

SECOND ORDINANCES



2014
ETERNAL UNIVERSITY
BARU SAHIB

Chapter I

Introduction

The Eternal University (EU) was established as a non-profit institution by Baba Iqbal Singhji on 3 July 2008 at the Divine Valley of Baru Sahib (Sirmour, H.P.) to translate the vision of Sant Attar Singh Ji and Sant Teja Singh Ji. The Eternal University got formally established under the Himachal Pradesh Private University (Establishment & Regulation) Act 2006 and The Himachal Pradesh Government Act. no. 3 of 2009. Right to confer degrees was accorded as per the UGC public notice on private universities dated April 18, 2011. Keeping in view the standard of teaching and research and infrastructure developed by EU, different agencies of Government of India namely the All India Council of Technical Education (AICTE), Department of Scientific and Industrial Research (DSIR), Indian Nursing Council (INC), Defense Research and Development Organization (DRDO) and Department of Biotechnology (DBT) accorded recognition to the university and DBT and DRDO have awarded major research projects in the fields of Biotechnology and Chemistry, respectively. EU is an approved test center for Banking Examination by the Institute of Banking Personnel Selection, Mumbai. The university has established good national and international linkages by signing memorandum of understanding with National Institute of Technology, Hamirpur (H.P.), Wayne State University, Detroit, Michigan (USA) and Drexel University, Philadelphia (USA) for providing opportunities to students and teachers for mutual interaction and collaborative academic work. Eminent scholars and scientists of reputed international institutions from USA, Canada, UK, Denmark and Australia have shown keen interest in the teaching and research programmes of the university, some of them have visited and interacted with students and teachers of the University for developing academic collaborations.

High quality of teaching by qualified and experienced faculty as adjunct faculty members of the EU and the standard of living and discipline at the Divine Valley of Baru Sahib (District Sirmour) amid peaceful environment of the pristine valley along the river Giri in Shivalik Hills have attracted students from different parts of India and abroad and the first batch of 300 students from different disciplines i.e. B. Tech. (Computer Science & Engineering), B. Tech. (Electronics and Communication Engineering), B. A. (Hons.) Economics, B.Sc. (Nursing), B.A. (Hons.) Music, B.A. (Humanities) and M. Sc. (Chemistry) graduated in 2012, were awarded degrees and medals for their performance at the first convocation of the university held on 18 November 2012. In a short span of 3-4 years of its establishment the Eternal University has developed to the level of a well-recognized institute imparting knowledge and skills to students enabling them to get decent employment in reputed companies in India and abroad, service sector and public jobs and admission in reputed institutions for further education. Encouraged by the quality of teaching and to further foster the interaction with their *alma mater*, the Eternal University, the students who graduated in 2012 also organized an Alumni Association in November 2012 to enable them to continue to maintain strong bonds with their *alma mater* as well as among themselves.

The EU has adopted a unique model by pioneering a new concept of Value based education for imparting scientific education and skills along with moral, spiritual and cultural values so that the graduates turn out to be the outstanding citizens capable to serve and lead the humanity with universal brotherhood and eternal peace. The polluted environments of cities, growing alcohol and drug abuse, increasing material desires and immoral activities like cheating and corruption have not only deviated the people from true and honest living but have greatly afflicted the society. We need to protect our children and youth from such afflictions so that we are able to secure a better future for them. Social evils can only be curbed and cured by value based education by reinforcing moral and cultural values along with learning of scientific knowledge and skills. EU is the only such institution in the country which has designed curriculum and co-curricular activities of students to lay a strong foundation of scientific knowledge and to inculcate moral and cultural values at the Divine Valley of Baru Sahib away from the afflictions of cities and towns. It is well established that women play more effective and multiple roles in the development of better humans and societies and importance of women education is well recognized. Therefore, the EU has decided to offer undergraduate degree programmes for girl students only with the hope that the value based education attained by them would help in transforming the societies and achieving peace and prosperity. Both boys and girls students are admitted in the post-graduate programmes.

The Eternal University (EU) at Baru Sahib has established following constituent colleges and schools.

1. Akal College of Arts and Sciences
2. Akal College of Divine Music and Spiritualism
3. Akal College of Engineering and Technology
4. Akal College of Nursing
5. Akal College of Education

6. Akal School of Economics
7. Akal School of Business Administration
8. Akal School of Biotechnology
9. Akal School of Chemistry
10. Akal School of Physics
11. Akal School of Public Health
12. Akal School of Psychology
13. Akal School of Renewable Energy

Each college and school is under the control of Dean of Studies who looks after the development, planning and execution of course curriculum, evaluation of performance and all day-to-day work relating to faculty and students. The faculty and staff of the college are under the control of the Dean of Studies who would ensure the smooth functioning of all units under him/her jurisdiction. Students are required to contact the Dean of Studies or his/her nominee of the college/school for any problem and clarification.

The EU is totally residential as all the students are required to live on the campus which has about 450 acres area at Baru Sahib (District Sirmour H.P.) with more than 100,000 square feet of covered area for offices, lecture, seminar and examination halls, auditorium, computer centre, library and laboratories of the constituent colleges, separate hostels for girls and boys, 200 beds multi-specialty hospital, playgrounds, sports and recreational facilities, guest houses for visitors and parents, shopping/market area, bank and post office etc. Well-furnished lecture halls with multi-media facilities and state-of-the-art fully equipped laboratories for teaching and research enable the faculty to effectively deliver the course contents. The academic environment at Baru Sahib is highly conducive to learning by the students whose performance is rated better than of the other universities.

The functioning of the Eternal University is governed under the university act and statues promulgated by the Government of Himachal Pradesh and by subsequent ordinances issued by the statutory authorities of the university. Rules and regulations pertaining to academic programmes for the students and related information are given in this 'Student Handbook'. The students are expected to become familiar to avoid problems during the course of their study in the university. As per provisions of the acts and statues of the Eternal University, Vice-Chancellor is empowered to suspend, abrogate, modify and frame new rules in the interest of work of the university in consultation with the Academic Council and Board of Management. Information given in this 'Student Handbook' is to guide students to understand their duties and responsibilities for successful completion of their studies and pursue career development.

Training and Placement Cell

The Training and Placement Cell of Eternal University handles all aspects of placements for the graduating students of all departments. Right from contacting companies to managing all logistics of arranging for tests, pre-placement talks and conducting final interviews the Training and Placement Cell officials and volunteers provide their apex possible assistance to the recruiters and students.

T&P Cell ensures the multifaceted development of students through diversified training modules eg. Workshops for enhancing the communication skills, group discussion techniques and written test which are the screening methods used by the organizations in present scenario. To develop a strong bond between industry and students, the T&P Cell arranges guest lectures from industry experts, onsite trainings, Industrial visits, Projects and other Industry-Institute interaction activities by keeping up to the expectations of both.

In order to enhance the employment skills of the students, they are offered in house trainings during semester breaks in various specialized fields under Certified Trainers. After these trainings students can obtain various certifications which are valid Internationally. The list of various Industrial Expert Trainers, Courses offered in training and their duration are given below.

Sr. No.	Trainer	Course	Duration in Hours
1	Mr.Divakar Kohli	Asp.Net	120
2	Mr.Sanjit Singh	RHCE	184
3	Mr.Ashish Bansal	C and C++	80
4	Mr.Ashish	Embedded robotics	80
5	Mr.Jasmeet Singh	MCITP	200
6	Mr.Sudhir	CCNA	48
7	Mr.Adarsh Rajput	Microsoft SQL Server	80

Chapter II

1. FACULTIES/COLLEGES/SCHOOLS/ DEPARTMENTS *

First ordinances:

The item no.1 of first ordinances be substituted by item no 1.1 and 1.2 of the second ordinances

1.1 FACULTIES:

- Faculty of Engineering and Technology
- Faculty of Health and Applied Sciences
- Faculty of Divine Music and Spiritualism
- Faculty of Education
- Faculty of Arts and Science
- Faculty of Business Management and Commerce
- Faculty of Public Health
- Faculty of Economics
- Faculty of Psychology
- Faculty of Library and Information Science
- Faculty of Biotechnology
- Faculty of Food Technology
- Faculty of Renewable Energy
- Faculty of Agriculture

1.2 COLLEGES/ DEPARTMENTS/ SCHOOLS/ INSTITUTES

- Akal College of Engineering and Technology
- Akal College of Nursing
- Akal College of Divine Music and Spiritualism
- Akal College of Arts and Sciences
- Akal College of Education
- Akal College of Agriculture
- Akal School of Economics
- Akal School of Business Administration and Commerce
- Akal School of Chemistry
- Akal School of Physics
- Akal School of Biotechnology
- Akal School of Public Health
- Akal School of Renewal Energy
- Akal School of Food Technology

COLLEGE: For providing instructions leading to UG, PG, Degrees and Diplomas

SCHOOL: For providing instructions leading to UG (Hons.), PG Degrees and Postgraduate Diplomas.

DEPARTMENTS: Constituent Units of Colleges/ schools for imparting resident instructions.

2. COURSES OF STUDY

First ordinances

The item no.2 in 1st Ordinance of Academic Programme be substituted by item no. 2 'Courses of study' of Second Ordinances.

Academic Programmes

- Akal College of Engineering and Technology (ACET)
- (i). Bachelor of Technology in Electronics and Communications Engineering (ECE)
- (ii). Bachelor of Technology in Computer Science Engineering (CSE)
- (iii). Master of Technology in Electronics and Communications Engineering (M.Tech.- ECE)
- (iv). Master of Technology in Computer Science Engineering (M.Tech.-CSE)
- Akal College of Nursing (ACN)
- (v). B.Sc (Nursing)
- (vi). M.Sc (Nursing)
- Akal College of Divine Music and Spiritualism (ACDMS)
- (vii). Bachelor of Music
- (viii). Master of Music
- Akal School of Economics (ASE)
- (ix). Bachelor of Arts (Honours School) in Economics.
- (x). Master of Economics
- Akal College of Arts and Science (ACAS)
- (xi). Bachelor of Arts and Bachelor of Science (Medical/Non Medical)
- (xii). Bachelor of Commerce
- (xiii). Master of Arts (English)
- (xiv). Master of Science (Mathematics)
- Akal School of Business Administration and Commerce (ASBAC)
- (xv). Master of Business Administration (MBA)
- Akal School of Public Health (ASPUBH)
- (xvi). Master of Public Health(MPH)
- (xvii). Master of Hospital Administration
- Akal School of Physics (ASPH)
- (xviii). M.Sc. (Physics)
- (xix). Ph.D. (Physics)
- (xx). M.Sc. Renewal Energy
- (xxi). Ph.D. Renewal Energy
- Akal School of Chemistry (ASC)
- (xxii). M.Sc. Chemistry
- (xxiii). Ph.D Chemistry
- Akal School of Biotechnology (ASB)
- (xxiv). M.Sc. Biotechnology
- (xxv). Ph.D. Biotechnology
- Akal School of Food Technology (ASFT)
- (xxvi). M.Sc..Food Technology
- Akal College of Agriculture (ACA)
- (xxvii). Bachelor of Science Agriculture (Hons.)

ACADEMIC PROGRAMMES OF THE ETERNAL UNIVERSITY

Sr. No.	Degree Programme	Minimum Residential Requirements in years	For girls or boys or Both	College/School of the Eternal University
Undergraduate Bachelor's Degree Courses				
1.	B.Tech. (CSE)	4	Girls Only	ACET
2.	B.Tech. (ECE)	4	Girls Only	ACET
3.	B.Tech.(Lateral Entry)	3	Girls Only	ACET
4.	B.Sc. Nursing	4	Girls Only	ACN
5.	B.A. Hons. (Economics)	3	Girls Only	ASE
6.	B.A. (Music)	3	Girls Only	ACDMS
7.	B.Sc. (Medical)	3	Girls Only	ACAS
8.	B.Sc. (Non-Medical)	3	Girls Only	ACAS
9.	B.A.	3	Girls Only	ACAS
10.	B.Com. (Hons.)	3	Girls Only	ASBAC
11.	B.A. (Mathematics)	3	Girls Only	ACAS
12.	B.Ed.	2	Girls Only	ACE
13.	B.Sc. Agriculture (Hons.)	3	Girls Only	ACA
Post-Graduate Degree Courses				
14.	M.Tech. (CSE)	2	Girls & Boys Both	ACET
15.	M.Tech. (ECE)	2	Girls & Boys Both	ACET
16.	MBA	2	Girls & Boys Both	ASBA
17.	MPH, MHA	2	Girls & Boys Both	ASPUBH
18.	M.A. (Englsih)	2	Girls & Boys Both	ACAS
19.	M.Sc. (Mathematics)	2	Girls & Boys Both	ACAS
20.	M.A. (Music)	2	Girls & Boys Both	ACDMS
21.	M.A. (Economics)	2	Girls & Boys Both	ASE
22.	M.A. (Psychology)	2	Girls & Boys Both	ASP
23.	M.Sc. (Physics)	2	Girls & Boys Both	ASPH
24.	M.Sc. (Chemistry)	2	Girls & Boys Both	ASC
25.	M.Sc. (Biotechnology)	2	Girls & Boys Both	ASB
26.	M.Sc. (Renwable Energy)	2	Girls & Boys Both	ASPH
27.	M.Sc (Nursing)	2	Girls	ACN
Dual Degree Courses				
28.	B.Tech.-MBA	5	Girls Only	ACTE/ASBAC
29.	B.A. Hons. (Econ)-MBA	4	Girls Only	ASE/ASBAC
Post Graduate –Doctor's Degree Courses				
30.	Ph.D. (Biotechnology)	3	Girls & Boys Both	ASB
31.	Ph.D. (Renwable Energy)	3	Girls & Boys Both	ASPH
32.	Ph.D. (ECE)	3	Girls & Boys Both	ACET
33.	Ph.D. (Physics)	3	Girls & Boys Both	ASPH
34.	Ph.D. (Chemsitry)	3	Girls & Boys Both	ASC
Add-On Diplomas with Graduation				
35.	Arts and Crafts	3	Girls	ACAS
36.	Music	3	Girls	ACAS
37.	Library Science	3	Girls	ACAS
38.	Physical Education	3	Girls	ACAS

3. ADMISSION AND ENROLMENT OF STUDENTS

SCHEDULE OF ADMISSION AND PROSPECTUS

First ordinances

The Item No. 3 of 1st Ordinance be substituted by item no, 3.1-3.4.2 of Second Ordinances.

3.1 SCHEDULE OF ADMISSION AND PROSPECTUS

The schedule of admission will be given in the admission notice to be published every year after securing approval from Department Higher Education. The admission procedure, details for counselling, basis of admission, reservation criteria, courses, fee structure etc. of different academic programmes will be duly reflected in the prospectus to be made available. The prospectus including application form for admission could be obtained from the office of the Registrar, Eternal University, Baru Sahib, Himachal Pradesh or from the place given therein or from www.eternaluniversity.edu.in at a price as notified.

It was resolved that from session 2010-2011 onwards, only The female students would be admitted to all under graduate courses run by Eternal University and to Lateral Entry for admission to 2nd. year B.Tech for 3 year Diploma Holders.

3.2 Admission Criteria and Admission Procedure

3.2.1 Admission Criteria

(i) Admission will be made as per provisions of the relevant statutes and rules and procedure laid down by an admission committee.

(ii) Before the start of admission process the Vice-Chancellor will constitute an Admission Committee and an Appellant Committee. Admission will be made as per provisions of relevant rules framed by the admission committee.

(iii) A compartment candidate will not be admitted under any circumstances.

(iv) A student shall be refused admission if his conduct has been found unsatisfactory. Such a student has a right to appeal to the appellant committee whose recommendation will be put before the Vice Chancellor and his (VC's) decision shall be final.

3.2.2 Admission Procedure

a. The Registrar, EU shall issue notification for admission to the approved degree programmes on its website, newspapers and other modes of communication.

b. Details of eligibility for application, number of seats, fee structure, criteria for admission, interview/counselling will be given in the prospectus issued by the Registrar every year.

c. Eligibility qualifications for admission shall be from the recognized university/board/institutes and those from unrecognized university/ board/ institute institutes would be reviewed for setting conditions for admission by the admission committee or any other committee as approved by the Vice- Chancellor.

d. Application for admission shall be received on the prescribed printed performa or forms provided on the website and prospectus of the university. Photocopy or any other form for the application will not be accepted.

e. Eternal University as a policy shall admit girl students in all undergraduate degree programmes while both girls and boys students are entitled to be admitted in post-graduate programmes.

f. Seat for admission would be considered confirmed only after payment of the prescribed fee by the candidate and by the final approval of the Vice Chancellor.

g. Eternal University reserves the right to deny admission to a programme, suspend or terminate any degree programme due to administrative/technical reasons.

h. Eternal University offers choice to students to seek admission in any discipline depending on their eligibility and availability of seats(s). Change from one degree programme to the other after admission but 7 days before registration may be allowed by the admission committee. Programme change after registration may be allowed on the recommendation of the committee by the Vice-Chancellor if a student applies within 15 days of registration in a prescribed form after payment of the required fee.

- I. Pre-admission qualifications of all students would be reviewed by a committee and if the committee recommends any deficiency course then the same would be taken by the students.
- j. Qualifications of the students, who passed eligibility qualification from any foreign university/board/school would be reviewed for equivalence by a committee consisting Dean, Academic Affairs, Dean of the College/ School and Head of the Department / Senior Faculty as subject specialist for which the candidate would be required to submit the course structure and pay the prescribed evaluation fee. Admission of such students would be subject to passing of any deficiency course(s) or exemption from certain course(s) as recommended by the committee.
- k Lateral entry in admission to 2nd. year in B.Tech courses for a candidate who has passed 3 years Diploma in Engineering is allowed provided a student satisfies the eligibility criterion set by the admission committee.

3.4. Retention of original certificates:

The University will not keep the attested copies of the certificates and not retain the original certificates of a student/ candidate after verification.

3.4.1 Registration:

After admission registration is the first important step for all the students preceding all other academic activities in the semester.

- (a) Every student is required to be personally present and register at the commencement of each semester on the day fixed for and notified in the Academic Calendar and also posted on the university website and notice board.
- (b) Registration of student for the first semester of a programme is a part of the admission procedure and is governed by the admission rules and thus will be conducted by offices of Registrar and Controller of Examination.
 - (i) Have paid the prescribed admission, tuition fees and other charges as applicable at the time of admission.
 - (ii) Submit registration performa along with the required documents (two photographs, and secondary school/matriculation, senior secondary school/plus two examinations and/ or other qualifying exam(s).
 - (iii) Every student must register on the day announced in the Academic Calendar or at least one day before the commencement of classes.
 - (iv) A student who fails to register for the first semester, on the day as mentioned in clause 3.6.1(b), due to some compelling reasons up to 7 working days may be permitted as late registration by the Vice Chancellor, after payment of prescribed late fee.
 - (v) Under special circumstances the registration of a student may be allowed up to a maximum of 12 calendar days from the date of registration with late fee for which permission of the Vice-Chancellor is required.
 - (vi) In case of late admission, student is required to register within 3 days after payment of late fee for the registration with approval of Vice Chancellor.
 - (vii) If student, after registration, fails to attend the class without written permission of the Dean of the College/School for 7 consecutive days from the date of registration, his/her registration shall stand automatically cancelled and the seat vacated will be offered to the next candidate on the waiting list.
- (c) Registration for the subsequent (2nd. semester of the degree programme and onwards) semesters shall be organized by the Dean of Studies of the College/School and would be governed by following rules for which every students must:
 - (i) Register 1-2 days before the commencement of classes without any late fee and up to 3 days after commencement of classes with prescribed late fee. After 3 days but before 7 days along with the late fee and permission of the Vice-Chancellor.
 - (ii) Have cleared all dues of the previous semester and must have paid all the required fees & charges for the current semester.
 - (iii) Have not been debarred from registration on disciplinary or any other ground.

- (iv) Have completed satisfactorily 2/3 of the total credit load of the previous semester(s).
- (d) Under exceptional circumstances period more than 12 days for late registration under clause 3.6.1(b) and 7 days under clause 3.6.1.(b) (i) the duration and the amount of late fee may be condoned by the Vice-Chancellor on the recommendations of a committee consisting of Registrar, Dean of the College/ School and Dean Student Welfare.

3.4.2 Scheme for Registration Numbers

In an allotted registration number, ($A_1A_2a_1a_2BCD_1D_2b_1b_2b_3$) first two letters shall stand for the location of the programme, next two digits for the year of admission, next one letter for the level of programme, next one letter for the faculty of programme, next two letters for the programme / main courses and the last three digits for the roll no. of students as per following notation.

Location of programme(A_1A_2)

BS for Baru Sahib

Year of Admission (a_1a_2)

For year like 08 for 2008. 09 for 2009 and so on

Level of Programme (B)

B for Bachelor Degree

C for Certificate Course

D for Diploma Course

M for Master Degree

P for Ph.D Degree

Faculty of Programme (C)

A for Faculty of Divine Music & Spiritualism

E for Faculty of Education

H Faculty of Health and Allied Science/College of Nursing

S for Faculty of Pure and Applied Sciences

T for Faculty of College of Engineering & Technology

B for Faculty of Business Management

MU for Music

NS for Nursing

PH for Public Health

LI for Library and Information Science

FA for Fine Arts

PE for Physical Education

Roll Number ($b_1b_2b_3$)

123 for Roll Number

4. MINIMUM QUALIFICATION OF ELIGIBILITY OF ADMISSION AND AWARD OF DEGREES/ DIPLOMA/CERTIFICATES

4.1 AKAL COLLEGE OF ENGINEERING & TECHNOLOGY

Course	Eligibility for Admission
B.Tech. (ECE)	10+2 (PCM) through, JEE
B.Tech (CSE)	10+2 (PCM) through, JEE
B.Tech. (ECE & CSE) lateral entry	Three Years Diploma in ECE/CSE or equivalent with 50 marks
M.Tech. (ECE) &M.Tech. (CSE)	B.Tech. (ECE & CSE) through State Level Common Entrance Exam.
Ph. D (ECE & CSE)	M.Tech. or equiv. with 60% marks through Entrance exam with 50% marks.

4.2 AKAL COLLEGE OF NURSING

B.Sc. (Nursing)	Passed 10+2 (PCB) or equivalent with minimum of 45% marks with relaxation of 5% marks for SC/ST/OBC candidates. Age limit 17-35 years as on 31 December of the preceding academic year with relaxation of 5 years in the upper age limit for SC/ST/OBC candidates. Admission on merit through entrance examination by the Eternal University, for state as well as for management quota
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4.3 AKAL COLLEGE OF DIVINE MUSIC AND SPIRITUALISM

B.A. Music(i) Gurmat Sangeet	10+2 (with Music)
(ii) Music Instrument (String Instruments)	10+2 (Any stream) with one year recognized music diploma
(iii)Tabla	
M.A. (Music)	
(I) Music Vocal	
(ii) Music Instrumental (String Instruments)	B.A. (Music, Vocal/Instruments) B.A (Any stream) along with complete music Diploma i.e "Sangeet Prabhakar" "Sangeet Visharad" and "Sangeet Vid" (with 50% marks)

4.4 AKAL COLLEGE OF ARTS AND SCIENCES

B.A.	10+2 or equivalent (with 50% marks)
B.A. (Hons.) Maths	10+2 with Maths or equivalent (with 50% marks)
B.Sc. (Medical)	10+2 (PCB) or equivalent (with 50% marks)
B.Sc. (Non-Medical)	10+2 (PCM) or equivalent (with 50% marks)
B.Com	10+2 or equivalent (with 50% marks)
Diploma in Arts and Crafts	10+2 or equivalent (with 50% marks)
Diploma in Library Science	10+2 or equivalent (with 50% marks)
Diploma in Physical Education	10+2 or equivalent (with 50% marks)
M.A (English)	Bachelor Degree from a recognized University or an equivalent examination with 50% marks.
Ph.D. (English)	M.A English with minimum 55% marks; through Entrance test
M.Sc (Mathematics)	B.A/B.Sc. Maths with minimum 55% marks; through Entrance test with 50% marks

4.5 AKAL SCHOOL OF BIOTECHNOLOGY

M.Sc. Biotechnology	B.Sc./B.Sc. (Hons.) in Medical/Agriculture/Biotechnology/Biochemistry/Microbiology/ any other branch of biological sciences with 50% marks.
Ph.D. Biotechnology	M.Sc. /M.Sc. (Hons.)/ M.Tech. In Biotechnology/Biochemical Engineering/Botany/Zoology/Microbiology/Biochemistry/Chemistry/ any other branch of biological sciences with at least 55%marks; through an entrance examination with 50% marks.

4.6 AKAL SCHOOL OF FOOD TECHNOLOGY

M.Sc. Food Technology	Bachelor's Degree in Food Technology, Biotechnology, Home Science, Medical, Agriculture, Biochemistry, Chemistry or any other branch of biological Sciences.
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4.7 AKAL SCHOOL OF ECONOMICS

B.A. (Hon) Economics	10+2 or Equivalent
M.A. (Economics)	Bachelor's Degree with Economics

4.8 AKAL COLLEGE OF EDUCATION

B.Ed.	As per Himachal Pradesh State Higher Education Deptt guidelines and those of NCTE.50% marks in graduation/ Master Degree in any discipline (Arts, Science, Commerce etc.)
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4.9 AKAL SCHOOL OF BUSINESS ADMINISTRATION

M.B.A	B.A./B.A. (Hons.), B.Sc./B.Sc. (Hons.), B.Com., B.Tech., MBBS/or any other Bachelors Degree 50% marks through CMAT or State Level Common Entrance Test
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4.10 AKAL SCHOOL OF PUBLIC HEALTH

Master in Public Health MBBS,	Bachelor's degree in any area of biology, Physical Education, B.A.M.A., GAMS, BDS.
Master in Hospital Administration	Bachelor's degree in any area biology, Physical Education, MBBS, B.A.M.A., GAMS, BDS.

4.11 AKAL SCHOOL OF PHYSICS

M.Sc.	B.Sc./B.Sc. (Hons.) in Non-Medical or any other branch with Physics and Mathematics with 50% marks.
Ph.D.	M.Sc./M.Sc. (Hons.) in Physics and entrance exam with 50% marks.

4.12 AKAL SCHOOL OF CHEMISTRY

M.Sc.	B.Sc./B.Sc. (Hons.) in Medical/Non-Medical or any other Bachelors degree with chemistry as one of the elective subject.
Ph.D.	M.Sc./M.Sc. (Hons.) / M.Tech. in Chemistry with 55% marks through entrance examination.

4.13 AKAL SCHOOL OF RENEWABLE ENERGY

M.Sc. Renewable Energy	B.Sc. Non-Medical/B.Sc. (Hons.) in Physics/B.Tech. in Electrical or Renewable Energy and other related degrees.
Ph.D. Renewable Energy	M.Sc./M.Tech. in relevant field & entrance exam with 50% marks.

4.14 AKAL COLLEGE OF AGRICULTURE

B.Sc (Agri.) Hons.	10+2 with Chemistry, Physics, Biology and Mathematics.
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4.15 PROCEDURE FOR REGISTRATION AND AWARD OF POSTGRADUATE DEGREE (M.A./M/Sc./MBA/M.Tech./M.P.H.)

4.15.1. Eligibility:

Eligibility as per the prospectus of the Academic Year. Admission to all the postgraduate degree courses will be made by Dean Postgraduate Studies.

4.15.2. Admission:

Admission to Postgraduate Courses will be made on the basis of merit in the qualifying examinations. The Dean Postgraduate Studies will conduct an entrance test for admission to all the courses, if required, to determine the merit.

4.15.3. Course Work:

The students admitted in the Postgraduate Courses will undergo course work for three semesters as laid down in their course curriculum and will appear in the semester examinations and pass these as given in the examination schemes.

4.15.4. Thesis Synopsis:

The advisors (s) for guiding student's thesis research will be decided within the first semester of the admission and the synopsis will be submitted by the students before the end of second semester.

4.15.5. Duration of Research Work:

The student will then take up research project for a minimum of six months duration after which they will submit thesis which will be evaluated by an external examiner.

4.15.6. Evaluation of Thesis:

After having the project work of 18-20 credit hours completed to the satisfaction of the supervisor and the Dean Postgraduate Studies, the student will make a pre-submission presentation in the department open to all faculty members and postgraduate students for getting feedback and comments which will be corporated in the thesis. In the case of M.A. (Music) a project report is to be submitted instead of a thesis under the guidance of the supervisor before submission.

The candidate will submit five copies of the thesis along with a certificate of declaration duly signed by the candidate, supervisor and Dean Postgraduate Studies with a submission fee of Rs. 500/-

4.15.7. Appointment of Examiners:

The thesis/project supervisor(s) of the student will submit a panel of three external examiners to the Dean Postgraduate studies for evaluation of thesis/project report. Dean of Postgraduate Studies will select one of these three external examiners. The evaluation report will be submitted in the prescribed Performa (Attached)

If the external examiner is satisfied with the research work of the candidate he may recommend the award of degree.

However, if the examiner is not satisfied with the thesis, he/she may recommend the work as "unsatisfactory" and the candidate may be given another three months to complete the work and re-submit the thesis.

4.15.8. Declaration of Result:

The examiner will send the evaluation report to the Dean Postgraduate Studies with recommendation. The students will appear in a Viva- Voice examination for their thesis and incorporate the reviewer's comments, if required, before final submission.

The final report will be sent to the Controller of Examinations who will declare the result for the award of the degree.

The candidate will have to complete master's degree in a maximum period of three-years failing which his/her candidature could be cancelled.

4.15.9. Good Standing and Scholastic Probation:

a. For promotion to the next semester each student must maintain "Good Standing" at end of each semester as to be mentioned in the result report. For maintaining good standing minimum OCPA 5.50 (Out of 10.00) for postgraduate students.

b. If a student fails, at end of a semester, to achieve the minimum prescribed standard as mentioned above, he/she shall be placed on 'Scholastic Probation' during the following semester and would continue to be under scholastic probation until achieve the required standard.

c. If a student continues to be under Scholastic Probation for 2 consecutive semesters, he/she shall be detained and shall not be allowed to register for the subsequent semester without approval of the Vice Chancellor and his/her case would have to be recommended by the Dean of the College/School only in case the student showed improvement in performance in the preceding semester over that of the previous semester.

ETERNAL UNIVERSITY

Master (_____) Degree Thesis Evaluation Report

1. Name of the College/School:
2. Name of the Student:
3. Registration No.:
4. Title of the Thesis:
.....
.....

Recommendations

Tick one of the following:

1	The thesis in its present form is recommended for the award of the Master (_____) Degree	
2	The thesis is recommended for the award of the Master (_____) degree. However, my suggestions for improving the thesis as per the detailed report should be considered at the time of the final Viva –Voce examination and the same should be incorporated before final submission.	
3	The thesis is not acceptable for the award of the Master (_____) degree.	

(Signature):

Name of Examiner:

Designation:

Address:

.....

.....

Date:

Please give your detailed report in the attached sheet. You may use additional sheets, if required.

ETERNAL UNIVERSITY

Master (_____) Degree Thesis Evaluation Report

1. Name of the Student:
2. Registration No.:
3. Title of the dissertation:
.....

DETAILED REPORT

(Signature):

Name of Examiner:

Designation:

Address:

.....

.....

Date:

ETERNAL UNIVERSITY, BARU SAHIB

CANDIDATE'S DECLARATION

I hereby certify that the work which is being presented in the dissertation entitled " _____ " in partial fulfilment of the requirements for the award of the Degree of Master (_____) and submitted to the Eternal University, Baru Sahib is an authentic record of my own work carried out during a period from _____ to _____ under the supervision of _____ and _____ at the Eternal University, Baru Sahib.

The matter presented in this thesis has not been submitted by me for the award of any other degree of this or any other Institute.

Candidate Name and Signature
Regd. No.

This is to certify that the above statement made by the candidate is correct to the best of our knowledge.

Name of the Supervisor

Name of the Co-Supervisor

(Supervisor)

(Co-Supervisor)

Dean - Postgraduate Studies

4.16 PROCEDURE FOR REGISTRATION AND AWARD OF Ph. D DEGREE

4.16.1 Eligibility:

The essential qualification for Ph.D. is 55% marks in M.Tech / M.Sc./MA/M PH, etc. in the relevant subject.

The Eternal University will conduct an Entrance Test following an advertisement in national newspapers. Any eligible candidate desirous of seeking admission in Ph.D. can apply for the Ph.D. entrance test by paying requisite fee. However, the candidates who have qualified UGC/CSIR/DBT (NET/JRF) test or M.Phil. need not appear in the Ph.D. Entrance Test. The candidate will be required to pass the university entrance test

4.16.2 Counseling:

The counseling for admission to Ph.D. will be held by respective Research Degree Committee (RDC) headed by Dean of Postgraduate studies and other members nominated by the Vice Chancellor on the recommendation of Dean - Post Graduate Studies. The RDC will guide, monitor and evaluate the research progress of the student.

4.16.3 Registration:

The candidates selected for Ph.D. course can enroll for Ph.D. after depositing fee of Rs. 10,000/- which is to be adjusted in the tuition fee. The candidates will also be required to submit a complete admission form in the office of the Registrar along with attested copies of testimonials and required declaration forms and affidavits etc.

4.16.4 Course Work:

Minimum of one year residency of two semesters to take up the course work will be required at the Eternal University by Ph.D students. The advanced courses constituting at least 40% of the total credit hours for Ph.D. will be taken by the student before they can take written and oral comprehensive examinations which have to be cleared before starting research project. A course on Research Methodologies is the essential requirement. The advisor and RDC of the student will decide rest of the Ph.D course work of the student depending on the thesis research work.

4.16.5 Synopsis:

Candidates will prepare the synopsis of research project under the guidance of advisor. The synopsis will be presented to RDC for approval at the end of course work, clearance of written and oral comprehensive examination securing at least 60% marks but before the end of the third semester.

4.16.6 Review of the progress:

Each research scholar will submit a research progress report at interval of six months on regular basis, which will be reviewed by the RDC. An unsatisfactory progress report may attract penalty of six month extension for submission of thesis.

4.16.7 Duration of Ph.D:

After the acceptance of synopsis the research scholars can pursue Ph.D. on full time or part-time basis. A minimum period of three years from the date of enrollment will be required before a full time Ph.D. scholar can submit the thesis. This time limit can be extended by two years on the recommendation of advisor and RDC of the candidate and Dean Postgraduate Studies and approval of the Vice Chancellor. The maximum time by which the candidate has to submit the thesis will be 5 years. A part-time candidate can submit the thesis after 4 years of enrolment and an extension of two years can be granted by following the above procedure, if required. The part-time student will have a co-supervisor from the host institute/industry for guiding the day to day research. Regular registration on payment of tuition fee will be required to maintain the status of a bonafide part time student.

4.16.8 Evaluation of Ph.D. Thesis:

After having the research work completed to the satisfaction of the supervisor(s), the RDC and procedural satisfaction of the Dean of the Postgraduate Studies, the student will make a pre-Ph.D. presentation in the department open to all the faculty members and students for getting feedback and comments which may be incorporated in the thesis under the guidance of supervisor. The Ph.D. candidates will publish (or accepted for publications) minimum of two research papers in the peer reviewed National/International journals before the submission of the thesis. Five copies of the thesis are to be submitted along with a certificate of declaration by the candidate duly signed by Supervisor(s)/ and Dean Postgraduate Studies (in a prescribed proforma) along with a submission fee of Rs. 5000/-. The thesis will be evaluated by two examiners.

4.16.9 Appointment of Examiners

The student's supervisor will submit a list of six examiners three from Himachal Pradesh and three from outside the state in consultation with Dean Postgraduate Studies. The panel should consist of eminent experts in the relevant field of research not below the rank of professor. The Vice Chancellor will approve two names from the panel lists one from the state and the other out of the state. These examiners will be requested to evaluate the thesis and send the recommendation whether the thesis should be accepted for the award of Ph.D degree or not in the prescribed proforma (attached). Even if the report of one of the examiners is negative, the student will have to revise the thesis and resubmit for reevaluation till both the reports are satisfactory.

One of the examiners will then conduct Viva-Voce examination of the student in open presentation. On successful presentation, the external examiner will give the recommendation for the award of Ph.D. This will be sent to the Vice Chancellor with the recommendation of the Dean Postgraduate Studies, for his approval. The Controller of Examination will then declare the result for the award of Ph.D.

4.16.10 Fees:

Fee shall be charged as per approval of H.P. Government. The students will also pay an examination fee of Rs. 5000 for submission of thesis.

ETERNAL UNIVERSITY

Ph D Degree Thesis Evaluation Report

1. Name of the College/School:
2. Name of the Student:
3. Registration No.:
4. Title of the Thesis:
-

Recommendations

Tick one of the following:

1	The thesis in its present form is recommended for the award of the Ph D Degree	
2	The thesis is recommended for the award of the Ph D degree. However, my suggestions for improving the thesis as per the detailed report should be considered at the time of the final Viva –Voce examination and the same should be incorporated before final submission.	
3	The thesis is not acceptable for the award of the Ph D degree.	

(Signature):

Name of Examiner:

Designation:

Address:

.....

.....

Date:

Please give your detailed report in the attached sheet. You may use additional sheets, if required.

ETERNAL UNIVERSITY

Ph D Degree Thesis Evaluation Report

1. Name of the Student:
2. Registration No.:
3. Title of the dissertation:
-

DETAILED REPORT

(Signature):

Name of Examiner:

Designation:

Address:

.....

.....

Date:

ETERNAL UNIVERSITY, BARU SAHIB

CANDIDATE'S DECLARATION

I hereby certify that the work which is being presented in the dissertation entitled " _____ " in partial fulfilment of the requirements for the award of the Degree of Ph D and submitted to the Eternal University, Baru Sahib is an authentic record of my own work carried out during a period from _____ to _____ under the supervision of _____ and _____ at the Eternal University, Baru Sahib.

The matter presented in this thesis has not been submitted by me for the award of any other degree of this or any other Institute.

Candidate Name and Signature
Regd. No.

This is to certify that the above statement made by the candidate is correct to the best of our knowledge.

Name of the Supervisor

Name of the Co-Supervisor

(Supervisor)

(Co-Supervisor)

Dean - Postgraduate Studies

4.16 AWARD OF DEGREE

Graduation Requirements:

A student must meet the following general requirements for graduation along with other prescribed requirements as prescribed from time to time by the university.

- a. Must not be on conduct and/or scholastic probation.
- b. Must have paid all dues.
- c. No-dues certificate (NOC) from Dean of the College/School accounts, Dean Student Welfare, Accounts, Library, Hostel, Workshop, and Department/Laboratory is required to be submitted at the end of graduating semester.
- d. Must have completed residential requirements of the programme.
- e. Must have satisfactorily completed the attendance requirements.
- f. Must have satisfactorily completed the prescribed course programme.
- g. Must maintain Good Standing at the end of the graduating semester and has no pending F grade.
- h. Must have completed the prescribed requirements of industrial training and project work as applicable to B. Tech students only.
- i. Must have completed residency requirements as applicable to B.Sc. (Nursing) students.
- j. Must have completed thesis requirements as applicable for postgraduate students.
- k. Postgraduate students must have passed final Viva-voce examination.
- l. Must complete any other requirement prescribed from time to time.

5. SEMESTER SYSTEM

First ordinances

The item no. 10 be substituted by item no. 5 of second ordinances.

Semester System:

Each academic year shall be divided into 2 regular semesters (odd and even) and optional during semester break.

- a. Each regular semester would be of twenty weeks duration with a minimum of 90 working/teaching days and duration of the winter semester would be of 8-10 weeks duration.
- b. Regular semesters are designated as odd (semester 1, 3, 5, 7,n from admission) and even (semester 2, 4, 6, 8,n from admission) for the degree programme and summer semester.
- c. Schedule of each semester shall be given in the academic calendar.
- d. Teaching load of a course offered in the summer/ winter semester will be equivalent to that of a full semester.
 - i) Credit and non-credit courses, project/research work, practical/field/industrial training, or student tours may be offered during winter semester with prior approval of the Vice-Chancellor.
 - ii) Number of theory / practical classes for each course would be doubled in winter semester then the regular semester.
- e. List of courses of different programs to be offered in each semester would be notified by the Dean/Principal 30 days before commencement of each semester.
- f. Lecture schedule based on total syllabus of a course being offered in a semester, both for theory and practical after approval of the Dean of the College/School will be displayed on the notice board by the teacher concerned.
 - i) Lecture schedule will also indicate dates for semester examinations.
 - ii) List of text and other books being followed for the lectures will be provided with the lecture schedule.
- g. The winter session will be utilized for:
 - (a) Introduction of the enrichment programmes.
 - (b) Dual Degree Programmes
 - (c) Professional development for in service faculty
 - (d) Offering of additional and condensed new courses.

Note: As per Indian Nursing Council guidelines, programme for B.Sc. Nursing is on the annual pattern while all other courses of the Eternal University are being run on the pattern of the semester system.

6. ACADEMIC CALENDAR

Academic Calendar:

Each academic year shall ordinarily be from August (current Year) to July (of following Year) for which academic calendar giving semester- wise academic schedule shall be:

- a. Issued by the Registrar after approval of the Academic Council in the second (even) semester of the previous year, tentatively by 15th March every year.
- b. Provide information about the general schedule of registration, commencement of classes, schedule of examinations, declaration of results or any other information as approved by the Vice-Chancellor.
- c. Posted on the University website (www.eternaluniversity.edu.in), printed in prospectus and also put up on the university notice board.
- d. Followed by teachers, students, administration and all others and for any change prior approval of the Vice-Chancellor is required.

7. COVERAGE OF COURSE CONTENTS

First ordinances

The item no 15 and 20 of first ordinances be substituted by item no. 7 of second ordinances.

7.1 Course Curriculum and its Implementation:

- (a) The course curricula for different degree programmes as evolved by the respective departments and recommended by the Dean of the College/School and Board of Studies are to be approved by the Academic Council.
- (b) The curricula for inter-department, integrated/multidisciplinary course programs should be evolved jointly by the concerned departments as per provisions in clause 7.1 (a) would be taught by the faculty from different disciplines.
- (c) Depending on nature of the subject, different courses can have different structural design; it can have pure theory course consisting of lectures, lectures plus tutorial, pure laboratory practical (including project, field work) and combination of both theory and practical.
- (d) Each course is assigned a course code, number, credit hours along with the semester in which it is to be offered and any pre-requisites of the course.

7.2 Coverage of Course Contents

First ordinances

The item no.20 of first ordinance replaced by item no 7.2 of second ordinances.

To ensure completion of the prescribed course following steps would be taken for each courses/subject.

- (i) The Dean of Studies of concerned School/College shall ensure that each instructor/teacher actually complete the entire course and shall send a report to the Dean of the College/School.
- (ii) Teacher concerned shall plan and notify the lecture schedule well in advance and would submit course completion certificate along with award list to the respective Dean.
- (iii) To ensure that requirement for the award of a degree has been completed by a student, the Registrar-EU shall keep a semester wise record of the courses and other requirements completed by the students.

7.3 Repeating courses to fulfill minimum requirements

First ordinances

The item no. 15 of the first ordinances is shifted to item no 7.3.1 of second ordinances.

7.3.1 Repeating courses to fulfil minimum requirements

A student getting an overall credit point average 5.0 for UG and 5.5 for PG less than that the required for graduation in a degree course may repeat that course with prior permission of the Dean of the College/School on payment of prescribed fees and other charges subject to the following conditions.

- i) The repetition shall be permitted only to enable the student to fulfill the minimum credit point average requirement and not for improvement of his overall credit point average or for enabling him to qualify for an award of scholarship/ fellowship or for competing for a certificate of merit or for a position in the university.
- ii) When a student repeats a course, credits corresponding to that course shall be counted only for the graduation requirements.

7.3.2 Addition and Withdrawal of Courses

- i) Any change in course from the approved programme of the postgraduate students may be allowed by the Dean PGS on the recommendation of the advisory committee. However, it should not affect the total credit load originally assigned to the student.
- ii) Change in course registered for a semester may be allowed by Dean, PGS on the recommendation of the advisory committee of the postgraduate student.
- iii) Exemption from any course may be allowed only in rare circumstances by the Dean of the College /School for UG and by Dean PGS for PG students only when the change in course is needed on administrative reasons. In such cases some replacement course relevant to the programme shall be offered.
- iv) Last date of adding a course shall be within 15 days from the date of commencement of classes.
- v) Last date for withdrawal of a course shall be 30 days from the date of commencement of classes.
- vi) If a student adds a course after the start of the semester, he/she shall not be allowed to withdraw that course.

8 COURSE CODING AND COURSE CREDITS

First ordinances

The item no.6 of the first ordinances be substituted by item no 8.1-8.2.2 of second ordinances.

8.1 Course Coding System

(1) A Course Code, (A₁ A₂ B₁ B₂ C a₁ b₁ b₂) consists of 5 letters (A₁A₂B₁B₂C) and 3 digits (a₁b₁b₂). First two letters (A₁A₂) stand for programme, next two letters (B₁B₂) stand for discipline/subject and the last one letter (C) for type of the course. First digit (a₁) among the digits stands for the year of the programme and the last two digits (b₁b₂) for number given to the course as per following notation.

Programme	Code (A ₁ A ₂)	Discipline/Subject	Code (B ₁ B ₂)
B.Tech.	BT	Computer Science	CS
M.Tech.	MT	Electronics & Communication	EC
B.Sc.	BS	Nursing	NU
B.A	BA		
M.Sc.	MS	Physics	PH
Ph. D.	PD	Computer Science	CS
B.Ed	B.Ed	Biotechnology	BT
		Food Biotechnology	FT
		Public Health	PH

Type of Course	Code (C)	Year of Programme	Code (a ₁)
Theory	T	First Year	1
Lab	L	Second Year	2
Project/Training	P	Third Year	3
		Fourth Year	4

- i) Course code consisting of first 2-3 capital letters represents the subject/discipline and 1-2 capital letters represent theory or practical or both. For example in course with CSET, CSE represents the subject i.e. the Computer Science and Engineering and T represents theory course and in course with code CSEL, CSE represents the subject of Computer Science and Engineering and L represents Laboratory practical.
- ii) Course numbers to different courses are assigned year-wise in ascending order in the manner as described below for different classes.
- iii) Departments/Schools/Colleges may follow small variations as per requirements.

8.1.1. Bachelor Degree Courses (1-500)

- 1. Deficiency courses 1-99*
- 2. First Year 101-199 (Essential courses up to 130)**
- 3. Second Year 201-299 (Essential courses up to 230)**
- 4. Third Year 301-399 (Essential courses up to 330)**
- 5. Fourth Year 401-499 (Essential courses up to 430)**
- Reserved Numbers Training: 490
Seminar: 491
Project: 500

8.1.2 Master Degree Courses (501-600)

- 1. Deficiency courses 501-520*
- 2. First Year 520-550 (Essential courses up to 540)**
- 3. Second Year 550-580 (Essential courses up to 570)**
- Reserved Numbers Training: 590
Seminar: 591
Research: 600

8.1.3 Doctorate Degree Courses (601-700)

- 1. Deficiency courses 601-620*
- 2. First Year 630-699 (Essential courses up to 650)**
- 3. Second Year 630-699
- 4. Third Year 630-699
- Reserved Numbers Training 690
Seminar 691
Research 700i

- i) Deficiency courses are determined on the basis of pre-admission courses passed by the student or considered important for the student to pass so that the student may cope with the course programme of the EU easily.
- ii) Essential courses as per prescribed courses of the degree programme may be listed first and optional courses afterwards.

Note: Same course may be cross listed in different departments as per requirements of the degree programme; however, these needs approval of the academic council.

- iii) Teaching of different courses/subjects would be reckoned in terms of credits or credit hour per subject except for subjects of B.Sc. (Nursing) where it is reckoned in terms of number of the subjects/year.
- iv) Credit/ credit hour refers to 1 hour of in-class contact for theory and 2 hours of in-class contact for practical and total hours of contact would be indicated by contact hours for each course which is equivalent to number of hours of per week of teaching.
- v) Pre-requisite course is the one which is considered to have been passed before taking another course of higher difficulty level. If any pre-requisite is mentioned against a course then the same shall be offered after passing the pre-requisite course
 - a. Semester-wise course schedule shall be offered to the undergraduate students in different disciplines to be notified 30 days before the start of semester by the Dean of the College/School based on the general course schedule.
 - b. All postgraduate students before the end of the first semester shall have to submit programme of work (4 copies) giving pre-admission courses passed, courses to be taken following the guidelines, credit hours for research and recommendation of the advisory committee to the Dean, PGS for approval. Dean, PGS after his Approval would return 3 copies, one each for the Department, Major Advisor and the concerned student. Dean, PGS may also get it modified or changed.

- c. Minimum and maximum credit load (total number of contact hours per week) for which student is required to register for different degree courses is variable as given below:

8.2 COURSE CONTENTS AT A GLANCE:

First ordinances

The item no. 18 be substituted by item no 8.2 of the second ordinances.

The detailed course outline and corresponding credits are given in annexure I, II and III.

9. CONDUCT OF EXAMINATION, TERMS OF OFFICE AND MANNER OF APPOINTMENT AND DUTIES OF EXAMINING BODIES, EXAMINERS AND MODERATORS

First ordinances

The item no. 11-14, 16, 19 be substituted by item no. 9 of second ordinance.

9.1. Assessment of Performance:

There would be continuous assessment of student's performance throughout the semester/academic session by assigning marks to performance in two sessional and one end semester examinations for each course/subject, class-quizzes, tutorials; viva-voce, assignment(s), attendance etc.

Total weightage of marks for each course is 100 which comprises total of marks assigned to different above sub-components. Credits assigned to different courses vary depending upon quantum of their contents.

The marks of the theory course/ theory component of course would be decided by performance in sessional and end-semester examination, assignments, quiz or tutorial (if any) and attendance. Actual weightage to different subcomponents will be announced by the teacher at the beginning of course but the following general scheme will be adopted in different disciplines.

9.1.1 For B.A., B.Sc., B. Tech degree theory courses:

<u>Sub - Component</u>	<u>Percent mark allocated</u>
i. First sessional examination	10
ii. Assignment/Quiz/Tutorial/Viva-voce	5
iii. Attendance	5
iv. Second sessional examination	30
v. End- semester examination	50

Performance in sub-component i to iv for 50 marks would be assessed by the teacher and that of sub-components v for 50 marks would be assessed through centrally organized examinations by the Controller of Examinations.

9.1.2 For M.A., M. Sc., M.P.H, M.B.A., M. Tech., degree theory courses:

<u>Sub - Component</u>	<u>Percent mark allocated</u>
i. First sessional examination	10
ii. Quiz/Tutorial/Viva-voce	5
Assignment and seminar	10
iii. Attendance	5
iv. Second sessional examination	20
v. End- semester examination	50

Performance in sub-component I to V for 50 marks would be assessed by the teacher and in sub-component VI for 50 marks would be assessed through centrally organized examinations by the Controller of Examinations.

The marks in the purely laboratory/practical course or practical component of a course shall be decided on the basis of performance in one mid-sessional and one end-semester examinations, day to day practical records, project assignment, viva-voce and attendance. Actual weightage to different sub components will be announced by the teacher at the beginning of the course but the following general scheme will be adopted in different discipline:

Sub - Component	Percent mark allocated
1. Mid-Sessional Practical examination	
i. Continuous Lab. performance	10
ii. File	15
iii. Viva – voce +Written examination	15
iv. Attendance	10
Total:	50
2. End-semester examination	
i. Viva – voce +written examination	25
ii. File	15
iii. Attendance	10
Total:	50

Performance in sub-component i to iv for 50 marks would be assessed by the teacher and that of the sub–component 2 for 50 marks would be assessed through a centrally organized examination by the Controller of Examinations.

For giving marks for attendance only actual attendance would be taken to be determined following rules given in clause 12. Attendance and Leaves for students. Following criteria shall be adopted for assigning marks for actual attendance:

Actual Attendance	Marks to be awarded
i. 95 to 100	5
ii. 90 to 94.9	4
iii. 85 to 89.9	3
iv. 80 to 84.9	2
v. 75 to 79.9	1

B.Sc. Nursing:

The general criteria of assessment of performance in different sub–components as mentioned for assessment of performance for theory and practical UG and PG courses shall not be applicable to B.Sc. (Nursing) / B. Ed. degree programme for which following criteria would be adopted.

Assessment of performance of students of B.Sc. (Nursing) would be done as per norms of the Indian Nursing Council.

Weightage of different sub- components of theory subjects would be as below:

Sub - Component	Percent marks allocated
i. Internal assessment	25
ii. External assessment	75

9.1.3 Practical Courses:

Weightage to different sub-components of practical courses would be as below:

Sub - Component	Percent marks allocated
i. Midsession Practical Examination	50
ii. End Semester Practical Examination	50

9.1.3 B.Sc. Nursing:

External assessment examinations both in theory and practical for B. Sc. (Nursing) shall be organized centrally by Controller of Examinations along with Dean, Akal College of Nursing.

9.2.1 First Sessional Theory Examination (FSTE):

1. First sessional examination will be conducted by concerned Dean as per schedule in the academic calendar under intimation to the Controller of Examination. The test will be conducted in the class by the teacher, the maximum time for the test will be one hour and the format of the exam will also be decided by the teacher.
2. Weightage of the test will be as Per Clause 9.1.1 and 9.1.2 and there would be no FSTE for practical course or practical part of the viva.
3. Question paper setting, deciding the format of paper, conduct of FSTE and evaluation would be done by the

teacher who, after discussing and showing the answer books to the students, would submit these along with the copy of the award list as well as the attendance through the Dean of the College/School to the Controller of Examinations.

4. The teacher will submit one copy of the question paper to the concerned Dean. The Controller of Examination can randomly get the quality of the question paper checked and can get the answer books evaluated from another examiner to ensure the fairness as well as maintenance of proper standards in the examination.
5. If the same course is taught by different teachers to different sections and classes, then the senior most teacher shall act as Course Coordinator for the uniformity of standard of teaching and setting only one set of question paper.

9.2.2 Second Sessional Theory Examination (SSTE):

1. Second Sessional Examination (SSTE) will be organized by the concerned Dean of the Department under intimation to the Controller of Examination as per schedule given in the Academic Calendar.
2. This test will be of two hours and will cover the syllabus so far covered up to the last class held before the examination.
3. In the interest of improving the standard of question paper, Dean of the College/School may get certain question papers set by another teacher of the same subject from the University or from an External examiner. Appointment of the external examiner should be as per existing procedure with the approval of Vice-chancellor. The format as well as the maximum marks will be decided by the examiner setting the paper.
4. If the same course is taught by different teachers to different sections and classes, then the senior most teacher shall act as Course Coordinator for the uniformity of standard of teaching and setting only one set of question paper.
5. Examination duty list appointing Coordinators of Examination, Superintendent, Deputy Superintendent, and invigilators for each Centre/Hall will be issued at least 5 days before the date of Examination. If any teacher/staff has any problem in performing the assigned duty, he/she would report to the Dean of the College/School for making alternative arrangement should be intimated the same day to the Controller of Examinations so that the examinations work does not suffer.
6. All Care should be taken to prevent copying and unfair means in the examination and in event of any incidence the Centre Superintendent will report to the Coordinator of the examination who after verification found a case of copying will report the matter immediately to the Dean of College/School and Controller of Examinations. In case of copying answer book and other material may be confiscated and a fresh answer sheet may be issued only after a written statement from the student. Necessary action would be taken by the standing committee consisting of Controller of Examination, Dean of the College/School and Coordinator of Examination.
7. The paper setter shall evaluate the answer books or the Dean can appoint some other competent examiner with the permission of Vice Chancellor.
8. The answer books shall be retained by the Department while the attendance, awards list shall be submitted to the Controller of Examination. The Dean shall maintain a separate record of the awards as well as attendance.
9. The Controller of Examination can randomly get the quality of the question paper checked and can get the answer books evaluated from another examiner to ensure the fairness as well as maintenance of proper standards in the examination.

9.2.3. Mid-Sessional Practical Examination (MSPE):

- a. Mid-Sessional Practical Examination will be organized by the department / school / college as per schedule for MSPE as given in the Academic Calendar.
- b. Weightage of marks for MSPE should be given as given in clause 9.1.2 and for any change approval of the Dean of the College/School is required.
- c. Two teachers- one class teacher and other teacher as nominated by the Dean of the College/School shall conduct MSPE.
- d. The question paper for MPSE should be set based on the total number of practical prescribed to have been

conducted by that date.

- e. Evaluation of performance would be done jointly or if done separately by means of both evaluations should be taken.
- f. Copy of award list shall be submitted to the Controller of Examinations through Dean of the College/Studies.

9.2.4 Submission of Internal Assessment:

Final award list giving assessment of performance in different sub-components as per clause 9.1 for theory and practical except that of the End-Semester Examinations would be submitted to the Controller of Examinations through Dean of the College/School, at least 5 working days before the date of end-semester examinations along with list of students who are not eligible for end-semester examination. This should be brought to the notice of the students well in advance of the ESTE.

9.2.5 End-Semester Theory Examination (ESTE):

End-Semester Theory Examination (ESTE) will be centrally organized by the Controller of Examinations as per schedule given in the Academic Calendar.

- a. Each student would submit registration-cum-admit card to Controller of Examinations through Dean of the College/School at least 15 days before the date of start of ESTE.
- b. Each student will be issued an admit card for appearing in ESTE only if he/she has
 - i. Completed attendance requirements in theory and practical classes as per clause 12.1 of Academic Rules and Regulations.
 - ii. Completed assignments/project work.
 - iii. Paid all University/College and Hostel dues of the semester.
 - iv. Not been debarred from appearing in ESTE as a result of disciplinary proceedings.
- c. For setting of question paper and evaluation of answer books of ESTE, Dean of the College/School shall propose panel of 3 examiners within 7 days of SSTE to the Controller of Examinations for obtaining approval of the Vice Chancellor for the examiner number 1 and number 2. Panel of 3 examiners should be of senior reputed specialists and may include internal and external examiners depending upon the availability.
- d. Controller of Examinations after obtaining consent of examiner number 1, shall get question paper(s) set and answer books evaluated and in case of non-acceptance, examiner approved at number 2 will be contacted. In case of refusal by both the examiners, revised approval will be obtained in consultation with the Dean of the College/School.
- e. Controller of Examinations will send model question paper to the examiner(s) and will get 2 question papers for each course in separate sealed envelopes.
- f. The paper setter may be appointed internally or the papers can be set from the question bank with the approval of the Vice Chancellor.
- g. Controller of Examination will conduct the examination and will get the answer books evaluated.
- h. For evaluation from external examiners answer books along with the letter of appointment, instructions for evaluation and blank award list would be sent through courier/ post. In case the external examiner, after consent declines to evaluate or does not reply within 10 days, then Controller of Examinations may get them evaluated from a senior teacher of the university with prior approval of the Vice Chancellor.
- i. Controller of Examination will send the following list of Instructions to examiners for evaluation of answer books.
 - i. All questions and their subsections should be evaluated and indicated by ticking or marking by red ink/pen/pencil.
 - ii. Marks for each section or sub-section of the question should be given separately and total should be encircled at the start of the question. Marks given for sections/sub-sections may not be encircled.
 - iii. Blank pages in the answer book should be crossed.
 - iv. Marks of each question should be written and totaled in the column provided on page 1 of the answer book.
 - v. Total marks obtained should also be written in words and then signed in the column provided.

- vi. Over attempted questions should be indicated as OA and highest marks of attempted questions should be counted.
- vii. Please evaluate and return the answer books by the date mentioned in the letter of appointment as it would enable us to declare result in time and avoid deduction from the remuneration.
- j. To prevent copying and use of unfair means in ESTE necessary actions as given in clause 9.2.12 shall be adopted.

9.2.6 End-Semester Practical Examination (ESPE):

The End-Semester Practical Examination (ESPE) shall be centrally organized by the Controller of Examinations as per schedule given in the Academic Calendar.

- a. From the panel of 3 examiners proposed by the Dean of the College/School to the Controller of Examinations, number 1 and number 2 will be approved by the Vice-chancellor.
- b. Examiner at number 1 and in absence of his/her consent number 2 would be contacted for the conduct of ESPE. The class teacher shall act as the Co-examiner.
- c. Question paper for ESPE shall be based on the prescribed syllabus a copy of which shall be provided to the examiners along with a model question paper for each practical examination.
- d. Weightage of marks for ESPE shall be as per clause 9.1.2 and examiners shall evaluate the performance in 3 sub-components (i) File (ii) Written (iii) Attendance.
- e. Answer-book along with the award list shall be submitted to Dean of the College/School for sending the same to Controller of Examinations within 3 days of the conduct of examinations.

9.2.7 Make-up Examination

To substitute First Ordinances item no. 14.

If any student misses First Sessional Theory Examination (FSTE) or Second Sessional Theory Examination (SSTE) on account of illness or some other valid reasons, he/she may apply through his class teacher and Head of the Department to Dean of the College/School within three (3) working days from the date of examination on the payment of prescribed examination fee.

- a. For make-up examination on medical grounds students must submit certificate of illness or hospitalization from the Medical Officer of the Akal Charitable Hospital, Baru Sahib.
- b. Medical Certificate other than that mentioned above under clause 9.2.7 a will not be accepted ordinarily and may be asked to get the endorsement from the Medical Officer, Akal Charitable Hospital, Baru Sahib.
- c. For make-up examination because of reasons other than the medical grounds, students is required to explain valid reasons with evidence to the satisfaction of the Dean of the College/School who may get comments from the parents/guardian of the student.
- d. There will be no make-up test for the MSPE, ESTE and ESPE or for annual examination except for participation in national/international sports and cultural events.
- e. Dean of the College/School, if allows the student to take the makeup test may ask the teacher to give make-up for FSTE only but for SSTE application would be forwarded to the Controller of Examination.
- f. It will be the responsibility of the student to get in touch with his/her teacher for the make-up examination of FSTE and SSTE which shall be given centrally by the Controller of Examinations as per procedure given in clause 9.2.7.
- g. Student who is allowed make-up examination for FSTE shall take the test within 7 days from the date of examination and for delay if any permission of the Vice Chancellor would be required for which the student have to apply through Dean of the College/School explaining the reasons for the delay.
- h. The students who are deputed by the university to participate in sports/ cultural activities to places other than Baru Sahib shall be allowed make-up examination by the Dean of the College/School if recommended by the in-charge of the activity and Director of Student's Welfare for which the condition of 3 working days for submitting application as given in clause 9.2.7 and 7 working days for taking the examination.

- i. Students who miss end-term examination due to their participation in national and international sports/cultural events may be allowed special make-up examinations on recommendation of Dean of Students Welfare and Dean of the College/School by the Vice Chancellor.

9.2.8 Supplementary/Reappear Examination:

First Ordinances

To substitute item No. 13 of first ordinance.

Supplementary examination may be allowed to students who have appeared in the End-Semester Theory Examination (ESTE)/Annual Examination and failed in theory paper.

- a. Supplementary examination shall be allowed in theory courses or theory part of the course while in practical course or practical part of the course no supplementary examination is allowed except as a special case for the last semester examination or under exceptional circumstances on the recommendation of the Dean of the College/School by the Vice-Chancellor.
- b. Students who get F grade are required to apply for supplementary examination within 15 days of declaration of results final semester/annual examinations on a prescribed form after payment of required fee.
- c. Controller of Examinations will conduct the supplementary examination within 45 days from the date of declaration of results of final semester/annual examination.
- d. Supplementary examination for practical course or practical part of the course under exceptional circumstances shall be given along with ESPE only; separate examination for individual students will not be conducted.
- e. Only one chance will be given as per provision of clause 9.2.8 and if a student fails again then he/she will be allowed to take supplementary exam along with the regular examination of that course for which only one chance will be allowed. Thus a student gets maximum of 2 chances for clearing F grade.
- f. Student who fails to clear the theory course in 2 chances given for supplementary examination as per clause 9.2.8(g) shall have to repeat the course as and when the same is offered by the department/college after paying all prescribed tuition fee and other charges for the semester. However, third mercy chance may be given with the approval of Vice Chancellor after review of his/her performance by the committee consisting of the Dean of Academic Affairs or Dean of Faculty, Dean of the College/School and Controller of Examinations in case student applies for mercy chance within 15 days of declaration of result for the second chance given to him/her. If the student fails in the mercy chance then the student would be dropped and no chance for repeating the course would be provided.
- g. No student will be allowed to take supplementary examination in more than 3 courses failed in the previous semester without the permission of the Vice Chancellor.
- h. Marks obtained in different sub-components of internal assessment of performance as received before the end semester/annual examinations will be counted toward total marks obtained along with marks of supplementary examinations.
- i. It is in the interest of students to clear the course of the previous semester at the earliest opportunity as they would not be allowed to register after 2 semesters.

Supplementary/ Reappear for internal Assessment

1. If a candidate fails in internal assessment, he/she should be given a chance to clear his/her internal assessment (sessional) in the same semester before the end semester examination. The Candidate will have to pay the required fees of Rs. 750/- per paper per sessional for the reconduct of sessional examinations. These examinations will also be conducted by the teachers appointed by the Dean of the concerned college/Schools under intimation to the Controller Examination.
2. If a candidate fails to clear his internal assessment in a semester, even after getting a chance as mentioned above, he/she will not be allowed to sit in the end semester examination of that particular subject without the permission of the Vice Chancellor. He/she will then be given chance to improve his/her internal assessment by filling supplementary forms and depositing fees of Rs. 1500/- per sessional exam in the subsequent even/odd semesters. He/She will not be allowed to sit in the end Semester examinations of that course until he/she clears his/her supplementary internal assessment (sessional) examination.

3. The above orders are to be effective for students who have failed in internal assessment examinations till date.

9.2.9 Comprehensive Examination for Ph.D.

After successful completion of at least 80% course work, Ph.D. students would be given comprehensive examination to determine the overall comprehension of the student in major and minor fields and the same would not be restricted only to the courses studied.

- a. Comprehensive examination shall include a written examination followed by an oral examination.
- b. Written examination shall consist of two papers one in the major and the other in the minor field.
- c. Controller of Examinations shall centrally organize written examination in consultation with the Dean PGS/Dean of the College/School.
- d. Major advisor of the student after completion of at least 80% course work shall initiate the process in writing along with the list of courses studied by the student to the Controller of Examinations through Dean, PGS/Dean of the College/School who would also recommend a panel of 5 Senior Professors consisting of 2 internal and three external examiners relevant to the Major subject of the candidate for setting up question papers and evaluation of answer books for approval of any 2 names by the Vice Chancellor.
- e. For the comprehensive examination in the minor field, question paper would be set by taking questions from the teachers by the Dean of the College/School or Dean-PGS as per approval of the Vice Chancellor.
- f. Dean PGS shall hold written comprehensive examination in major and minor fields in a block period of 30 days and would get the answer books evaluated from examiners as per approval in clause 9.2.9 (d) and (e).
- g. The result based on performance in written Comprehensive Examination of both major and minor fields shall be finalized by the Dean PGS/Dean of the College/School who would award grade 'S', for satisfactory and 'US' for unsatisfactory performance and would submit to the Controller of Examination along with a panel of three external examiners for the oral examination if the result is 'S', Satisfactory.
- h. In case of US, (unsatisfactory performance,) student shall take written comprehensive examination only after 6 months.
- i. With approval of the Vice Chancellor, Dean PGS shall appoint External Examiner for conduct of the oral comprehensive examination along with Dean-PGS, Dean of the College/School, Head of the Department and all members of the advisory committee and any other person nominated by the Vice-chancellor on the date and time as notified by the Dean PGS.
- j. Result for the oral examination would be submitted as report with overall grade as 'S' for satisfactory/ 'US' for unsatisfactory to the Controller of Examinations by the Dean-PGS/Dean of the College/School for approval of the Vice Chancellor and then notification.
- k. Report as mentioned above would also indicate based on answer to the questions by the student about his knowledge, aptitude, analytical and problem solving abilities, research skills and overall performance of the student.
- l. If a student is awarded unsatisfactory grade in comprehensive oral examination then he/she may be allowed to reappear in the oral examination not earlier than 3 months after the first examination.

9.2.10 Final Viva-Voce Examination for Post-graduate Students:

After successful completion of all requirements of course work, seminars, projects and thesis/dissertation or any other requirement, all post-graduate students (M.A, M.Sc., M.B.A, M.P.H., M.Tech.and Ph.D.) will give final viva-voce examination before declaration of results of the degree programme.

- a. Final Viva-Voce Examination Committee for M.A, M.Sc., M.P.H, M.B.A and M.Tech. programmes would consist of Dean PGS, Dean of the College/School, Head of the Department, all members of the advisory committee and faculty members from the major field of specialization as per approval of the Vice-chancellor.
- b. Final Viva-Voce Examination committee for Ph.D. students would consists of an external examiner, Dean-PGS, Dean of the College/School, Head of the Department, all members of the advisory committee and faculty members from the major field of specialization as per approval of the Vice-chancellor.
- c. After receipt of the evaluation report of dissertation from internal and external examiners as the case may

be, Dean PGS with approval of the Vice Chancellor would notify the date and time for final Viva-Voce examination.

- d. Report of the final Viva-voce examination including the final recommendations for acceptance of thesis/dissertation, performance of the student in the Viva-Voce as satisfactory/unsatisfactory and recommendation for eligibility for award of degree would be forwarded by Dean PGS or Dean of the College/School to the Controller of Examination for final acceptance of the student for award of degree by the Vice Chancellor result of which would be declared by the Controller of Examinations.

9.2.11 Re-evaluation/Re-checking of Answer Books:

First Ordinances

Item no 12 substituted by the item no. 9.2.11 of seconds ordinances.

Answers books after evaluation by the examiners and award lists are checked and efforts are made to re-check for any discrepancy in totalling, unmarked questions and transfer of marks in the office of Controller of Examinations who, however, is not authorized to carry out evaluation or re-evaluation of questions. If any discrepancy is pointed out then the same shall be corrected through the Dean of the College/School. Further Re-evaluation/Re-checking of answer book(s) for the end-semester/annual examinations is allowed when a student applies as per following instructions:

- a. There shall be no re-checking and re-evaluation of answer books of practical examinations.
- b. For re-checking/re-evaluation of answer books of theory papers a student may apply after paying the prescribed fee within 10 days of declaration of the results in a prescribed application form to the Controller of Examination through Dean of the College/School.
- c. Controller of Examination shall get the re-evaluation done by an examiner other than the one who has already marked the answer book. Examiner for re-evaluation would be appointed by the Vice-chancellor on the recommendation of Dean of the College/School.
- d. Only marking of unchecked, unmarked questions and recounting of marks awarded and the total of marks will be done during rechecking by the Controller of Examination.
- e. In case the examiner so appointed for re-checking/re-evaluation points errors in evaluation then re-evaluation shall be got done after approval of the Vice-chancellor, otherwise re-checking/revaluation shall be done as per clause 9.2.11 (c).
- f. Controller of Examination would notify the results of re-checking/re-evaluation answer sheets even if there is no change.

9.2.12 Unfair Means In Examinations:

First Ordinances

Item no 21 of first ordinances be substituted by item no. 9.2.12 of second ordinances.

The following instructions may be followed for preventing and dealing with cases of copying and unfair means in examinations.

1. Definition of Unfair Means/Misconduct In Examinations:

- a. Having at the examination desk any unauthorized notes or other unauthorized material (whether or not concealed in any manner).
- b. Having at the examination desk an unauthorized computer disk or other storage medium containing pre-coded / pre-recorded data, pre-programmable calculator, watch, organizer, mobile telephone, pager, tape recorder, CD or DVD player, or any other electrical or electronic device (whether or not concealed in any manner).
- c. The use of an unauthorized dictionary.
- d. The use of unauthorized material obtained via a pre-programmable calculator, watch, organizer, mobile telephone, pager, tape recorder, CD or DVD player, or any other electrical or electronic device.
- e. Obtaining an advance copy of an "unseen" written examination or test paper.
- f. Communicating or trying to communicate in any un-authorized way (eg. using mobile phones).
- g. Copying or attempting to copy from another student sitting the same examination or test.
- h. Being party to impersonation where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another.
- i. Leaving the examination or test venue to refer to concealed notes or other unauthorized material.

- j. Removing part of answer sheet, drawing sheet, graph sheet and taking it away from examination room/hall.
 - k. Theft, destruction or forgery of answer sheet by any means.
 - l. Disruptive behavior /Misconduct with Examination Staff.
2. On finding a candidate involved in a practice pertaining to unfair means for copying during examinations, the invigilator shall inform the Centre-Superintendent/Deputy Superintendent.
 3. The Centre-Superintendent/Deputy Superintendent shall prepare the full report of unfair means of copying providing full evidence of the malpractice used during the examination. The report as well as the evidence found, should be signed by the candidate, invigilator, Deputy-Superintendent and Superintendent.
 4. After this the Centre-Superintendent shall present the report to the Controller of Examination who will propose a Fact-Finding Committee to the Vice Chancellor for the investigation of the case.
On submission of the report by the Fact-Finding Committee, appropriate action will be initiated against the student as per university rules.
 5. The student shall be issued an extra sheet to continue his exam. while the evaluation of the answer sheet shall subject to the report of fact finding committee.

9.3 Declaration of Results in Overall Credit Point Average (OCPA), Scholastic Probation and Good Standing

First ordinances

Item No. 11 will be replaced by Item No. 9.3 of Second Ordinance,

The system is based on calculating the Credit Point Average (CPA) and Overall Credit Point average (OCPA). The details of the system are enumerated in succeeding paras.

After completion of evaluation of performance in different sub-components of Internal Assessment (1st Sessional, 2nd Sessional, Attendance and Assignments etc.) and final examination, cumulative results shall be prepared by Controller of Examinations assigning grades and credit point averages.

9.3.1 Grades

Following letter grades may be awarded for a course and shown in the transcripts of the students and their significance would be as given below:

D	-	Dropped
F	-	Fail but eligible for supplementary/re-appear in examination
I	-	Incomplete
S	-	Satisfactory
US	-	Unsatisfactory
W	-	Withdrawn
NC	-	Non-credit
AB	-	Absent in external examination
F-UF	-	Unfair means of Copying

9.3.2 Credits and Credit Points

One credit/credit hour refers to 1 hour of in-class contact for theory and 2 hours of in-class contact for practical and total hours of contact per week would be indicated by credit hours for each course.

Credit Points refer to points earned on the basis of performance of the students in terms of marks obtained out of maximum of 100 marks for each course as given in the Table 1:

General scheme for assigning credit hours for lecture, tutorial and practical of various courses

Contact	Credit Hours (L+T+P)	Contact Hours per week
Lecture	3+0+0	03
Lecture + Tutorial	3+1+0	04
Lecture + Tutorial + Lab. Practical	3+1+1	06
Laboratory Practical	0+0+3	06

Table 1: Conversion of marks obtained into credit points

Sr.No.	Marks Obtained in a particular course out of 100	Corresponding credit points
1.	100.0	10.00
2.	99.0	9.90
3.	98.0	9.80
4.	97.0	9.70
5.	96.0	8.60
6.	95.0	9.50
7.	And so on	And so on

9.3.3 Credit Point Average (CPA)

For each course cumulative credit points shall be calculated by multiplying the credits assigned to the course with credit points. For example, if a student scores 75 marks out of maximum of 100 in a course of 3 credits; then the cumulative credit points earned would be $3 \times 7.5 = 22.5$ which shall be used for calculating the credit point average (CPA) for all courses taken in a semester by the student.

The CPA would be average of total course credit points divided by total credits hours of all the courses taken in a semester.

Example:

Ser. No	Course Name/Code	Course Credits	Marks out of 100	Corresponding Credit Points	Cumulative Credit Points
1.	A	4	95	9.5	38
2.	B	4	75	7.5	30
3.	C	2	50	5.0	10
4.		=10			=78

$$CPA = \frac{\Sigma(\text{Cumulative Credit Points})}{\Sigma(\text{Course Credits})} = \frac{78}{10} = 7.8$$

9.3.4 Overall Credit Point Average (OCPA):

Overall credit point average (OCPA) shall be calculated taking into account the accumulated credit hours and the credit points. OCPA shall be rounded up to 2 decimal places.

9.4.1 Computation of CPA, OCPA and Award of Grades:

- At the end of each semester, the Controller of Examination on the basis of the cumulative results of marks secured out of 100 for each course will compute credit point average (CPA) for that semester and overall credit point average (OCPA) for all the previous semesters which may be rounded up to 2 decimal places.
- For each course, the total marks of various components of internal assessment out of maximum 50 marks will be submitted by the course teacher through HOD and Dean of the college/school to the Controller Examinations prior to the end term examination. After evaluation of the end terms examination answer sheets out of maximum 50 marks the credit point for the course and OCPA will be calculated by the COE and the results declared.
- Zero (0) credit point shall be awarded for a course in which student obtains 'F' grade.
- If an undergraduate/postgraduate student obtains less than 40 % marks in theory and 50% marks in practical, he/she shall be awarded 'F' grade.
- W' grade shall be awarded if a student has been permitted to withdraw from the course within the prescribed date. No credit points shall be awarded and be counted for computing CPA and OCPA.

- f. 'I'-grade shall be awarded when a student cannot complete the course/project/training/special/problem on account of a valid reason or due to administrative reasons but the student must clear the same subsequently. If it is a credit course than its credit hours will be excluded for calculating the CPA/OCPA, but when the student clears the course then these would be counted as in normal circumstances.
- g. 'S or US', performance of the student in non- credit (NC) courses and in research or in the special project shall be graded as S or US. If a student does not put in the required efforts for the credits he/she was registered, advisor (supervisor) or the teacher in-charge may award US grade for all the credit hours for which he/ she was registered or may award 'S' grade for the reduced number of credits, corresponding to the research done. Only the number of credits cleared with 'S' grade shall be counted towards graduation requirements and not for calculating CPA or CPA.
S and US grade will also be awarded to indicate.
 - i. That a student has completed the project/ training/ practical field work, if that is prescribed as a part of the graduation requirements.
 - ii. That a Ph. D. student has passed the comprehensive examination.
 - iii. That a PG student has passed final viva-voce examination.
- h. D'-(dropped) grade shall be awarded if the student has been dropped from the semester for which he/she was registered with the permission of the Dean of the College/School, due to sickness (at least 2 weeks duration)/the female students who are on family way/suffer mis-carriage/undergo medical termination of pregnancy. Medical certificate from the Akal Charitable Hospital or with its endorsement, if the medical certificate is from other hospital, will be required. Permission to drop the semester must be obtained before the start of the end-semester examination. Such a student can register for the next semester with the permission of the Dean concerned.

9.4.2 Good Standing and Scholastic Probation:

- a. For promotion to the next semester each student must maintain 'Good Standing' at the end of each semester as to be mentioned in the result report. For maintaining good standing minimum OCPA requirement will be 5/10 for undergraduate students and 5.50/10 for post-graduate students.
- b. If a student fails at the end of a semester to achieve the minimum prescribed OCPA as mentioned in clause 9.4.2(a), he/she shall be placed on 'Scholastic Probation' during the following semester and would continue to be under scholastic probation until achieves the required OCPA.
- c. If a student continues to be under Scholastic Probation for 2 consecutive semesters, he/she shall be detained and shall not be allowed to register for the subsequent semester without approval of the Vice-chancellor on the recommendation of concerned Dean of the College/School.
- d. Students who are detained shall not be promoted to the next semester until they break Scholastic Probation and achieve Good Standing after repeating the required courses or clearing F grade.
- e. If a student continues to be detained for 2 consecutive semesters but still wants to pursue studies at the Eternal University then he/she shall be required to apply for re-admission. In such a case exemption may be allowed from courses he/she had passed by the Vice-chancellor on the recommendation by the Dean of the College/School.
- f. A student can be given a chance to improve CPA in a passed course in regular examination after paying the required examination fees provided concerned Dean recommends such case.

9.5 Transfer of Credits

When a student migrates to the Eternal University in the middle of a programme from any other university, after following proper procedure as per requirements of both the institutions he/she shall be eligible for transfer of credits.

- a. For transfer of credits, he/she shall be required to furnish a certificate regarding transcript/DMC and credits taken in the previous university from the Head of that Institution in which he/she has studied. Alternatively the official DMC/transcripts of the semester/year completed by the candidate may be considered.
- b. Transfer of credits shall be determined by a committee consisting of Dean Academic Affairs, Dean of Faculty and Dean of College/School, Head of the Department and Senior-most teacher as subject specialist as per approval of the Vice-chancellor.

- c. The committee shall examine the courses/subjects already studied by the student, examinations passed and syllabi thereof.
- d. The committee shall recommend the coursewise credits to be transferred which the student shall not be required to study in the Eternal University.
- e. Taking into consideration the differences in curriculum, standard of teaching and pattern of evaluation in marks/grades, committee may recommend to retain the awards as such or recommend to change into credit points (CP), credit point average (CPA), and overall credit point average (OCPA).
- f. Overall credit point average (OCPA) may be determined taking into consideration the previous CPA if recommended by the committee or may be determined based entirely on courses studied in Eternal University.

9.6 Post-graduate Research:

- a. As a part of the course curriculum [see Section 7] all PG students are required to undertake research on a topic related to the research needs of the country under the guidance of a major advisor along with the advisory committee.
- b. Different number of credit hours for research work are given for different degrees. Refer to course outline in Annexure I, II and III to see them.
- c. Research credits shall be graded as 'S' or 'US' as per clause 9.6. Before submitting thesis, students must have obtained satisfactory grading in all credit hours for research work.
- d. Post-graduate research of each student shall be guided by an advisory committee consisting of a major advisor (supervisor) as chairperson and other advisors as members as per approval of the Vice-chancellor for which the Dean, Post-graduate Studies shall propose advisory committee.
- e. Before the end of second semester each PG student shall submit synopsis of the research giving title, objectives, hypothesis, review of literature, plan of work/materials and methods, statistical design, data analysis, collaborations (if any) and references cited. Research work should be planned for credits as mentioned above in clause 9.4 so that the student is able to complete within the stipulated period.
- f. 'W' grade would be awarded if a student has been permitted to withdraw from the course within the prescribed date. No credit points shall be awarded and credits shall not be counted for computing CPA and OCPA.
- g. 'I' grade would be awarded when a student cannot complete the course/ project/training/special/problem on account of the valid reason or due to administrative reasons but the students must clear the same subsequently. If it is a credit course then its credit hours will be excluded for calculating the CPA/OCPA, but when the student clears the course then these would be counted as in normal circumstances.
- h. Performance of the students in non-credit (NC) courses and in research or in the special project shall be graded as S or US. If a student does not put in the required efforts for the credits he/she was registered, advisor (supervisor) or the teacher in-charge may award US grade for all the credit hours for he/she was registered or may award 'S' grade for the reduced number of credits. Corresponding to research done, number of credits cleared with 'S' grade shall be counted towards graduation requirements only and not for calculating CPA or OCPA.
S and US grade will also be awarded to indicate.
 - (i) That a student has completed the project/training/practical field work, if that is prescribed as a part of the graduation requirements.
 - (ii) That a Ph.D. student has passed the comprehensive examination.
 - (iii) That a PG student has passed final viva-Voce examination.
 Research work should be planned for credits as mentioned above in clause 9.6b so that the student is able to complete within the stipulated period.
- i. Major advisor through Head of the Department and Dean of the College/School shall submit the synopsis for approval of the Research Degree Committee (RDC) chaired by Dean, Post

Graduate Studies. RDC shall be constituted with approval of the Vice Chancellor.

- j. Based on the research carried out as per approved synopsis, each student in a prescribed format shall write thesis which may be submitted first as a draft and then the final thesis any time during the semester with approval of the advisory committee. For submitting Master's thesis after 6 semesters and Ph. D. thesis after 8 semesters of the degree programme, permission of the Vice-chancellor shall be required.
- k. Students are required to deliver a thesis seminar highlighting the research finding before submitting the draft thesis.
- l. Final thesis, 5 copies in case of M.A., M.Sc., M. Tech., and M.P.H. thesis and 6 copies of Ph.D. thesis shall have to be submitted to Research Degree Committee (RDC) chaired by Dean, Post Graduate Studies for approval.
- m. For evaluation of thesis, Major advisor, through Dean, Post-Graduate Studies shall give a list of 3 for Master's 6 subject experts for Ph. D. thesis (including at least 3 from outside the state) of which Vice-chancellor shall approve any one for M.Sc. and two for Ph. D. thesis evaluation.
- n. Dean, Post Graduate Studies shall get the thesis evaluated and after receiving acceptance report of the thesis for award of degree by the external examiners shall conduct Final Viva-Voce Committee as per provisions of clause 9.2.10 and shall notify the result accordingly.

9.7 Dropping a Student

First Ordinances

Item no 16 of first ordinances is placed under item no 9.7 of second ordinances.

Those students who fail to achieve the minimum OCPA of 5.0 for UG and 5.5 for PG after completion of the period of detainment shall be dropped.

9.8 Discontinuation of studies

First Ordinances

Item no 19 of first ordinances is placed under item no 9.8 of second ordinances.

A student who leaves the college under compelling circumstances with the permission of the Vice Chancellor on the recommendation of the Principal/Dean concerned shall be eligible for re-admission if he/she seeks re-admission within a period of two semesters (excluding the semester in which the student leaves). A student who leaves without the permission shall not be eligible for re-admission.

10. FEE TO BE CHARGED FOR VARIOUS COURSES, EXAMINATIONS, DEGREES/DIPLOMA/CERTIFICATES

10.1 Fee

- (i) The fee structure will be as approved by the Himachal Pradesh Government under Clause 32 of the Act No. 3 of 2009.
- (ii) The tuition fee shall be charged annually in two equal installments.
- (iii) Add-on charges for special facilities/activities will be subject to approval of the Academic Council and the University authorities.
- (iv) The University shall be free to charge additional fee for the categories mentioned in Clause 39(4) after the approval of the Academic Council.
- (v) The University will also charge the following fees:
 - (a) Duplicate Degree (with folder) : Rs. 1000/-
 - (b) Inter University Migration Certificate : Nil
(after completion of degree)
 - (c) Inter University Migration Certificate : Rs. 500/-
(during the degree)
 - (d) Duplicate Migration Certificate : Rs. 500/-
 - (e) Provisional Degree Certificate : Nil

(f) Duplicate Provisional Degree Certificate	: Rs. 500/-
(g) Transcript (1st. copy)	: Rs. 1000/-
(f) Transcript (2nd. copy)	; Rs. 400/- per copy
(g) Duplicate DMC	: Rs. 1000/-
(h) Character certificate	: Nil
(i) Changing the name of the student or his/her father's/ mother's name in the DMC/PDC/Degree and Transcript	: Rs. 500/- per document
(j) Other certificates (such as No Backlog, Bonafied etc.)	: Rs. 100/-
(k) Certificate of recognition of the University	: Nil
(l) Duplicate Certificate of recognition of the University	: Rs. 100/-

10.2 Security Deposit

- (i) Security deposit is charged from the students to cover risk of hostel dues, library books and fines etc. and to ensure their good conduct.
- (ii) The Security deposits will be of three types:
 - (a) Hostel Security (From all students)
 - (b) College Security (from all students)
 - (c) Library Security (from all students)
- (iii) The amount of security deposits will be given in the prospectus. The security amount will be realized from every student at the time of admission.
- (iv) The students can claim refund of security after the completion of the programme. They will be required to obtain "No Dues Certificate" from the HOD/Dean/Principal, Hostel Warden and the Librarian before any refund is given.

First Ordinances

Item No 9 of First Ordinance as is transferred to item No 10.3 of Second ordinance

10.3 Refund of Fees

The University will refund the entire fee collected from student/candidate after a deduction of processing fee not more than Rs. 1000/- (Rupee One Thousand only) to the student/candidate. If a student leaves after joining the programme and if the seat thus vacated is filled by another candidate before the last date of admission, the university will return the collected fee after proportionate deductions of monthly fee and proportionate hostel rent.

11. COOPERATION AND COLLABORATIONS WITH OTHER UNIVERSITIES/INSTITUTIONS OF HIGHER EDUCATION: MOU'S

11.1 International

- (a) Wayne State University, College of Engineering, Detroit (MI), U.S.A. (MOU).
- (b) Drexel University, College of Nursing & Applied Sciences, Philadelphia (PA) U.S.A. (MOU)

11.2 National

- (a) NIT Hamirprur, H.P. (MOU).

12. ATTENDANCE AND LEAVE FOR STUDENTS

First Ordinances

Item no 17 of first ordinances is substituted by item no. 12 of second ordinances.

12.1 Attendance

All students are expected to attend 100% classes (lectures, practical, seminars, tutorials, quizzes, workshops or any other class organized for delivery of prescribed curriculum). However, following rules and regulations would be adopted regarding the attendance of students during the course of studies.

- a. A student must have attended minimum of 75% classes (lectures, practical, seminars, tutorials, quizzes,

workshops or any other class organized for delivery of prescribed curriculum) failing which he/she will not be allowed to appear in the end-semester examination in theory and practical of the course in which his/her attendance falls short.

- b. Dean of the College/School will send the attendance certificate of students with the list of eligible students for final examination to the Controller of Examination who will not issue admit card to students whose attendance is unsatisfactory as per clause 12.1 a.
- c. Maximum of 5% short attendance due to sickness, hospitalization or other valid reason of the student may be condoned by the Vice Chancellor on the recommendation of the Dean of the College/School.
- d. Maximum of 10% short attendance of students for sports and other activities of national and international level may be condoned by the Vice Chancellor on the recommendations of Dean Student Welfare.
- e. It will be the responsibility of the student to get his absence/short attendance condoned by the appropriate authority.

12.2 Leave Rules

Unauthorized absence from classes will be construed as breach of discipline and to avoid it students must get prior leave sanctioned in writing from the appropriate authority as given below:

- i) Class teacher can sanction for one day leave maximum for 2 times in a semester unless stopped by HOD/Dean of the College/School or by any other authority.
- ii) For five days leave on ground of sickness, social function or other valid reasons, Dean of Studies will be the sanctioning authority on the recommendation of the teacher/hostel warden.

12.3 Incentive for Attendance

To encourage students for attending classes 5 marks have been allotted in proportion to the actual attendance i.e. number of classes the student has actually attended as per clause 9.1.2. Therefore, it is in the interest of all students to attend classes regularly. Leave granted as under clause 12.2 (i) and (ii) and condonation of absence as under clauses 12.1 (c) and (d) or any other absence from the class will not be counted towards actual attendance.

13. STUDENT IDENTITY CARD

Dean of Student Welfare or any other officer/agency as authorized by the Vice Chancellor within 45 days of first registration shall issue official student photo-identification card (ID card) giving card number, name of the student, registration number, identification mark, dates of issue and validity, programme/degree to which one is registered and signature and stamp of the issuing authority .

- a. Student ID card is non-transferable and is valid for the maximum period of registration for the programme in which student has been admitted.
- b. Validity of the ID card would co-terminate with the registration that is if the student after spending sometime does not register for the degree programme or his/her registration is cancelled then the validity of the ID card would terminate automatically. In such cases students are advised to deposit the card in the office of the Dean Student Welfare within 15 days and for not doing so within 15 days student's security deposit/caution money would be forfeited.
- c. All students would carry ID cards all times and failure to present the ID card as and when asked by any university official is violation of university rules and regulations and may subject the ID card holder to face disciplinary action.
- d. Students would be required to present ID card while seeking access to university facilities and services like library, computer facility, sports, play grounds, hospital, hostel, and also for participation in any other co-curricular activity or programme; without ID card facilities, services and participations may be denied.
- e. Students are required to hand over/deposit ID card in event of any disciplinary proceedings against him/her in the event of involvement in unfair means in examinations.
- f. Students must carry ID cards for attending classes and examinations.
- g. Lost or stolen cards should be reported to the Dean of Student Welfare.
- h. Original ID card or its replacement, if lost or spoiled, would be issued after payment of prescribed fee.

14. DISCIPLINARY ACTIONS

First Ordinances

The item no 23 of first ordinances be substituted by item no 14 of second ordinances.

14.1 Rules and procedure adopted in case of Disciplinary Action against any unlawful and in disciplinary activities for students. As per clause 13(2) of the Eternal University (Establishment and Regulation) Act 3 of 2009 of H.P Government.

"The Vice Chancellor is the principal executive and academic officer of the University and shall have the general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University." Therefore, the Vice Chancellor is the chief authority to regulate and enforce discipline among the students of the University and to take such disciplinary measures as may be deemed necessary.

14.1.1 Classification of Activities

Vice Chancellor may decide himself based on the facts submitted to him and make the decision and pass orders.

Or

After pondering upon the matter the Vice-Chancellor will constitute a "Fact Finding Committee" to go into the details of the matter and find out the facts, reasons of the incidence by interviewing, hearing, interrogating the persons involved and will report to the Vice-Chancellor about the pros and cons of the incident.

The Vice-Chancellor after due consideration of the report of the 'Fact Finding Committee', may take action himself or will refer the case to the campus 'Disciplinary Committee' constituted by him for the evaluation of the facts, data, evidences, and to recommend the punishment on the basis of the category of the offences. The committee may consider offences in the following categories.

14.1.4 Levels of Offences

(i) Minor Level Offences:

Violation of timing, unauthorized passages of the out of bound areas, absenteeism, dress code violation or any other offences not mentioned here, which in the opinion of the Vice Chancellor falls into this category.

(ii) Middle Level Offence:

Misbehaviour in the classrooms or on the campus, creating nuisance (playing loud music, bursting crackers, shouting slogans), using unparliamentary language, minor damage of property and equipment etc., teasing, use of derogatory language against others, act of rudeness, act of physical abuse, financial extortion, any act that affects the mental health and self-esteem or self-confidence of other students, or any other offence not mentioned here, which the opinion of the Vice Chancellor falls into this category.

(iii) Major Level Offences:

Consumption and possession of alcohol, tobacco, smoking, substance abuse, consumption and possession of narcotics substance, ragging, major damage/ or misappropriation of property, violence and sexual abuse, use of force against examiners/staff/ teachers/students, watching, recording, distribution, circulation of obscene material electronically or by print material etc., stealing books from the library, stealing equipments from the classrooms and the laboratories, use of unfair means in examination(s); or any other offence not mentioned here, which in the opinion of the Vice Chancellor falls into major offence.

14.1.5 Punishment:

(i) Minor Offences:

Fine from Rs. 1,000 to 5,000

And/ or

Suspension from the classes for 1 to 2 weeks

And/ Or

Academic probation for one semester

(ii) Middle level Offences:

Fine Rs. 5,000/to Rs. 20,000

And/ Or

Suspension from the classes for 1 to 4 week

- And/Or
Academic probation for one year
- (iii) Major Level Offences
Fine Rs. 20,000 to Rs. 50,000/-
And/ Or
Suspension for one year
Or
Expulsion from the university

The power of interpreting, changing, adding to and relaxing these rules is vested in the Vice Chancellor.

14.1.6 Procedure of Investigation

To investigate the offences committed by student(s) the following procedure will be followed:-

- (i) The Vice Chancellor or his designated representative may conduct the enquiry himself/herself and take appropriate measures to rectify the situation.
- (ii) The Vice Chancellor may give the case to the 'Fact Finding committee', appointed by him. The committee will conduct through investigation (call witness, dig out facts) and the Chairman of the committee will submit a report to the Vice Chancellor with details of the facts fished out by the committee.
- (iii) The Vice-Chancellor may take this information from the 'Fact Finding Committee" and act on his own to give the decision or forward the case to the 'Campus Discipline Committee' to do further deliberations and to come up with case. If 'Campus Discipline Committee' chooses to conduct its further Investigations, it may do so.
- (iv) The Vice Chancellor may take the recommendation of the 'Campus Discipline Committee' as it is and act on it or he may come up with his own decision and give punishment (s). The recommendations of the 'Campus Discipline Committee' are not mandatory on the Vice Chancellor to follow. He may alter or modify the recommendations of the 'Discipline Committee' based on his own judgment about the case and pass orders.

15. AWARD OF CERTIFICATE OF MERIT, MEDALS AND PRIZES

First Ordinances

The item no 26 of first ordinances be substituted by item no 15 of second ordinances.

The Eternal University has instituted a number of certificates, medals and prizes to recognize the meritorious academic performance of students in different disciplines. Their eligibility conditions are given below:

15.1 Certificate of Merit

- a. Certificates of merit shall be awarded to candidates who have achieved an OCPA of 8.00 (10.00 basis) or above at the end of their Bachelor and Master degree programme.
- b. Candidate must not have graduated in more than 8 semesters in a 4 years degree programme, 6 semesters in a three year degree programme and in 4 semesters in 2 years degree programme.
- c. Candidate should not have been placed on scholastic or conduct probation during the course the degree.
- d. Candidate should have no record of use of unfair means in any examination.
- e. Students who improve OCPA through repeating a course shall not be considered eligible for the merit certificate.
- f. Certificate of merit shall be awarded at the University Convocation.
- g. Dean of Studies of each college/school shall send the list of eligible candidates for award of merit certificates to Vice Chancellor, Dean Academic Affairs who shall finalize in a committee consisting of Dean, Academic Affairs as Chairperson and members consisting Registrar, Controller of Examination, Dean Post-graduate Studies, Deans of the Studies of the College/School, Dean of Student Welfare and any other member nominated by the Vice Chancellor.
- h. Final list after approval of the Vice Chancellor shall be notified by the Registrar.
- i. Any appeal/objection with regard to award of certificate of merit shall be made to Dean, Academic Affairs

within 7 days of the notification and no appeal or complaint whatsoever shall be entertained after 7 days of notification without approval of the Vice-Chancellor. Final list after approval of the Vice Chancellor shall be notified by the Registrar.

15.2 University Medal

- a. University Medal shall be awarded to toppers of each class of the batch year who have achieved OCPA not less than of 8.00 (10.00 basis) at the end of their Bachelor's and Master's degree programme.
- b. There shall be only one University Medal in each class (not less than 8 students) for the candidate who has achieved highest OCPA. In case there are two or more candidates with the same highest OCPA, the candidate with highest number of credits earned shall be entitled for the award of University Medal. If more than one candidate has the same number of credits and also has the same OCPA, they shall be bracketed and each shall be awarded the University Medal.
- c. Candidate must not have graduated in more than 8 semesters in a 4 years degree programme, 6 semesters in a three year degree programme, in 4 semesters in 2 years degree programme.
- d. Candidate should not have been placed on scholastic or conduct probation during the course of the degree.
- e. Candidate should have no record of the use of unfair means in any examination.
- f. Candidate should not have been detained in any semester due to shortage of attendance.
- g. Candidate has no record of fail (F-grade), dropped (D grade) or unsatisfactory (US grade) in any examination of the degree.
- h. Students who improve OCPA through repeating a course shall not be considered eligible for the merit certificate.
- i. University medal shall be awarded at the University Convocation.
- j. Dean of Studies of each college/school shall send the list of eligible candidates for award of University Medals to Dean, Academic Affairs who shall finalize in a committee consisting of Dean, Academic Affairs as Chairperson and members of consisting Registrar, Controller of Examinations, Dean, Post-graduate Studies, Deans of the Studies of the College/School, Dean of Student Welfare and any other member nominated by the Vice Chancellor.
- k. Final list after approval of the Vice-chancellor shall be notified by the Registrar.
- l. Any appeal/objection with regard to award University Medal shall be made to Dean, Academic Affairs within 7 days of the notification and no appeal or complaint whatsoever shall be entertained after 7 days of notification without approval of the Vice Chancellor.

15.3 Gold Medal for Outstanding Achievements

- a. Gold Medal for Outstanding Achievements would be awarded to only one student of the university every year based on overall ranking of performance out of 100 marks assigned to different components as given below:
 - i) Candidate must fulfill all conditions as given for award of university medal for which 70 marks are allocated.
 - ii) Participation in sports and co-curricular activities are allocated 10 marks.
 - iii) Should have maintained highest level of discipline, should not have participated in any strike, violated university rule or involved in any such socially unacceptable behavior or act. For these 10 marks are allocated.
 - iv) Involved in social work for which the candidate received some recognition or recommendation from reputed social organization (s). For this 10 marks are allocated.
 - v) Based on cumulative rank of different components (i-iv) only one candidate with highest score will be selected.
- b. Gold medal shall be awarded at the University Convocation.
- c. Dean of Studies of each college/school shall send the list of eligible candidates for award of Gold Medal to the Dean, Academic Affairs who shall finalize in a committee consisting of Dean, Academic Affairs as Chairperson and members consisting of Registrar, Controller of Examinations, Dean, Post-graduate Studies, Deans of the Studies of the College/School, Dean of Student Welfare and any other member nominated by the Vice Chancellor.
- d. Name of the candidate after approval of the Vice-chancellor shall be notified by the Registrar.
- e. Any appeal/objection with regard to award of the medal shall be made to Dean-Academic Affairs within 7 days

of the notification and no appeal or complaint whatsoever shall be entertained after 7 days of notification without approval of the Vice Chancellor.

15.4 Best Alumni of the Year Prize

After graduation from the Eternal University, students work in different spheres of life and some of them make a mark in their field of work and also contribute toward translating the mission of the Eternal University i.e. "World Peace through Value-Based Education". Best Alumni of the Year Prize is instituted to encourage such efforts.

- a. Best alumni of the year prize shall consist of a citation and memento with inscription of university logo and names of the university and the recipient, and name (Best Alumni of the Year Prize) and year of award.
- b. Eminent persons including University Professors, Deans, Directors, Vice Chancellors, Members of the Kalgidhar Trust, Baru Sahib, Director of Private Limited Companies, General/Regional Manager of Banks or any other employer of similar rank, Presidents/Chairpersons of registered NGO or any other Eminent Person/Organization of similar rank shall be entitled to nominate the Eternal University Alumnus to the Vice-chancellor of the Eternal University.
- c. Vice Chancellor of the Eternal University shall constitute a committee of 5 eminent persons who shall recommend name of the best alumnus of the year.
- d. Registrar shall notify and invite the alumnus to attend the annual convocation.

16. MIGRATION RULES

First Ordinances

The item no 24 of first ordinances be substituted by item no. 16 of second ordinance.

- (i) Migration will be allowed if the system of education in the institution from which the student is seeking migration and that of Eternal University is the same including the medium of instruction i.e. English.
- (ii) Inter College/University migration will be allowed only if Principals/Directors/Deans of the two institutions agree for migration.
- (iii) Migration will not be allowed in the middle of any year and in no case before the completion of one year of the study in the institution where the student has been studying before seeking migration.
- (iv) The student seeking migration must have good academic standing. The student should not be on scholastic/conduct probation.
- (v) The student must have cleared the required number of credits and courses.
- (vi) The migration into University may be allowed only against the vacant seats.
- (vii) If the number of students seeking migration is more, the migration will be allowed strictly on merit.
- (viii) The student may apply for migration at least one month before the start of a semester.
- (ix) Migration fee of Rs. 500/- as prescribed by the University will be charged from the student.

16.1 Migration Form

Eternal University, Baru Sahib
Application for Inter-University Migration

Self-attested
photograph

(To be filled in by the applicant in his/her own hand)

A. Fee Rs. 500/- Remitted through DD/ Bank transfer/ Cash Receipt

No. _____ Date _____

B. Name: (In capitals)

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Father's Name: (In capitals)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mother's Name: (In capitals)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E. U. Registration No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Institution where studying presently _____

Class _____ University to which Migration is sought _____

_____ Reasons for Migration _____

C. Last examination of this University in which appeared/passed:

Examintion _____ Year/Session _____ Roll No. _____

Result _____

Address _____

Email: _____ Tel/Mobile _____

Signature of Applicant

ATTESTATION

Last Exam: _____

I certify that the applicant _____ son/daughter of Sri _____
is the same person and recommend for the issue of migration certificate.

Dated _____

Signature of Dean/HOD
Official Stamp

16.2 Migration Certificate



ETERNAL UNIVERSITY

(World peace through value based education)

Ref.No. _____

Date: _____

MIGRATION CERTIFICATE

Mr. /Ms. _____ D/S/o Sh. _____

_____ Registration No. BS _____ joined the course

_____ Semester _____ in _____. He/She has passed

his/her last degree _____ from this University in Eternal University has no objection if

He/She is migrate to

(Name of the institution)

Controller of Examination

Vice-Chancellor

BARU SAHIB, VIA RAJGARH, DISTT: SIRMOUR, HIMACHAL PRADESH-173101(INDIA)

Tele: 01799-276012, 09816400641, 09816800860, Fax: 01799-276006

Website: www.eternaluniversity.edu.in

17. LIBRARY RULES

First Ordinances

The item no 27 of first ordinances be placed under item no. 17 of second ordinances.

- (i) Library use is restricted to members only
- (ii) Under Graduate students are entitled to a loan of three books and Post-Graduate students five books for a period of two weeks. The loan is not renewable ordinarily. The books may however be renewed if not in demand at the discretion of the library authority
- (iii) Any damage, marking, misplacing of pages etc. should be brought to the notice of the librarian at the time of issuing, otherwise the person who get it issued last time will be responsible.
- (iv) An overdue charge of Rs. 2/- per volume per day will be realized for the books kept beyond due date.
- (v) Books lost or damaged will be paid for or replaced to the satisfaction of Librarian, readers and borrowers shall not write upon, damage or mark, any book, periodical or magazine, infringement of of this kind may require replacement.
- (vi) The Librarian may recall any books at any time, if necessity arises.
- (vii) Students are instructed not to write anything on library furniture or damage it in any way. If found guilty, disciplinary action will be taken against them.
- (viii) Any kind of indiscipline in Library will invite suspension of Library Membership.
- (ix) Use of mobile is strictly banned in the library.
- (x) Cold drinks and eatable are not allowed in the library.
- (xi) The users should always possess identity cards while in the library.

18. REMUNERATION TO EXTERNAL EXAMINERS, PAPER SETTERS, EXPERTS AND OTHERS

First Ordinances

The item no 29 of first ordinances be placed under item no. 18 of second ordinances.

The External Examiners, paper setters and experts will be provided transport by the university. In case the University vehicle is not available, the University may pay for taxi/ own car @ Rs. 8.00 per Km. for plain area (Up to Chandigarh and Nahan) and @ Rs. 10.00 for hilly area. In addition to these rates Rs 1.00 will be paid in summer season for using air condition (applicable to plain area only) and remuneration at the following rates may be paid:-

1. Invited External members for Academic Council Meeting /Board of Studies. : Rs. 1000.00 per day
2. Invited External Members for Selection Committee Meeting. : Rs. 1500.00 per day
3. Experts-Evaluators of Master Degree Thesis. : Rs. 1000.00 per thesis
4. Experts-Evaluators of Ph.D Thesis. : Rs. 1500.00 per thesis
5. External Examiners for Ph.D Viva Voce, Comprehensive Exam and Synopsis approval. : Rs. 1500.00 per student
6. DA to be paid to invited members and experts. : Rs. 250.00 per day
7. Evaluators of answer books : Rs. 20.00 per Answer book (Min. of Rs. 800/-)
8. Question Paper setters : Rs. 1500.00 per Question Paper
9. Practical Examiners : Rs. 50.00 per Student (Min. of Rs. 800/-)

19. FINANCIAL AID TO THE STUDENTS

The Eternal University, being a non-profit organization, facilitates the education of needy and meritorious students without any profit motive. Despite of its limited resources the Eternal University has instituted its financial aid programs in addition to assisting the students in getting educational loans and scholarship from different agencies, so that the students are able to accomplish their educational goals

19.1 Eternal University Tuition-Waiver Scholarship

Tuition fee prescribed for different courses being run by the Eternal University is approved by Govt. of Himachal Pradesh. All students are required to deposit the prescribed amount of the tuition fee and other charges. However, to encourage the meritorious students, the Eternal University offers merit-based 'Tuition Waiver Scholarship' to undergraduate students of the University initially for two semesters extendable on semester-basis for the duration of the course programme in case the student is able to maintain the desired level of performance. Criteria for initial selection include percent marks achieved in the qualifying examination (10+2) or any similar examination) and/or rank in the entrance examination. Tuition waiver may vary from Rs 10,000/- to 30,000/- of the tuition fee for the first year and thereafter the continuation of the award shall depend upon the performance for the purpose of award of tuition waiver every semester had no record of disciplinary action against him or her, candidate is not involved in any act of indiscipline within the university campus or outside, and no enquiry contemplating disciplinary action is pending against him or her. Eligible candidates within 30 days of admission or 15 days of declaration of results shall apply through Dean of the College/School to the Eternal University Tuition Waiver Scholarship Committee who shall examine all cases submitted within the prescribed period and recommend to the Vice Chancellor whose decision would be final.

19.2 Eternal University Work Study Programme

Eternal University provides financial aid to students on "financially weak and eligible" students under work-study programme. For select number of students, work on the campus would be provided @ Rs. 25/- per hour to a maximum of 10 hours per week.

Eligibility:

Post-Graduate and Undergraduate students should be registered for any programme of the Eternal University.

Should not be in receipt of any other financial aid from any other sources.

Should maintain consistently good academic record.

Should have sufficient time to take part-time work

Should justify financial need and inability to support his/her studies.

Should have no record of disciplinary action against him or her, is not involved in any act of indiscipline within the university campus or outside, and no enquiry / contemplating disciplinary action is pending against him or her.

19.3 Post Graduates Assistantships (M. Sc./M.A./MBA/M. Tech.

Based on undergraduate merit, Teaching/Research assistantship amounting to Rs. 10,000/- per academic year. They will have to teach certain number of hours/week to undergraduate students or work in a research project.

19.4 Ph. D. Fellowshipships

Limited number of Ph. D. fellowships (Rs. 8,000/- per month) on merit. They will have to teach courses at Under Graduate level and practical at Graduate level.

Conditions:

(i) The progress of the students will be monitored each year. These awards will stay in effect till student maintains his/her eligibility percentages.

(ii) No disciplinary action has been taken or being taken against any recipient student.

(iii) The student should be in good standing vis-a-vis class attendance and other norms established by the university.

Note: Equivalent performance in marks percentage and good moral character has to be maintained for continuation of the scholarship assistance throughout the degree.

19.5 Scholarships Opportunities

Number of financial institution offer scholarship opportunities which the students should explore in order to get financial aid to support their education. Some of these are listed below; however, students should pro actively search from their websites or newspaper advertisements and apply well in time.

1 Scholarship Program: Scheme of Post-Matric Scholarships to the Other Backward Classes for Studies in India

Funding agency: Ministry of Social Justice and Empowerment, Govt. of India

Course of Study: Post-Matric

Brief Scholarship Description: Only two children of the same parents/guardian will be entitled to receive scholarships. This restriction will, however, not apply to girls. Accordingly, scholarship availed by girls of same

parents/guardian will not adversely affect admissibility of availing scholarship upto two boys of same parents/guardian.

Website: <http://socialjustice.nic.in/postmatric.php?pageid=2>

2. Scholarship Program: Post-Graduate Indira Gandhi Scholarship for Single Girl Child

Employer: UGC

Level of Study: Master's

Brief Scholarship Description: The University Grants Commission, based on the initiative of M/HRD, had introduced, Post-Graduate Indira Gandhi Scholarship for Single Girl Child with purpose of supporting higher education through scholarship to such girls who happen to be only child in her family and also to provide incentive for the parents to observe small family norm. The rate of scholarship is Rs. 2000/- p.m.

Scholarship Website: http://www.ugc.ac.in/notices/igsgc_1011.pdf

3. Scholarship Program: GGGG Scholarship

Employer: Rai Foundation

Level of Study: Bachelors and Masters

Brief Scholarship Description: This GGGG Scholarship covers total tuition, boarding, and lodging costs—including study books, and materials for practical purposes, transportation for educational trips, Mediclaim for Rs. 100000/- per annum and other peripheral activities related to academics are also taken care of by Rai Foundation.

Scholarship Website: <http://www.ccrf.in/scholarship.htm>

4. Post-matric scholarship scheme for minority communities

Funding agency: Ministry of Minority Affairs, Govt. of India

Course of study: Post-matric courses except LLB, MBA, MCA, BE and MBBS

Eligibility: Students belonging to Muslim/ Christian/ Sikh/ Buddhist/ Parsi, who have secured not less than 50% marks in previous final examination and the annual income of his/her parents/ guardians from all sources not exceeding Rs. 2 lakhs, can apply for the post-matric scholarship in the prescribed application to the Department dealing with minority welfare of his/her State/UT, on advertisement published by the State Government/ Union Territory Administration concerned.

Scholarship amount: Tuition and admission fee upto 10,000/- for vocational courses, Rs 3000/ for undergraduate and post-graduate courses plus maintenance cost ranging from Rs 235/- to Rs 355/-.

Website: <http://www.minorityaffairs.gov.in/Postmetric>

5. Maulana Azad National Fellowship for Minority Students Scheme

Last updated 25 April 2012 - 4:50pm

Scheme Details

Objective: The objective of the Fellowship is to provide integrated five year fellowships in the form of financial assistance to students from minority communities, as notified by the Central Government to pursue higher studies such as M. Phil and Ph.D. The Fellowship will cover all Universities/Institutions recognized by the University Grants Commission (UGC) under section 2(f) and section 3 of the UGC Act and will be implemented by the Ministry of Minority Affairs through UGC for students belonging to the minority communities. The fellowship under Maulana Azad National Fellowship for minority students will be on the pattern of UGC Fellowships awarded to research students pursuing regular and full time M. Phil and Ph.D courses. The fellowship ers under this Fellowship will be known as Ministry of Minority Affairs scholars.

Scope: The Fellowship will cater to the requirements of the minority community students pursuing research studies leading to regular and full time M.Phil and Ph.D courses only and equivalent research degree in universities, research institutions and scientific institutions within India. This will enable them to be eligible for employment to the posts with M. Phil and Ph. D as pre-requisites, including the posts of lecturers in various academic institutions.

Implementing Agency: UGC will be the nodal agency for implementing the Fellowship. UGC will notify the Fellowship by releasing suitable advertisement in the newspapers, internet, web page and other media.

6. Foundation of Academic Excellence and Access (FAEA) Scholarships

Funding Agency: Confederation of Indian Industry

Course of Study: Undergraduate courses in arts/commerce/science/ medical/ engineering and other professional and technical disciplines at any institution in India.

Financial Support: To cover full or partial cost of the study plans.

Description: Students who pass 10+2 examination are eligible and selection is on the basis of their academic excellence, social and economic background. The number of scholarships to be given each year will be announced by May/June every year. Scholarship Program will provide support to the students selected for up to three years in the first instance. This can be extended for another two years for postgraduate study depending upon the student's performance in the graduate exams as well as availability of funds.

Website: www.faea.in

Contact information: Foundation for Academic Excellence and Access (FAEA)

C-25, Outab Institutional Area, New Mehrauli Road

New Delhi - 110 016.

Phone: +91 11 4168 9133

Fax: +91 11 4168 9133

E-mail: inquiry@faeaindia.org

7. Post Doctoral Fellowship To Women Candidates For The Year 2011-12

The UGC has changed the name of the old scheme "Part Time Research Associateship for Women" as "Post Doctoral Fellowship for Women candidates". The unemployed women candidates holding Ph.D. degree in their respective subject areas with an aim to accelerate the talented instincts of the women candidates to carry out the advanced studies and research.

OBJECTIVE

The objective of this award is to provide an opportunity to carry out the advanced studies and research in science, engineering and technology, humanities and social sciences in Indian Universities and Colleges recognized under Section 2 (f) and fit to receive assistance under section 12(B) of the UGC Act 1956/Institutes of National Importance established by the Central/State Government.

The candidate should not be more than 55 years of age as on 1st July of the year of application. The total duration of the fellowship is five years. There shall be reservation for SC/ST/OBC/Physically Handicapped candidates as per provision of the constitution and instructions issued by the Govt. of India from time to time. 55% marks at UG level and 60% of marks at PG level in case of general/open category, while for reserved category candidates, those will be 50% at UG level and 55% at PG level respectively. Age up to 55 years for the candidates belonging to general/open category and that will be 60 years for reserved category/minority community. Only Ph.D awarded unemployed candidates will be eligible for the award of Post Doctoral Fellowship.

ELIGIBILITY:

- i) The candidate must have a doctorate degree in the relevant subject preferably with published research work to their credit.
- ii) In case of general/open category, 55% marks at UG level and 60% of marks at PG level.
- iii) For reserved categories (SC/ST/OBC/PH) candidates, 50% at UG level and 55% at PG level.
- iv) The upper age limit for applicants is 55 years for the candidates belonging to general/open category and 60 years for SC/ST/OBC/PH/Minority communities, as on 1st July on the year of application.

Application in the prescribed format may be submitted only through online mode latest by 24th February, 2012 (non- extendable) by logging into website at : www.ugc.ac.in/pdfw

20. DRESS CODE

The Eternal University considers that discipline is not only essential for learning of students but is also important for their safety, well-being, and personality development. Good conduct and manners, disciplined student life and socially and culturally acceptable dresses are critical factors for the educational process and for propelling students toward successful careers. Students of the Eternal University are, therefore, required to adopt the prescribed dress code and improve their conduct and maintain discipline and academic atmosphere at the campus. Understanding and employing good behaviors not only improves the quality of learning and one's life, but also contributes to optimum morale, as well as embellishes the overall campus image.

The Eternal University attaches great importance to modest and good dressing in conformity with our cultural values and traditions. Divine and pristine environment of Baru Sahib Campus of the Eternal University not only insulate the young minds of boys and girls from social evils in the polluted environment of cities and towns but requires them to develop strong disciplined personalities along with learning of scientific knowledge and skills. Therefore, the students are encouraged to develop and imbibe philosophy of dressing and grooming in conformity with our traditions and values which our society has developed over the years. Moreover, particular dress code provides professional recognition and respect and a great sense of discipline. Therefore, all students of the Eternal University are required to adhere to a prescribed dress code the violation of which may be considered as an act of indiscipline.

21. HOSTEL RULES

First Ordinance Item No. 28 is replaced by Item No. 21 of second Ordinance

These Rules are in conjunction with and in continuation of the rules regarding student Discipline and Behavior provided in Chapter IV and elsewhere in the statutes and ordinances. A student who violates any of these Rules will make himself/herself liable to strict disciplinary action. All the parents/ guardians of the students are also advised to go through the Hostel Rules carefully before applying for a seat to be allotted for their ward in the hostel, as these Rules are to be followed very strictly by the students.

- a. Boarders must maintain perfect discipline and congenial atmosphere for studies in the Hostel. Any student who breaks Hostel discipline will invite punitive action which may result in expulsion from the Hostel or even the University.
- b. All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is liable to cause disturbance or annoyance to the residents is prohibited.
- c. No student will keep any unauthorized person in his/her room. If any such person is found in the room of any student, such defaulting student will be liable to be summarily expelled.
- d. Students found misusing electricity will be fined heavily in addition to the cost of repairs, if any, and the matter will be reported to the Dean/Principal for disciplinary action as he/she deems fit.
- e. Air conditioners, coolers, Refrigerators, Electric Stoves or any other electrical appliances needing heavy electricity consumption are not allowed. Television, Tape recorder, Audio video CD player, Video Cassette Recorder/ Player are also not permitted to be held/used in Hostel rooms/ anywhere else in the Complex.
- f. Dealing in general and especially with fellow students should be courteous and polite. All quarrels and disputes with fellow boarders should be avoided. Residents must not take law into their.
- g. Teasing, maltreating or indulging in any ragging is prohibited.
- h. Residents are strictly forbidden to utilize Hostel staff for personal work or interfere with their work or maltreat them or use abusive language for them in any way. No excuse whatsoever will be accepted for a breach of this rule. All complaints against Hostel staff should be brought to the notice of the Hostel superintendent/Warden who will investigate the matter and take appropriate action.
- i. Boarders should not keep fire arms, lethal weapons, poisonous materials or intoxicants of any kind in the Hostel.
- j. Students will not stay back in the Hostel during college working hours without written permission of the Principal/Dean student welfare or Medical Officer when placed sick in quarters.
- k. No visitor shall be allowed to enter the Hostel under any circumstances.

- l. Male officials or other male staff members, working anywhere in Baru Sahib Complex is not permitted to enter the Girls Hostel at any time. (Whenever any type of maintenance is required is required to be carried out in the girl's hostel over the activities of the maintenance staff until they leave the hostel).
- m. In the event of any suspected mischief/ foul play or accidents etc. inside the rooms the warden and the hostel Superintendent are authorized to break open the affected room for investigations.
- n. It is mandatory for all students to be dressed up properly at all times as per the prescribed dress code while moving out of their respective Hostel for any purpose whatsoever. However, once they are inside their respective Hostel, students may change in to a casual dress.
- o. No money or article or gift is permitted to be received from or to be given to the staff or other persons located in the campus.
- p. In order to maintain security of the residents and their property, all belongings of Hostel residents can be subjected to security check whenever required. Similarly materials being brought in or taken out of the Hostel may also be checked by Hostel/Security Staff for the same reasons.
- q. The Hostel gate shall remain locked between 8.30 p.m. to 4.50 a.m. every day for boy's Hostel and between 8.00 p.m. to 4.50. a.m. for Girl's Hostel.
- r. In order to ensure their safety, honor and security, whenever girl student leave the Hostel, during authorized timings, it should not be one's or in two's but in groups of three or more.
- s. Any sudden illness, even minor ailment, must be reported to the Hostel superintendent/ Warden by the student or friends concerned at once.
- t. In case a student is sick, he/ she should report at the Akal Hospital and obtain a 'Sick-in Quarter Slip' which would be shown to the Warden and Hostel Superintendent who in turn will inform the Principal.
- u. Each student must occupy the room allotted to him/her for the Academic/session by the Warden and no change of room will be made without permission of the Hostel Superintendent.
- v. All resident students are responsible for proper up- keep of the rooms allotted to them. They will be held responsible for any damage done to furniture and fixtures if any in the room.
- w. If any student leaves the hostel and fails to hand over to the Hostel Warden all the items of furniture and fixtures provided by the management in the room in good condition, he/ she will be liable to be fined, apart from being required to pay for any damage done.
- x. At the end of each Academic Session and before leaving the Hostel, each student must obtain from the Superintendent, a certificate to the effect that the furniture/ fixtures lent to him/ her has been returned in good condition.
- y. Water, electricity and generator charges will be as per actual. This will be revised as and when diesel price or electric tariffs are revised.
- z. No student will be allowed to stay in the Hostel after the termination of the Academic Session or during the period of Holiday Breaks except with the prior approval of the Vice Chancellor.

22. PROHIBITION OF AND PUNISHMENT FOR RAGGING

- a. Ragging in any form shall be strictly prohibited, within the premises of University or Faculty/School/College or institution or outside the faculty/school/college.
- b. Any individual or collective act or practice of ragging shall amount to a gross indiscipline and shall be dealt with under this statute.
- c. Ragging for the purposes of this statute, ordinarily means any act, conduct or practice by which dominant powers or status of senior students is brought to bear on students freshly enrolled or student who are in, way considered junior by other students and includes individual or collective acts or practices which-
 - a) Involve physical assault or threat to use of physical force;
 - b) Violate the status, dignity and honor of women students;
 - c) Violate the status, dignity and honor of the students belonging to the scheduled Castes and Tribes;
 - d) Expose students to ridicule and contempt and affect their self-esteem; and
 - e) Entail verbal abuse and aggression, indecent gestures and obscene behavior.

- d. The Dean of a Faculty/school/college, the Head of the Department or an Institution, the authorities or faculty/school/college or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
- e. Notwithstanding anything in Clause (4), the officer may also enquire into any incident of ragging and make a report to the Vice Chancellor of the identity who are engaged in ragging and the nature of the incident.
- f. The Officer may also submit to the Vice Chancellor an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- g. If the Dean of a Faculty/school/college or Head of the Department or Institution is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he may so inform the Vice Chancellor accordingly.
- h. When the Vice Chancellor is satisfied that it is not expedient to hold such enquiry, his decision shall be final.
- i. On receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in clause 3(a), (b) and (c), the Vice Chancellor shall direct or order rustication of a student or students for a specific number of years.
- j. The Vice Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a faculty/school/college. Department Examination for one or more years or that the result of the student concerned in the examination or examinations in which they appeared be cancelled.
- k. In case any students who have obtained degrees of the university are found guilty under this statute, appropriate action for withdrawal of degrees conferred by the university shall be intimated.
- l. For the purpose of this statute, abetment of ragging whether by way of any act, practice or incitement of ragging shall also amount to ragging.
- m. All institution within the university system shall be obligated to carry out instructions/directions issued under the statute, and to give aid and assistance to the Vice Chancellor to achieve the effective implementation of the statute.

23. ALUMNI ASSOCIATION

An Alumni Association is an organised group of people/former students who studied at Eternal University in the past and are willing to share their views and experiences gained from heterogeneous endeavours in their lives after leaving the university. This organisation will organise social events, publish newsletter or magazines and raise funds for the organisation. It will also support new alumni and provide a forum to form new friends and business relationships with people of similar backgrounds. Therefore, the fundamental characteristic that unites them and brings them together is the unique shared experience of having spent time in various fields.

An Alumni Association is being formed in Eternal University. The aim of this association is to celebrate and capitalize the unique rapport established amongst the students and faculty, while on campus in the university. The membership is open to:-

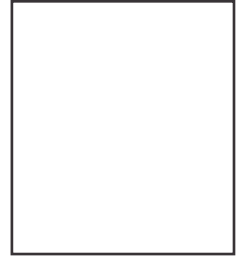
- (1) Its degree holders.
- (2) Members of the teaching faculty of the Eternal University.
- (3) Graduates of other universities, India or Foreign, on whom membership is conferred by the Executive Council of the Alumni Association.

The detailed hand book on Alumni Association will be published later on.

There is a requirement to fill a form to become a member of this association. The requisite form is enclosed.

ETERNAL UNIVERSITY
ALUMNI ASSOCIATION MEMBERSHIP FORM

Please enrol me as a Life Member of the association.
(Please attach one passport photograph)



Name: _____

Father's Name _____

Date of Birth _____

Occupation with address: _____

_____ Phone _____

Residential address: _____

Phone _____ E-mail, if any _____

Association with Eternal University:

(1) Degree(s) obtained _____ Year _____

_____ Year _____

(2) Registration No. _____

Date: _____

Signature _____

Suggestions for excellence of Eternal University:

MEMBERSHIP FEE

- Life Membership : Rs. 500/- (for students)

Cash/Cheque/Draft No: _____ Dated: _____

Amount: _____ Drawn on: _____

In favour of Dean, Students Welfare, Eternal University, Baru Sahib.

For use by Dean Students Welfare

Form received through _____

Receipt No _____ Dated _____ Entered in Roster of

Alumni at number _____.

(Authorised Signatory)

Baru Sahib, Via Rajgarh, Distt: Sirmour, (HP.) 173101 (India)

Tele: 01799-276012, Fax: 01799-276006

Email. contact@eternaluniversity.edu.in

Web site: www.eternaluniversity.edu.in

24. LEAVE RULES FOR EMPLOYEES OF ETERNAL UNIVERSITY, BARU SAHIB

1. These rules shall apply to all the employees of the Eternal University, Baru Sahib.
2. The power of interpreting, changing, revising, relaxing and implementations of these rules is vested with the Vice Chancellor.
3. Leave cannot be claimed as a matter of right. The leave is subject to the conditions that it can be granted without detriment to the business of the university. When the urgency of service so demands leave of any type can be refused or revoked by the sanctioning authority. Casual leave may be granted by the Dean of Studies.
4. Leave begins from the date on which leave as such is actually availed of and ends on the day preceding on which the duty is resumed.
5. The week end holidays and gazetted leaves may be prefixed as well as suffixed to leave.
6. A leave account of each employee shall be maintained in the Register's office.
7. The leave is earned by duty only and hence can be availed in proportion to the length of service in a calendar year.
8. Leave of the Dean of Studies, Registrar, Chief Finance and Account Officer, Controller of examination, Librarian shall be sanctioned by the Vice Chancellor only.
9. No employee shall proceed on leave in anticipation of its sanction.
10. The sanction of leave can be withdrawn by the sanctioning authority at any time and when a sanction of leave is withdrawn, an employee must return to duty within a reasonable time, otherwise he /she shall be treated as absent from duty without permission. Reasonable time would mean the time as may be determined by the sanctioning authority.
11. Before proceeding on leave the employee shall furnish his/her postal address including telephone/mobile number on which he /she could be contacted, if necessary.
12. If the annual increment becomes due on a date falling during the period of leave other than the casual or academic leave the effect of increase of pay will be given from the date of the employee resumes duty without any change in the normal date of increment.
13. No provision of compensatory leave.
14. An employee of the university who remains absent from duty after the expiry of his/her leave will not be entitled to any leave salary for the period of absence without leave unless such absence has been regularised by the Vice Chancellor.
15. A wilful absence of any employee of the university from duty after the expiry of leave may be treated as misbehaviour and breach of discipline involving forfeiture of appointment or termination of service at the discretion of the Vice Chancellor.
16. An employee on leave in whose place a substitute has been appointed will not return on duty before the expiry of leave granted to him except with the permission of the sanctioning authority, Vice Chancellor.
17. Each and every kind of leave except casual leave shall be sanctioned by the Vice Chancellor.
18. No employee shall leave the station during any kind of leave or holidays even though he may not have been assigned any duty in connection therewith, without the prior permission of the competent authority ie Dean/Vice Chancellor.
19. Before proceeding on any kind of leave the employee will ensure the name of his/her substitute and get it approved by the sanctioning authority.
20. In the Eternal University leaves of the following kinds shall be availed of:-
 - i) Casual Leave
 - ii) Medical Leave
 - iii) Maternity Leave
 - iv) Study Leave
 - v) Academic Leave
 - vi) Sabbatical Leave
 - vii) Extra Ordinary Leave
 - viii) Earned Leave

24 (I) CASUAL LEAVE

1. A whole time teacher/employee of the university shall be eligible for casual leave for domestic and private affairs. Casual leave shall be given for 8 days plus four restricted leaves in a calendar year in the order given below:-

List of Restricted Holidays:-

- i) Shri Guru Gobind Singh's Birthday
 - ii) Guru Ravi Dass'S Birthday
 - iii) Maha Shiv Ratri
 - iv) Baisakhi
 - v) Ram Nawami
 - vi) Raksha Bandhan
 - vii) Janamashtami
 - viii) Idul Zuha (Bakrid)
 - ix) Maharishi Balmiki's Birthday
 - x) Karva Chauth
 - xi) Muharram
 - xii) Shri Guru Nanak Dev Ji Birth day
 - xiii) Guru Teg Bahadur's Martydam Day
 - xiv) Christmas Day
- a) After putting one month service an employee can enjoy one day casual leave or restricted leave.
 - b) Casual leave/restricted leave shall not be treated as absence from duty and the Pay and Allowances of an employee shall not be deducted.
 - c) Casual leave and restricted leaves can be prefixed or suffixed with any other kind of designated academic breaks or any kind of leave.
 - d) No employee shall leave the station during casual leave without permission of the sanctioning authority.
 - e) An employee will apply for casual leave and get it sanctioned before availing it.
 - f) Holidays/closed days falling within the period of casual leave shall not be counted as casual leave.

24 (ii) MEDICAL LEAVE

1. The employees of the Eternal University, Baru Sahib are entitled to avail 10 days medical leave in a calendar year.
2. The medical leave will be given to an employee in the following order:-
 - a) No medical leave shall be granted unless the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of medical leave.
 - b) One day medical leave shall be granted with the production of a medical certificate of hospitalisation while on casual leave.
 - c) The employee shall be sanctioned medical leave up to five days with the production of a certificate from a Senior Specialist or Senior Medical Officer of Akal Hospital. In case of out station Medical Certificate, it should be countersigned by the competent medical authority of the Eternal University.
 - d) The employee shall be granted medical leave up to ten days after providing the certificate from the Chief Medical Officer or Senior Medical Officer of the university along with the prescription and cash memos of the medicine being taken by him/her.
 - e) Medical leave can only be availed when person is sick and not for any medical /Dental check-up or for illness in the family.

24 (iii) MATERNITY LEAVE

1. A female employee of the Eternal University shall be granted maternity leave for a maximum of sixty days.
2. Maternity leave will be granted to a female employee who has completed two years of regular service in the university.
3. It will apply to all the female employees of the university irrespective to the nature of duties.
4. During maternity leave the female employee will be entitled to draw her salary and allowances etc.
5. Maternity leave will be granted only by the Vice Chancellor on the recommendation of the Chief Medical Officer/Senior Medical Officer of Akal Hospital.
6. Maternity leave shall also be granted in case of miscarriage but such leave shall not exceed four weeks only after six months pregnancy. This kind of leave shall be granted by Vice Chancellor only on the production of medical certificate as given above.

24. (iv) STUDY LEAVE

1. Study leave shall be granted to a teacher below the rank of professor for study or research leading to M.Sc./Ph.D. degree up to a period of three years only by the Vice Chancellor. It will be without pay.
2. An application for grant of study leave shall be made at least six months before a teacher intends to avail of study leave and shall furnish the following details:-
 - a) The course of study or research contemplated with a detailed programme.
 - b) Full particulars of financial assistance as scholarships or any other assistantship likely to be received.
 - c) Study leave shall be granted to a permanent whole time teacher with not less than six years continuous service to pursue a special line of study/research related to his work in the university.
 - d) In the first instance leave shall be granted for a period of two year and it may be extended for another year after receiving progress report from the host institute of study.
 - e) An application for grant of leave shall be submitted to the Vice Chancellor through the chairman/Head of the Department /Dean of Studies.
 - f) No teacher shall be entitled to this leave as a matter of right.
 - g) A teacher who has been granted study leave shall execute a bond to serve the university on return from study leave for a period of not less than three years.
 - h) If a teacher fails to submit the earned degree or any certificate as the case may be within one month from the date of his /her return from study leave, he/she shall not be entitled to earn any annual increments.
 - i) In case the study of the teacher is not completed within 3 years, then after receiving the recommendation of his supervisor or tutor the period of study leave may be extended by the Vice Chancellor. This can be extended to a maximum of one year.
 - j) The period of study leave shall count as service for the purpose of retirement benefits provided that the teacher rejoins the university on the expiry of his study leaves.
 - k) Study leave granted to a teacher shall deemed to be cancelled in case it is not availed of within two months of its sanction.
 - l) A teacher who has been granted study leave shall submit to the Vice Chancellor six monthly reports of progress in his study through his Supervisor or the Head of the Institute.
 - m) A teacher who has been granted study leave will not be permitted to alter substantially the course of study or the programme of research without the permission of the Vice Chancellor. When the course of study falls short of study time sanctioned the teacher shall resume duty on the conclusion of the course of study, the teacher will have to obtain the prior permission to this effect from the Vice Chancellor.
 - n) Study leave will not be granted to a teacher who is due to retire within nine year of the date on which he/she is expected to return to duty after the expiry of study leave.
 - o) Study leave shall be granted to a teacher purely on merit and keeping in view the strength of teacher in the concerned department. If the strength of teachers is less than five then study leave may not be granted to any teacher of the department.

24. (v) ACADEMIC LEAVE

1. The Vice Chancellor on the recommendation of the Dean of Studies may grant academic leave for a period of ten days in three years to a university teacher for attending seminars, conferences, symposia winter/summer school, short refresher course invited or invited for attending meeting of selection committee or academic advisory boards of the other university, government or governmental organizations.
2. This kind of leave shall be granted with full salary and allowances.
3. No allowances as such TA/DA other than the registration fee shall be paid by the university.

24. (vi) SABBATICAL LEAVE

1. Sabbatical leave shall be granted for a period of six months to pursue higher study or research or other academic pursuit solely for the object of increasing proficiencies and usefulness to the university. The sabbatical leave will be granted without pay and allowances.
2. Only professors are eligible to avail this leave who have put at least six years of continuous service in the professor's grade.
3. The programme which will be followed during the sabbatical leave shall be submitted to the Vice Chancellor for approval alongwith the application for grant of leave six months before the leave is intend to be availed of.
4. The professor shall not take up any regular appointment under another organization in India or abroad during the period of sabbatical leave.
5. This kind of leave shall not be granted to a professor who has less than four years' service left before attaining the age or superannuation.
6. He /she shall execute a bond that after the expiry of such leave he/she shall return to the service of the university and serve thereafter for at least three years.

7. On return from the leave the professor shall report to the Vice Chancellor about the nature of study, research or writing work undertaken during the period of leave within fifteen days.

24. (vii) EXTRA ORDINARY LEAVE

1. Extra-ordinary leave shall always be without pay and allowances.
2. The period of Extra-ordinary leave will not count for increment.
3. Extra-ordinary leave may be combined with any other leave except the casual leave.

24. (viii) EARNED LEAVE

1. All the employees of the Eternal University are entitled to earn 22 days Earned leave for a period equivalent to half of the unavailed 44 vacation holidays during the following festivals and semester breaks:-
 - a) Holi holidays 5 days + two weekends.
 - b) Diwali holidays 5 days + two weekends.
 - c) 14 days summer break.
 - d) 20 days winter break.
2. Most of the employees have been availing the above vacation holidays by taking turns such a way that the university remains open during vacations. All or part of the unavailed above vacation holidays can be converted into half the days of the earned leave which can be availed as per the following rules:-
 - a) Each faculty/staff member is entitled to a maximum of 22 days in lieu of 44 vacations and may avail earned leave not more than twice in one year. A minimum day of earned leave a person may avail is 5 at a time. Application for earned leave should be submitted at least 10 working days before proceeding on leave and must submit departure and joining reports. University has the right to cancel earned leave during the leave period in the interest of the university work.
 - b) Permission of the competent authority for availing vacations during the period to be notified by the university as per needs of the academic calendar and other work is mandatory.
 - c) Earned leave shall be accumulated to a maximum of 180 days. Accumulated earned leave shall be encashed on superannuation or after minimum of 20 years of service at the rate of average pay of the last 10 months of the service.
 - d) Accumulated earned leave can also be availed for career advancement with the approval of the competent authority provided the application for admission fellowship/academic assignment has been routed through the university.