



Eternal University

(World peace through value based education)

Ref: EU/RO/ACM/32/01

Dated: 12th April, 2026

MINUTES OF 89th ACADEMIC COUNCIL MEETING

Meeting: Academic Council: No. 89

Time: 11.00 AM

Day & date: Saturday, 11th April, 2026

Venue: Governing Body Meeting Hall

MEMBERS ATTENDED THE MEETING

(LIST ENCLOSED)

AGENDA ITEMS

The agenda items along with relevant documents were circulated among the members through email on 08th April, 2026.

PART -A

89/1 Condolence resolution in respect of Late Dr. BD Sharma.

The Member Secretary told that our beloved professor Dr. B.D.Sharma had completed his journey in this world and moved to rest in the feet of Almighty God on 18th March, 2026.

A copy of resolution placed at item No 01 was read out by Member Secretary and thereafter, house observed two minutes silence for grant of eternal peace to his departed soul and courage and strength to the bereaved family to bear the irreparable loss.

PART-B

89/2. To confirm the minutes of 88th meeting of the Academic Council held on 11th November, 2025.

The 88th meeting of the Academic Council was held on 11th November, 2025 under the Chairmanship of Dr. Neelam Kaur, Vice Chancellor in the presence of Hon'ble Chancellor Baba Dr. Davinder Singh. The minutes of the meeting were circulated among the Hon'ble members through email on 08th April, 2026.

The minutes were placed before the Academic Council and confirmed.

89/2/1 "Action Taken Report "on the decisions made by the Academic Council No 88th at its meeting held on 11th November, 2025.

The "Action Taken Report " on the decisions made by the Academic Council in its 88th meeting held on 11th November, 2025 was also circulated among the members on 08th April, 2026. The Action Taken Report was confirmed by the house.



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89/2/2 Matters, if any arising out of the Minutes of the meeting of the Academic Council
88th held on 11th November, 2025.

Hon'ble Chancellor desired to know the present status of following:

- (a) **Academic Calendar 2025-26:** Member Secretary told that keeping in view of the Annual Barsi of University Founder Late Sant Baba Iqbal Singh Ji on 29th January, 2027, the winter vacations during the Academic Calendar-2026-27 have been planned from December 26, 2026 to January 20, 2027.
- (b) **Annual Increment:** Chief Finance & Account Officer told that the action for releasing the Annual Increment as on 01 January, 2026 has been linked with the publication of two research papers and the increment will be released accordingly.
- (c) **University Timing:** Hon'ble Chancellor asked member secretary whether the employees are following the university timing from 09.00 AM to 05.00 PM. The Member Secretary confirmed it.
- (d) **Student's Uniform:** Whether the students are wearing their proper uniform during university working hours. DSW replied that some of the students are not yet adhering these instructions. Hon'ble Chancellor strictly advised that students not wearing proper uniform should be sent back to hostel by the concerned class teacher for wearing proper uniform. The Hostel warden will ensure that the students are in proper uniform before they leave the hostel. **(Action: All Deans/Principals)**
- (e) **Student's Attendance:** Hon'ble Chancellor confirmed about the LMS attendance of the students. IT representative confirmed it stating that some teachers are not following it. It was resolved by the house that 05 minutes advance LMS attendance will be activated and in case any of the student fails to mark her attendance for consecutive two period, the absence report must be sent to the concerned student's parents through a telephone message. A SoP for this purpose will be prepared under the chairmanship of Dean Academic Affairs. **(Action: All Deans & Principals)**
- (f) **Usage of mobile phones by teacher/student:** Hon'ble Chancellor desired to confirm that the teachers as well as students are not using their mobile phones during their classes. Dean Academic Affairs confirmed that he invariably takes the round off the classes and found that none of the teachers and students is using their cell phone in the classes.
- (g) **Student's Messing:** Hon'ble Chancellor confirmed whether the teachers are having their regular check of student's mess. Dean Academic confirmed it.
- (h) **CCTV Camera Assess:** Librarian (Officiating) confirmed that the action for getting assessed of CCTV Cameras established in the Main Library has been taken.



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PART C

89/3 Approval of the estimates of the Annual Budget for the financial year 2026-27.

The Chief Finance & Accounts Officer presented annual budget estimates of the Eternal University for the financial year 2026–27. In view of the discussion and suggestions of the members, it was resolved to suggest reframing the budget proposal once again.

Chief Finance & Account Officer was directed to re-frame this budget.

(Action: CF&AO)

89/4. Approval of the University Fee Structure for the Academic Session 2026-27.

The Chief Finance & Accounts Officer presented University Fee Structure for the Academic Session 2026-27. It was resolved that the fee structure presented will remain stand good in case our fee structure for Other Courses as well as Technical Courses is approved by the Department of Higher Education with a hike of 3% in the existing tuition fee.

(Action: CF&AO, Director Admission and Registrar Office)

89/5. Approval for conduct of 13th Convocation.

The Member Secretary presented the item with a proposed date as 09th or 23rd May 2026 to schedule the 13th convocation. It was resolved that the 13th Annual Convocation be scheduled on 23rd May, 2026 (Fourth Saturday of the month).

(Action: CoE, VC's Office and Registrar Office)

89/6. Approval of a committee for weeding out of answer sheets and old records of Examination Branch.

Additional Controller of Examination presented the item and informed the house that the old final examinations answer sheets and other records of Examination Branch was destroyed in April 2023 and some more old records of answer sheets needs to be weeded out for which as committee is proposed as under:

- | | | |
|-------|-----------------------|---------------|
| (i) | Dr. Yashpal Azad | - Chairperson |
| (ii) | Dr. Ramesh Kumar | - Member |
| (iii) | Dr. Anand Singh Rawat | - Member |
| (iv) | Er Rajeev Thakur | - Member |

Additional CoE requested the chair for according the approval to go ahead for weeding out the old record through a proposed committee. House resolved and approved it.

(Action : Additional CoE)



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89/7. Approval for VAC Category Courses on “Basic of Securities Markets” for 4th Semester.

Dean, Akal College of Economics, Commerce & Management presented the item. He told that VAC Category Course on “**Basic of Securities Markets**” (1+0+1) needs to be included in the list of 4th semester SEC, AEC and VAC category courses.

House resolved and accorded ex-post facto approval for implementation.

(Action Dean ACEC&M and Addl CoE)

89/8. Approval of Academic Calendars of University, B. Ed and Nursing.

The Dean Academic Affairs presented the item and informed the house that all the academic calendars including the sports calendar were discussed thoroughly in a meeting of all the Deans and Principals held on 05 February, 2026. Hon’ble Vice Chancellor suggested continuing the Academic Session of all the colleges on a common date. Dean Academic Affairs replied that Akal College of Nursing had commenced their academic session wef of 01 August 2026 as this college is observing first Saturday as a working Day.

The Hon’ble Chancellor suggested that there should be one date for decalaration of result. Dean Academic Affairs replied that the working days of Akal Ciollege of Nursing are followed as per the guidelines of INC, therefore the dates of declaring the results have been fixed aligned with duration of the respective calendar.

Additional CoE requested for a common room of bigger size to evaluate the answer sheets. Dr. NS Attri External Member suggested to nominate a faculty member to get issue complete answer sheets from the examination Branch and further hand over to concerned teacher for evaluation and vice versa. The nominated faculty member will collect the evaluated answer sheets from concerned teacher for depositing with examination branch. House resolved that the Governing Body Hall may be used as common room for evaluating the answer sheets after the end-term examinations.

The Hon’ble Chancellor also advised that the faculty member should evaluate the answer sheets of final year students before he/she proceeds on end semester break, especially in the summer session so that the results of final year classes students may be declared ontime. Dean Academic Affairs & CoE will ensure it. Clearance from CoE will be mandatory.

House satisfied with the justification of Dean Academic Affairs and the item stands approved.

(Action: All Deans/Principals, Addl CoE and Registrtar Office).



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89/9. Approval for a proposal to introduce the “Best Library User Award” for UG and PG Students.

The Librarian (Officiating) presented the item and requested the house to consider this proposal for introducing the “Best Library User Award” for UG and PG Students from the Academic session 2026-27 onwards as per the guidelines circulated among the members. House appreciated the proposal and resolved it to be approved.

(Action: Dean Academic Affairs, Librarian Officiating and Adl CoE)

PART D

89/10. To report the University Annual Audit & Balance Sheet for the financial Year 2024-25.

The Chief Finance & Accounts Officer presented the Annual Audit & Balance Sheet for the financial year 2024-25 and told that it has been audited by the external Chartered Accountant. The relevant document is placed as a reporting item.

The house resolved to accept the Annual Accounts & Balance Sheet for the financial year 2024-25.

89/11. To report the Tuition Fee approval status received from the orffice of Higher Education Shimla for 2026-27.

The Chief Finance & Accounts Officer presented Tuition Fee approval status received from Department of Higher Education, Shimla for 2026-27 and told that our tuition fee for medical courses has been approved by the Directorate of Higher Education, Shimla with an increase of 3% hike in a meeting held on 25th March, 2026. The tuition fee for technical course was not admitted for presentation in a meeting held on 27th March, 2026 for want of physical presence of Vice Chancellor or Registrar, however, it will be finalized in the next meeting scheduled on 18th April 2026. As regarding tuition fee of other courses, Department of Higher Education, Shimla not accepted our tuition fee 3% hike for want of some official documents latest by 17th April, 2026.

The relevant documentary evidences were placed in the house as a reporting item.

The house resolved to accept the tuition fee approval status as explained by CF&AO.

89/12. To report the Compliance Report to the points received from HP-PERC Shimla inspection team for course approval 2026-27 held on 17 December, 2025.

The Member Secretary presented the item and apprised the house that an inspection team nominated by HP-PERC Shimla had inspected our university on 17th December 2025 for granting approval of various existing as well new courses for the Academic Session 2026-27.

Member Secretary further told that the inspection team had raised some of observations for which the compliance report was submitted to HP-PERC Shimla and the same was circulated among the members for their kind information.



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The house expressed satisfaction and accepted the subject item.

89/13. To report the Annual Report for the Academic Session 2024-25.

Member Secretary presented the item and apprised the house that Annual Report for the Academic Session 2024-25 has been successfully compiled and finalized. Registrar Office has already despatched copies of this report among all concerned Hon'ble members.

The house expressed satisfaction with the functioning of the university and adopted the report.

89/14. To report the Course approval for the academic session 2026-27.

Member Secretary informed the house that the approval for courses demand for the Academic Session 2026-27 has been confirmed by the HP-PERC, Shimla and the same was disseminated to all concerned offices/cells by the Registrar Office.

House accepted this reporting item.

89/15. To report the Admission Bulletin 2026-27 Processing.

Dean, Akal College of Economics, Commerce & Management informed the house that admission bulletin for the Academic Session 2026-27 has been completed around 75% and it is being finalised once the tuition fee approval received from the Department of Higher Education, Simla. Some of the old photographs will be replaced with the new ones.

89/16. To report the Advisory issued by Joint Secretary, UGC regarding the revised procedure of Anti-Ragging undertaking & compliance submission by the Student and University.

Member secretary informed the house that UGC had changed the reporting system of Anti Ragging. He further told that University compliance is to be submitted by the Dean Student Welfare on a link given by the UGC and as regarding students, each student have to register herself on a link provided by the UGC at the time of admission. Member Secretary said that the existing system for taking Anti Ragging document as a hard copy has now been discontinued.

House accepted the reporting item and decided that Admission Cell will ensure to get student registered on Anti Ragging link at the time of admission.

(Action: DSW, Director Admission & Placement)



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89/17. To report for change of dress code of B. Sc. (Hons) Agriculture programme Students.

Dean, Dr. Khem Singh Gill Akal College of Agriculture presented the item and informed the house that on the request of B. Sc. (Hons) Agriculture students, dress code has been changed as **Black Pajami and Black Dupatta** instead of **White Pajami and white dupatta**. The colour of shirt will remain same.

House accepted this reporting item.

(Action: Dean DKSGACA and DSW)

89/18. Any other item with the permission of Chair.

(a) To consider the recommendation of the Standing Committee on Academic Affairs at its meeting held on 10th April, 2026.

The undermentioned syllabi were submitted by Dean, Akal College of Economics, Commerce & Management to Dean Academic Affairs for consideration of the Standing Committee on Academic Affairs. Standing Committee (Academic Affairs) discussed and after suitable modifications as per the requirements for consideration by the Academic Council forwarded the syllabi to the Registrar Office for placing in the Academic Council meeting to get final approval **(Annexure-I)**. The Academic Council after a detailed discussion approved the syllabi of the following programmes.

- (a) B.B.A. (Hons. with Research)
(Semester I to Semester VI)
- (b) B. Com. (Hons. with Research)
(Semester I to Semester VI)

House resolved to implement the revised syllabi from the Academic Session 2026-27.

(Action: Dean, ACEC&M, Addl CoE and Registrar Office)

(b) The Member Secretary raised some miscellaneous suggestions **(Annexure-II)** for the consideration of the house. The Hon'ble Chancellor advised to discuss these points with Hon'ble Vice Chancellor and if need be a committee may be formed to address them on priority.

(Action: Registrar (Officiating) & VC Office)

As there was no other item for discussion, the meeting ended with a vote of thanks to the Chair and the Hon'ble members by Registrar (Officiating).

For Circulation

Registrar (Officiating)
Eternal University, Baru Sahib

Confirmation Proceedings

Vice Chancellor (Officiating)
Eternal University, Baru Sahib

Registrar (Officiating)

Eternal University
Baru Sahib (H.P.) 173101

Vice Chancellor
Eternal University

Baru Sahib (H.P.) 173101

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MEMBERS PRESENT IN THE 89th ACADEMIC COUNCIL MEETING

Sr No	Name	Designation	Status	Attendance
1	Dr. Davinder Singh	Chancellor	Patron	Physically
2	Dr. Neelam Kaur	Vice Chancellor (Officiating)	Chairperson	
3	Dr. Surjan Singh	Registrar (Officiating)	Member Secretary	
4.	Dr. TS Banipal	Dean, Academic Affairs, PGS, ACET & Research	Member	
5.	Dr. SK Chauhan	Dean, Akal College of Eco, Com & Mgmt	Member	
6.	Dr. Sunita Chandel	Dean, Dr. Khem Singh Akal College of Agriculture	Member	
7.	Dr. Kamal Kishore	Dean, Akal College of Basic Sciences	Member	
8.	Dr. Purvi Luniyal	Dean, Akal College of Arts & Social Sciences	Member	
9.	Dr. Yogeeta Thakur	Dean, Student Welfare	Member	
10.	Dr. Meenakshi Gupta	Deputy Librarian	Member	
11.	Dr. Tusshar Mahajan	Controller/Additional Controller of Examination	Member	
12	Dr. Nasib Singh	Director IQAC	Member	
13.	Mr. Balraj Singh	Director, Admission & Placement	Member	
14.	Dr. RK. Gupta	Former HoD, Basic Science, Dr. YS Parmar, USF Nauni	External Member	Online mode
15.	Dr. NS Attri	Professor (Retd), Botany & Microbiology, Punjabi University, Patiala (Pb)	External Member	Physically
16.	Dr. Raino Bhatia	Principal, Akal College of Education	Special Invitees	
17	Dr. Annupma K	Principal, Akal College of Nursing		
18	Mr. BS Kapoor	Chief Finance & Account Officer		
19	Dr. Jasmeet Kaur Lamba	Additional Dean, ACA&SS		
20	Dr. Harpreet Kaur	Nursing Administrator		
21..	Mr. Sarabjit Singh	IT Representative		
22.	Mr. Amar Singh	Registrar Office Representative		
23	Mrs Manorama Devi			
24	Mr. Shubham			



Ref. No. EU/DAA/2026/75

Date 10.04.26

The Standing Committee for Academic Affairs scrutinized the syllabi of the following programmes in its meeting held on 09.04.2026 at 4:00 PM in the Governing Body Hall:

Akal College of Economics, Commerce & Management

1. Syllabus of **BBA (Hons. with Research)** for Semester I–VI
2. Syllabus of **B.Com (Hons. with Research)** for Semester I–VI

After thorough discussion, it was resolved that the syllabi for **BBA (Hons. with Research)** and **B.Com (Hons. with Research)** be accepted and recommended to the Academic Council for approval, subject to the incorporation of suggestions and recommendations made by the Standing Committee.

The same are enclosed herewith for further necessary action.

TS Barit
10.4.26
Dean, Academic Affairs,
Eternal University

Registrar



Eternal University

Akal College of Economics, Commerce & Management

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

E-mail: acecm@eternaluniversity.edu.in

EU/ACECM/2026/ 50

Date: 10.04.2026

To

The Chairman
Standing Academic Affairs Committee
Eternal University, Baru Sahib

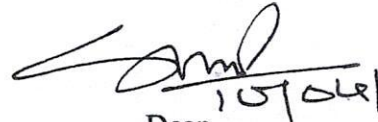

Subject: Revised Agenda for Approval of Academic Council

Respected Sir,

I acknowledge with thanks comments and observations of members of the Standing Academic Affairs Committee meeting held under your chairmanship on 09.04.2026 at 4.00 pm in the Governing Body Hall to evaluate the courses of BBA (Hons. with Research) and B.Com (Hons. with Research) degree programmes. All the valuable suggestions & comments of members and yourself as chairman of the committee have been incorporated in the course syllabi of BBA (Hons. with Research) and B.Com (Hons. with Research) for Semester I-VI including the courses of GE, SEC and VAC categories. Therefore, revised documents alongwith action taken report of these programmes along with GE, SEC and VAC courses are submitted for your kind consideration and further recommendation for placing the agenda for presentation and approval in the Academic Council meeting to be held on 11.04.2026.

The syllabi of above listed programmes alongwith other mentioned courses have already been got evaluated from the subject expert(s) and thereafter got approved in Board of Studies (BoS) meeting of AC ECM held on 01.04.2026.

Thanking You


10/04/2026
Dean
ACECM

10/4/26

Encls:

1. Detailed syllabus of BBA (Hons. with Research) for Semester I-VI along with GE, SEC & VAC category courses.
2. Detailed syllabus of B.Com (Hons. with Research) for Semester I-VI along with GE, SEC & VAC category courses.

Copy to: The Registrar Eternal University, Baru Sahib with a request to include the items in the ACM agenda

Action Taken Report w.r.t. Observations of Standing Committee for Academic Affairs

Sr. No	Comments / Observation	Action Taken Report
BBA (Hons. With Research)		
1	Discrepancy in Credit Hours of Research Methodology Course as 3+1+0 at page no. 63.	Corrected as 3+0+1 at page no 63.
2	Courses of GE category mentioned as GECs	Corrected to GE on page no. 16
3	Uniformity in specifying Odd & Even semesters on pages 16, 80, 103 & 117.	Corrected to "ODD & EVEN" on pages 16, 80, 103 & 117.
4	Addition of AI, Big Data, and Automation Concepts in the course content of GE VI (New Age Marketing) on page no. 100.	The suggested content has been incorporated into the mentioned course.

Sr. No	Comments / Observation	Action Taken Report
B.Com (Hons. With Research)		
1	Discrepancy on course codes under SEC & VAC Category.	Corrected as per suggestions
2	Discrepancy in Credit Hours Distribution of Course GE-VI (Fundamentals of Taxation) at Page no. 106 and Addition of New Income Tax Act, 2025.	Suggestion has been incorporated on page no. 106, and the concept of the New Income Tax Act, 2025 has been included.
3	Business Etiquette and Professional Ethics should be written as Business Etiquettes and Professional Ethics.	The syllabus design committee recommended retaining the original title; it has been maintained as "Business Etiquette and Professional Ethics".

1) *Chandhary*
10/4/26

11) *Sakshid*
10.4.26

(Course Convener, BBA(HWR))

[Signature]
10/04/2026

**COMMON AGENDA POINTS CAME FORWARD IN ANY OTHER ITEM OF 89th
ACADEMIC COUNCIL MEETING HELD ON 11th APRIL, 2026**

1. Some faculty members have published 30-35 papers in a single year, with many of these papers appearing in their own journals under self-editorship, as first author, corresponding author, or co-author or single author. Such faculty members may be receiving high research incentives. Therefore, it is proposed to introduce an upper cap of 2 or 3 papers for incentive consideration or best teacher or best researcher award.
2. In one case, some faculty members take a teaching load of only 8-10 lectures per week and publish 2 papers, whereas in another case, a faculty member takes 16-20 lectures per week and also publishes 2 papers. Both situations are clearly different and should be evaluated accordingly.
3. For the mid-semester assessment of NEP programs, three class tests were announced by the former Vice Chancellor, Dr. Jaswinder Singh. However, no blank sheets were provided to students by the Examination Department for writing their answers. This rule has not been approved by the Academic Council till date.
4. In the main examinations, Assistant Professors are appointed as Superintendents or Deputy Superintendents, while Associate Professors are assigned 3-hour examination duties. Senior person should be appointed as Superintendent of examination center and these duties should be on rotation basis.



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Ref: EU/RO/ACM/18/19

Dated: 20th May, 2026

ACTION TAKEN REPORT: 89th ACADEMIC COUNCIL MEETING

It is informed that the 89th Academic Council Meeting was held on 11th April, 2026 and the decisions taken therein are hereby communicated for necessary action to be taken by the concerned dignitary/office:

Item No	Subject	Decision Taken	Action to be taken by	Remarks
89/2/2	Matters, if any arising out of the Minutes of the meeting of the Academic Council 88 th held on 11 th November, 2025.	Approved	All Deans/ Principals	Conveyed letter No EU/RO/ACM/18/08 dated 20 th May, 2026
89/3	Approval of the estimates of the Annual Budget for the financial year 2026-27.	Approved	Chief Finance & Account Officer	Conveyed letter No EU/RO/ACM/18/09 dated 20 th May, 2026
89/5	Approval for conduct of 13 th Convocation	Approved	CoE, VC's Office and Registrar Office	Conveyed letter No EU/RO/ACM/18/10 dated 20 th May, 2026
89/6	Approval of a committee for weeding out of answer sheets and old records of Examination Branch.	Approved	CoE	Conveyed letter No EU/RO/ACM/18/11 dated 20 th May, 2026
89/7	Approval for VAC Category Courses on "Basic of Securities Markets" for 4 th Semester	Approved	Dean, ACEC&M and CoE	Conveyed letter No EU/RO/ACM/18/12 dated 20 th May, 2026
89/8	Approval of Academic Calendars of University, B. Ed and Nursing	Approved	All Deans & Principals and CoE	Conveyed letter No EU/RO/ACM/18/13 dated 20 th May, 2026
89/9	Approval for a proposal to introduce the "Best Library User Award" for UG and PG Students.	Approved	Librarian (Officiating), DAA and CoE	Conveyed letter No EU/RO/ACM/18/14 dated 20 th May, 2026
89/16	To report the Advisory issued by Joint Secretary, UGC regarding the revised procedure of Anti-Ragging undertaking & compliance submission by the Student and University.	Approved	Director Admission & Placement and DSW	Conveyed letter No EU/RO/ACM/18/15 dated 20 th May, 2026

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89/17	To report for change of dress code of B. Sc. (Hons) Agriculture programme Students.	Approved	Dean, DKSGACA and DSW	Conveyed letter No EU/RO/ACM/18/16 dated 20 th May, 2026
89/18(a)	Any other item with the permission of Chair. (a) To consider the recommendation of the Standing Committee on Academic Affairs at its meeting held on 10 th April, 2026.	Approved	Dean, ACEC&M, COE and Librarian (Officiating)	Conveyed letter No EU/RO/ACM/18/171 dated 20 th May, 2026
89/18(b)	Any other item with the permission of Chair. (b) To consider four misscelaneous suggestions	To be decided by a Committee	VC's Office	Conveyed letter No EU/RO/ACM/18/18 dated 20 th May, 2026

Registrar (Officiating)

Eternal University,

Baru Sahib

Registrar (Officiating)

Eternal University

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Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

2 messages

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:04 PM

To: Dean Student Welfare <dsw@eternaluniversity.edu.in>, Dean ACASS <acass@eternaluniversity.edu.in>, Dean ACE <ace@eternaluniversity.edu.in>, Dean ACBS <acbs@eternaluniversity.edu.in>, Dean ACET <acet@eternaluniversity.edu.in>, Dean Academics Affairs <deanacademics@eternaluniversity.edu.in>, SK Chauhan <skchauhan1958@gmail.com>, AkalCollegeOf Nursing <acn@barusahib.org>, Anupama Dayanand <anupama@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89.02.02 of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item-2.2.pdf**
403K

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Sun, Jun 7, 2026 at 2:10 PM

To: "Dr. Khem Singh Gill Akal College of Agriculture" <aca@eternaluniversity.edu.in>

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 **89 ACM Item-2.2.pdf**
403K



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RefNo: EU/RO/ACM/18/08

Dated: 20th May, 2026

All Deans/Principals

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT ✓

Respected Sir/Madam,

1. An extract of the item No 89/2/2 of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/2/2 Matters, if any arising out of the Minutes of the meeting of the Academic Council 88th held on 11th November, 2025.

Hon'ble Chancellor desired to know the present status of following:

- **Student's Uniform:** Whether the students are wearing their proper uniform during university working hours. DSW replied that some of the students are not yet adhering these instructions. Hon'ble Chancellor strictly advised that students not wearing proper uniform should be sent back to hostel by the concerned class teacher for wearing proper uniform. The Hostel warden will ensure that the students are in proper uniform before they leave the hostel.
 - **Student's Attendance:** Hon'ble Chancellor confirmed about the LMS attendance of the students. IT representative confirmed it stating that some teachers are not following it. It was resolved by the house that 05 minutes advance LMS attendance will be activated and incase any of the student fails to mark her attendance for consecutive two period, the absence report must be sent to the concerned student's parents through a telephone message. A SoP for this purpose will be prepared under the chairmanship of **Dean Academic Affairs.**
2. Please submit its compliance report by **15th June, 2026** positively.

With Regards

Registrar (Officiating)

Eternal University,

Baru Sahib

Registrar (Officiating)

Eternal University

Baru Sahib (H.P.) 173101



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

1 message

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:06 PM


To: BS Kapoor <kapoorbs@barusahib.org>, EU Accounts <accounts@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/3 of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item-3.pdf**
295K



Eternal University

(World peace through value based education)

Ref No: EU/RO/ACM/18/09

Dated: 20th May, 2026

Chief Finance & Account Officer
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT

Respected Sir/Madam,

1. An extract of the item No 89/3 of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/3 Approval of the estimates of the Annual Budget for the financial year 2026-27.

The Chief Finance & Accounts Officer presented annual budget estimates of the Eternal University for the financial year 2026–27. In view of the discussion and suggestions of the members, it was resolved to suggest reframing the budget proposal once again.

Chief Finance & Account Officer was directed to re-frame this budget.

2. Please submit its compliance report by 15th June, 2026 positively.

With Regards

Registrar (Officiating)

Eternal University,

Baru Sahib

Registrar (Officiating)

Eternal University

Baru Sahib (H.P.) 173101



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

1 message

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:09 PM

To: contact <contact@eternaluniversity.edu.in>, Eternal University Registrar <registrar@eternaluniversity.edu.in>, Sobha Singh <examination@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/5 of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item-5.pdf**
293K



Eternal University

(World peace through value based education)

Ref No: EU/RO/ACM/18/10

Dated: 20th May, 2026

Office of the Hon'ble Vice Chancellor
Eternal University

Registrar (Officiating)
Eternal University

Controller of Examination
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT

Respected Sir/Madam,

1. An extract of the item No 89/5 of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/5 Approval for conduct of 13th Convocation.

The Member Secretary presented the item with a proposed date as 09th or 23rd May 2026 to schedule the 13th convocation. It was resolved that the 13th Annual Convocation be scheduled on 23rd May, 2026 (Fourth Saturday of the month).

2. Please ensure its success in all respects.

With Regards

Registrar (Officiating)
Eternal University,
Baru Sahib

Registrar (Officiating)
Eternal University
Baru Sahib (H.P.) 173101



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

1 message

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:10 PM

To: Sobha Singh <examination@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/6. of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item-6.pdf**
333K



Eternal University

(World peace through value based education)

RefNo: EU/RO/ACM/18/11

Dated: 20th May, 2026

Controller of Examination
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT

Respected Sir/Madam,

1. An extract of the item No 89/6 of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/6. Approval of a committee for weeding out of answer sheets and old records of Examination Branch.

Additional Controller of Examination presented the item and informed the house that the old final examinations answer sheets and other records of Examination Branch was destroyed in April 2023 and some more old records of answer sheets needs to be weeded out for which a committee is proposed as under:

- | | | |
|-------|-----------------------|---------------|
| (i) | Dr. Yashpal Azad | - Chairperson |
| (ii) | Dr. Ramesh Kumar | - Member |
| (iii) | Dr. Anand Singh Rawat | - Member |
| (iv) | Er Rajeev Thakur | - Member |

Additional CoE requested the chair for according the approval to go ahead for weeding out the old record through a proposed committee. House resolved and approved it.

2. Please submit its compliance report by 15th June, 2026 positively.

With Regards

Registrar (Officiating)

Eternal University,

Baru Sahib

Registrar (Officiating)

Eternal University

Baru Sahib (H.P.) 173101



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

1 message

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:11 PM

To: SK Chauhan <skchauhan1958@gmail.com>, Sobha Singh <examination@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/7 of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item-7.pdf**
313K



Eternal University

(World peace through value based education)

Ref No: EU/RO/ACM/18/12

Dated: 20th May, 2026

Dean,
Akal College of Economics, Commerce & Management
Eternal University

Controller of Examination
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT ✓

Respected Sir/Madam,

1. An extract of the item No 89/7 of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/7. Approval for VAC Category Courses on “Basic of Securities Markets” for 4th Semester.

Dean, Akal College of Economics, Commerce & Management presented the item. He told that VAC Category Course on “**Basic of Securities Markets**” (1+0+1) needs to be included in the list of 4th semester SEC, AEC and VAC category courses.

House resolved and accorded ex-post facto approval for implementation.

2. Please submit its compliance report by 15th June, 2026 positively.

With Regards

Registrar (Officiating)

Eternal University,

Baru Sahib

Registrar (Officiating)

Eternal University

Baru Sahib (H.P.) 173101



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

2 messages

Eternal University Registrar <registrar@eternaluniversity.edu.in> Thu, Jun 4, 2026 at 6:13 PM
 To: Dean Student Welfare <dsw@eternaluniversity.edu.in>, Dean ACASS <acass@eternaluniversity.edu.in>, Dean ACE <ace@eternaluniversity.edu.in>, Dean ACBS <acbs@eternaluniversity.edu.in>, Dean ACET <acet@eternaluniversity.edu.in>, Dean Academics Affairs <deanacademics@eternaluniversity.edu.in>, SK Chauhan <skchauhan1958@gmail.com>, AkalCollegeOf Nursing <acn@barusahib.org>, Anupama Dayanand <anupama@eternaluniversity.edu.in>, Eternal University Registrar <registrar@eternaluniversity.edu.in>, Sobha Singh <examination@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/8 of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
 Eternal University, Baru Sahib
 Mob-8580806659

89 ACM Item-8.pdf
456K

Eternal University Registrar <registrar@eternaluniversity.edu.in> Sun, Jun 7, 2026 at 2:15 PM
 To: "Dr. Khem Singh Gill Akal College of Agriculture" <aca@eternaluniversity.edu.in>

[Quoted text hidden]
 [Quoted text hidden]

89 ACM Item-8.pdf
456K



Eternal University

(World peace through value based education)

Ref No: EU/RO/ACM/18/ 13

Dated: 20th May, 2026

All Deans/Principals
Controller of Examination
Registrar (Officiating)

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT ✓

Respected Sir/Madam,

1. An extract of the item No 89/8 of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/8. Approval of Academic Calendars of University, B. Ed and Nursing.

The Dean Academic Affairs presented the item and informed the house that all the academic calendars including the sports calendar were discussed thoroughly in a meeting of all the Deans and Principals held on 05 February, 2026. Hon'ble Vice Chancellor suggested continuing the Academic Session of all the colleges on a common date. Dean Academic Affairs replied that Akal College of Nursing had commenced their academic session wef of 01 August 2026 as this college is observing first Saturday as a working Day.

The Hon'ble Chancellor suggested that there should be one date for decalaration of result. Dean Academic Affairs replied that the working days of Akal Ciollege of Nursing are followed as per the guidelines of INC, therefore the dates of declaring the results have been fixed alighed with duration of the respective calendar.

Additional CoE requested for a common room of bigger size to evaluate the answer sheets. Dr. NS Attri External Member suggested to nominate a faculty member to get issue complete answer sheets from the examination Branch and further hand over to concerned teacher for evaluation and vice versa. The nominated faculty member will collect the evaluated answer sheets from concerned teacher for depositing with examination branch. House resolved that the Governing Body Hall may be used as common room for evaluating the answer sheets after the end-term examinations.

The Hon'ble Chancellor also advised that the faculty member should evaluate the answer sheets of final year students before he/she proceeds on end semester break, especially in the summer session so that the results of final year classes students may be declared ontime. Dean Academic Affairs & CoE will ensure it. Clearance from CoE will be mandatory.

House satisfied with the justification of Dean Academic Affairs and the item stands approved.

2. Please ensure its implementation from the Academic Session 206-27..

With Regards


Registrar (Officiating)

Eternal University Baru Sahib

Registrar (Officiating)

Eternal University

Baru Sahib (H.P.) 173101

Baru Sahib, Via-Rajgarh, Distt: Sirmour, Himachal Pradesh – 173101 (India)

Phones - +91-9805098720(M), +91-1799-276012(LL), Fax: 01799-276006

E-mail : contact@eternaluniversity.edu.in, Web site : www.eternaluniversity.edu.in



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

2 messages

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:14 PM

To: Dean Academics Affairs <deanacademics@eternaluniversity.edu.in>, Tarlok Singh <tsbanipal@eternaluniversity.edu.in>, Sobha Singh <examination@eternaluniversity.edu.in>, "Ms. Meenakshi Gupta" <meenakshilib@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/9 of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 89 ACM Item-9.pdf
306K

Examination Deptt. EU <examdeptt@eternaluniversity.edu.in>

Fri, Jun 5, 2026 at 10:05 AM

To: Eternal University Registrar <registrar@eternaluniversity.edu.in>

Cc: Dean Academics Affairs <deanacademics@eternaluniversity.edu.in>, Tarlok Singh <tsbanipal@eternaluniversity.edu.in>, Sobha Singh <examination@eternaluniversity.edu.in>

Sir,

With reference to the trailing mail (Dated Jun 4, 2026), PFA the document.

[Quoted text hidden]

--

Regards,

Prof. (Dr.) Tusshar Mahajan
Addl. Controller of Examination
Examination Department
Eternal University, Baru Sahib (H.P.)

 Document 9.pdf
329K



Eternal University

(World peace through value based education)

RefNo: EU/RO/ACM/18/14

Dated: 20th May, 2026

Dean,
Academic Affairs
Eternal University

Controller of Examination
Eternal University

Librarian (Officiating)
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT

Respected Sir/Madam,

1. An extract of the item No 89/9 of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/9. Approval for a proposal to introduce the “Best Library User Award” for UG and PG Students.

The Librarian (Officiating) presented the item and requested the house to consider this proposal for introducing the “Best Library User Award” for UG and PG Students from the Academic session 2026-27 onwards as per the guidelines circulated among the members.

House appreciated the proposal and resolved it to be approved.

2. Please ensure its implementation with effect from the 13th convocation.

With Regards

Registrar (Officiating)

Eternal University,

Baru Sahib

Registrar (Officiating)

Eternal University

Baru Sahib (H.P.) 173101



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

1 message

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:17 PM


To: Dean Student Welfare <dsw@eternaluniversity.edu.in>, BALRAJ SINGH <balrajsingh@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/16 of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item-16.pdf**
334K



Eternal University

(World peace through value based education)

Ref No: EU/RO/ACM/18/15

Dated: 20th May, 2026

Dean, Student Welfare
Eternal University

Director Admission & Placement
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT

Respected Sir/Madam,

1. An extract of the item No 89/16 of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/16. To report the Advisory issued by Joint Secretary, UGC regarding the revised procedure of Anti-Ragging undertaking & compliance submission by the Student and University.

Member secretary informed the house that UGC had changed the reporting system of Anti Ragging. He further told that University compliance is to be submitted by the Dean Student Welfare on a link given by the UGC and as regarding students, each student have to register herself on a link provided by the UGC at the time of admission. Member Secretary said that the existing system for taking Anti Ragging document as a hard copy has now been discontinued.

House accepted the reporting item and decided that Admission Cell will ensure to get student registered on Anti Ragging link at the time of admission.

2. Please ensure its implementation from the Acaemic session 2026-27.

With Regards

Registrar (Officiating)

Eternal University,

Baru Sahib

Registrar (Officiating)

Eternal University

Baru Sahib (H.P.) 173101



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

1 message

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:18 PM

To: "Dr. Khem Singh Gill Akal College of Agriculture" <aca@eternaluniversity.edu.in>, Dean Student Welfare <dsw@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/17 of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item-17.pdf**
288K



Eternal University

(World peace through value based education)

Ref No: EU/RO/ACM/18/16

Dated: 20th May, 2026

Dean, Dr. Khem Singh Gill Akal College of Agriculture
Eternal University

Dean, Student Welfare
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT

Respected Sir/Madam,

1. An extract of the item No **89/17** of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/17. To report for change of dress code of B. Sc. (Hons) Agriculture programme Students.

Dean, Dr. Khem Singh Gill Akal College of Agriculture presented the item and informed the house that on the request of B. Sc. (Hons) Agriculture students, dress code has been changed as **Black Pajami and Black Dupatta** instead of **White Pajami and white dupatta**. The colour of shirt will remain same.

House accepted this reporting item.

2. Please ensure its implementation from immediate effect.

With Regards

Registrar (Officiating)
Eternal University,
Baru Sahib

Registrar (Officiating)
Eternal University
Baru Sahib (H.P.) 173101



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

1 message

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:19 PM

To: SK Chauhan <skchauhan1958@gmail.com>, Sobha Singh <examination@eternaluniversity.edu.in>, "Ms. Meenakshi Gupta" <meenakshilib@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/18(a) of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item -18(a).pdf**
627K



Eternal University

(World peace through value based education)

Ref No: EU/RO/ACM/18/17

Dated: 20th May, 2026

Dean,
Akal College of Economics, Commerce & Management
Eternal University

Controller of Examination
Eternal University

Librarian (Officiating)
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT

Respected Sir/Madam,

1. An extract of the item No **89/18(a)** of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/18. Any other item with the permission of Chair.

- (a) **To consider the recommendation of the Standing Committee on Academic Affairs at its meeting held on 10th April, 2026.**

The undermentioned syllabi were submitted by Dean, Akal College of Economics, Commerce & Management to Dean Academic Affairs for consideration of the Standing Committee on Academic Affairs. Standing Committee (Academic Affairs) discussed and after suitable modifications as per the requirements for consideration by the Academic Council forwarded the syllabi to the Registrar Office for placing in the Academic Council meeting to get final approval (**Annexure-I**). The Academic Council after a detailed discussion approved the syllabi of the following programmes.

- (a) B.B.A. (Hons. with Research)
(Semester I to Semester VI)
- (b) B. Com. (Hons. with Research)
(Semester I to Semester VI)

House resolved to implement the revised syllabi from the Academic Session 2026-27.

2. Please submit its soft copy to the Registrar Office, Controller of Examination and Librarian (Officiating) by 31st May, 2026 positively.

With Regards

Registrar (Officiating)
Eternal University, Baru Sahib

Registrar (Officiating)

Eternal University V.P.O. - Baru Sahib, Via-Rajgarh, Distt: Sirmour, Himachal Pradesh – 173101 (India)
Baru Sahib (H.P.) 173101 Phones - +91-9805098720(M), +91-1799-276012(LL), Fax: 01799-276006

E-mail : contact@eternaluniversity.edu.in, Web site: www.eternaluniversity.edu.in



Eternal University

(World peace through value based education)

Annexure-I

Ref. No. EU/DAA/2026/75

Date 10.04.26


The Standing Committee for Academic Affairs scrutinized the syllabi of the following programmes in its meeting held on 09.04.2026 at 4:00 PM in the Governing Body Hall:

Akal College of Economics, Commerce & Management

1. Syllabus of **BBA (Hons. with Research)** for Semester I–VI
2. Syllabus of **B.Com (Hons. with Research)** for Semester I–VI

After thorough discussion, it was resolved that the syllabi for **BBA (Hons. with Research)** and **B.Com (Hons. with Research)** be accepted and recommended to the Academic Council for approval, subject to the incorporation of suggestions and recommendations made by the Standing Committee.

The same are enclosed herewith for further necessary action.


10.4.26
Dean, Academic Affairs,
Eternal University


Registrar



Eternal University Registrar <registrar@eternaluniversity.edu.in>

Extract 89th ACM

1 message

Eternal University Registrar <registrar@eternaluniversity.edu.in>

Thu, Jun 4, 2026 at 6:20 PM

To: contact <contact@eternaluniversity.edu.in>, Eternal University Registrar <registrar@eternaluniversity.edu.in>

Respected Sir/ Madam

An Extract of Item No. 89/18(b) of the 89th ACM is enclosed for your information and necessary action please.

With kind regards,

Registrar (Officiating)
Eternal University, Baru Sahib
Mob-8580806659

 **89 ACM Item-18(b).pdf**
576K



Eternal University

(World peace through value based education)

Ref No: EU/RO/ACM/18 /18

Dated: 20th May, 2026

To
Office of the Hon'ble Vice Chancellor
Eternal University

Registrar (Officiating)
Eternal University

89th ACADEMIC COUNCIL MEETING: ACTION TAKEN REPORT

Respected Sir/Madam,

1. An extract of the item No **89/18 (b)** of Academic Council Meeting Minutes held on 11th April, 2026 is reproduced as under for your necessary action please:

89/18. Any other item with the permission of Chair.

- (b) The Member Secretary raised some miscellaneous suggestions (**Annexure-II**) for the consideration of the house. The Hon'ble Chancellor advised to discuss these points with Hon'ble Vice Chancellor and if need be a committee may be formed to address them on priority.

2. Please submit compliance by 31st May, 2026 positively.

With Regards

Registrar (Officiating)

Eternal University,

Baru Sahib

Registrar (Officiating)

Eternal University

Baru Sahib (H.P.) 173101

**COMMON AGENDA POINTS CAME FORWARD IN ANY OTHER ITEM OF 89th
ACADEMIC COUNCIL MEETING HELD ON 11th APRIL, 2026**

1. Some faculty members have published 30-35 papers in a single year, with many of these papers appearing in their own journals under self-editorship, as first author, corresponding author, or co-author or single author. Such faculty members may be receiving high research incentives. Therefore, it is proposed to introduce an upper cap of 2 or 3 papers for incentive consideration or best teacher or best researcher award.
2. In one case, some faculty members take a teaching load of only 8-10 lectures per week and publish 2 papers, whereas in another case, a faculty member takes 16-20 lectures per week and also publishes 2 papers. Both situations are clearly different and should be evaluated accordingly.
3. For the mid-semester assessment of NEP programs, three class tests were announced by the former Vice Chancellor, Dr. Jaswinder Singh. However, no blank sheets were provided to students by the Examination Department for writing their answers. This rule has not been approved by the Academic Council till date.
4. In the main examinations, Assistant Professors are appointed as Superintendents or Deputy Superintendents, while Associate Professors are assigned 3-hour examination duties. Senior person should be appointed as Superintendent of examination center and these duties should be on rotation basis.