style with four inches wide border of silver thread work

(vi) For Controller of Examinations

Silk gown of dark blue colour of Oxford style with four inches wide border of silver thread work.

(vii) For Members of the University Authorities

Academic dress with appropriate hood in conformity with the Academic qualifications of those members who are entitled to wear them; and for others, red coloured silk gown. Oxford style, with four inches wide border of yellow-coloured silk, turbans in the case of men members and dupattas in the case of women members, of turbuzi colour to be used as head-dress.

(viii) For Doctor of Science

Brown gown and black hood of silk with the lining in red colour.

(ix) For Doctor of Philosophy

Black gown and black hood of silk with the lining in red colour.

(x) For Master Degree

Black gown and black hood with the lining in blue colour.

(xi) For Bachelor Degree

Black gown and black hood with the lining in light badami colour.

(xii) For Diploma Holders

Black gown and black hood with the lining in brown colour.

(xiii) For Certificate Holders

Black gown and black hood with the lining in brown colour.

11.11 Convocation Procedure

- (i) The Chancellor or in his absence, Vice Chancellor shall preside over the convocation.
- (ii) The candidates for degrees must, seven clear days before the date fixed for the University Convocation, inform the Registrar in writing of their intention to be present along with application fee of Rs. 250/-.
- (iii) No candidate shall be admitted to the Convocation who has not sent his name to the Registrar within the prescribed time. In exceptional cases, the Vice Chancellor may permit candidates, who have not sent in their names to the Registrar, within the prescribed time, to be admitted to the Convocation, provided their applications are received by the Registrar not later than twenty-four hours before the time of the Convocation and



are accompanied by a late fee of Rs.100/- in each case. No candidate whose application and requisite fee are received later than twenty-four hours before the time of the Convocation will be allowed to take his degree at the Convocation.

- (iv) Men/Women candidates shall wear convocation caps as the same colour of the gown.
- (v) The Chancellor, Chairman Board, Vice Chancellor, Registrar and Controller of examinations shall wear their special robes. Members of the University Council, the Syndicate and the Academic Council shall wear the proper academic costumes of the University of which they are graduates or that prescribed by the University.
- (vi) The Vice Chancellor shall introduce the members of Academic procession to the Chancellor and Chief Guest.
- (vii) There shall be a group photograph of the academic procession at a pre-specified place.
- (viii) The Chancellor, the Vice Chancellor, and members of the University Council, the Syndicate and the academic Council shall assemble in the meeting room at the appointed hour.
- (ix) The academic procession shall walk in the following order to the Convocation Shamiana/Hall:
 - (a) The Registrar
 - (b) The Controller of Examinations
 - (c) Members of Academic Council of University
 - (d) Deans of University/Directors of constituent colleges
 - (e) Members of Board
 - (f) The Vice Chairman, Board
 - (g) The Vice Chancellor;
 - (h) The Chairman, Board
 - (i) The Chancellor
 - (j) The Chief Guest

11.12 The above said persons shall take their seats on the dais.

11.13 On the procession entering the Shamiana, the candidates and audience shall rise and remain standing until the Chancellor, the Vice Chancellor and the members of the University Board and the Academic Council have taken their seats.

11.14 The National Anthem shall be started on the arriving of Chancellor and Kulgeet of University shall be sung when the Chief Guest of the Convocation took his seat.

11.15 The Registrar shall present the welcome address and then request Vice Chancellor to present the University report.

The Vice Chancellor shall present the University Report. 'However, the printed report may be distributed among the audience in the Convocation Pandal and be taken as read. The Vice Chancellor may, however, highlight the salient feature of the report:'



- 11.16 Registrar shall request the Chancellor or, in his absence, Vice Chancellor, to declare the Convocation open.
- 11.17 The Chancellor, or in his/her absence, the Vice Chancellor, shall then say; *“I declare the convocation open, let the candidates be presented”*.
- 11.18 The candidates for each degree shall then be presented by the Deans of the various Faculties or in their absence by their accredited representatives, as the case may be, the Ph.D. candidates shall be presented by Dean of Academic affairs.
- “Sir, I present to you _____ candidates for the degree of _____ whose names have been set forth in the list of candidates attending the Convocation and who have been examined and found qualified for the degree of _____ to which I pray that they may be admitted.*
The Chancellor shall say:
“By virtue of the authority vested in me as the Chancellor/Vice Chancellor of the University, I admit you to the degree of in this University and authorize you to wear the robes ordained”.
- 11.19 When all the candidates have been admitted to their degrees, the Dean (Academic affairs) will request the Chancellor/Chief Guest to award certificates, medals and prizes.
- 11.20 The Registrar/Dean of Academic affairs/Vice Chancellor will request the Chancellor to address the Convocation.
- 11.21 The Vice Chancellor will introduce the Chief Guest and request him to deliver the Convocation address.
- The Convocation address will then be delivered.
- 11.22 The Dean Academic Affairs will thank the Chief Guest for delivering the Convocation address.
- 11.23 After this, the Registrar will request the Chancellor, or in his absence, the Vice Chancellor to declare the Convocation closed. It will be followed by the National Anthem.
- 11.24 The procession will then leave the Convocation Shamiana in the same order in which it entered the graduate and the audience standing.
- 11.25 Notwithstanding anything contained in these Statutes, a separate Convocation may be held at any affiliated/constituent College on the recommendation of the Principal concerned after the University Convocation for conferring degrees, provided intimation to this respect is received by the Registrar before one month of the date of commencement of the University Convocation.

